

Riggs CIV Jennifer A

From: Kenney CIV John P
Sent: Tuesday, April 19, 2022 3:48 PM
Cc: Kassner CIV Martin A; Oliver CIV Jerry M; Riggs CIV Jennifer A; Udart CIV Glenn A; Young CIV Wendy M
Subject: ILP and On-Base Lodging Requirements
Signed By: john.kenney@usmc.mil

Good afternoon ODTAs,

We were copied on some communication from a command where the ILP requirements were misinterpreted so I'm sending this email to provide some clarity to all and ensure you are informing your travelers properly.

- If duty is performed at a military installation, the installation must be listed as the TAD location in DTS per OUSD – P&R Memo Dated Apr 27, 2018 available at this link [LinkClick.aspx \(marines.mil\)](https://www.quantico.marines.mil/LinkClick.aspx?fileticket=CJig7beU7bs%3d&portalid=147)
<<https://www.quantico.marines.mil/LinkClick.aspx?fileticket=CJig7beU7bs%3d&portalid=147>>

- o One example of this issue is manipulating DTS by selecting Twentynine Palms, CA instead of Twentynine Palms MC AGCC, CA . This is not acceptable and AOs need to pay attention to the TAD locations in the itinerary.

- o Selecting Twentynine Palms instead of Twentynine Palms MC AGCC bypasses the on-base government lodging (Road Runner Inn) and will create a violation of the memo and requirement to stay on base. Therefore causing the traveler to be limited in their reimbursement.

- Integrated Lodging Program (ILP) was made permanent by Section 642 of the FY 21 NDAA and has been incorporated into the JTR since it began as a Pilot.

- ILP sites are identified by locations that have a date in the “ILP Site Effective Date” column of this document [Official_ILP_Site_Listing.pdf \(dod.mil\)](https://www.defensetravel.dod.mil/Docs/Official_ILP_Site_Listing.pdf) <https://www.defensetravel.dod.mil/Docs/Official_ILP_Site_Listing.pdf>

- o If the location does not have an effective date, the ILP rules do not apply to that location. The location is simply included to show it has Government Quarters/DoD Lodging or Public-Private Venture (PPV) Lodging on the installation.

- o If the location has an effective date then the ILP rules apply.

- o There are only 2 Marine Corps Installations that are ILP Sites: MCAGCC 29 Palms, CA and MCB Quantico, VA.

- The JTR Supplemental on ILP clearly states that Government Quarters/DoD Lodging is considered not available for Civilian Employees if it cannot be booked in a Government Electronic Travel System (DTS).
<https://www.defensetravel.dod.mil/Docs/AP-ILP-01.pdf>

- o The Road Runner Inn at 29 Palms can be booked in DTS. Civilian Employees going TAD to 29 Palms must book the Road Runner Inn if available, DTS will provide a CNA if it is not.

- o Liversedge Hall at MCB Quantico cannot be booked in DTS and is automatically considered not available for Civilian Employees.

- o There are no other USMC ILP locations.

- Per JTR 020203 B.1. A DoD Service Member ordered to a U.S installation must use adequate and available Government quarters.

- o This applies at all installations, ILP site or not. If DTS specifically states the Government/DoD Lodging or PPV Lodging is not available and provides a CNA number or an advisory stating it's not available (PPV) then the service member would use the next level of lodging which is dependent on it being an ILP site or not.

- o Lodging at all USMC locations aside from 29 Palms must be booked manually by the Service Member directly with the TAD lodging facility.

- The following Pre-Audits must be reviewed and addressed by the unit AO. If these pop-up you should return the Authorization to your traveler and require them to book lodging as required by the regulation

- o "AVAIL DOD LDG NOT USED"

§ This means that lodging was available on-base and was not used.

§ The traveler will most likely be limited in reimbursement unless exempt for a reason allowed by the JTR. "Mission Requirements" as a blanket statement is not a valid justification.

§ Return the Authorization and require the traveler to select available lodging.

- o "AVAIL PREFERRED LDG NOT USED"

§ This means that the available DoD Preferred Commercial Lodging (2nd ILP level) was not used.

§ If the on-base lodging was not available and the traveler skips this level, they will be limited to the ILP Preferred Commercial Rate.

§ Return the Authorization and require the traveler to select a property that is available.

§ See the JTR ILP Supplemental for the only approved exceptions to ILP .

This is a quick snapshot of some ILP questions/issues but is not all-inclusive. For more information see the references and documents cited above. If you are unsure of an answer regarding this program, do not put your travelers in harm's way, instead call us for assistance and clarification.

R/S,

John Kenney

Branch Head, Travel Support Branch

DC CD&I, FM Division

DTS LDTA for Quantico & MBW, CD&I HL3 GTCC APC

703-784-2411/2412

Marine Corps Base Quantico > Resources > Defense Travel System (DTS) (marines.mil)