



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE**

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

PDTATAC/tgh

4 January 2016

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](mailto: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 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.



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## 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.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,~~ 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. \*\*\*\*\*