



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

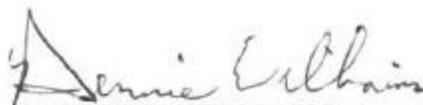
JUL 13 1999

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: Telephone Calls Home--Joint Travel Regulations (JTR)/Joint
Federal Travel Regulations (JFTR) Changes

In accordance with the JTR (civilian), par. C4706, COMMUNICATION SERVICES and the JFTR (military members), par. U4505, COMMUNICATION SERVICES, "Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when government services are not available. Reimbursement may be authorized/approved by the order-issuing official. The order-issuing official may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The order-issuing official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The order issuing official may approve charges after the TDY when appropriate." (GSBCA 14554-TRAV, August 18, 1998) The JTR/JFTR, Appendix O, par. T4060-B5, used under the Defense Travel System, also reflects this change.

Our point of contact is Deborah L. Beckner at (703) 767-3622 or DSN 427-3622.


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





PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE
HOFFMAN BUILDING 1, ROOM 836
2461 EISENHOWER AVENUE, ALEXANDRIA, VA 22331-1300

PDTATAC/vap

26 April 1999

JOINT DETERMINATION
CIVILIAN TRAVEL DETERMINATION

TO: SEE DISTRIBUTION

SUBJECT: MAP Item 42-98/ CAP Item 42-98 -- Phone Calls Home

The Committee Chair has approved the attached changes to the Joint Federal Travel Regulations, Vol 1, (JFTR), made in MAP Item 42-98, and Joint Travel Regulations, Vol 2, (JTR), made in CAP Item 42-98, for publication. These changes are scheduled to appear in JFTR change number 151, and JTR change number 405, dated 1 July 1999. These determinations are an advance notice of the changes to the JFTR/JTR. You are requested to disseminate these determinations to the appropriate offices within your Service. These determinations will be effective when printed in the JFTR and JTR.

S. W. WESTBROOK
Director

Attachments:
As stated

Hard Copy Distribution:

MAP Item file
CAP Item file
Read File

E-Mail Distribution:

MAP & CAP Members
T&T Branch
Paul Joyce
Barbara Delisa
John Argodale

Kay Anderson-Hager
Nancy Murphy
Jim Harte
HRSIC
GSBCA Judges

SYNOPSIS:

Clarifies when phone calls home or to family may be official calls. A ceiling amount should be set before the TDY and official calls are limited to those to advise of the traveler's safe arrival or changes in itinerary, and to inform or inquire about medical conditions.

JFTR CHANGE

JFTR, par. U4505 revised:

U4505 COMMUNICATION SERVICES

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. Reimbursement may be authorized/approved by the order-issuing official. The order-issuing official may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The order-issuing official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The order issuing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998).

JFTR/JTR, Appendix O, par. T4060-B5 revised:

5. Phone Calls to Home or Family During TDY. The AO may determine certain communications to a traveler's home/family as official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The order issuing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998).

JTR CHANGE

JTR, par. C4706 revised:

C4706 COMMUNICATION SERVICES

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. Reimbursement may be authorized/approved by the order-issuing official. The authenticating/order-issuing official may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The order-issuing official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The order issuing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998).

JFTR/JTR, Appendix O, par. T4060-B5 revised:

5. Phone Calls to Home or Family During TDY. The AO may determine certain communications to a traveler's home/family as official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The order issuing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998).