MEMORANDUM FOR

SUBJECT: UTD/CTD for MAP/CAP 118-15(E) – Exemption to DTS/CTO Lodging Module Use for Security Concerns

1. SYNOPSIS: Allows an exemption to the requirement to use the DTS/CTO lodging module for security concerns. This item was approved by the MAP by a vote of 6-0 (NOAA Absent) on 22 December 2015 and by an electronic vote by the CAP of 5-0 on 23 December 2015.

2. These changes are scheduled to appear in the JTR, dated 1 February 2016.

3. This determination is effective when printed in the JTR.

4. Action Officer: Tim Haddix (timothy.g.haddix.civ@mail.mil).

Attachment:
Rev 1

Uniformed E-Mail Distribution:
MAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO PPC

Civilian E-Mail Distribution:
CAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges

//Approved//
TONIA BOCK
Chief, Strategic Planning and Policy Division
2400-A:

A. Policy

1. – 3. *****

*4. Travelers, ordered to execute long-term TDY on a flat rate per diem basis in accordance with par. 4250, who cannot make long-term lodging arrangements individually, must contact the DTMO-contracted CTO to find adequate lodging within the parameters of par. 4250.

*5. Reservations made for certain travelers may be negotiated and booked outside the DTS/CTO (e.g., Band tours, scheduled training courses where mass reservations are made in advance to facilitate a large number of rooms, or personnel directed into certain lodging establishments due to security, health and safety concerns in accordance with the Foreign Clearance Guide or direction by a U.S. Embassy, COCOM/JTF Commander or through the Secretarial Process).

B. Command Responsibility. *****

4130-A5:

A. General

1. – 4. *****

*5. The only exceptions to using DTS or a DTMO-contracted CTO include when lodging is arranged at a lower cost than available through DTS or the CTO, such as lodging in conjunction with a conference, mass training evolutions, unit movements, personnel directed into certain lodging establishments due to security, health and safety concerns in accordance with the Foreign Clearance Guide or direction by a U.S. Embassy, COCOM/JTF Commander or through the Secretarial Process, or when arranging lodging on a weekly or monthly basis for long term TDY. If long term lodging arrangements cannot be made by the traveler, the traveler must contact a CTO to find adequate lodging within the parameters of par. 4250.

6. *****
The following pages are the same policy preceding this page but showing tracked changes.
MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 118-15(E) – Exemption to DTS/CTO Lodging Module Use for Security Concerns

1. SYNOPSIS: Allows an exemption to the requirement to use the DTS/CTO lodging module for security concerns. This item was approved by the MAP by a vote of 6-0 (NOAA Absent) on 22 December 2015 and by an electronic vote by the CAP of 5-0 on 23 December 2015.

2. These changes are scheduled to appear in the JTR, dated 1 February 2016.

3. This determination is effective when printed in the JTR.

4. Action Officer: Tim Haddix (timothy.g.haddix.civ@mail.mil).

//Approved//

TONIA BOCK
Chief, Strategic Planning and Policy Division

Attachment:
Rev 1

Uniformed E-Mail Distribution:
MAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO PPC

Civilian E-Mail Distribution:
CAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges
JTR REVISIONS:

2400-A:

A. Policy

1. – 3. *****

*4. Travelers, ordered to execute long-term TDY on a flat rate per diem basis in accordance with par. 4250, who cannot make long-term lodging arrangements individually, must should contact the DTMO-contracted CTO to find adequate lodging within the parameters of par. 4250.

*5. Reservations made for certain multiple travelers may be negotiated and booked outside the DTS/CTO (i.e., Band tours, scheduled training courses where mass reservations are made in advance to facilitate a large number of rooms, or personnel directed into certain lodging establishments due to security, health and safety concerns in accordance with the Foreign Clearance Guide or direction by a U.S. Embassy, COCOM/JTF Commander or through the Secretarial Process, etc.).

B. Command Responsibility. *****

4130-A5:

A. General

1. – 4. *****

*5. The only exceptions to using DTS or a DTMO-contracted CTO include when lodging is arranged at a lower cost than available through DTS or the CTO, such as lodging in conjunction with a conference, mass training evolutions, unit movements, personnel directed into certain lodging establishments due to security, health and safety concerns in accordance with the Foreign Clearance Guide or direction by a U.S. Embassy, COCOM/JTF Commander or through the Secretarial Process, or when arranging lodging on a weekly or monthly basis for long term TDY. If long term lodging arrangements cannot be made by the traveler, the traveler must should contact a CTO to find adequate lodging within the parameters of par. 4250.

6. *****