



## *Defense Travel System*

# **Developmental Training**

## **Sustainable Transportation for Official TDY Travel**

*MCB Quantico LDTA, Tier II Help Desk*

Welcome to today's developmental training. My name is \_\_\_\_\_, I'll be your course moderator and I am joined by \_\_\_\_\_ who will be the instructor today.

Today's session will be recorded. Please mute your mic since any questions will be answered in the public chat box. (SHOW THEM HOW TO OPEN THE CHAT BOX BY CLICKING THE BUBBLE). Feel free to type questions at any time remembering the chat is public and can be seen by everyone in attendance. A question-and-answer opportunity will be afforded at the end of class. All questions asked today will be passed onto HQMC and DTMO for inclusion into the further development of policy and a FAQ guide.

We have a large amount of attendees today...If you have technical difficulties let me know via the chat box. If necessary, you can call our office at 703-784-2411. Often, you may just need to log out and log back into TEAMS. Attendance will not be taken today nor will a certificate be provided. This class is provided to assist you and your command with understanding these JTR changes.

Our focus today will be on Sustainable Transportation for Official TDY Travel.

Without further delay, I will turn it over to our instructor.... \_\_\_\_\_



## *Driving Force*

- Federal Government spent \$2.8 billion on transportation for official travel in FY22
- EO 14057 – establish a policy to achieve a carbon pollution-free electricity sector by 2035 & net-zero emissions by 2050
- Federal agencies are to prioritize sustainable transportation for official travel
- Goal – leverage Federal demand to save taxpayer dollars while reducing environmental footprint
- Change is effective for all travel on or after 1 March 2024

Driving Force behind this change:

To support the goals in Executive Order 14057 of December 8, 2021, Catalyzing Clean Energy Industries and Jobs through Federal Sustainability, the White House has issued instructions that direct Federal agencies to prioritize the use of sustainable transportation for official travel. The follow-on Memorandum dated December 14, 2023, provides guidance to agencies to make the use of sustainable transportation easier to access and book, consistent with agency missions and fiscal responsibility.



## MAP-CAP 104-23



PER DIEM, TRAVEL, AND TRANSPORTATION  
ALLOWANCE COMMITTEE  
4800 MARK CENTER DRIVE, SUITE 05E22  
ALEXANDRIA, VA 22350-9000

February 20, 2024

MEMORANDUM FOR: MILITARY ADVISORY PANEL  
CIVILIAN ADVISORY PANEL

SUBJECT: UTD-CTD for MAP-CAP 104-23(I), "Sustainable Transportation for Official  
Temporary Duty (TDY) Travel"

1. Purpose: This is a statutory (S) item implementing the provisions of the Code of Federal Regulations Parts 301-10 and 301-70, the Office of Management and Budget (OMB) Memorandum M-24-05 "Catalyzing Sustainable Transportation Through Federal Travel," and Executive Order 14057, "Catalyzing Clean Energy Industries and Jobs through Federal Sustainability." FTR Bulletin 24-02, published in the Federal Register on December 18, 2023, states, "This bulletin clarifies existing regulations for determining the method of transportation that is most advantageous to the Government and encourages Federal travelers to make sustainable, cost-effective transportation choices when conducting official TDY travel."
2. This revision is forwarded for information purposes. No coordination is required.
3. PDTATAC Staff initiated this revision.
4. This revision is effective March 1, 2024.

The warning order was sent out on February 20, 2024 notifying of the coming JTR change. What you see on the screen is the summary notice from the Per Diem Travel and Transportation Committee. This clarifies existing regulations for determining the method of transportation that is most advantageous to the Government and encourages Federal travelers to make sustainable, cost-effective transportation choices when conducting official TDY travel. A follow-on bulletin was released March 11, 2024 with clarifying language based on questions from the original release. Today's discussion will incorporate the March 11 updates into the February 20<sup>th</sup> language.



## *Revisions*

- **0202 – Air transportation is the authorized mode for transoceanic travel, formally this stated “TDY and transoceanic travel”**
  - Non-transoceanic TDY travel refer to 020203
  - Traveler may select an alternate mode with AO concurrence(satisfaction) that the mode selected is the most efficient or economical option available

This portion is a verbiage change, for all transoceanic travel, air transportation is most advantageous to the government.

All non-transoceanic travel must be compared to JTR 020203 and the AO must authorize/direct a mode that is the most efficient or economical option.

Traveler's may assist in this process. Reminder = POV can never be directed. Passengers can never be directed to ride in another traveler's POV.



## *Revisions*

- **0203 – Transportation Types Most Advantageous to the Government**

- **020203.A**

- (1) air for travel OCONUS
- (2) When GTR is not directed, airplane, rail, bus or ship generally the most advantageous
  - Distance greater than 250 miles travel by air is preferable
  - Distance less than 250 miles travel by rail is preferred\*
  - Rail not available then travel by rental vehicle is preferred

\*DTS currently does not allow the traveler to capture any rail cost. To obtain, access the vendors website and obtain a screenshot.

Here you will find the greatest change within the JTR.

The word train has been replaced with rail.

When Government Transportation Request (GTR) is not directed, the following must be considered: Is the travel over or under 250 miles? If over, then airfare is the preferred option. When under, rail is the preferred mode. If rail is not an option, then rental vehicle.

Example A: TAD to Norfolk, this is less than 250 miles and rail would be the preferred mode. The AO will need to determine if that mode should be authorized/directed. If the AO authorizes/directs that rail be utilized but the traveler desires to drive their POV, a CTW would need to be prepared comparing rail vs POV. In cases when no mode has been authorized/directed by the AO, then the preferred mode is what the CTW will need to reflect, Rail to POV.

Example B: TAD to Norfolk, this is less than 250 miles and rail would be the preferred mode. The AO determines rail does not meet mission requirements and no Government vehicle is available. The AO then authorizes use of a rental vehicle. The traveler desires to utilize their POV triggering the requirement for a CTW comparing rental vehicle to POV use.

In both examples, what the AO authorizes/directs or does not authorize/direct impacts the reimbursement of the traveler.

DTS is currently not compatible with selecting rail, it would be necessary to access the vendors website and obtain screenshots then use the TMC assistance link within the DTS authorization for booking.

Key takeaway from bullet point #2 is the 250 mile decision point. For travel under 250 miles, the preferred mode will be either rail or rental vehicle.



## Revisions

- **0203 – Transportation Types Most Advantageous to the Government**

- **020203.A**

- (1) air for travel OCONUS
- (2) When GTR is not directed, airplane, rail, bus or ship generally the most advantageous
  - Distance greater than 250 miles travel by air is preferable
  - Distance less than 250 miles travel by rail should be considered
  - Rail not available then travel by rental vehicle is preferred
- (3) Government Vehicle
- (4) Rental Vehicle
  - Consider a ZEV when equal or less than combustion\*
- (5) POV

Continuing with the discussion on 0203.

#3 When travel must be by automobile the Government automobile is most advantageous. Any command that has government automobiles will have to certify that the vehicle is not available for use. Commands that do not have government automobiles will need to inquire of MCBQ G-4, or the appropriate installation department if not on Quantico, the availability of government vehicles for TDY/TAD use. The Quantico DTS Help Desk cannot make that determination for you.

#4 When a government vehicle is not available consider a rental vehicle. Example: TAD from 29 Palms to Camp Pendleton for one day and neither a government vehicle or rail is available, but the traveler prefers POV. The traveler is required to complete a CTW comparing the rental vehicle cost vs the POV.

#5 POV is considered most advantageous only after all other transportation types have been considered.

\*A new determining factor for rental vehicles has been added, 020203.B.10 – Zero-emission vehicles (ZEVs) are encouraged when the rental rate is equal to or less than the

least expensive compact car and charging infrastructure availability en-route or at the destination.

At this time ZEVs are not populating within DTS, DTMO is working with rental vendors to see if lower prices can be offered to government travelers. Until they start to reflect in DTS this is not a concern. Rental Car Agreement #5 will come into effect 1 April 2024 with part of that agreement pointed towards rental agencies making this available.





*Important*

It is imperative that AOs authorize/direct a mode of transportation to prevent a potential financial loss to the traveler.

Read the slide



## Revisions

### • 020206.O – Sustainable Travel Modes on pg 2-15

O. Sustainable Travel Modes. To promote sustainable transportation, the traveler should consider using ZEVs over other automobiles; rail over air travel if the distance is less than 250 miles or long-distance automobile travel; and public transit over automobiles.

1. Government Automobile. Traveler should use a Government ZEV to the maximum extent practicable where available and where adequate charging infrastructure is likely to be available en-route or at the destination.

2. Rental Vehicle. If a traveler is authorized or approved the use of a rental vehicle for official travel, then the traveler should select a ZEV when the daily rate is equal to or less than the daily rental rate of the least expensive compact car available.

3. Taxis and Transportation Network Companies (TNC). If a ZEV TNC or taxi is available and the charge is equal to or less than gasoline-fueled vehicles, then travelers should select a ZEV.

4. Ridesharing. Travelers sharing a ride may use larger TNC vehicles, taxis, or shuttle services between airports, hotels, and conferences or meetings.

5. Rail. Travelers should use trains when the destination is less than 250 miles away and when cost effective and consistent with mission needs.

6. Public Transportation. When available, travelers should use public bus and rail options.

Now we are going to move off of 0203 and onto a new addition found in JTR 0202 that clarifies the intent of this Sustainable Travel change.

#1 Promoting the use of Government ZEVs to the maximum extent.

#2 Use of commercial ZEVs when equal or cheaper than a traditional compact car.

#3 Transportation Network Companies (TNC) and taxis utilizing ZEVs can be used when equal or cheaper than traditional.

#4 Ridesharing refers to use of transportation between terminals to hotels and conferences/meetings.

#5 Rail was previously discussed, and lastly

#6 Use of public transportation to get around the TDY/TAD location. To further expand on this, JTR 020212 states public transportation should be the first option in and around the TDY/TAD location. "Travelers should familiarize themselves with subway, trains, and bus routes that are available between meetings, lodging, and other locations at

which business is to be conducted.”

The stated goal of ridesharing and the use of public transportation, is to utilize existing services vice the need to obtain a rental vehicle. AO’s should evaluate the infrastructure at the TDY/TAD location to determine if it is sufficient to accomplish the mission or if a rental vehicle would be required.



## *Revisions*

- **Eliminated the 400/800 mile POV as advantageous, Table 2-10**
  - **Any use of the POV for TDY/TAD a CTW will be required**
  - **Reimbursement is limited to the constructed cost**
  - **Not using the directed mode, Miscellaneous expenses are not authorized**
  - **JTR 020210**
  - **Current mileage rates**
  - **Local travel will not require a CTW**

The rumors are true, the 400/800 mile rule has been eliminated. AOs & Travelers will follow the guidance found in JTR 0202 to determine the mode of transportation.

The JTR does allow for personal choice and any cost associated with personal choice, reimbursement can be limited or denied. If you are taking notes write this down - Any use of a POV for TDY/TAD requires a CTW be completed period.

When a traveler determines to utilize their POV over the directed mode, then JTR Table 2-10 note 1 becomes applicable. The note states a “traveler that uses a POV instead of the authorized transportation type, then reimbursement is limited to the CTW of the authorized transportation type and any miscellaneous expenses associated, such as tolls, parking, (in/around mileage) are not authorized for reimbursement.”

All things POV can be found in JTR 020210, DTS users are encouraged to become familiar with this portion of the JTR.

Mileage rates can be found on the DTMO website, hover on the “Travel & Transportation Rates”, select mileage rates.

Local travel is not considered TDY/TAD and a CTW will not be required.



## *Revisions*

- **CTW on the DTMO website has been updated**
  - 400/800-mile statement removed
  - Rail added in the drop down
  - Section 3 will need to be completed
  - Consult Table 2-11 for cost comparison rules
  - Updated instructions
  - When loading into DTS do not upload as a PDF (best practice)

DTMO has updated the CTW and CTW instructions that found on their website. You may use the search bar in the upper right of the DTMO website by typing in CTW. The updated CTW has removed the 400/800 mile statement, added rail in the dropdown on section 2 along with updating instructions. Note: Section 3 will need to be completed. May also need to consult JTR Table 2-11, Cost Comparison Rules for Using a POV.

### Example A:

Government vehicle is not available for TDY/TAD to CLNC, as this is over 250 miles, airfare would be the preferred mode. Based on previous JTR regulations this route was normally conducted using POV and the traveler wishes to use POV. The AO can direct that airfare be utilized and if directed, a CTW comparing airfare to POV would need to be completed.

### Example B:

Government vehicle is not available for TDY/TAD to CLNC, as this is over 250 miles, airfare would be the preferred mode. Based on previous JTR regulations this route was normally conducted using POV and the traveler wishes to use POV. The AO authorizes use of a rental vehicle, a CTW comparing airfare to POV would need to be completed.

As discussed earlier, what the AO does or does not do may impact the reimbursement of the traveler.

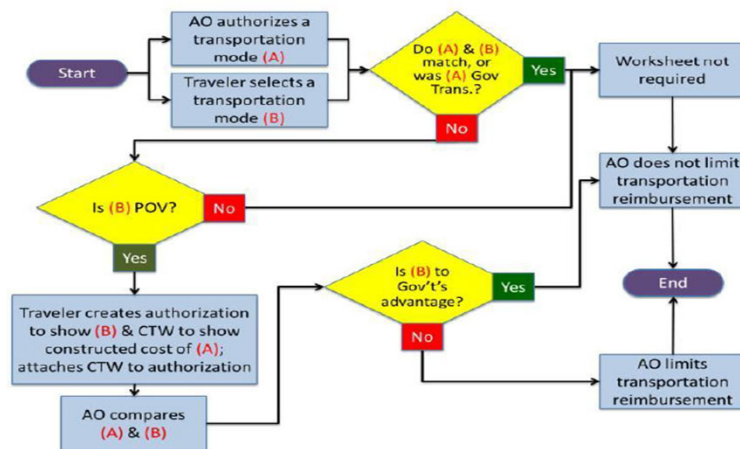
Secondary considerations, when multiple travelers are going to the same location, the AO cannot direct travelers to ride in another travelers POV; however, if a rental vehicle (or government vehicle) is making the trip the AO can direct travelers to accompany. Traveler's who then decide to utilize their own POV reimbursement may be limited or denied.

Best practice – when uploading a CTW do not place a check mark in the pdf option. It is recommended to allow the document to appear as a .png file. This will eliminate the “Please Wait...” that occurs with a pdf. This is caused as the “Enable” button cannot be selected resulting in something other than the actual CTW being uploaded.



## CTW Process

### Constructed Travel Worksheet



Defense Travel Management Office

This represents the constructed travel decision making process.

<Leave up for minimum 30 secs, not longer than 60 secs>





### *Sustainable Defense Travel Best Practices*

- ✓ Assess your need to travel
- ✓ Combine trips when possible and geographically reasonable
- ✓ Choose public transportation over automobiles
- ✓ Take the train
- ✓ POV 400/800 mile eliminated
- ✓ Choose ZEVs over other automobiles when cost effective

## Sustainable Defense Travel Best Practices

- 1) A virtual meeting may be able to provide a more cost-effective and environmentally-friendly alternative to traveling for an on-site meeting.
- 2) When the missions takes you to multiple/consecutive TDY/TAD points, consider taking a single trip with multiple legs to reduce your carbon footprint.

- 3) Choose public transportation to limit the use of rental vehicles when on TDY. Consider walking, carpooling, or using local public transportation, subway, buses, etc.
- 4) Take the train when travel is under 250 miles and cost-effective.
- 5) All other modes of transportation must be considered before a POV can be considered advantageous.
- 6) ZEVs are encouraged when equal or less than the least expensive compact car available.



## *Question?*

**At this time, we will take questions only on what the topic of the day is. All questions received will be passed onto HQMC & DTMO for inclusion into refinement of policy and a FAQ guide.**



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At this time, we will take questions only on what the topic of the day is. All questions received will be passed onto HQMC & DTMO for inclusion into refinement of policy and a FAQ guide.

Generic questions may be more difficult to answer than specific questions; we may have to defer an answer.

All those signed up for today's class will be forwarded a copy of the FAQ's and any additional policy information that is received on this topic at a future date.

For those that have a question and are attending on TEAMS please ask your question in the chat box and one of the moderators will come on to address the question. For those in the classroom please raise your hand and when you are called on state your question.



## *Quantico DTS Help Desk*

### ***Quantico LDTA / Tier II Help Desk***

Monday-Friday  
0700 - 1600 EST  
(703) 784-2412/2411

[MCBQ.LDTA.Helpdesk@usmc.mil](mailto:MCBQ.LDTA.Helpdesk@usmc.mil)

### ***Quantico Travel Management Company (TMC)***

Monday-Friday  
0800 - 1630 EST  
(703) 640-7101 opt. 3  
After Hours (866) 928-1153

<https://www.cwtsatotravel.com>

Here is our office contact information for your reference.

You are free to contact our office to discuss this matter offline if you prefer.



Office of Government-wide Policy  
December 14, 2023

Federal Travel Regulation  
GSA Bulletin FTR 24-02

TO: Heads of Federal Agencies

SUBJECT: Sustainable Transportation for Official Temporary Duty (TDY) Travel

1. What is the purpose of this bulletin? This bulletin clarifies existing regulations for determining the method of transportation that is most advantageous to the Government and encourages Federal travelers to make sustainable, cost-effective transportation choices when conducting official TDY travel.

2. What is the background of this bulletin? The Office of Management and Budget (OMB) Memorandum M-24-05 "Catalyzing Sustainable Transportation Through Federal Travel" (issued December 14, 2023) provides guidance for implementing Executive Order (E.O.) 14057, *Catalyzing Clean Energy Industries and Jobs through Federal Sustainability*. OMB Memo M-24-05 directs Federal agencies to prioritize sustainable transportation options for official travel and lead by example as an organization working toward net-zero emissions operations by 2050.

The Federal Travel Regulation (FTR) already encourages measures that promote sustainability, but the transition to clean energy provides additional opportunities for Federal travelers to support sustainable initiatives through the use of clean technologies. Title 5 of the United States Code (U.S.C.) § 5733 states in part that "[t]he travel of an employee shall be by the most expeditious means of transportation practicable," which the FTR expands upon by directing agencies to select the method of transportation that is most advantageous to the Government when cost and other factors are considered. Energy conservation is an element of sustainability and is one of several non-cost elements required to be considered by agencies when selecting the most advantageous method of transportation (FTR §§ 301-10.4, 301-70.100, and 301-70.101).

3. How can agencies reduce greenhouse gas (GHG) emissions resulting from official TDY travel? In every case, the trip not taken is the least expensive and most sustainable. With new communication tools available to agencies, Federal employees are encouraged to consider virtual attendance at a meeting or conference. If official travel is necessary, agencies are encouraged to implement the following practices for determining the method of transportation that is most advantageous to the Government:

a. Rail. Using rail, particularly when the train uses electric locomotives rather than diesel, results in a lower GHG emissions per passenger mile ratio than other methods of transportation, particularly when going shorter distances.<sup>1</sup> Specifically, when traveling in the Northeast and Mid-Atlantic regions of the United States, and in countries where regional or international rail is available and is time and cost effective (e.g., in parts of Europe and Asia), employees should be encouraged to consider rail options, especially for city pairs less than 250 miles apart. Cost effective rail transportation is one of the exceptions to the required use of a contract City Pair Program fare (FTR § 301-10.111).

b. Government-furnished automobile. The Government has invested in replacing internal combustion engine vehicles with zero-emission vehicles (ZEVs), which should be used to the maximum extent practicable where available and where adequate charging infrastructure is likely to be available en route or at the destination.

c. Rental vehicle. Based on FTR § 301-10.450(c)(3), if authorized to use a rental car on official travel, employees are authorized to rent a ZEV when the daily rental rate is equal to or less than the daily rental rate of the least expensive compact car available. If another class of rental vehicle is approved, travelers should select a ZEV where the daily rental rate is equal to or less than the rental rate of the least expensive car of the approved class of vehicle. If no ZEVs are available that meet the above criteria, consider renting a hybrid vehicle if the daily rental rate is equal to or less than the daily rental rate of the least expensive compact car available or less than the rental rate of the least expensive car of the approved class of vehicle. If no alternatively fueled vehicles are available that meet the above criteria, employees should choose the least expensive compact car available. Agencies may authorize a larger rental vehicle to accommodate multiple travelers authorized to travel together rather than authorizing a smaller rental vehicle for each of the travelers (FTR § 301-10.450(c)(4)). Employees are also authorized to have alternative fuel charging expenses reimbursed as “fuel,” which is defined in FTR § 300-3.1 as “[t]he energy source needed to power a vehicle,” and includes “petroleum, hydrogen, propane, and electricity.”

d. Privately owned vehicle (POV). Even before people were fully aware of the impact GHG emissions have on climate change, the Federal Government rarely considered POVs to be the most advantageous method of transportation. Now that the impact of GHG emissions is better known, taking steps to limit POV use, which accounts for more than half of GHG emissions from the transportation sector,<sup>2</sup> is even more urgent.

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<sup>1</sup> See “Travel Green With Amtrak” for more information:

<https://www.amtrak.com/about-amtrak/sustainability/travel-green.html>

<sup>2</sup> Source: <https://www.epa.gov/ghgemissions/sources-greenhouse-gas-emissions#transportation>

e. Combine trips. Whenever possible and geographically reasonable, when agencies determine that travel is necessary and the mission takes the traveler to multiple/consecutive TDY points, agencies should consider scheduling a single trip with multiple legs or segments, instead of returning the traveler to their official duty station and conducting individual trips to each destination.

4. What strategies should employees use to act in a more sustainable manner once they arrive at the TDY location?

a. Public transportation. Public transportation should be the first option for transportation in and around the TDY location. Travelers should be familiar with subway/trains and bus routes that are available between meetings, lodging, and other locations at which business is to be conducted. When available, employees should use public buses that use alternative fuels, such as electricity or compressed natural gas, rather than gasoline or diesel to reduce GHG emissions.

b. Rental car. If employees are authorized to rent a car after arriving at the TDY location, the same guidelines for rental car choice as noted in 3(c) above should be followed. Depending on the TDY location, however, other forms of transportation may be more appropriate to use.

c. Environmentally friendly transportation network company (TNC), taxicabs, and innovative mobility technology companies (IMTC). Employees should select a ZEV if one is available from a TNC (e.g., Uber, Lyft) and taxicabs, as opposed to gasoline-fueled vehicles. If a ZEV TNC or taxicab is not available, employees should select a hybrid taxicab or TNC. If none are available, employees should select a vehicle with the highest fuel efficiency. Employees may also use IMTC options such as bike shares when available and compatible with mission needs.

d. Ridesharing. Share the ride with fellow employees. Ridesharing can include either larger TNC vehicles, taxis, or shuttle services between airports, hotels, and conferences, or meetings.

5. What is the effective date of this bulletin? This bulletin is applicable upon the date of signature.

6. When does this bulletin expire? This bulletin will remain in effect until explicitly canceled or superseded.

7. Whom should I contact for further information regarding this bulletin? Contact Ms. Jill Denning, Office of Government-wide Policy at 202-208-7642, or by email at [travelpolicy@gsa.gov](mailto:travelpolicy@gsa.gov). Please cite GSA FTR Bulletin 24-02.

By delegation of the Administrator of General Services,

DocuSigned by:  
  
03F156298E5540F...

Krystal J. Brumfield  
Associate Administrator  
Office of Government-wide Policy







EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

December 14, 2023

M-24-05

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Shalanda D. Young   
Director  
Office of Management and Budget

Brenda Mallory   
Chair  
Council on Environmental Quality

John Podesta  
Senior Advisor to the President for Clean Energy Innovation and Implementation  
Office for Clean Energy Innovation and Implementation  
White House Office



Ali Zaidi  
Assistant to the President and National Climate Advisor  
Climate Policy Office  
White House Office



SUBJECT: Catalyzing Sustainable Transportation Through Federal Travel

The Biden-Harris Administration continues to expand the clean energy economy through historic legislative, regulatory, and executive action. Executive Order (E.O.) 14057 of December 8, 2021, on *Catalyzing Clean Energy Industries and Jobs through Federal Sustainability*, established the policy of the Administration for the Federal Government to achieve a carbon pollution-free electricity sector by 2035 and net-zero emissions economy-wide by no later than 2050.<sup>1</sup> As the Nation's largest employer, the Federal Government has the opportunity to lead by example, encourage private sector investment, and expand the economy and American industry by transforming its operations to deliver an equitable, clean energy future; demonstrate how innovation and environmental stewardship protect our planet; and expand deployment of American clean energy technologies and sustainable infrastructure.

The purpose of this Memorandum is to instruct Federal agencies on prioritizing sustainable transportation for official travel. This policy guidance implements the direction of E.O. 14057 to promote environmental stewardship, support resilient supply chains, and incentivize markets for

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<sup>1</sup> E.O. 14057, § 101.

sustainable products and services. This policy further develops Federal supply chains that create and sustain well-paying union jobs, protect public health, advance environmental justice, and invest in the Federal workforce.<sup>2</sup>

By prioritizing sustainable transportation methods for official travel, many of which have achieved cost parity with other transportation methods, agencies can leverage the Federal demand signal for public transit, automobile, rail, and air travel, which will result in the Federal Government's saving taxpayer dollars and reducing its environmental footprint.

## **SECTION I: POLICY AND BACKGROUND**

### *1. Policy.*

Federal agencies should prioritize the availability and use of sustainable transportation for official travel, including local travel. Consistent with agency missions and fiscal responsibility, agencies and employees should prioritize official transportation as follows: 1) zero emission vehicles (ZEVs) over other automobiles; 2) interstate and commuter rail over air travel or long-distance automobile travel; and 3) public transit over automobiles. In addition, agencies should take steps to make sustainable transportation more widespread and easier to access for Federal employee travel by improving travel booking systems, by enabling sustainable air travel, and by leveraging the Federal Government's buying power to ensure cost effectiveness.

Accordingly, agencies should update their travel policies to prioritize sustainable transportation as described above. By providing an immediate, clear, and stable source of demand, these agency actions can catalyze private sector investment and accelerate the advancement of the United States' industrial capacity to supply domestic clean energy, infrastructure, and vehicles.

### *2. Background.*

In fiscal year (FY) 2022, the Federal Government spent \$2.8 billion on transportation for official travel, which represents 1.8 percent of the Federal scope 3 greenhouse gas footprint. This expenditure included 2.8 million flights (\$1.66 billion), 2.3 million vehicle rentals (\$791 million), and 33,000 rail trips (\$4.2 million), along with other transportation activities (e.g., taxis and ride share).<sup>3</sup> The travel industry is transitioning to a clean energy economy, including by deploying thousands of ZEV rental cars, installing ZEV charging infrastructure at hotels, providing ZEV ride-share options, and investing in sustainable aviation fuel (SAF). To date, the Federal Government has acquired over 14,000 ZEVs and installed 5,500 ZEV charging ports to date, with 24,000 more already in development.

Federal travel policies and procedures are elaborated in various regulations, including the Federal Travel Regulation (FTR), issued by the General Services Administration (GSA), which generally applies to most Federal employee travel; the Joint Travel Regulations, issued by the Department of Defense (DoD), which applies to travel by uniformed service members and DoD civilian travelers; and the

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<sup>2</sup> E.O. 14057, §§ 208, 301, and 401.

<sup>3</sup> General Services Administration, Office of Government-wide Policy, Travel Reporting Information Profile, available at <https://d2d.gsa.gov/report/business-travel-and-relocation-dashboard> (last visited July 24, 2023). This data is required by the Modernizing Government Travel Act, Pub. L. 115-34 (5 U.S.C. § 5707).

Foreign Affairs Manual (FAM), issued by the Department of State (DOS), which regulates official travel and related expenses of foreign service officers and their families. For local travel, other internal agency policies and requirements also may apply. Environmental factors, along with other policies and requirements such as the Fly America Act<sup>4</sup> and fiscal and ethics requirements, have long shaped Federal Government travel policy. This Memorandum supplements these existing policies by instructing agencies to prioritize sustainable travel options to the extent permitted by law and to consider updating their regulations to reflect these principles, as allowable.

## SECTION II: GUIDANCE

This section provides guidance on implementing the policy set forth in the previous section. It does not provide guidance on assessing the need to travel or other parameters around travel, which are covered separately in other travel policies, regulations, and laws.<sup>5</sup> From a sustainability and cost perspective, virtual engagement is preferred over travel where effective and possible. Specifically, this section addresses three topics: prioritizing sustainable travel modes where there is more than one travel option available; enabling the emergence of sustainable air travel; and facilitating implementation of this Memorandum through updates to Government-wide systems where feasible.

### 1. *Prioritizing Sustainable Travel Modes.*

Federal agencies and employees should prioritize sustainable travel modes, as appropriate and consistent with the requirement to travel by the method that is most advantageous to the Federal Government, by using the following: 1) ZEVs over other automobiles; 2) rail over air travel or long-distance automobile travel; and 3) public transit over automobiles. Agencies should incorporate these priorities into appropriate agency policy and training materials.

#### A. Prioritizing ZEVs over other automobiles

When use of a motor vehicle is required for official travel, Federal agency employees should prioritize using a ZEV based on the criteria below.

- i. Government-Furnished Vehicles: When using a Government-furnished fleet vehicle for official travel, travelers should select a ZEV where available and where adequate charging infrastructure is likely to be available en route or at the destination.<sup>6</sup>
- ii. Vehicle Rentals: When renting a vehicle, travelers should select a ZEV where the daily rental rate is equal to or less than the daily rental rate of the least expensive compact car available. If another class of vehicle is approved other than a compact car, travelers should select a ZEV where the daily rental rate is equal to or less than the rental rate of the least expensive car of the approved class of vehicle. Due to lower ZEV charging costs compared to fueling costs, this policy will result in savings to the Federal Government.

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<sup>4</sup> 49 U.S.C. § 40118.

<sup>5</sup> See, e.g., 31 U.S.C. § 1353; 5 U.S.C. § 4111; 5 U.S.C. § 7342; 5 U.S.C. § 13104; 41 C.F.R. § 301-71.107; OMB Memorandum M-21-29, Ensuring Integrity in Management and Use of Government Aircraft (July 12, 2021); OMB Circular No. A-123, Management's Responsibility for Enterprise Risk Management and Internal Control (July 15, 2016); OMB Circular A-123 Appendix B, A Risk Management Framework for Government Charge Card Programs (August 27, 2019), OMB Circular A-126, Improving the Management and Use of Government Aircraft (May 22, 1992).

<sup>6</sup> E.O. 14057, § 204.

- iii. Taxi and Ride Share: When selecting a taxi or a ride share provided through an app-based ride hailing company, select a ZEV if one is available. If a ZEV is not available, select the vehicle with the highest fuel efficiency.

#### B. Prioritizing cost-effective rail over air travel or long-distance automobile travel

When traveling between cities, Federal employees should use rail when available and consistent with mission needs. In many areas, rail travel can be as fast or faster than air travel, and at least as cost-effective, when taking into account differences in departure/arrival locations and boarding/deboarding procedures. In general, employees should travel by rail where available for city pairs less than 250 miles apart, especially in the Northeast and Mid-Atlantic regions and in countries where regional or international rail is available and time and cost effective (e.g., in Europe and parts of Asia). Federal employees should use automobiles (including ZEVs) for long-distance travel only when no other practical option exists, such as when traveling in remote or rural areas.

#### C. Prioritizing public transit over automobiles

Federal agencies and employees should prioritize using public transit (e.g., subway, bus, light rail) when conducting local travel or upon arrival at the official travel location, to the extent that public transit is available and that its use is compatible with mission needs. Agencies and employees may also use non-motorized modes of transportation (e.g., bike-share) when available and compatible with mission needs.

### *2. Enabling Sustainable Air Travel.*

Recognizing that sustainable air travel is an emerging field, this Memorandum does not set forth specific priorities for selecting between different air travel options. Rather, to enable agencies to reduce emissions from air travel, GSA should develop a sustainable aviation strategic plan and submit it to the Office of Management and Budget (OMB) and the Council on Environmental Quality (CEQ) within 120 days of the date of issuance of this Memorandum. The plan should consider the following, at a minimum, as consistent with applicable law:

- i. Current aviation environmental practices based on the ongoing, appropriate market research.
- ii. Requiring airlines to submit information on fuel and operational efficiency initiatives.
- iii. Developing evaluation factors that consider U.S. flag air carriers' investment in or usage of SAF that complies with the best available international standards for meaningful, incremental use of SAF.

### *3. Facilitating Implementation Through Updates to Government-Wide Travel Systems.*

All Federal agencies should maximize the impact of this Memorandum by taking the following steps, to the maximum extent practicable:

- i. Changing defaults for displaying travel options to prioritize sustainable travel. This may require coordination with vendors or agencies with travel procurement authority.
- ii. Identifying and notifying employees of hotel options that include ZEV charging availability to support employees using ZEVs on official travel.

- iii. Providing information to employees on sustainable travel options.
- iv. Seeking opportunities to emphasize or add sustainable transportation policy, procedures, and goals to employee onboarding and continuing training, especially for employees with travel-related duties (e.g., fleet managers, fleet users, contracting officers, and travel administrators).
- v. Considering potential demand for charging vehicle rentals when developing agency- and site-level charging infrastructure plans.
- vi. Updating agency policies to clarify that when renting a ZEV, employees may treat charging expenses as a fuel expense.<sup>7</sup> Agencies should address the need for prepaying for vehicle charging in some cases, where appropriate.
- vii. Within 120 days of the date of issuance of this Memorandum, agencies should report to OMB and CEQ on the plans and actions they have taken to carry out the policy, goals, and provisions of this Memorandum.

In addition, agencies with travel procurement authority should:

- i. Update travel manuals, as needed, to implement the policies conveyed in this Memorandum.
- ii. Work with vendors, agency procurement offices, and agency end-users to identify and address opportunities to establish sustainable transportation options as defaults and to prioritize providers with better sustainability performance within Government travel systems relative to current practice.
- iii. Work with vendors to update operational processes and provide information to enable Federal Government employees to select sustainable travel options where feasible, for example, by identifying accommodations that provide ZEV charging on travel booking systems to support employees using ZEVs on official travel.
- iv. Within 90 days of the date of issuance of this Memorandum, develop an analysis that calculates total cost of rental for ZEVs, inclusive of charging costs, based on authoritative data sources, and consider incorporating the results into travel management systems, policy, and guidance.
- v. Update rental car agreements, contracts, booking systems, training resources, and other agency materials and resources to prioritize ZEVs.
- vi. Ensure Government-wide access to ZEV charging networks and explore negotiated rates for Government charging contracts.
- vii. Incorporate relevant sustainability requirements into the Government travel system acquisition planning processes.
- viii. Develop enterprise travel management system requirements resulting from this policy and include such requirements in future Government-wide travel systems, including those required to display sustainability information to users to inform decision-making.
- ix. Within 90 days of the date of this Memorandum, in coordination with OMB and CEQ, issue travel bulletins to all internal agencies, bureaus, and component offices that use agency travel procurement systems to provide direction on immediate actions and further requirements to meet the policies, goals, and provisions of this Memorandum.
- x. Within 120 days of the date of this Memorandum, submit the sustainable aviation strategic plan described above.

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<sup>7</sup> 41 C.F.R. §§ 300-3.1 and 301-10.401.

- xi. Consider initiating any rulemaking processes needed to further implement the policies, goals, and provisions of this Memorandum, as appropriate and consistent with the applicable law (e.g., updates to the Federal Travel Regulation and/or Joint Travel Regulation).

### **SECTION III: GENERAL PROVISIONS**

#### *1. Definitions.*

- i. “Zero-emission vehicle” or “ZEV” means a vehicle that when operating produces zero tailpipe exhaust emissions of any criteria pollutant (or precursor pollutant) or greenhouse gas.
- ii. “Sustainable Aviation Fuel” or “SAF” means a fuel made from renewable resources that meets a minimum of a 50 percent reduction in life cycle greenhouse gas emissions compared to conventional fuel.
- iii. “Agency with travel procurement authority” means a Federal agency that manages one or more top-level procurement vehicles for Federal travel for its own use or for use by travelers from other agencies. This term includes, without limitation, GSA, DOD, and DOS.
- iv. “Federal employee” means (a) an individual employed by an agency, regardless of status or rank; (b) an individual employed intermittently in Government service as an expert or consultant and paid on a daily when-actually-employed basis; or (c) an individual serving without pay or at \$1 a year (also referred to as “invitational traveler”).

#### *2. Applicability, Limitations, and Exemptions.*

- i. This Memorandum applies to all executive agencies as defined in 5 U.S.C. 105, excluding the Government Accountability Office and independent regulatory agencies as defined in 44 U.S.C. 3502(5). To support a whole-of-Government approach to achieve the policy in section I of this Memorandum, independent agencies are encouraged to implement the policies, goals, and provisions of this Memorandum, consistent with applicable law.
- ii. This Memorandum applies to an agency’s activities and personnel located both within and outside of the United States. The head of an agency may exempt overseas activities and personnel if the head of the agency determines that such exemption is in the interest of the United States.
- iii. The head of an agency may exempt particular agency activity and related personnel from the provisions of this Memorandum when in the interest of national security, including to protect intelligence sources and methods from unauthorized disclosure; where necessary to protect undercover law enforcement operations from unauthorized disclosure; where the activity is related to combat support, combat service support, military tactical or relief operations, or training for such operations; or for any reason not otherwise addressed in this section. If the head of an agency issues an exemption under this section, the agency shall notify the Chair of CEQ in writing within 30 days of the agency head’s issuance of an exemption under this provision.

TABLE 2 TO PARAGRAPH (b)

Commodity	Parts per million	Expiration/revocation date
Almond .....	0.04	12/31/26
Almond, hulls .....	0.4	12/31/26

\* \* \* \* \*

[FR Doc. 2023–27654 Filed 12–15–23; 8:45 am]

BILLING CODE 6560–50–P

## GENERAL SERVICES ADMINISTRATION

### 41 CFR Parts 301–10 and 301–70

[Notice-MA–2023–07; Docket No. 2023–0002; Sequence No. 30]

#### Federal Travel Regulation (FTR); Sustainable Transportation for Official Temporary Duty (TDY) Travel

**AGENCY:** Office of Government-wide Policy (OGP), General Services Administration (GSA).

**ACTION:** Announcement of FTR bulletin.

**SUMMARY:** FTR Bulletin 24–02 clarifies existing regulations for determining the method of transportation that is most advantageous to the Government and encourages Federal travelers to make sustainable, cost-effective transportation choices when conducting official TDY travel.

**DATES:** Applicable December 18, 2023.

**FOR FURTHER INFORMATION CONTACT:** For clarification of content, contact Jill Denning, Office of Government-wide Policy, Office of Asset and Transportation Management, at [travelpolicy@gsa.gov](mailto:travelpolicy@gsa.gov), 202–208–7642. Please cite Notice of GSA Bulletin FTR 24–02.

**SUPPLEMENTARY INFORMATION:** The Office of Management and Budget (OMB) Memorandum M–24–05 “Catalyzing Sustainable Transportation Through Federal Travel” (issued December 14, 2023) provides guidance for implementing Executive Order (E.O.) 14057, *Catalyzing Clean Energy Industries and Jobs through Federal Sustainability*. OMB Memo M–24–05 directs Federal agencies to prioritize sustainable transportation options for official travel whenever possible and lead by example as an organization working toward net-zero emissions operations by 2050.

The FTR already encourages measures that promote sustainability, but the transition to clean energy provides additional opportunities for Federal travelers to support sustainable initiatives through the use of clean

technologies. Title 5 of the United States Code (U.S.C.), section 5733, states in part “[t]he travel of an employee shall be by the most expeditious means of transportation practicable,” which the FTR expands upon by directing agencies to select the method of transportation most advantageous to the Government when cost and other factors are considered. Energy conservation is an element of sustainability and is one of several non-cost elements required to be considered by agencies when selecting the most advantageous method of transportation (FTR §§ 301–10.4, 301–70.100, and 301–70.101 (41 CFR)).

GSA Bulletin FTR 24–02 can be viewed in its entirety at <https://www.gsa.gov/ftrbulletins>.

**Krystal J. Brumfield,**  
*Associate Administrator, Office of Government-wide Policy.*

[FR Doc. 2023–27775 Filed 12–15–23; 8:45 am]

BILLING CODE 6820–14–P

## DEPARTMENT OF THE INTERIOR

### Bureau of Land Management

#### 43 CFR Part 8360

[BLM\_UT\_FRN\_MO4500172882]

#### Final Supplementary Rule for Roped and Aerial Activities in the Moab Canyons Special Wildlife Area (In and Near Mineral and Hell Roaring Canyons) in Grand County, Utah

**AGENCY:** Bureau of Land Management, Interior.

**ACTION:** Final supplementary rule.

**SUMMARY:** The Bureau of Land Management (BLM) is finalizing a supplementary rule for the Moab Canyons Special Wildlife Area (in and near Mineral and Hell Roaring Canyons) in Grand County, Utah, which prohibits rock climbing except when and where permitted, prohibits other roped and aerial activities, and prohibits the construction or installation of temporary structures. This rule will protect vital wildlife habitat from the impacts of roped and aerial recreational activities.

**DATES:** This final supplementary rule is effective January 17, 2024.

**ADDRESSES:** You may direct inquiries to the BLM Moab Field Office, 82 East Dogwood Avenue, Moab, UT 84532, or [blm\\_ut\\_mb\\_mail@blm.gov](mailto:blm_ut_mb_mail@blm.gov). The final supplementary rule and accompanying environmental documents are available for inspection at the BLM Moab Field Office at the address listed above and on the ePlanning website: [https://](https://eplanning.blm.gov/eplanning-ui/project/1504945/510)

[eplanning.blm.gov/eplanning-ui/project/1504945/510](https://eplanning.blm.gov/eplanning-ui/project/1504945/510).

#### FOR FURTHER INFORMATION CONTACT:

Jennifer Jones, Moab Field Office Assistant Manager, 82 East Dogwood Avenue, Moab, Utah 84532, (435) 259–2100, or [blm\\_ut\\_mb\\_mail@blm.gov](mailto:blm_ut_mb_mail@blm.gov). Individuals in the United States who are deaf, deafblind, hard of hearing, or have a speech disability may dial 711 (TTY, TDD, or TeleBraille) to access telecommunications relay services. Individuals outside the United States should use the relay services offered within their country to make international calls to the point-of-contact in the United States.

#### SUPPLEMENTARY INFORMATION:

- I. Background
- II. Discussion of Public Comments
- III. Discussion of Final Supplementary Rule
- IV. Procedural Matters
- V. Final Supplementary Rule for the BLM Moab Field Office

#### I. Background

The BLM is establishing this final supplementary rule under the authority of 43 CFR 8365.1–6, which allows state directors to establish supplementary rules for the protection of persons, property, public lands, and resources. This final supplementary rule applies to public lands managed by the Moab Field Office. A map of the management area and boundaries can be obtained by contacting the Moab Field Office (see **ADDRESSES** section above).

The final supplementary rule will be available for inspection in the Moab Field Office or on the ePlanning website.

The public lands managed by the BLM Moab Field Office in southeastern Utah are a domestic and international tourist destination hosting three million visitors per year. The Moab Canyons Special Wildlife Area, which consists of 10,044 acres in and along the walls and rims of Mineral and Hell Roaring Canyons as well as on the canyon walls and rims along the Green River corridor connecting these two canyons, provides important habitat for the Mexican spotted owl (a federally threatened species); golden eagles and other raptors; Utah’s only endemic herd of desert bighorn sheep; and other wildlife. In recent years, roped and aerial recreational activities have increased in these canyons, putting wildlife and their vital habitats at risk. The goal of this supplementary rule is to protect vital wildlife habitat from the impacts of roped and aerial recreational activities.

In June 2021, the BLM issued a Decision Record and Finding of No Significant Impact that prohibited rock climbing except when and where



**PER DIEM, TRAVEL, AND TRANSPORTATION  
ALLOWANCE COMMITTEE**  
4800 MARK CENTER DRIVE, SUITE 05E22  
ALEXANDRIA, VA 22350-9000

February 20, 2024

MEMORANDUM FOR: MILITARY ADVISORY PANEL  
CIVILIAN ADVISORY PANEL

SUBJECT: UTD-CTD for MAP-CAP 104-23(I), “Sustainable Transportation for Official Temporary Duty (TDY) Travel”

1. Purpose: This is a statutory (S) item implementing the provisions of the Code of Federal Regulations Parts 301-10 and 301-70, the Office of Management and Budget (OMB) Memorandum M-24-05 “Catalyzing Sustainable Transportation Through Federal Travel,” and Executive Order 14057, “Catalyzing Clean Energy Industries and Jobs through Federal Sustainability.” FTR Bulletin 24-02, published in the Federal Register on December 18, 2023, states, “This bulletin clarifies existing regulations for determining the method of transportation that is most advantageous to the Government and encourages Federal travelers to make sustainable, cost-effective transportation choices when conducting official TDY travel.”
2. This revision is forwarded for information purposes. No coordination is required.
3. PDTATAC Staff initiated this revision.
4. This revision is effective March 1, 2024.
5. Action Officer: Ashley Aguilar (ashley.aguilar5.civ@mail.mil).

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Date: 2024.02.20 09:11:20 -05'00'

Donna K. Haddix

Donna K. Haddix  
Chief, Policy, Compliance, and Training  
Division

Attachment:

Chair Signature Memo

Joint Travel Regulations Revisions

Office of Management and Budget (OMB) Memorandum M-24-05 “Catalyzing Sustainable Transportation Through Federal Travel”

Federal Travel Regulation GSA Bulletin FTR 24-02

Federal Register Vol. 88, No. 241



cc:

Civilian Board of Contract Appeals

Defense Travel Management Office

General Services Administration

U.S. Coast Guard Pay and Personnel Center