MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 057-18(I) – Updating Appendix B

1. SYNOPSIS: This UTD/CTD updates Appendix B to rename the “DoD Official Travel Guidance” as “DoD Travel Allowance Guidance” and clarify that this document supports all Defense Travel Enterprise initiatives.

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

3. This revision was initiated by the PDTATAC Chair.

4. These changes are scheduled to appear in the JTR, dated 1 August 2018.

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

6. Action Officer: Christopher Woods (christopher.m.woods2.civ@mail.mil).

//Approved//
DONNA K. HADDIX
Chief, Policy & Regulations Branch

Attachment:
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APPENDIX B: DoD Travel Allowance Guidance

The DoD Travel Allowance Guidance is intended to be a summary of travel allowances. This document is not the authoritative source for travel allowances and readers must reference the JTR to ensure accurate administration and compliance.

Reference:

DoD Travel Allowance Guidance
The following pages are the same policy preceding this page but showing tracked changes.
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APPENDIX B: CROSS-FUNCTIONAL TEAM – TRAVEL (CFT-T) DOJ Travel Allowance Guidance

This appendix, DoD Travel Allowance Guidance is intended to be a summary of travel allowances. This document is not the authoritative source for travel allowances and readers must reference the JTR to ensure accurate administration and compliance. carry out the directions given by the Secretary of Defense concerning the establishment of a cross-functional team for the Defense travel enterprise.

Excerpt from the Deputy Secretary of Defense Memorandum of 2 June 2017, “Establishment of Cross-Functional Team to Improve Travel within the Department”:

“…In accordance with the Secretary of Defense Memorandum, “Establishment of Cross-Functional Teams to Address Improved Mission Effectiveness and Efficiencies within DoD,” dated February 17, 2017, I am directing the Deputy Chief Management Officer (DCMO), Undersecretary of Defense for Personnel and Readiness (USD(P&R)) and the Chief Information Officer (CIO) of the DoD to establish and lead a cross functional team to improve travel performance outcomes (CFT-Travel). The CFT-Travel is to streamline and optimize the processes, mechanisms, and approaches to execute Temporary Duty (TDY) travel for DoD civilian and military Service members. The DCMO, USD(P&R), and the DoD CIO will jointly lead a review of existing policy, service delivery approaches, and technology to modernize travel within the DoD. Additionally, this effort will leverage and utilize past Components’ recommendations on the Defense Travel System and identify potential areas of efficiency while preserving or improving overall mission performance outcomes.”

References:
1. SecDef Memo of 17 February 2017, “Establishment of Cross-Functional Teams to Address Improved Mission Effectiveness and Efficiencies within DoD”
2. DepSecDef Memo of 2 June 2017, “Establishment of Cross-Functional Team to Improve Travel within the Department”
3. DoD Official Travel Allowance Guidance (Cross Functional Team Travel)