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## Navy Gateway Inns & Suites

### **Official Military Travelers TDY to Washington DC**

Military personnel travelling on official temporary assigned duty (TAD)/temporary duty (TDY) orders may book DoD government lodging via the Defense Travel System (DTS).

Military personnel travelling to the National Capital Region are **NOT** required to obtain a Certificate of Non-Availability (CNA) when DoD government lodging is not available at the installation/location identified on your travel orders. Examples are orders that identify: Washington Navy Yard, Pentagon, Mark Center, Crystal City, Alexandria, etc.

The Navy Commercial Lodging Program has been discontinued in most locations due to travelers now having the opportunity to book DoD government lodging reservations via DTS, by calling 877-NAVY-BED or by making reservations at [www.dodlodging.net](http://www.dodlodging.net).

### **Integrated Lodging Pilot Program**

The Joint Travel Regulations (JTR) (par. 1265) requires travelers (Service members and civilians) TDY to an Integrated Lodging Program Pilot site to use government (DoD) lodging, privatized lodging or DoD Preferred commercial lodging before other lodging options.

- If TDY to a military installation at an Integrated Lodging Program Pilot site, travelers are first directed to use government (DoD) lodging, if available, then privatized lodging.
- If TDY to a pilot site city or metro area, travelers are directed to first use DoD Preferred commercial lodging before booking other commercial lodging options.

If DoD, privatized, or DoD Preferred commercial lodging are available and a traveler chooses to stay in other commercial lodging, reimbursement is limited to the amount the Government would have paid if directed lodging was used.

Not all locations have DoD, privatized, and DoD Preferred commercial lodging facilities available in DTS. DoD civilians are not required to use DoD lodging facilities until available in DTS or when TDY to U.S. military installations at non-pilot locations. Service members must check DoD lodging availability when TDY to any U.S. military installation, regardless if it is available in DTS. To determine if DoD lodging facilities are available at a pilot site, see the DoD Lodging Available in DTS listing.

Travelers with access to DTS are required to make lodging arrangements through DTS and should only contact their Commercial Travel Office to make privatized and commercial lodging reservations when DTS is not available. Travelers should not contact their Commercial Travel Office for assistance booking DoD lodging facilities and should book through [www.dodlodging.net](http://www.dodlodging.net) or by contacting the government lodging facility or reservation center directly.