



Department of Defense INSTRUCTION

NUMBER 5154.31
September 8, 2011

USD(P&R)

SUBJECT: Commercial Travel Management

References: See Enclosure 1

1. PURPOSE. This Instruction establishes policy and assigns responsibilities for management of the commercial travel program to the Defense Travel Management Office (DTMO) in accordance with the authority in DoD Directive 5124.02 and the guidance in Management Initiative Decision No. 921 (References (a) and (b)).

2. APPLICABILITY. This Instruction:
 - a. Applies to the 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 (hereinafter referred to collectively as the “DoD Components”).

 - b. Does not apply to DoD personnel whose travel information is protected information and, therefore, must be managed in accordance with applicable law and policy including Executive Order 13526 and DoD Directive 5205.02 (References (c) and (d)).

3. DEFINITIONS. See Glossary.

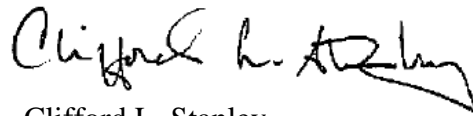
4. POLICY. It is DoD policy that:
 - a. There is a focal point for commercial travel that will serve as the proponent for DoD enterprise automated travel systems and assist in establishing and administering commercial travel policy within the DoD.

b. Commercial travel will be done in the most sensible, cost-efficient, and expeditious manner possible, taking into consideration the need to support the traveler and mission of the DoD.

5. RESPONSIBILITIES. See Enclosure 2

6. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This Instruction is effective upon its publication to the DoD Issuances Website.



Clifford L. Stanley
Under Secretary of Defense for
Personnel and Readiness

Enclosures

1. References
2. Responsibilities

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness," June 23, 2008
- (b) Management Initiative Decision No. 921, "Commercial Travel Management," October 18, 2004¹
- (c) Executive Order 13526, "Classified National Security Information," December 29, 2009
- (d) DoD Directive 5205.02, "DoD Operations Security (OPSEC) Program," March 6, 2006
- (e) DoD Directive 5100.87, "Department of Defense Human Resources Activity," February 19, 2008
- (f) DoD Directive 5154.29, "DoD Pay and Allowances Policy and Procedures," March 9, 1993
- (g) Deputy Under Secretary of Defense for Military Personnel Policy Memorandum, "Merger of Travel-Related Activities," August 11, 2008²
- (h) DoD 7000.14-R, "DoD Financial Management Regulation," current edition
- (i) Joint Federal Travel Regulations, Volume 1, "Uniformed Service Members," current edition
- (j) Joint Travel Regulations, Volume 2, "Department of Defense Civilian Personnel," current edition
- (k) DoD 8910.1-M, "Department of Defense Procedures for Management of Information Requirements," June 30, 1998
- (l) DTR 4500.9-R-Part I, "Defense Transportation Regulation," November 2010³

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

² Available by request at: <http://www.defensetravel.dod.mil/Passport>

³ Available at: <http://www.transcom.mil/j5/pt/dtr.cfm>

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R), through the Deputy Assistant Secretary of Defense for Military Personnel Policy, shall:

- a. Have overall responsibility for commercial travel management.
- b. Establish policy and procedures to manage commercial travel.
- c. Oversee and monitor the implementation of DoD policy on commercial travel.
- d. Oversee the DTMO, which shall:
 - (1) Serve as the focal point for commercial travel within the DoD and provide:
 - (a) Assistance in establishing and administering commercial travel policy in accordance with DoD Directive 5100.87 (Reference (e));
 - (b) Management and oversight of Commercial Travel Office services.
 - (c) Support to the Per Diem, Travel, and Transportation Allowance Committee in accordance with DoD Directive 5154.29 and the Deputy Under Secretary of Defense for Military and Personnel Policy Memorandum (References (f) and (g)).
 - (d) Functional requirements and specifications for DoD enterprise travel systems.
 - (e) Management of the DoD Government Travel Charge Card Program.
 - (f) Management of the Military Bus Program.
 - (g) Management of the Federal Car and Truck Rental Program.
 - (h) Oversight of training resources to facilitate the DoD Components' travel training programs.
 - (i) Accessible travel assistance through telephonic and electronic means.
 - (2) Establish chartered governance groups to assist in the oversight of commercial travel.
 - (3) Represent the DoD at commercial travel-related meetings, conferences, and symposiums.

2. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY (DoDHRA). The Director of DoDHRA, under the authority, direction, and control of the USD(P&R) and in addition to the responsibilities in section 5 of this enclosure, shall provide operational support to the USD(P&R) as outlined in paragraph 1.d. of this enclosure.

3. UNDER SECRETARY OF DEFENSE COMPTROLLER (USD(C))/CHIEF FINANCIAL OFFICER (CFO), DEPARTMENT OF DEFENSE. The USD(C)/CFO shall coordinate changes to DoD 7000.14-R (Reference (h)) that pertain to pay and allowances relating to DoD official commercial travel and individually and centrally billed accounts, and coordinate on changes to the Joint Federal Travel Regulations, Volume 1 and the Joint Travel Regulations, Volume 2 (References (i) and (j)) for cost of living allowances, basic allowances for housing, and per diem.

4. DIRECTOR, DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS). The Director, DFAS, under the authority, direction, and control of the USD(C)/CFO and in addition to the responsibilities in section 5 of this enclosure, shall provide DoD commercial travel financial data to the Director, DTMO, as required, to support his or her role as the DoD focal point for commercial travel.

5. HEADS OF THE DoD COMPONENTS. The Heads of DoD Components shall:
 - a. Issue Component policies and procedures to implement this Instruction.
 - b. Institute processes to ensure compliance with commercial travel guidance and requirements.
 - c. Report travel and transportation data required and licensed in accordance with DoD 8910.1-M (Reference(k)) to the Director, DTMO.
 - d. Designate Component representatives to participate in governance and working groups, as required.

6. COMMANDER, U.S. TRANSPORTATION COMMAND (USTRANSCOM). The Commander, USTRANSCOM, in addition to the responsibilities in section 5 of this enclosure, shall collaborate with the Director, DTMO, on commercial travel-related issues contained in DTR 4500.9-R-Part I (Reference (l)).

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

CFO	Chief Financial Officer
DFAS	Defense Finance and Accounting Service
DoDHRA	Department of Defense Human Resources Activity
DTMO	Defense Travel Management Office
DTR	Defense Transportation Regulation
OPSEC	operations security
USD(C)	Under Secretary of Defense Comptroller
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
USTRANSCOM	U.S. Transportation Command

PART II. DEFINITIONS

These terms and their definitions are for the purposes of this Instruction.

commercial travel. Official movement of travelers from place to place authorized by the Head of the DoD Component concerned for which travel and transportation expenses are allowed.

traveler. A civilian, Military Service member, or other authorized person who incurs travel and transportation expenses while performing an official trip authorized by the Head of the DoD Component concerned.