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READINESS**UNDER SECRETARY OF DEFENSE**  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

APR 27 2018

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Maximum Use of DoD Lodging Facilities on DoD Installations

Department of Defense (DoD) regulations require official travelers to use available and adequate Government quarters (i.e., DoD lodging facilities) when traveling to DoD installations participating in the Integrated Lodging Program Pilot (ILPP). However, it has come to my attention that many official travelers are staying in more expensive commercial lodging, even though adequate Government quarters are available. Be advised that DoD official travelers, supervisors, reviewing officials, authorizing officials, approving officials, and certifying officers will comply with DoD policies for temporary duty (TDY) and permanent change of station (PCS) travel, including the following:

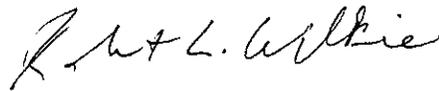
- All TDY travelers performing any portion of their TDY mission at a DoD installation must list the installation on their travel orders, even when the installation and city share the same name (e.g., Los Angeles Air Force Base and Los Angeles).
- All TDY travelers performing TDY mission duties on DoD installations participating in the ILPP must stay in available lodging facilities that are bookable in the Defense Travel System (DTS), in the following order of priority, in accordance with the Joint Travel Regulations (JTR):
  - 1) Government quarters (i.e., DoD lodging facilities)
  - 2) DoD privatized lodging
  - 3) DoD Preferred Commercial lodging
  - 4) Other lodging that complies with U.S. Fire Administration guidelines
- All TDY travelers must obtain a non-availability (NA) confirmation number through DTS or from the DoD lodging office, reservation website, or property where the traveler is attempting to stay, to qualify for maximum allowable commercial lodging reimbursement when TDY to a DoD installation participating in the ILPP. Any TDY travelers who do not obtain a NA confirmation number will be reimbursed only what the Government would have paid for directed lodging, inclusive of all taxes and fees.
- Service members are required to use adequate Government quarters when ordered to a DoD installation. This includes using adequate Government quarters for temporary lodging expenses at the losing and gaining installations for PCS travel in accordance with the JTR.

All DoD travelers, supervisors, approving officials, and authorizing officials will make cost-effective travel decisions that continue to meet the mission. The use of DoD lodging facilities, which includes TDY and PCS lodging on DoD installations, supports this effort.

Supervisors must closely weigh travel costs with the potential benefits of the travel when approving travel requests. The following practices will help minimize DoD travel costs:

- When DoD lodging is not available at the official travel installation, make lodging reservations for adequate DoD lodging facilities at a nearby installation, if available.
- When official travel is to a city that is nearby a DoD installation with DoD lodging facilities, the traveler is encouraged to use DoD lodging before making reservations for commercial lodging.
- Make DoD lodging reservations as early as possible to maximize room reservation lead-time. If official travel is cancelled, promptly cancel lodging reservations to make room nights available for other travelers and to avoid no-show fees.
- DoD civilian PCS travelers are urged to use DoD lodging facilities, if available, when authorized reimbursement for PCS travel lodging at the losing and gaining installations in accordance with the JTR.

Through compliance and cost-effective travel decisions, we can meet our mission while reducing official travel costs. Thank you for your cooperation, compliance, and contribution to the mission. Should you have any questions, my point of contact for this matter is Ms. Jane Westbay, Office of the Deputy Assistant Secretary of Defense, Military Community and Family Policy, by email: [jane.a.westbay.civ@mail.mil](mailto:jane.a.westbay.civ@mail.mil), or phone: (571) 372-6579.



Robert L. Wilkie

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