



DEFENSE LOGISTICS AGENCY  
DEFENSE LOGISTICS SUPPORT COMMAND  
8725 JOHN J. KINGMAN ROAD, SUITE 2533  
FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY  
REFER TO

DLSC-LDT

JUL 07 1999

MEMORANDUM FOR EXECUTIVE TEAM  
COMMANDER, DEFENSE CONTRACT MANAGEMENT  
COMMAND  
DEFENSE DISTRIBUTION CENTER  
DEFENSE SUPPLY CENTERS  
DEFENSE REUTILIZATION AND MARKETING SERVICE  
DEFENSE ENERGY SUPPORT CENTER  
DLA EUROPE/PACIFIC  
DEFENSE LOGISTICS INFORMATION SERVICE  
ADMINISTRATOR, DEFENSE AUTOMATED PRINTING AND  
SUPPORT CENTER  
DEFENSE NATIONAL STOCKPILE CENTER

SUBJECT: Policy on DLA Employee Use of First Class Accommodations

This DLA policy concerns the upgrade to first class travel or for first class upgrade accommodations by DLA employees. In accordance with a DLSC-LDT memo of December 15, 1998, subj.: First Class Accommodations (enclosure), "The usage of frequent flyer miles for upgrades to first class travel is not authorized. .." This policy will remain in effect under the Defense Travel System.

DLA employees who are members of a frequent flyer program and receive a voucher or certificate earned by being a "frequent traveler", or employees who receive first class upgrade coupons are *not* authorized to use the upgrade voucher or certificate for upgrade to first class accommodations. (This does not include an airline employee upgrading the traveler to first class accommodations at the time of check-in, at no cost to the Government.)

Our points of contact are Mrs. Deborah L. Beckner, at (703) 767-3622 or DSN 427-3622, or Mrs. Betty Y. Slanta at (703) 767-3638, DSN 427-3638.

Attachment

BENNIE E. WILLIAMS  
Colonel (P), USA  
Chief, Transportation (Policy)