



Department of Defense INSTRUCTION

NUMBER 5154.31, Volume 5
October 16, 2015

USD(P&R)

SUBJECT: Commercial Travel Management: The Per Diem, Travel and Transportation Allowance Committee (PDTATAC)

References: See Enclosure 1

1. PURPOSE

a. Instruction. This instruction is composed of several volumes, each containing its own purpose. The purpose of the overall instruction, in accordance with the authority in DoD Directive 5124.02 (Reference (a)), is to establish and implement policy, assign responsibilities, and provide procedures regarding the commercial travel program within the DoD.

b. Volume. This volume:

(1) Reissues DoD Directive 5154.29 (Reference (b)) as a DoD instruction to establish policy and assign responsibilities for developing, administering, and maintaining uniform travel and transportation, station, and housing allowance regulations through the PDTATAC.

(2) In accordance with the authority in Reference (a):

(a) Authorizes the maintenance and publication of the Joint Travel Regulations (Reference (c)).

(b) Incorporates and cancels Deputy Under Secretary of Defense for Military Personnel Policy Memorandum (Reference (d)).

2. APPLICABILITY. This volume applies:

a. To OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this volume as the "DoD Components").

b. Only as guidance to the non-DoD uniformed services.

3. POLICY. It is DoD policy that:

a. Travel and transportation, station, and housing allowance regulations for uniformed service members are:

(1) Published in Reference (c) in accordance with:

(a) Procedures defined by the Secretary of Defense, through the PDTATAC, pursuant to section 1001 of Title 37, United States Code (Reference (e)).

(b) Reference (e), applicable laws, decisions, and opinions of the U.S. Comptroller General, Office of the General Counsel of the Department of Defense, and Defense Office of Hearings and Appeals.

(2) As uniform as practicable, pursuant to section 464 of Reference (e).

b. Travel and transportation allowance regulations for DoD civilian employees are published in Reference (c) in accordance with:

(1) Title 5, United States Code (Reference (f)), parts 300-304 of Title 41, Code of Federal Regulations (also known as the "Federal Travel Regulation") (Reference (g)), applicable laws, and decisions of the U.S. Comptroller General, Office of the General Counsel of the Department of Defense, the General Services Board of Contract Appeals, and the U.S. Civilian Board of Contract Appeals.

(2) Part 550 of Title 5, Code of Federal Regulations (Reference (h)) for evacuations from continental and non-foreign overseas U.S. locations.

(3) Chapter 600 of Department of State Standardized Regulations (Reference (i)) for evacuations from foreign locations.

4. RESPONSIBILITIES. See Enclosure 2.

5. RELEASABILITY. **Cleared for public release.** This volume is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

6. EFFECTIVE DATE. This volume is effective October 16, 2015.

A handwritten signature in black ink, appearing to read "Brad R. Carson". The signature is stylized with large, overlapping letters.

Brad R. Carson
Acting Under Secretary of Defense
for Personnel and Readiness

Enclosures

1. References
2. Responsibilities

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES.....5

ENCLOSURE 2: RESPONSIBILITIES.....6

 ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER
 AND RESERVE AFFAIRS.....6

 DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY.....7

 UNDER SECRETARY OF DEFENSE COMPTROLLER/CHIEF FINANCIAL OFFICER,
 DEPARTMENT OF DEFENSE.....7

 DIRECTOR, DEFENSE FINANCE AND ACCOUNTING SERVICE.....7

 DoD COMPONENT HEADS.....7

 SECRETARIES OF THE MILITARY DEPARTMENTS.....7

 COMMANDER, U.S. TRANSPORTATION COMMAND.....8

GLOSSARY.....9

 PART I: ABBREVIATIONS AND ACRONYMS.....9

 PART II: DEFINITIONS.....9

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- (b) DoD Directive 5154.29, “DoD Pay and Allowances Policy and Procedures,” March 9, 1993 (hereby cancelled)
- (c) Joint Travel Regulations, “Uniformed Service Members and DoD Civilian Employees,” current edition
- (d) Deputy Under Secretary of Defense for Military Personnel Policy Memorandum, “Merger of Travel-Related Activities,” August 11, 2008 (hereby cancelled)
- (e) Title 37, United States Code
- (f) Title 5, United States Code
- (g) Title 41, Code of Federal Regulations
- (h) Part 550 of Title 5, Code of Federal Regulations
- (i) Chapter 600 of Department of State Standardized Regulations, current edition
- (j) Memorandum of Understanding Between the Department of Defense, the Department of the Army, the Department of the Navy, the Department of the Air Force, the U.S. Coast Guard, the U.S. Public Health Service, the National Oceanic and Atmospheric Administration, the General Services Administration, and the Department of State, October 7, 1982¹
- (k) “The Per Diem, Travel and Transportation Allowance Committee Charter,” current edition¹
- (l) “The Per Diem, Travel and Transportation Allowance Committee Organization and Functions Manual,” current edition¹
- (m) DoD Directive 5100.87, “Department of Defense Human Resources Activity (DoDHRA),” February 19, 2008
- (n) Joint Publication 1-02, “Department of Defense Dictionary of Military and Associated Terms,” current edition

¹ Available at: <http://www.defensetravel.dod.mil/>

ENCLOSURE 2

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS. Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the Assistant Secretary of Defense for Manpower and Reserve Affairs:

a. Through the Deputy Assistant Secretary of Defense for Military Personnel Policy (DASD(MPP)):

(1) Provides policy oversight and supervision of:

(a) Travel and transportation allowances for uniformed service members and DoD civilian employees.

(b) Station allowances for uniformed service members.

(c) Housing allowances for uniformed service members.

(2) Publishes U.S. Government-wide per diem rates for the non-foreign locations outside the continental United States in accordance with the Memorandum of Understanding (Reference (j)).

(3) Develops, administers, and maintains Reference (c) in accordance with the procedures defined in “The Per Diem, Travel and Transportation Allowance Committee Charter” and “The Per Diem, Travel and Transportation Allowance Committee Organization and Functions Manual” (References (k) and (l)).

(4) Chairs the PDTATAC.

(5) Has policy oversight of the Defense Travel Management Office, which supports the PDTATAC in accordance with Volume 1 of this instruction.

b. Through the Deputy Assistant Secretary of Defense for Civilian Personnel Policy, advises the PDTATAC on matters related to DoD civilian employees at the request of the DASD(MPP).

2. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY. Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, in accordance with DoD Directive 5100.87 (Reference (m)) and in addition to the responsibilities in section 6 of this enclosure, the Director, Department of Defense Human Resources Activity:

a. Provides legal support and assistance to the PDTATAC in accordance with Volume 1 of this instruction.

b. Appoints a primary and, as necessary, an alternate member to the Civilian Advisory Panel (CAP).

c. Provides budget management and other administrative, facility, and logistic support for Defense Travel Management Office operations as described in Volume 1 of this instruction.

d. Provides fiscal management and oversight such that all funds provided for Defense Travel Management Office are separately and visibly accounted for in the DoD budget.

3. UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF FINANCIAL OFFICER, DEPARTMENT OF DEFENSE. The Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense reviews financial analyses at the request of the DASD(MPP) and, based on financial considerations, recommends alternative courses of action for ensuring that travel and transportation, housing, and station allowances are fair and equitable.

4. DIRECTOR, DEFENSE FINANCE AND ACCOUNTING SERVICE. Under the authority, direction, and control of the Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense and in addition to the responsibilities in section 5 of this enclosure, the Director, Defense Finance and Accounting Service, provides an advisory, non-voting representative to the Military Advisory Panel and the CAP.

5. DoD COMPONENT HEADS. The DoD Component heads:

a. Oversee Component implementation of Reference (c) and this volume.

b. Obtain approval from the DASD(MPP) when publishing written material that implements provisions in Reference (c).

6. SECRETARIES OF THE MILITARY DEPARTMENTS. In addition to the responsibilities in section 5 of this enclosure, the Secretaries of the Military Departments appoint a Deputy Assistant Secretary to be a member of the PDTATAC. The appointed Deputy Assistant Secretary:

a. Reviews and approves provisions in Reference (c).

b. Appoints primary and, as necessary, alternate members to the Military Advisory Panel and the CAP.

7. COMMANDER, U.S. TRANSPORTATION COMMAND. In addition to the responsibilities in section 5 of this enclosure, the Commander, United States Transportation Command, provides an advisory, non-voting representative to the Military Advisory Panel and the CAP.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

CAP	Civilian Advisory Panel
DASD(MPP)	Deputy Assistant Secretary of Defense for Military Personnel Policy
PDTATAC	Per Diem, Travel and Transportation Allowance Committee

PART II. DEFINITIONS

These terms and their definitions are for the purpose of this volume.

commercial travel. Defined in Volume 1 of this instruction.

non-DoD uniformed services. Defined in Volume 2 of this instruction.

uniformed services. Defined in Joint Publication 1-02 (Reference (n)).