



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/tgh

27 December 2016

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

UTD/CTD for MAP/CAP 167-16(I) -- Remove Appendix H1 from the JTR

1. SYNOPSIS: Removes Appendix H, Part 1 from JTR and refers the traveler to the Government Publishing Office (GPO) Electronic Code of Federal Regulations (ECFR) portal via a hyperlink in order to reduce redundancy and maintain access to travel purpose identifiers.

2. The attached clarifying revision is forwarded for information purposes only. No coordination or comments are required.

3. This revision was initiated by the DTMO Transformation Team.

4. These changes are scheduled to appear in the JTR, dated 1 February 2017.

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

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

//Approved by Velda A. Potter for//

JOEL T. RIDENOUR

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

Appendix H, Part 1:

APPENDIX H: TRAVEL PURPOSE IDENTIFIERS AND TRANSPORTATION DECISION SUPPORT TOOLS

PART 1: TRAVEL PURPOSE IDENTIFIERS

DoD travelers Refer to [ECFR Title 41, Chapter 301, Appendix C: Standard Data Elements for Federal Travel](#), for guidance on data elements and trip descriptions.

The following pages are the same policy preceding this page but showing tracked changes.



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PART 1: TRAVEL PURPOSE IDENTIFIERS

Travel Purpose Identifier Codes	Purpose
1. Mission (Operational)	Travel to a particular site to perform operational/managerial activities (e.g., to oversee program activities, grant operations, or manage activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide technical assistance). Travel to attend a meeting(s) to discuss general agency operations, review status reports, or discuss topics of general interest. Examples: Traveler's day to day operational or managerial activities, as defined by the agency, to include, but not limited to: a/an hearing, site visit, information meeting, inspection, audit, investigation, and examination.
2. Training	Travel in conjunction with educational activities to become proficient or qualified in one or more areas of responsibility. "Training" means the process of providing for, making available to, and placing or enrolling the member/employee in a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance and assist in achieving the agency's mission and performance goals. "Conference" may also apply to training activities that are considered to be conferences, when: (a) the announced purpose of the conference is educational or instructional; (b) more than half of the time is scheduled for a planned, organized exchange or information between presenters and audience which meets the definition of training; (c) the content of the conference is germane to improving individual and/or organizational performance, and (d) development benefits will be derived through the member/employee attendance. Agencies must distinguish between conference and training attendance and use the appropriate identifier (see Conference—Other than Training). Examples: Job required training, Internships, Intergovernmental Personnel Act, and forums.
3. NO LONGER USED	
4. Conference—Other than Training	Travel performed in connection with a prearranged meeting, retreat, convention, seminar, or symposium for consultation or exchange of information or discussion. Agencies must distinguish between conference and training attendance and use the appropriate identifier (see Training). Examples: To participate in a planned program as a speaker/panelist or other form of presentation, host, planner, or others designated to oversee the conference or attendance with no formal role, or as an exhibitor.
5. Relocation	Travel performed in connection with a transfer from one PDS to another (same as a PCS move) for member/employee/dependent, as applicable. This includes new appointees/persons ordered to active duty when authorized relocation allowances for reporting to the first duty station. Examples: PCS moves for domestic and international transferees/new appointees, tour renewal, temporary change of

Travel Purpose Identifier Codes	Purpose
	station (TCS), and last move home.
6. NO LONGER USED	
7. Special Agency Mission Travel	Travel to carry out a special agency mission (e.g., non-combat military units) and/or perform a task outside the agency's normal course of day-to-day business activities that is unique or distinctive. These special missions are defined by the head of agency and are normally not programmed in the agency annual funding authorization. Examples: These agency defined special missions may include details; security missions (to a person or shipment such as diplomatic pouch); move witnesses between locations; travel by Federal beneficiaries and other non-employees; and agency emergency response/recovery such as civil, natural disasters, evacuation, catastrophic events, technical assistance, evaluations or assessments.
8. Emergency Travel	<i>*Travel related to an unexpected occurrence/event or injury/illness that affects the traveler personally and/or directly that requires immediate action/attention. To return a traveler from a temporary duty assignment location at Government expense to the designated post of duty or home, or other alternate location, where the traveler would ordinarily be present to take care of the emergency situation if the Government had not directed or assigned the traveler to another location to perform official business. Examples: Traveler is incapacitated by illness or injury, death or serious illness of a family member, or catastrophic occurrence or impending disaster that directly affects the traveler's home. Emergency travel also includes travel for medical care while traveler is TDY away from the PDS; death of a traveler/immediate family member when performing TDY; medical attendant transportation, assistance travel for a traveler with special needs, as well as travel for threatened law enforcement/investigative travelers. In the case of a member, the provisions of par. 7010 or 7015 apply. For employees, the provisions of par. 7020 or 7025 apply, which are far more extensive.</i>

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