



**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/tlw

18 August 2015

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

UTD/CTD for MAP/CAP 101-15(I) -- Non-Availability Documentation

1. **SYNOPSIS:** This item clarifies how to document Gov't Qtrs non-availability and ILPP lodging non-availability.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by PDTATAC Staff.
4. These changes are scheduled to appear in the JTR, dated 1 October 2015.
5. This determination is *effective on 18 August 2015*.

**JOEL T. RIDENOUR**

Chief, Policy and Regulations Branch

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

### 1265-E:

#### E. Gov't Qtrs Use **Employees Only**

\*1. Gov't Qtrs Available. Civilian employees TDY to a U.S. Installation (not nearby) at one of the selected ILPP sites in par. 1265-J, must use adequate (based on DoD and Service standards) Gov't Qtrs when available.

2. Gov't Qtrs Available but not Used. If adequate Gov't Qtrs are available and the employee chooses to use other lodging, reimbursement is limited to the cost of available Gov't Qtrs.

3. Gov't Qtrs Not Available. Gov't Qtrs are considered not available when:

a. TDY is at other than a U.S. Installation;

\*b. The AO determines that Gov't Qtrs use would adversely affect mission performance. An SES may personally determine Gov't Qtrs availability;

\*c. En route during travel periods;

\*d. TDY for only 1 night at one location;

e. Travel is ICW a PCS and the family accompanies the employee, and Gov't Qtrs are not available for the family;

f. An employee is TDY at a medical facility as a non-medical attendant accompanying a patient in an outpatient status; or

\*g. Reservations cannot be booked in DTS. See [ILPP Start Dates](#).

\*4. Non-Availability Documentation. The employee must document Gov't Qtrs non-availability by one of the following:

\*a. A non-availability confirmation number provided by the Service's lodging registration process; ***or***

\*b. The date the employee attempted to make reservations, along with the phone number and name of the billeting office PoC; ***or***

\*c. Employee certification that Gov't Qtrs were not available on arrival.

\*5. Employees with a Disability/Special Need. See par. 7815.

\*6. **Uniformed Members**. The rules in Ch 2, Part H1 apply to members.

## **1265-F:**

### **F. Exceptions**

\*1. Authorized/Approved Exceptions. The AO may authorize/approve an exception to the required use of a commercial (DoD Preferred) property at an ILPP site when:

\*a. Gov't Qtrs are available;

\*b. Lodging is not available at the approved lodging accommodations in par. 1265-J. See subpar. 2 below for non-availability documentation.;

\*c. There is excessive distance between the lodging facility and places of duty; and the use of approved lodging would cause additional local transportation expenses;

\*d. The use of a commercial (DoD Preferred) property at an ILPP site facility adversely affects mission performance; or

\*e. The traveler can obtain a room rate lower than the ILPP maximum rate in 1265-J.

\*2. Non-Availability Documentation. The traveler must document ILPP non-availability by one of the following:

\*a. A non-availability confirmation number provided by the ILPP lodging registration process; **or**

\*b. The date the traveler attempted to make reservations, along with the phone number and name of the CTO PoC.

## **2570-A**

### **2570 TRAVEL ORDER/VOUCHER**

\*A. Non-Availability Documentation. The member must document Gov't Qtrs non-availability by one of the following:

\*1. A non-availability confirmation number provided by the Service's lodging registration process; **or**

\*2. The date the member attempted to make reservations, along with the phone number and name of the billeting office PoC; **or**

3. Member certification that Gov't Qtrs were not available on arrival.

## **5434-G3b(5)**

### **b. Gov't Qtrs**

(1) \*\*\*\*\*

\*(5) Non-availability must be documented, by the member, by one of the following:

\*(a) A non-availability confirmation number provided by the Service's lodging registration process; **or**

\*(b) The date the member attempted to make reservations, along with the phone number and name of the billeting office PoC; **or**

\*(c) Member certification that Gov't Qtrs were not available before departure from the old PDS and/or after arrival at the new PDS.

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



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## JTR REVISIONS

### 1265-E:

#### E. Gov't Qtrs Use **Civilian-Employees Only**

\*1. Gov't Qtrs Available. Civilian employees TDY to a U.S. Installation (not nearby) at one of the selected ILPP sites in par. 1265-J, must use adequate (based on DoD and Service standards) Gov't Qtrs when available. See par. 7815 for traveler with a disability/special need. The rules in Ch 2, Part H1 apply to **Uniformed Members**.

~~2. Employees are required to check Gov't Qtrs availability and annotate non-availability with a confirmation number or date, phone number, and name of billeting office contact.~~

2. Gov't Qtrs Available but not Used. If adequate Gov't Qtrs are available and the employee chooses to use other lodging, reimbursement is limited to the cost of available Gov't Qtrs.

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3. Gov't Qtrs Not Available. Gov't Qtrs are considered not available when:

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a. TDY is at other than a U.S. Installation;

\*b. The AO determines that Gov't Qtrs use would adversely affect mission performance. An SES may personally determine Gov't Qtrs availability;

\*c. ~~During~~ En route during travel periods;

\*d. ~~For any~~ TDY ~~of for~~ only 1 night at one location;

e. Travel is ICW a PCS and the family accompanies the employee, and Gov't Qtrs are not available for the family;

f. An employee is TDY at a medical facility as a non-medical attendant accompanying a patient in an outpatient status; or

\*g. Reservations cannot be booked in DTS. See ILPP Start Dates.  
(www.defensetravel.dod.mil/Does/ILP\_Pilot\_Start\_Dates.pdf).

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\*4. Non-Availability Documentation. The employee must document Gov't Qtrs non-availability by one of the following:

\*a. A non-availability confirmation number provided by the Service's lodging registration process; or

\*b. The date the employee attempted to make reservations, along with the phone number and name of the billeting office PoC; or

\*c. Employee certification that Gov't Qtrs were not available on arrival.

~~4. If adequate Gov't Qtrs are available and the employee chooses to use other lodging, reimbursement is limited to the cost of available Gov't Qtrs.~~

\*5. Employees with a Disability/Special Need. See par. 7815.

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\*6. **Uniformed Members.** The rules in Ch 2, Part H1 apply to members.

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**1265-F:**

F. Exceptions-

\*1. Authorized/Approved Exceptions. The AO may authorize/approve an exception to the required use of a commercial (DoD Preferred) property at an ILPP site when:

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\*a4. Gov't Qtrs are available;

\*b2. Lodging is not available at the approved lodging accommodations in par. 1265-J. See subpar. 2 below for non-availability documentation.:

\*c3. There is excessive distance between the lodging facility and places of duty, and the use of approved lodging would cause additional local transportation expenses;

\*d4. The use of a commercial (DoD Preferred) property at an ILPP site facility adversely affects mission performance; or

\*e5. The traveler can obtain a room rate lower than the ILPP maximum rate in 1265-J.

\*2. Non-Availability Documentation. The traveler must document ILPP non-availability by one of the following:

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\*a. A non-availability confirmation number provided by the ILPP lodging registration process; *or*

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\*b. The date the traveler attempted to make reservations, along with the phone number and name of the CTO PoC.

**2570-A**

**2570 TRAVEL ORDER/VOUCHER**

\*A. Non-Availability Documentation. ~~The member must document Gov't Qtrs Availability/~~non-availability ~~must be documented by the member~~ by one of the following:

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\*1. A non-availability ~~C~~confirmation number provided by the Service's lodging registration process; *or*

\*2. The date the member attempted to make reservations, along with ~~and~~ the phone number and name of the billeting office PoC; *or*

3. Member certification that Gov't Qtrs were not available on arrival.

**5434-G3b(5)**

b. Gov't Qtrs

(1) \*\*\*\*\*

\*(5) ~~Availability/n~~Non-availability must be documented, by the member, by one of the following:

\*(a) A non-availability ~~c~~confirmation number provided by the Service's lodging registration process; *or*

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\*(b) The date the member attempted to make reservations, along with ~~and~~ the phone number and name of the billeting office PoC; *or*

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(c) Member certification that Gov't Qtrs were not available before departure from the old PDS and/or after arrival at the new PDS ~~including the date the reservations were attempted to be made, and the phone number and name of the Gov't Qtrs PoC(s).~~