



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER
AND PRESIDIO OF MONTEREY
MONTEREY, CALIFORNIA 93944

ATZP-CDR

MAY 13 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy on Required Use of Presidio of Monterey Lodging

1. References: Joint Federal Travel Regulations (JFTR) & Joint Travel Regulations (JTR), 1 September 2005.
2. This memorandum directs all personnel to refer official Defense Language Institute Foreign Language Center visitors, during initial coordination, to Presidio of Monterey Lodging for their overnight accommodation requirements.
3. Paragraph U1045A, Change 216, JFTR states that uniformed service members are required to check Government quarters availability and use available Government quarters when TDY to a U.S. installation.
4. Paragraph C1055A, Change 477, JTR, of reference states that civilian personnel are encouraged to use Government quarters when TDY to a U.S. installation.
5. Presidio of Monterey Lodging reservations can be made on-line at www.pomlodging.com or by calling (831) 645-1199.
6. The proponent of this policy is the Directorate of Family, Morale, Welfare and Recreation, at telephone 242-6995. This policy supersedes the previous policy dated 14 March 2005.

A handwritten signature in blue ink, appearing to read "Sue Ann Sandusky".

SUE ANN SANDUSKY
COL, AG
Commanding

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