



DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
4040 NORTH FAIRFAX DRIVE
ARLINGTON, VIRGINIA 22203-1635

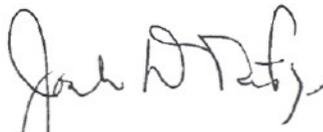
JUL 30 2004

MEMORANDUM FOR DIRECTOR DODDS-EUROPE
DIRECTOR DODDS-PACIFIC AND DDESS-GUAM
DIRECTOR DDESS AND DODDS-CUBA

SUBJECT: Use of Commercial Travel Offices

Within the Department of Defense Dependents Schools (DoDDS), we have been exempting bargaining unit employees from the provisions of the Joint Travel Regulations (JTR) requiring the use of commercial travel offices (CTOs) when exercising renewal agreement travel (RAT). I have recently notified the labor organizations which represent DoDDS employees that we must adhere to the JTR and eliminate the exemption. Therefore, RAT orders will no longer contain the language stating that employees are exempt from the use of CTOs.

The JTR does not allow the refusal to reimburse an employee for not using a CTO. However, the refusal to reimburse does remain in effect for the use of foreign flag carriers. Employees who do not use the CTO will be reimbursed up to the constructive, government cost for direct travel to the home of record.


Joseph D. Tafoya
Director