

Sir or Ma'am,

As of September 1, 2015, the Joint Travel Regulations (JTR) require TDY travelers to use the Defense Travel System (DTS) to reserve government or commercial lodging, when available in DTS. This applies only to those orders that are processed in DTS.

To support this policy, DTS automatically routes travelers to the Lodging Reservation Module to book lodging when creating an authorization for multi-day travel.

At this time, travelers can book lodging at most Air Force Inns, Navy Gateways Inns and Suites, Navy Lodge, as well as, Army lodging at foreign locations and Charlottesville, Virginia, directly in DTS.

The majority of on-base Army lodging facilities (39 locations in the continental U.S., Alaska, Hawaii and Puerto Rico) have been privatized through the Privatized Army Lodging (PAL) program and are not yet bookable through DTS and travelers are not required to use DTS to book lodging when staying at a PAL facility. To book lodging at PAL locations, travelers should continue to contact InterContinental Hotels Group directly at [www.ihgarmyhotels.com](http://www.ihgarmyhotels.com) or 877-771-8326.

Marine Corp billeting is also not yet available in DTS. Travelers wishing to stay at those properties are not required to use DTS to book lodging. Reservations can be made by going to: [www.dodlodging.com/html/MB-locations.html](http://www.dodlodging.com/html/MB-locations.html).

For those orders processed in RTS, members will continue to make their own lodging arrangements. If TDY to a U.S. installation, Service members are required to use available government quarters when TDY for more than one night regardless of whether reservations are made in DTS or not.

HQ Individual Reservist Readiness and Integration Organization

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