

CHAPTER 1**GENERAL INFORMATION****0101 AUTHORITY**

This Volume of the “Department of Defense Financial Management Regulation” (DoDFMR) is issued under the authority of Department of Defense (DoD) Instruction 7000.14, “DoD Financial Management Travel Regulations (JTR), Volume 2, paragraph C1002, (Policy and Procedures,” (reference (a)); Joint Federal Travel Regulations (JFTR), Volume 1, paragraph U101O, (reference (b)); and Joint reference (c)). This Volume provides supplemental instructions on the payment of allowances authorized by the JFTR/JTR. Both the JFTR/JTR are published by the DoD chartered Per Diem, Travel and Transportation Allowance Committee (PDTATAC). The JFTR directly implements the travel and transportation entitlements authorized by law for members of the Uniformed Services and, thus, has the force and effect of law; therefore, it cannot be waived. The JTR prescribes travel and transportation allowances authorized for DoD civilian employees. The JTR is the Department’s implementing guidance for the Federal Travel Regulation (FTR), (reference (d)), issued by the General Services Administration (GSA).

0102 APPLICATION

The policies and procedures addressed in this Volume apply to all DoD personnel. This includes military members, DoD civilian employees, members of the Reserve Components, dependents on official orders, and travelers on DoD Invitational Travel Orders (ITOs). Information in DoD Component travel regulations that directly impacts on amounts paid for DoD travel hereby are rescinded. However, individual DoD Component travel regulations remain in use for orders preparation, office administration, and accounting until a standard travel pay system is implemented at the specific installation. At that time, required information from existing travel manuals will be incorporated either in this Volume, other volumes of the DoDFMR, or systems manuals. Exception to the policies/procedures in this Volume must be authorized by the Office of the Under Secretary of Defense (Comptroller). Requests for exceptions should be sent through the appropriate DFAS Center and through the Deputy Director for Finance, Defense Finance and Accounting Service - Headquarters (DFAS-HQ/F) to the Office of the Under Secretary of Defense (Comptroller).

0103 EFFECTIVE DATE OF CHANGES

Changes to the entitlements in the JFTR/JTR are initiated by the PDTATAC through the issuance of Joint Determinations (JDs), Civilian Travel Determinations (CTDS), and Per Diem Determinations (PD). These changes are effective on the date included in the determination or the union negotiated date, as applicable, and must be implemented accordingly. DFAS-HQ/F releases travel advisories to implement these determinations, if necessary, as well as other procedural and policy changes. These advisories remain in effect until the information is published in a change to this Volume.

0104 REFERENCES

Within this Volume, paragraph references prefixed with the letter U refer to the JFTR and those prefixed with the letter C refer to the JTR (references (b) and (c)).

0105 ROUTING AND FORMAT FOR RECOMMENDING CHANGES

Recommendations for changes to this Volume will include sufficient explanation as to the need and rationale for the proposed change. When the proposal is the result of an actual situation, the details surrounding the situation will be provided. The request for changes will be submitted through the appropriate DFAS Center for the DoD Component being served. Addresses are provided below:

Army:

DFAS-IN-AM
8899 E. 56th Street
Indianapolis, IN 46249-2201

Air Force:

DFAS-DE/ANAB
6760 E. Irvington Place
Denver, CO 80279-8000

Marine Corps:

DFAS-KC/FSP
1500 E. Bannister
Kansas City, MO 64197-0001

Navy:

DFAS-CO/LTP
P.O. Box 369015
Columbus, OH 43236-9015

Also forward a copy to:

DFAS-CL/FFA
1240 E. 9th St.
Cleveland, OH 44199

Defense Agencies:

DFAS-CO/LTTA
P.O. Box 369015
Columbus, OH 43236-9015

DFAS Centers will review and submit their recommended changes/waivers to DFAS-HQ/F, 1931 Jefferson Davis Highway, Room 401, Arlington, VA 22240-5241. Recommendations sent directly to DFAS-HQ/F without passing through these channels will be returned, without action, to sender.