



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE OHIO

64-10 PART 42
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13 Jul 99

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MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFMC/PK
4375 Chidlaw Road, Suite 6
Wright-Patterson AFB OH 45433-5006

SUBJECT: Contractor Travel/Invitational Travel Orders (ITOs)

1. On 7 May 99, HQ AFMC/FM/PK issued a memorandum addressing the criteria for using ITOs to fund contractor personnel travel expenses under contracts that do not provide funding or reimbursement of travel and transportation costs (<http://www.afmc-mil.wpafb.af.mil/organizations/HQ-AFMC/PK/pkp/polvault/05may/99/990507p.doc>). Due to recent changes to the Joint Travel Regulation (JTR), this memo will remain in effect only until COB 30 Sep 99.
2. Effective 1 Oct 99, changes to the JTR prohibit contractor personnel from traveling under ITOs under any circumstances. Therefore, please review your FY2000 solicitations and contract requirements to ensure they provide for all necessary contractor travel. Since ITOs will no longer be used to fund contractor travel, you will have to modify any contract that does not currently contain provisions for funding necessary contractor travel.
3. The financial focal point for this action is TSgt Terry Hockless, HQ AFMC/FMFA, DSN 787-2251 and the contracting focal point is Linda Reed, HQ AFMC/PKPA, DSN 787-6755.


DARRYL A. SCOTT
Colonel, USAF
Director of Contracting

99-6-K