MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
CHIEF OF THE NATIONAL GUARD BUREAU
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR OF COST ASSESSMENT AND PROGRAM EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR OF OPERATIONAL TEST AND EVALUATION
CHIEF INFORMATION OFFICER OF THE DEPARTMENT OF DEFENSE
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE AFFAIRS
ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC AFFAIRS
DIRECTOR OF NET ASSESSMENT
DIRECTOR, STRATEGIC CAPABILITIES OFFICE
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF DoD FIELD ACTIVITIES


References: See Attachment 1.

Purpose. In accordance with the authority in DoD Directive 5124.02 and Section 914 of Public Law 113-291, this DTM:

- Establishes policy, assigns responsibilities, and provides standards for the ILPP for temporary duty (TDY) travel, consisting of: DoD lodging (as defined in the Glossary); public-private venture (PPV) lodging; and DoD Preferred Lodging (i.e., contracted commercial lodging).

- Is effective June 16, 2017; it must be incorporated into DoD Instruction (DoDI) 1015.12, DoD 4165.63-M, DoDI 1015.11, and Volume 1 of DoDI 5154.31. This DTM will expire effective June 16, 2018.
Applicability. This DTM applies 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 DoD (referred to collectively in this DTM as the “DoD Components”).

Definitions. See Glossary.

Policy. It is DoD policy that:

- A DoD ILPP will be established pursuant to Section 914 of Public Law 113-291.
- All ILPP lodgings must be determined to be adequate by the proponents and responsible officials (as defined in the Glossary).
- Service members and DoD civilian employees reimbursed for lodging while on TDY are required to occupy adequate lodging, when available, at ILPP sites consistent with the following prioritization:
  - When TDY to a military U.S. installation: DoD lodging, then PPV lodging, then DoD Preferred Lodging.
  - When TDY to an ILPP metropolitan area: DoD Preferred Lodging. TDY travelers are encouraged, but not required, to check availability of DoD lodging and PPV lodging.
  - When the traveler is conducting TDY and no ILPP facilities (DoD lodging, PPV lodging, or DoD Preferred Lodging) are available, then other lodging certified as fire safe by the Federal Emergency Management Agency pursuant to Section 2224 of Title 15, United States Code, and within established per diem rates, should be used when traveling in the U.S. or non-foreign locations outside the continental United States. Travelers and authorizing officials must be aware that lodging arranged outside of the DoD ILPP may not meet adequacy standards; be within established per diem rates; or certified as fire safe by the Federal Emergency Management Agency. When appropriate, authorizing officials may approve lodging costs that exceed established per diem rates in accordance with the Joint Travel Regulations.
- Lodging adequacy is determined by applying lodging adequacy standards established for the following categories: traveler safety and security, quality traveler accommodations, traveler financial protections, and traveler conveniences in accordance with the ILPP Lodging Adequacy Standards.
• Lodging reservations for individual TDY must be made through the Defense Travel System (DTS). When:
  o DTS cannot be used to reserve DoD lodging or PPV lodging, reservations must be made through the applicable Service’s reservation system or directly with the lodging facility.
  o DTS cannot be used to reserve commercial lodging, reservations must be made through the government-contracted travel management company.

• Contracting for commercial lodging is restricted in metropolitan areas where the DoD Preferred Lodging Program is operational.
  o As an exception, lodging contracts for conferences and large groups traveling as a unit (20 or more) are permitted as long as those rates are equal to, or less than, DoD preferred rates for the metropolitan area and meet requirements outlined in the ILPP Lodging Adequacy Standards. Contracting officers must first attempt to contract with DoD Preferred Lodging vendors in the metropolitan area when establishing contracts.
  o For new lodging contracts initiated, the contracting office must provide the following information via e-mail (dodhra.mc-alex.dtmo.mbx.lodging-data@mail.mil) to the Defense Travel Management Office (DTMO): hotel name, address, period of performance, number of room nights, and room rates.

• Pursuant to Section 914(b) of Public Law 113-291, the authority to establish and execute the ILPP expires on December 31, 2019.

Responsibilities. See Attachment 2.

Procedures. See the standards for adequate lodging in Attachment 3.

Information Collection Requirements.

• The DTS and the DTS tables’ lodging data, referred to throughout this issuance, do not require licensing with a report control symbol in accordance with Paragraph 1.b.(16) of Volume 1 of DoD Manual 8910.01.

• The lodging contract information reporting, referred to throughout this issuance, does not require licensing with a report control symbol in accordance with Paragraph 1.b.(9) of Volume 1 of DoD Manual 8910.01.

A. M. Kurta
Performing the Duties of the Under Secretary of Defense for Personnel and Readiness

Attachments:
As stated
REFERENCES

DoD Instruction 1015.11, “Lodging Policy,” October 6, 2006, as amended
Joint Travel Regulations, “Uniformed Service Members and DoD Civilian Employees,” current edition
United States Code, Title 15, Section 2224

ATTACHMENT 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R):

   a. Has overall responsibility for commercial travel management.

   b. Establishes policy and procedures to manage commercial travel.

2. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS. Under the authority, direction, and control of the USD(P&R), the Assistant Secretary of Defense for Manpower and Reserve Affairs, through the Deputy Assistant Secretary of Defense for Military Community and Family Policy:

   a. Acts as the proponent to coordinate with the Military Departments to implement and integrate the DoD lodging component of the ILPP.

   b. Provides input on DoD lodging for inclusion in reports to Congress required by Section 914 of Public Law 113-291.

   c. Establishes adequacy standards and qualifies DoD lodging properties as adequate in accordance with the ILPP Lodging Adequacy Standards.

   d. Provides oversight and control of the DoD lodging component of the ILPP.

3. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY (DoDHRA). Under the authority, direction and control of the USD(P&R), the Director, DoDHRA, exercises authority, direction, and control of the DTMO. The Director of DTMO:

   a. Acts as the proponent to implement and integrate the DoD Preferred Lodging component of the ILPP.

   b. Assists with integration of ILPP properties into the DTS.

   c. Compiles input from lodging proponents and Services for coordination and staffing of ILPP reports to Congress required by Section 914 of Public Law 113-291.

   d. Establishes adequacy standards for DoD Preferred Lodging and qualifies properties as adequate in accordance with the ILPP Lodging Adequacy Standards.
e. Compiles input for DTS tables from responsible officials and Secretaries of the Military Departments concerning DoD lodging, PPV lodging, and DoD Preferred Lodging.

4. ASSISTANT SECRETARY OF DEFENSE FOR ENERGY, INSTALLATIONS, AND ENVIRONMENT. Under the authority, direction, and control of the Under Secretary of Defense for Acquisition, Technology, and Logistics, the Assistant Secretary of Defense for Energy, Installations, and Environment:

   a. Acts as the proponent to implement and integrate the PPV lodging component of the ILPP by the Military Departments.

   b. Provides input on PPV lodging for inclusion in reports to Congress required by Section 914 of Public Law 113-291.

   c. Establishes adequacy standards and qualifies PPV lodging properties as adequate in accordance with ILPP Lodging Adequacy Standards.

   d. Provides oversight and control of the PPV lodging component of the ILPP.

5. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments:

   a. Establish Service procedures to implement the requirements of this DTM and ensure compliance within 60 calendar days of this DTM’s effective date.

   b. Recommend adequacy standards to the implementing proponents for incorporation into the ILPP Lodging Adequacy Standards and qualify DoD lodging and PPV lodging as adequate for inclusion in the ILPP.

   c. Provide input, for the report to Congress, to the Director, DoDHRA.

   d. Provide ILPP recommendations to the Director, DoDHRA.

   e. Provide required lodging data for DTS tables to the Director, DoDHRA.

   f. May identify local liaisons for each of the DoD Preferred Lodging metropolitan areas for the purpose of coordinating sourcing activities and monitoring commercial lodging contracts and purchase agreements.

   g. Identify responsible officials to provide assistance in overseeing and controlling DoD lodging and PPV lodging.
ATTACHMENT 3

STANDARDS FOR ADEQUATE LODGING

1. Standards for adequate lodging are defined in terms of the following four categories:
   
   a. Traveler safety and security (e.g., fire safety, security monitoring).
   
   b. Quality traveler accommodations (e.g., industry quality ratings).
   
   c. Traveler financial protections (e.g., no cancellation fee, no early departure fee).
   
   d. Traveler conveniences (e.g., bookable through DTS, proximity/location).

2. Specific standards for assessing adequate lodging in each of the categories in Paragraphs 1.a. through 1.d. are contained in the ILPP Lodging Adequacy Standards.

3. Before inclusion in the ILPP, responsible officials and proponents will determine that each DoD lodging, PPV lodging, and DoD Preferred Lodging property meets the ILPP Lodging Adequacy Standards.
GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>DoDHRA</td>
<td>Department of Defense Human Resources Activity</td>
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<tr>
<td>DoDI</td>
<td>DoD Instruction</td>
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<tr>
<td>DTM</td>
<td>Directive-type Memorandum</td>
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<td>DTMO</td>
<td>Defense Travel Management Office</td>
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<td>DTS</td>
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<td>Integrated Lodging Pilot Program</td>
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<td>PPV</td>
<td>public-private venture</td>
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<td>TDY</td>
<td>temporary duty</td>
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<td>USD(P&amp;R)</td>
<td>Under Secretary of Defense for Personnel and Readiness</td>
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PART II. DEFINITIONS

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

adequate lodging. Transient lodging of any government lodging program that qualifies as meeting or exceeding the adequate lodging rating standards specified in ILPP Lodging Adequacy Standards.

DoD Preferred Lodging. Commercial lodging at negotiated rates and terms in metropolitan areas that is: commercially operated; in commercially owned or commercially leased facilities; equally available to the general public; and not located on a U.S. military installation. DoD Preferred Lodging complies with Volume 1 of DoDI 5154.31 and is not authorized to receive either appropriated or nonappropriated funds.

DoD lodging. Temporary lodging that is DoD operated, which may be contractor-managed, in government-owned or government-leased facilities, complies with DoDI 1015.11 and DoDI 1015.12 and is authorized appropriated and nonappropriated funds. DoD lodging properties are certified as fire-safe pursuant to Section 2224 of Title 15, United States Code.

ILPP. A government TDY lodging program comprised of DoD lodging, PPV lodging, and DoD Preferred Lodging.
**ILPP site.** A designated DoD installation with either DoD lodging, PPV, or DoD Preferred Lodging, or the surrounding metropolitan area where DoD strategically sources commercial lodging to support DoD travel needs.

**Official TDY travel.** Military duty or official business an authorized DoD military or civilian traveler performs away from a duty assignment location or other authorized location.

**PPV lodging.** Lodging that is commercially operated (in accordance with an agreement with DoD) in government-owned, commercially owned, or commercially leased facilities; is not required to comply with DoDI 1015.11 and 1015.12 and is not authorized direct appropriated or nonappropriated funds. PPV lodging provides rooms to official TDY travelers at discounted rates that do not exceed the lodging portion of the local area per diem rate; is generally located on a DoD installation and does not include enhanced use leases; serves in support of the official travel mission; and meets or exceeds the adequacy standards defined in the ILPP Lodging Adequacy Standards.

**Responsible officials.** Individuals who determine whether DoD lodging, PPV lodging, and DoD Preferred Lodging properties meet the requirements in the ILPP Lodging Adequacy Standards. This is a specific position designated by the Secretaries of the Military Departments (see Attachment 2).

**Traveler.** A civilian employee, Service member, or other authorized person who incurs travel and transportation expenses while performing an official trip authorized by the DoD Component head concerned.