



DEFENSE LOGISTICS AGENCY
DEFENSE LOGISTICS SUPPORT COMMAND
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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: DLA Employee Use of Government Quarters

In accordance with the Joint Travel Regulations (JTR) (civilian entitlements), par. C1055, GOVERNMENT QUARTERS USE/AVAILABILITY (enclosure 1), civilian employees are not required to use Government quarters. The Joint Federal Travel Regulations (JFTR) (military service members), par. U1045, GOVERNMENT QUARTERS USE/AVAILABILITY (enclosure 2), states that when quarters are available, the service member should use the Government quarters. However, when adequate Government quarters are available and other lodgings are used, the lodging reimbursement is limited to the cost of the Government quarters.

Please see the attached JTR/JFTR references to review the requirements for lodging at Government quarters.

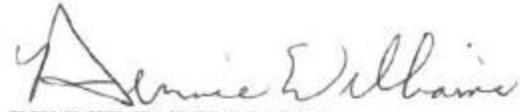
A travel order/voucher must document the non-availability of Government quarters by confirmation number which is provided by the Service's registration process; by the date the member attempted to make reservations, and the phone number and name of the billeting office point of contact; or by the member certification that Government quarters were not available upon arrival.



When a traveler provides acceptable documentation on a travel order/voucher, which identifies the Government quarters non-availability, the order-issuing authority must authorize/approve the reimbursement for the commercial lodging.

This policy applies to civilian; military and anyone utilizing DLA travel funds. Request widest dissemination of this policy letter. Our points of contact are Mrs. Betty Y. Slanta at (703) 767-3638 or DSN 427-3638 and Mrs. Deborah L. Beckner at (703) 767-3622 or DSN 427-3622.

Attachments



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

C1055 GOVERNMENT QUARTERS USE/AVAILABILITY

A. Quarters Available.

Employees aren't required to use Government quarters while TDY; however, when adequate Government quarters are available and other lodgings are used, lodging reimbursement is limited to the Government quarters' cost.

B. Quarters Not Available.

Government quarters aren't available:

1. when TDY/delay is at other than a U.S. installation;
2. when an order-issuing official determines Government quarters use would adversely affect mission performance, except for:
 - a. employees attending service schools at an installation; or
 - b. employees in grades GS-16 or above and SES employees (including individuals described under 5 U.S.C. §5703) who determine their own quarters availability;
3. during periods of travel en route; or
4. for TDY/delay of less than 24 hours at one location;
5. if an employee's normal duties ordinarily require travel for more than 50 % of the total number of basic administrative work weeks during the current fiscal year (except as indicated in Appendix B, footnote 2). "Normal duties" as used here doesn't include attendance at:
 - a. training courses;
 - b. conferences;
 - c. meetings;
 - d. seminars; and/or
 - e. similar functions.

C. Travel Order/Voucher

1. Documentation.

A travel order/voucher must document non-availability by:

- (a) confirmation number (if provided by the Service's registration process); or,
- (b) the date the employee attempted to make reservations, and the phone number and name of the billeting office point of contact; or
- (c) employee certification that Government quarters weren't available on arrival.

2. Authorization/Approval.

When an employee provides acceptable documentation on a travel order/voucher of Government quarters non-availability, the order-issuing/authenticating official must authorize/approve reimbursement

enclosure 1

U1045 GOVERNMENT QUARTERS USE/AVAILABILITY

A. Quarters Available.

Members should use adequate available Government quarters; however, when other lodgings are used, lodging reimbursement is limited to Government quarters' cost.

NOTE: FOR COAST GUARD PERSONNEL ONLY: Government quarters are available only if use is directed in the order.

B. Quarters Not Available.

Government quarters aren't available:

1. when a TDY/delay point is at other than a U.S. installation;
2. when an order-issuing official determines that Government quarters use would adversely affect mission performance, except for:
 - a. members attending service schools at an installation; and
 - b. officers in grades O-7 through O-10 who determine their own quarters availability;
3. during all periods of travel en route;
4. for any TDY/delay of less than 24 hours at one location;
5. when travel is in connection with a PCS:
 - a. when per diem is payable under MALT plus (par. U5105);
 - b. when a member is authorized concurrent travel, and the family can't lodge together in Government quarters at ports of embarkation/debarkation; or
 - c. to a ship/afloat staff homeported OCONUS;
 - (1) and a member is accompanied by dependents authorized concurrent travel;
 - (2) and is put on TDY at the homeport while awaiting arrival of the ship/staff or onward transportation;
 - (3) and Government quarters aren't available for the entire family; or
6. when a member is TDY at a medical facility as a nonmedical attendant accompanying a dependent in an outpatient status (see par. U7551).

enclosure 2

C. Travel Order/Voucher.

1. Documentation.

A travel order/voucher must document non-availability by:

- a. confirmation number provided by the Service's registration process;
- b. the date the member attempted to make reservations, and the phone number and name of the billeting office point of contact;
- c. member certification that Government quarters weren't available on arrival.

2. Authorization/Approval.

When a member provides acceptable documentation on a travel order/voucher of Government quarters non-availability, the order-issuing authority must authorize/approve reimbursement for commercial lodgings.