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UNITED STATES ARMY ACQUISITION SUPPORT CENTER  
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JUL 8 2008

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MEMORANDUM FOR HQ, U.S. ARMY ACQUISITION SUPPORT CENTER (USAASC)  
PERSONNEL

SUBJECT: DEFENSE TRAVEL SYSTEM (DTS) POLICY AND PROCEDURES

This memorandum and the enclosed DTS Standing Operating Procedure (SOP) serve to establish and provide HQ, USAASC personnel guidance by which to prepare and submit DTS travel-related documents.

The SOP defines roles and responsibilities within HQ, USAASC, and strives to improve and streamline the DTS process. It further identifies the appropriate USAASC points of contact for each DTS step. All HQ, USAASC personnel will adhere to the guidelines within this SOP and its associated appendices and governing regulations.

All Competitive Development Group/Army Acquisition Fellows will follow the guidance contained in this SOP. As USAASC division chiefs/acting division chiefs appoint respective division liaison representatives, they will need to provide the Organizational Defense Travel Administrator (ODTA) the representative's name.

The points of contact for this memorandum are Mr. Dewight Wills, ODTA, 703-805-3006, and Ms. Anita Triplett, Finance Defense Travel Administrator, 703-805-1031.

A handwritten signature in black ink, appearing to read "CRAIG A. SPISAK", is positioned above the printed name and title.

CRAIG A. SPISAK  
Director

Enclosure

## USAASC DEFENSE TRAVEL SYSTEM POLICIES AND PROCEDURES

### REFERENCES:

- a. Joint Federal Travel Regulations/Joint Travel Regulations/Federal Travel Regulation.
- b. Department of Defense (DoD) Instruction 7000.14.R, Volume 9, Chapter 2, April 2006.
- c. DoD Travel System Business Rules Guide, Version 4.0, 3 Oct 2005.
- d. DoD Financial Management Regulation.
- e. Defense Finance and Accounting Service Regulation, 37-100-08.
- f. Memorandum, HQDA, Administrative Assistant to the Secretary of the Army, subject: Increased Usage of the Defense Travel System (DTS) at HQDA – Fiscal Year 2006, 12 October 2005.
- g. Memorandum, Headquarters, Department of the Army (HQDA), Office of the Assistant Secretary of the Army, Financial Management and Comptroller, subject: Defense Finance and Accounting Service (DFAS)-Electronic Commerce Initiatives, 2 August 2007.

**1. PURPOSE:** This Standing Operating Procedure establishes roles and responsibilities within USAASC pertinent to DTS. It provides standard guidelines in which DTS is to be used and provides guidance on the responsibilities of the traveler, USAASC division chiefs, division liaison personnel, the Organizational Defense Travel Administrator (ODTA) and the Finance Defense Travel Administrator (FDTA).

**2. POLICY:** All assigned USAASC employees will use DTS and complete their respective training module.

### **3. RESPONSIBILITIES:**

- a. **TRAVELER:** Personnel identified as USAASC travelers must complete

DTS training on-line at [www.defensetravel.osd.mil](http://www.defensetravel.osd.mil), click on Training (Blue Tab), then click on DTS Web-Based Training (WBT) Module; go to Traveler/NDEA link. Within 10 days of in processing to USAASC, the traveler will complete the appropriate training module and will provide the certificate to their immediate supervisor with a copy to the ODTA. The traveler will:

- (1) Create and maintain an up-to-date travel profile with the ODTA.
- (2) Contact their losing agency/organization to release them from their previous DTS hierarchy.
- (3) Submit valid and accurate travel requests (authorizations) not later than five business days prior to travel.
- (4) Submit valid and accurate vouchers within five days following completion of travel.
- (5) Work with their division liaison representative to resolve all DTS issues.

**b. USAASC DEPUTY DIRECTOR:** The USAASC Deputy Director serves as the approving official for all travel authorizations and vouchers in DTS.

**c. USAASC DIVISION CHIEFS:** Each division chief will establish a DTS liaison person within their respective division who will liaise with the USAASC ODTA when the traveler has administrative issues or questions. The division chiefs serve as reviewing officials for their division personnel and are responsible for:

- (1) Reviewing DTS authorizations and vouchers for their personnel.
- (2) Ensuring the Lines of Accounting (LOA) are correct for the respective authorization or voucher submission.
- (3) Ensuring the traveler has completed the appropriate DTS training.
- (4) Notifying the ODTA of any changes to the liaison assignment immediately.
- (5) Ensuring all subordinate employees' travel is required, efficient, and meets all laws, regulations, policies, and procedures.

(6) Ensuring all travel is conducted within approved annual travel budget.

**d. USAASC DIVISION LIAISON PERSONNEL:** Each division liaison person will serve as the reviewing official for personnel within his/her division and is responsible for:

(1) Reviewing the travel authorizations and vouchers for each division traveler.

(2) Ensuring the traveler has claimed all relevant charges associated with each authorization or local travel.

(3) Assisting division personnel with any specific DTS concerns.

**e. USAASC ODTA:** The ODTA is responsible for:

(1) The administration of DTS at the organizational level.

(2) Interacting with the Lead Defense Travel Administrator (LDTA) to handle difficult DTS issues.

(3) Maintaining a copy of the DTS on-line training certificate for each newly assigned employee.

(4) Ensuring that the travelers' profile is updated and accurate.

(5) Receiving and detaching employees (travelers).

(6) Assisting division liaison personnel with travel-related issues.

**f. USAASC FDTA:** The FDTA is responsible for:

(1) Maintaining funds control within DTS.

(2) Managing and supporting the financial aspects of DTS at the organizational level.

(3) Managing travel data by periodically reconciling the official accounting system within DTS.

(4) Allocating funds to the appropriate DTS budget module after funds are certified as available by the comptroller or designated representative.

(5) Completing all changes to budget data and funding targets to coincide with the normal funding cycles.

(6) Ensuring LOAs are properly established and maintained in DTS.

(7) Providing HQ, USAASC division chiefs with current fiscal year (FY) LOAs for their respective divisions. Appendix A shows LOAs and programs by division. At each FY, LOA updates will be provided.

(8) Preventing violations of the Antideficiency Act by adhering to sound funds control and accounting practices.

(9) Complying with all financial policies and procedures for monitoring funds.

(10) Serving as the point of contact when financial errors are discovered and ensuring these are corrected.

**4. EFFECTIVE DATE:** This policy is effective immediately and remains effective until rescinded, superceded, or otherwise revised or rewritten.



CRAIG A. SPISAK  
Director