



REEMPLOYED ANNUITANT CADRE NEWSLETTER

September 2015

Changes to the JTR

Effective 1 September 2015, it is mandatory for all travelers to make lodging accommodations through their Contract Travel Office (CTO) (i.e. Carlson-Wagonlit or Sato). The only exceptions to using the contracted CTO include when lodging is arranged at a lower cost than available through the CTO, such as lodging in conjunction with a conference, mass training evolutions, unit movements or when arranging lodging on a weekly or monthly basis for long term TDY. If long term lodging arrangements cannot be made by the traveler, the traveler should contact CTO to find adequate lodgings within the parameters of JTR, par. 4250.

Reservations made for multiple travelers may be negotiated and booked outside the CTO (i.e. – Band tours, scheduled training courses where mass reservations are made in advance to facilitate a large number of rooms, etc.).

Travelers must adhere to the prudent traveler rule for official travel funded by the Gov't.

Lodging reservations that were made prior to 1 September 2015 do not need to be justified and/or cancelled.

Below are some Q and A's from the ULA concerning this change.

1. Can the District Commander request an “exemption” for this revised policy?

Answer:

The commander should not have to request an exemption if the employees fall into one of these categories below: JTR 4130: *5. The only exceptions to using DTS or a DTMO-contracted CTO include when lodging is arranged at a lower cost than available through DTS or the CTO, such as lodging in conjunction with a conference, mass training evolutions, and unit movements or when arranging lodging on a weekly or monthly basis for long term TDY. If long term lodging arrangements cannot be made by the traveler, the traveler should contact CTO to find adequate lodgings within the parameters of JTR, par. 4250.

2. This JTR revised regulation was distributed to our District personnel on 27Aug 15. What happens to the hotel arrangements made to date (individual and group reservations)? How do we justify that in the upcoming vouchers?

Answer:

If the lodging was made prior to the update, this should not have to be justified and/or cancelled.

3. Can you ask for a specific hotel when calling in for a reservation?

Answer:

Yes, as long as the hotels meets DoD Lodging requirements for DoD civilians.

4. Is it mandatory to call SATO for all official travel hotel reservations?

Answer:

The only exceptions includes when lodging is arranged at a lower cost than available through the CTO, such as lodging in conjunction with a conference, mass training evolutions, and unit movements or when arranging lodging on a weekly or monthly basis for long term TDY. If long term lodging arrangements cannot be made by the traveler, the traveler should contact CTO to find adequate lodgings within the parameters of JTR, par. 4250.

5. What about remote locations? Will you have a list of hotels to always pick from?

Answer:

CTO (CWT) will make reservations based on the TDY Location. If the hotel is available and meets DOD Lodging Standards, they should be able to accommodate your choice of hotel.

6. Is there a maximum mileage driving proximity that will be enforced for remote field office locations?

Answer:

There is not a reference in the JTR that states a maximum driving mileage.

7. Is there a chance that hotels will be selected that is over the individual per diem rates? How is that justified?

Answer:

Yes. JTR 4300 states that an AO may authorize the actual expense allowance provision. AEA allows a traveler to be reimbursed, in unusual circumstances, for actual and necessary expenses that exceed the maximum locality per diem rate. When authorized/approved, AEA is in lieu of per diem, or the prescribed per diem rates. An AEA is not authorized for an expert or consultant appointed under Section 710, Defense Production Act of 1950. The AO may authorize AEA up to 300% of the locality per diem rate

8. As of 1 Sep 15, what are the consequences if an employee does not use SATO for lodging arrangements?

Answer:

According to JTR 1035 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS, this would be up to the command; *A command/unit is expected to take appropriate disciplinary action when a traveler and/or AO fail to follow these Regulations. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/

written), non-judicial action, or other appropriate personnel means. Disciplinary action must *not* be through refusal to reimburse unless no authority exists or is so stated in this regulation.

9. What about required conferences/workshops/training that offer specific lodging? Do we need SATO permission to use those facilities?

Answer:

The commander should not have to request an exemption if the employees fall into one of these categories below: JTR 4130: *5. The only exceptions to using DTS or a DTMO-contracted CTO include when lodging is arranged at a lower cost than available through DTS or the CTO, such as lodging in conjunction with a conference, mass training evolutions, and unit movements or when arranging lodging on a weekly or monthly basis for long term TDY. If long term lodging arrangements cannot be made by the traveler, the traveler should contact CTO to find adequate lodgings within the parameters of JTR, par. 4250.

10. What's the criterion for choosing hotels at specific locations? If a traveler is going to XXXXX location, cCan travelers recommend a specific hotel (Motel 6 vs. Hampton Inn) to CWT?

Answer:

Yes, as long as the hotels meets DoD Lodging requirements for DoD civilians.

11. Do any changes/cancellations to reservations also have to be made through SATO due to being TDY and maybe a location and/or date changes due to mission requirements?

Answer:

Currently, there is no requirement to go thru CWT for changes to lodging.

12. Will it be a requirement to submit SATO itinerary with voucher to prove reservation was made through them?

Answer:

Please contact the Finance Center for this answer (901) 873-9117/9118

13. Will SATO know hotel services and amenities (i.e. provides complimentary airport transportation, local shuttle service, free internet, business center, parking, etc.) and proximity to dining options, public transportation, etc.?

Answer:

This should be requested at the time of the reservation. CWT is not responsible for providing this info.

14. Is a Government travel card and profile required?

Answer:

Yes, according to JTR 2500 and the DODFMR Volume 9 Chapter 3 "It is the general policy of DoD that the GTCC be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified," (OSD (C) memo of 28 March 1995, subject: Travel/Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge

Card); and OSD (P&R) memo of 5 May 2007, subject: Reduction of Centrally Billed Accounts).

15. Will SATO help employees who are on long-term TDY assignments setting up their hotel arrangements?

Answer:

Yes, CWT will help. If long term lodging arrangements cannot be made by the traveler, the traveler should contact CTO (CWT) to find adequate lodgings within the parameters of JTR, par. 4250.

16. Do travelers have to use a Government travel card?

Answer:

Yes, unless they meet the exemptions in DODFMR Volume 9 Chapter 3 Paragraph 0306.

17. What does the acronym “DTS” stand for?

Answer:

Defense Travel System

18. Does the specific employee have to make their own lodging reservations thru SATO or can someone else do that for them?

Answer:

It is recommended that each individual make their own reservation however; someone else can make the reservation as long as they have the employees GTCC (IBA) information.

19. When moving a group of people, are these considered Unit Movements according to JTR 4130 exempt?

Answer:

No, unit movements are associated with military members and deal mostly in deployment per FM 4-01.011.



Manatory Use of
CTO.pdf



DOD Travel Card.pdf

Please see additional FAQs for the ILPP Program;

<http://www.defensetravel.dod.mil/site/faggovqtr.cfm>

Defensive Driving Certification

One of the requirements for being able to rent a vehicle as part of official travel or drive a government vehicle is that you must complete the authorized Defensive Driving Training Course (The National Safety Council Course) provided by the General Services Administration (Instructions below). All Reemployed Annuitant Cadre members must supply proof of completion of the authorized training. Other Defensive Driving courses, such as the AARP or others may not be substituted for this course. The training is offered on-line and is free of charge to USACE cadre members. **This course is mandatory for all Cadre members to complete. If you fail to complete this course, you will not be considered for any assignments.**

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> There is no funding available for this training. You must take it on your own time. Many insurance companies will provide you with a discount on your personal automobile insurance

when you present them with proof you have completed this course. I encourage you to check with your insurer concerning its policy.

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> When you have completed the training, please scan and e-mail the certificate to donna.martin@usace.army.mil or dorma.j.fox@usace.army.mil. If you cannot e-mail it, you may FAX it to 202-761-5861 or you may send it by surface mail to:

>
> US Army Corps of Engineers
> Attn. Mary Nelson, CECO-C-RAO, Cubicle 3G53
> 441 G Street, NW
> Washington, DC 20314-1000

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> INSTRUCTIONS FOR ACCESSING AND COMPLETING THE DEFENSIVE
DRIVING COURSE

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> 1. Go to <http://drivethru.fas.gsa.gov/drivethru/drivethru>
> 2. Be sure your popup blocker is turned OFF. Some virus protectors also have a popup blocker.
> 3. In the Application Access section on the left side of the screen, click on Defensive Driving Course. DO NOT click on the Application Access ICON on the top ribbon.
> 4. Enter the Customer Number 11110096334J001 (you can copy and paste this number) and your personal e-mail address (this will appear in all caps)
> 5. Press SUBMIT to go to the next screen to enter your information for the course. Click on "New Student"
> 6. Establish your own Login ID and password (both fields require more than 4 characters) Be sure to remember these as you will need them to re-enter the course.
> 7. Enter your name as you would have it appear on your certificate
> 8. The Agency name is entered for you
> 9. For Bureau, select HQ (11th item in the dropdown menu)
> 10. Region is entered for you
> 11. Enter your email address as previously entered (it will also appear in upper case)
> 12. Click SUBMIT to begin the course (The course requires speakers and Adobe Flash Player to be able to see the videos)
> 13. Click on Safety and NSC Defensive Driving Course on the next 2 screens
>
> If you encounter problems with the website, you can contact the GSA Technical Support Team at 866-472-6711.

Set Up Your Voice Mail on Your Personal Cell Phones

As a reminder, please make sure your personal cell phones are set up to accept voice mail messages. We often call you concerning availability for assignments and there are many personal cell phones that have not been set up to accept voice mail messages. If you don't set up your cell voice mail, you may be missing out on a possible assignment!

Change of Address, Phone Number, Emergency Contact Information or Email

Please remember to notify Donna Martin, donna.martin@usace.army.mil or Dorma Fox, dorma.j.fox@usace.army.mil, when you have a change of address, phone number, Emergency contact information or email address so that we can make sure that we have information to contact you.

Direct Deposits

As a reminder, please make sure that if you change the bank that you have on file for Direct Deposit of your pay check, you complete a new Direct Deposit form through MyPay, <https://mypay.dfas.mil>.

Integrated Lodgings Program Pilot (ILPP)

A new lodging pilot program was put into place effective 6/15/15. All travelers going TDY to any of the below listed areas, must call SATO to see if they can provide preferred lodging facilities for the Integrated Lodging Program Pilot (ILPP):

- Charleston SC (Joint Base Charleston area)
- Dayton OH (Wright Patterson Air Force Base area)
- Norfolk VA (Select area US military installations)
- Saratoga Springs NY (Naval Support Activity Area)
- Seattle-Tacoma WA Airport Area
- Tampa FL (MacDill Air Force Base Area)
- Twentynine Palms CA (Marine Corps Air Ground Combat Ctr Area)

If you do not, you will only be reimbursed what the preferred lodging cost would be.

Once again the Full Flat Per Diem Rate (FFLT) has changed. Although you are not required to provide receipts, you must be able show proof of lodging expenses at any requested time. Also, if you go on R&R, you must provide receipts to cover the time period you are gone in order to be reimbursed for lodging. While on R&R you will be reimbursed your actual cost not exceeding the FFLT.

Reminder: Do not put your social security numbers on your travel vouchers.

Reemployed Annuitant Cadre in Action



RA Robert N. Reid of the RAO checking out Fan Coil U nits in the Child Development Center at



RA Stan Reese, keeping in shape at Fort Hood, TX.



Wabasha Process Plant

Thank you for all that you do!

Timothy Alderman
Program Manager
USACE Reemployed Annuitant Program