

# GSA National Travel Forum – 2008

JFTR/JTR 101 - "From Beginning to End"

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"Don't go around saying the world owes you a living; the world owes you nothing; it was here first."

**-- Mark Twain**

# Caveat

- ◆ The material in this briefing is current BUT is subject to change in the future.
- ◆ Do NOT make this brief the basis of ANY decision; rather consult the appropriate reference (JTR or JFTR) for current information.
- ◆ *“If you can’t stand the answer, don’t ask the question.”*  
(Ed Brennan)
- ◆ **N.B.** The PDTATAC website has changed! See the several CORRECT references in this brief.

# JFTR/JTR APPLICATION

- ◆ ALL Uniformed Service members must follow JFTR
  - True even if traveling on behalf of another organization with different regulations or processes or payment procedures
  - The regulations for dependents of uniformed service members, when traveling as dependents, also are in JFTR
  - Seven uniformed services (4 DOD, USCG, USPHS, NOAA)
- ◆ DOD Civilian Employees follow JTR when on DOD-funded travel
  - If another Gov't Department funds the travel, that Department's travel regulations apply
  - JTR has no applicability to Gov't contractors

# Per Diem, Travel and Transportation Allowance Committee (PDTATAC) Composition

- ◆ The COMMITTEE:
  - Deputy Assistant Secretary level (6 principals with Dept of the Navy representing Navy and Marine Corps)
- ◆ Service Staff levels
  - Military Advisory Panel (MAP) – one rep per each of the seven Services
  - Civilian Advisory Panel (CAP) – one rep per each DOD Service plus one rep for OSD and DOD agencies
- ◆ PDTATAC staff
  - Travel and Transportation – regulations (Travel, Transportation, Uniformed Personnel Overseas Allowance Payments (TLA, OHA, COLA), Basic Allowance for Housing (BAH) and CONUS COLA)
  - Economics and Statistics – Compute and publish COLA (CONUS and OCONUS), OHA, some per diems (Non-foreign OCONUS)
  - BAH – Create and maintain BAH rates with DMDC and a contractor!

# Basics

- ◆ *JTR (& FTR) & JFTR are NOT “guidance”*
  - *They have the force & effect of law!*
  - *There are NO JTR or JFTR ‘waivers’.*
- ◆ TDY site, NOT hotel location, determines per diem locality (and rate)
- ◆ Just because JTR or JFTR doesn’t say you can’t do something does *NOT* mean that you can (JTR, par. C1050-A & JFTR, par. U1000)
  - Said differently – The regs tell users what they can do; find where the regulations say you CAN do something!
- ◆ JTR & JFTR Appendices A are **must-read** if dealing with DOD civilian employees and all uniformed members and their travel & transportation allowances
  - Relocation AND Business Travel

# JFTR/JTR ORGANIZATION

- ◆ Applicability & General Information (JFTR, Chap 1) and Administration (JTR, Chap 1)
  - Gov't quarters use
  - Misc. reimbursable expenses (with Appendix G)
  - Frequent Traveler information

# JFTR/JTR ORGANIZATION (cont'd)

- ◆ Administrative and General Procedures (JFTR, Chap 2)
  - Travel Policy
  - Travel Orders
    - ☞ Mostly covered in Service regulations for uniformed personnel
    - ☞ ITAs copied from JTR and placed in Appendix E
  - Travel Status, Claims, Advances, Mileage & MALT Rates
  - Conferences (JTR/JFTR, Appendix R)

# JFTR/JTR ORGANIZATION (cont'd)

- ◆ Transportation, Accompanied Baggage  
Local Travel (JFTR, Chap 3/JTR, Chap 2)
  - Various transportation modes, Foreign Flag transportation, premium class transportation (with Appendix H)
- ◆ JTR, Appendix I for civilian employee travel authorization/order preparation material (DD Forms 1610 & 1614)
  - Moved from JTR, Chapter 3 on 1 June 2008

# JFTR/JTR ORGANIZATION (cont'd)

## ◆ Temporary Duty Travel (JFTR/JTR, Chap 4)

– Various subjects covered

- ☞ TDY (*N.B: Army's 'TCS' for Soldiers is a form of TDY.*)
- ☞ Training (JTR, Part K)
- ☞ Per Diem (JFTR, Part B & JTR, Part L)
- ☞ Actual Expense Allowance (JFTR, Part C & JTR, Part M)
- ☞ Allowable Travel Time (JFTR, Part D)
- ☞ Government Mess Use (JFTR, Part E)
- ☞ Indeterminate TDY (JFTR, Part G)
- ☞ HHG shipments on TDY (JFTR, Part H)

# JFTR/JTR ORGANIZATION (cont'd)

- ◆ Permanent Duty Travel (JFTR/JTR, Chap 5)
  - Applicability and General Rules (Part A)
  - Member/Employee Transportation (Part B)
  - Dependent Transportation (Part C)
  - Household Goods (HHG) (Part D)
  - Privately Owned Vehicle (POV) Shipment (Part E)
  - Mobile Home Transportation (Part F)
  - Dislocation Allowance (DLA)/Miscellaneous Expenses Allowance (MEA) (Part G)
  - TLE/TQSE (Part H)
  - House Hunting Trip (JTR, Part M)
  - Real Estate Sale/Purchase & Relocation Services (JTR, Parts P & Q)

# JFTR/JTR ORGANIZATION (cont'd)

- ◆ Evacuation Allowances (JFTR/JTR, Chap 6)
  - OCONUS
  - CONUS

# JFTR/JTR ORGANIZATION (cont'd)

- ◆ Special Circumstances Travel (JFTR/JTR, Chap 7)
  - Consecutive Overseas Tours (COT) Travel/Renewal Agreement Travel (RAT)
  - Death/Hospitalization
  - Escorts/Attendants
  - Emergency Leave Travel
  - Funded Environmental & Morale Leave (FEMLE) Travel
    - ☞ This is like State Department's 'R&R' program
  - Funded Rest & Recuperation (R&R) Leave Travel
    - ☞ Unique to the uniformed services & DOD civilian employees

# JFTR/JTR ORGANIZATION (cont'd)

- ◆ CONUS Cost of Living Allowance (CONUS COLA) (JFTR, Chap 8)
- ◆ OCONUS Station Allowances (COLA and Temporary Lodging Allowance (TLA)) (JFTR, Chap 9)
  - *TLA is DISCRETIONARY* – up to the command to offer – or not!
  - *Local directives provide the real specifics*
  - TQSE – See JTR, Chapter 5, Part H (see slide 10)
- ◆ Housing Allowances – OHA & BAH (JFTR, Chap 10)
- ◆ ***N.B.*** – The OSD Civilian Personnel Policy (CPP) directorate & the Civilian Personnel Manual (CPM) & State Department's Standardized Regulations (DSSR) & Office of Personnel Management (OPM) Regulations cover civilian overseas allowances; PDTATAC does NOT

# DOD Written Material Implementing JFTR & JTR

## ◆ DODD 5154.29

– ***Requires*** DOD written material implementing JFTR and/or JTR to be reviewed by PDTATAC

☞ Avoids unintended conflicts between ‘admin’ and statutory materials (***JFTR and/or JTR ALWAYS prevail***)

– EX: Civilian employee CANNOT be told where to stay on TDY

– EX: Doubling up on rooms does NOT ‘save’ per diem (2 official travelers each with \$100/night lodging ceiling can rent a \$200 room and not have to split a \$100/night room)

# TRAVEL AUTHORIZATION/ORDER & TRANSPORTATION

- ◆ The relationship should be obvious; the authorization/order prescribes the transportation mode and class
  - A poorly worded authorization/order almost always contributes to poorly provided services
  - Recent case – POV transportation as part of PCS travel; from what airport to ticket the traveler
- ◆ AOs need to know what the premium-class transportation rules are to avoid making unsupportable decisions (JFTR, Chapter 3 & JTR, Chapter 2 & JFTR/JTR, Appendix H)

# REMINDERS

- ◆ Registration fees
  - Reimbursable
  - Included meals should be documented in the travel authorization/order (if known in advance)
  - If not in the travel authorization/order, the traveler must document on the travel claim (*a source of fraud charges*)
  - Proportional per diem applies each day 1 or 2 meals are in the registration fee
    - ☞ Only the “IE” of M&IE on days when all 3 meals are provided
    - ☞ Other Federal agencies use meal-by-meal deductions (our ‘old’ method)

# REMINDERS (cont'd)

- ◆ *N.B. JFTR & JTR (& FTR) are NOT “guidance”*
  - *They have the force & effect of law!*
  - *There are NO JTR (or JFTR) ‘waivers’.*
- ◆ TDY, NOT HOTEL, location determines per diem locality (and rate)
- ◆ Because JFTR/JTR doesn't say you can't do something does NOT mean that you can (JFTR, par. U1000/JTR, par. C1050-A)
  - Said differently – The regs tell users what they can do; find where the regulations say you CAN do something!
- ◆ JFTR & JTR Appendices A - **must-read**
- ◆ Continuing emphasis on CTO use
  - *Use for official travel is required by statutory regulation and is DoD MANDATORY Policy*
    - ☞ *Personnel action possible against violators*
  - JFTR, par. U3120/JTR, par. C2203-A3

# Frequently Asked Questions

- ◆ The TDY mileage rate went up to \$.505 but since then the gas prices have gone up and up again! When will the rate increase again?
- ◆ The PCS mileage/MALT rate is ridiculous – \$.19/mile - which is down from last year! Gas rates have never been higher! What's going on?
- ◆ I'm a DOD civilian employee or a uniformed member with no dependents. I get a smaller HHG weight allowance (uniformed) and less MEA or DLA than an employee/a member who has dependents. Why?

# Frequently Asked Questions (cont'd)

- ◆ Why can't I ship two POVs @ Gov't expense?
- ◆ Why won't the Government pay for a rental car while I'm waiting for my POV to be delivered?
- ◆ Why are uniformed personnel reimbursed for baggage tips at the carrier terminal but not civilian employees?

# Wrap Up

- ◆ PDTATAC website: <http://perdiem.hqda.pentagon.mil/perdiem/>
  - You can get e-mail notification of significant changes!
- ◆ Any traveler's BIGGEST need is:
  - ◆ **CORRECT AND TIMELY INFORMATION!!**
- ◆ **READ APPENDICES A IN JFTR & JTR!!**
- ◆ *I suggest* travelers be informed by knowledgeable personnel using JFTR or JTR and Service implementing regs
- ◆ *Refer contractor Qs to the CORs & the FAR*
- ◆ *Service PoCs:*  
<http://perdiem.hqda.pentagon.mil/perdiem/phdir.html>
- ◆ **In DESPERATION ONLY**
  - Bill – [william.tirrell@perdiem.osd.mil](mailto:william.tirrell@perdiem.osd.mil)