



Welcome 2008 Fellows!

Orientation Briefing



Manager, CDG/AAF Program

Joan L. Sable

(703) 805-1240

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joan.l.sable@us.army.mil

Telework Center (most Mondays)

(703) 878-8519



Congratulations!

- Board Selected
- Leadership Potential
- Key to Success is YOU!



CDG/AAF Vision & Mission

- **The Vision**

- To Provide a Highly Educated, Trained, and Experienced Workforce of Acquisition Leaders for the 21st Century Intellectually Capable of Developing the Systems Necessary to Support the Future Force

- **The Mission**

- To Provide the Army Acquisition Workforce with the Best Technically Trained, Educated, Experienced, and Multi-Functional Civilian Program Managers and Senior Functional Acquisition Leadership Available in Support of the Soldier and the Army Acquisition Corps' Mission





Benefit of Program

- Identifies Appropriate Career Paths in Terms of Education, Training, Experience, and Developmental Assignments Necessary for Career Program
- Provides Opportunities to Acquire the Education Necessary to Qualify for Senior Acquisition Positions
- Provides Structure to Enable Possible Future Leadership Selection

CDG/AAF PMO & Sr. Staff Experience & Training Gates

BQ CDG/AAF Candidate Selected after 2 Part Board Adjourns, Requires SES/GO endorsement, & Organizational Return Rights

Forecasting/Planning of Assignments Starts Here!

Army Acquisition Fellowship (CDG/

ORIENTATION, INDUCTION

Developing Our

Central Management of follow-on APM, CAP or KLP Assignments Begins Here! Program may track Track for 3 years

Functional/Tech Qualification & Begin Cross Functional Training	Apply CDG Board Accession Best Qualified	Assist Product Manager Assign or PMO NTC, Darden	Sr. Acq Staff Assign SBLM/IQC	APM or Sr. Staff Assign PMT352, Con Ops, Darden	CDG GRAD	Prod Mgr D-PM Sr. Staff AO	ICAF	PEO Proj. Mgr DPM Director Dep. Dir Sr. Staff AO
GS 5 – 12	GS 13			GS 14		GS 15-SES		
0	10	13/0	14/1	15/2	16/3	20		

Continuous Acquisition Experience

Goal #1 – Provide Opportunity

Goal #2 – Ensure Continuous and Focused Development

Goal #3 – Retain Workforce Strength and Capability

Cross Functional Leadership Experience & Executive Training:
Strong Performance in Focused Acquisition Leadership & Senior Staff Positions



Make the Program Work for You

- Step Outside of Your Comfort Zone
- Don't Wait for Opportunities to be Handed to You – Make it Happen
- Carefully Selected Developmental Assignments – Ensure You Take Advantage of all Benefits these Assignments Offer
- Ensure You Arrange to Complete Program Requirements



Personal Benefits

- Flexible Learning Environment
- Mentoring Opportunities
- Range of Competencies – Moving from Intermediate to Senior Careerists
- Two Years Experience Time in PMO
- Experience Time in Department of Army Level Office (ASAALT, AMC, G-Staff, or LCMC)
- Leadership Exposure
- Networking Opportunity (Intermediate Qualification Course & Developmental Assignments)
- Accessibility to Executive Level Training
- Personal and Career Growth Potential

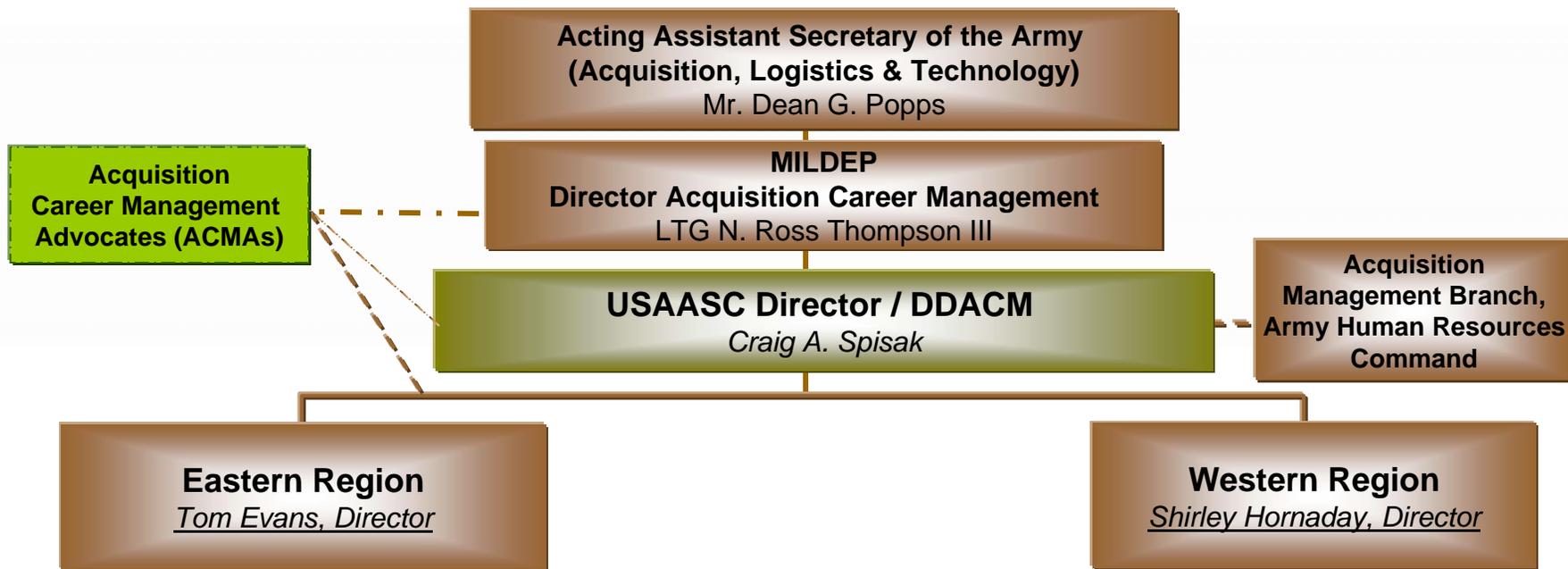


Regional Support Offices

Tom Evans
Director
Eastern Region



Regional Customer Support Office



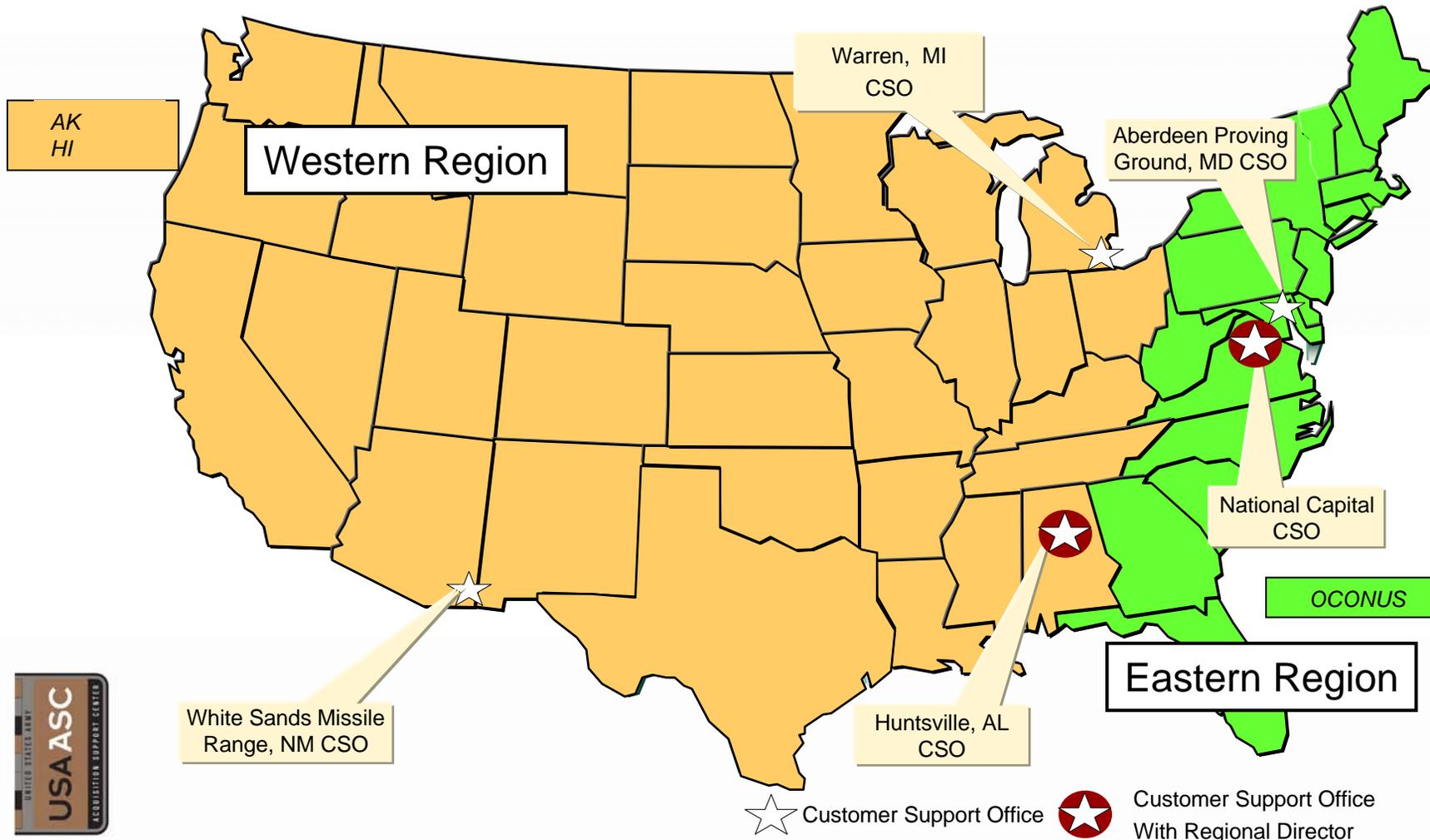
Primary DACM Representative in the Regions
Regional Senior Leadership Interface for USAASC
Provide Career Management Support for Civilian AL&TWF
Promote Awareness of USAAAC Initiatives
Develop/Implement USAAAC Policies and Programs
Provide Education and Training Opportunities
Support Competitive Development Group/Army Acquisition Fellowship Program

Manage the Certification Management System
Execute the Supervisor Outreach Program
Oversee Army Acquisition Corps (AAC) Issues
Conduct Site Visits
Execute the Army Tuition Assistance Program
Process all Acquisition Certifications
Process all AAC Memberships/ Waivers
Primary linkage to ACMAs





USAASC Customer Support Regions





RDs Roles & Responsibilities

- ***Serve as NSPS Supervisor and Rater***
- Meet One-on-one With CDG/AAF Fellows on a Quarterly Basis
 - *CDGAAF Fellows Responsible for Scheduling!*
- Assist in identifying Developmental Assignments
- Approve Developmental Assignments and/or Assignment
 - Changes/Issues are worked in partnership with Manager, CDG/AAF Program
- Monitor CDG's Training and Development Assignments
- Receive Monthly Reports and Locator Cards
- Receive Supervisor's Exit Survey upon CDG/AAF Fellow's departure from a developmental assignment
- Serve as a Mentor



ACMA's Roles & Responsibilities

- Provides advice and guidance – Mentor
- Identify Developmental Assignments
- Assist in placement, as required
- Participate in Quarterly Sessions
- Meet one-on-one with CDG/AAF Fellows
 - CDG/AAF Fellows responsible for scheduling!
- Provide feedback on the CDG/AAF Program





Key Events

- Acquisition Key Billet – Project Manager/Product Manager Board
 - Nov and Dec
- Darden Courses (Two Courses)
- Congressional Operations
- National Training Center or Joint Readiness Training Center
- DAU Training required for certification while on program
- Intermediate Qualification Course
- Leadership Training as defined by Manager, CDG/AAF Program



Mandatory Training Requirements



Mandatory CDG/AAF Leadership Courses

- Intermediate Qualification Course (IQC)
 - Long-term training
 - 4 Weeks University of Texas (Austin)
 - Best scheduled in-between assignments
 - 5 Slots for Fellows
 - Offered 4 times per year
 - Late January
 - Late April
 - Mid-July
 - Late September
 - 2008 Dates
 - April 27-May 23, 2008 (3 slots)
 - July 6-August 1, 2008 (3 slots)
 - September 7-October 3, 2008 (3 slots)





Mandatory CDG/AAF Leadership Courses (continued)

- Darden Executive Training (X2)
 - University of Virginia Darden Executive Education
 - Four Leadership Course Offered
 - Choose Two
 - CDG/AAF Manager Notification
 - Apply On-Line at <http://www.darden.virginia.edu/exed/programs/>



Mandatory CDG/AAF Leadership Courses

(continued)

- **Darden Executive Education** *(continued)*
 - **Leadership for Extraordinary Performance**
 - June 2-6, 2008 (3 slots)
 - September 8-12, 2008 (3 slots)
 - December 1-5, 2008 (3 slots)
 - **Leading for High Performance**
 - April 27-May 2, 2008 (3 slots)
 - September 28-October 3, 2008 (3 slots)
 - **Power & Leadership: Getting Below the Surface**
 - May 4-8, 2008 (4 slots)
 - September 21-26, 2008 (3 slots)
 - **Seizing Opportunities: Influencing to Win**
 - April 27-May 2, 2008 (1 slot)



Mandatory CDG/AAF Leadership Courses (continued)

- National Training Center (NTC) or Joint Readiness Training Center (JRTC)
 - Scheduled Rotations
 - Requires a Group of at Least 5 Fellows
- 2008 Congressional Operations (Capitol Hill)
 - March 10-14, 2008
 - April 21-25, 2008
 - June 2-6, 2008
 - July 14-18, 2008
 - September 22-26, 2008
- PMT352B Course (ATRRS)
 - For those who have not achieved level III in PM





Time and Attendance

Dewight Wills

Management Services Specialist



TIME AND ATTENDANCE

- Timesheets are due **no later than COB** on the **Monday** following the end of the pay period
- Timesheet must be signed by a supervisor who can verify the hours worked
- Turn in all leave request/overtime/etc. forms with timesheet
- If no timesheet is turned in, DCPS will default to 80 hours annual leave
- You may turn in your timesheet by fax to 703-805-5246 or scan and email it to dewight.s.wills@us.army.mil
- For questions regarding timecards or leave balances, contact Dewight Wills at 703-805-3006 (DSN 655) or dewight.s.wills@us.army.mil.



LEAVE CODES

LA – ANNUAL LEAVE

LS – SICK LEAVE

CE – COMP TIME EARNED

CT – COMP TIME TAKE

KA – LWOP

KB – SUSPENSION

KC – AWOL

KG – MILITARY FURLOUGH

OS – OVERTIME (SCHEDULED)

OU – OVERTIME (UNSCHEDULED)

CB – TRAVEL COMP EARNED

CF – TRAVEL COMP TAKEN

KD – WORKER'S COMP

LC – COURT LEAVE

LB – ADVANCED ANNUAL

LG – ADVANCED SICK LEAVE

LN – ADMINISTRATIVE LEAVE

LY – TIME OFF AWARD

LD – DONATED LEAVE



Security Information

Sue Evans - Operations Manager

Dewight Wills – Management Services Specialist



SECURITY MANAGERS

- Fort Belvoir, U.S. Acquisition Support Center, ATTN: Dewight Wills, 9900 Belvoir Road, Building 201, Suite 101, Fort Belvoir, VA 22060-5567
 - Dewight Wills
 - DSN 655-3006
 - Commercial (703) 805-3006
 - FAX DSN 655-2209
 - FAX Commercial (703) 805-2209
 - Dewight.Wills@us.army.mil
- Crystal City, Pentagon, U.S. Army Acquisition Support Center Liaison, ATTN: Sue Evans, 2511 Jefferson Davis Highway, Suite 10352, Arlington, VA 22202-3911
 - Sue Evans
 - DSN 664-7238
 - Commercial (703) 604-7238
 - FAX DSN 664-8118
 - FAX Commercial (703) 604-8118
 - Sue.Evans@us.army.mil





SECURITY IN-PROCESSING

- Complete Part I of the Fort Belvoir Security Office In-Processing Form (Handout)
- While you are a CDG/AAF Fellow on the USAASC TDA – contact Dewight Wills or Sue Evans if you need a security verification letter to attend a meeting. Please allow at least five (5) work days before the meeting.



Government Travel Charge Card Information

Sue Evans – Operations Manager

Dewight Wills – Management Services Specialist





TRAVEL CARD – AGENCY PROGRAM COORDINATOR (APC)

- CDG/AAF APC:
 - Dewight Wills
 - DSN 655-3006
 - Commercial (703) 805-3006
 - Commercial FAX (703) 805-2209
- Alternate APC & CDG/AAF Located in Crystal City Area:
 - Sue Evans
 - DSN 664-7238
 - Commercial (703) 604-7238
 - Commercial FAX (703) 604-8118
- BANK OF AMERICA (BOA): 1-800-472-1424
 - www.bankofamerica.com





TRANSFERRING YOUR ACCOUNT TO USAASC

- **Please Provide the Following to Your APC:**
 - Last 8 digits of your Travel Card Number (Handout)
 - Name As It Appears On the Card
 - Office Phone Number
 - Home Address & Phone Number
 - AKO E-Mail Address





TRAVEL CARD TRAINING

- **New Cardholders and Transfers Must Complete Training**
 - Take the Travel Card Training, “Charting the Course,” on the GSA Website: www.gsa.gov
 - On the right hand side under the heading TRAINING FROM GSA click on MORE, look for and click on Government Charge Cards (SMARTPAY) Training and under that heading look for FEDERAL EMPLOYEE CARDHOLDER TRAINING, Click on Travel Card. Click on training.
 - Submit a Copy of your Certificate to your APC





IMPORTANT TRAVEL CARD FACTS

- Government Travel Charge (GTC) card will be used for official travel **AWAY** from official duty station. Official travel is defined as having official travel orders.
- Call BOA or your APC before going on travel to ensure your card is activated. BOA automatically deactivates a card for lack of use or when receipt of the new card has not been verified.
- This is a **CHARGE** card, **NOT** a credit card, and all non-disputed charges must be paid in full by the due date.
- Non-receipt of reimbursement is **NOT** a reason for non-payment of your bill.
- By using the card you agree to pay in full when the bill is due.
- Personal use of the card can result in loss of the card and your clearance.





TRAVEL VOUCHERS

- File your travel voucher using the Defense Travel System (DTS), if available, or DD Form 1351-2 Within Five (5) days of returning from travel, or every 30 days if you are on continuous travel. You **must** use split disbursement.
- Keep your receipts for all transactions made on your travel charge card, total the receipts, and enter that amount in the split disbursement line.
- If your orders authorize registration or conference fees, internet hook up or local travel you may charge them to your travel card.
- Attach a copy of your travel orders, your airline ticket, and hotel receipts into DTS or with your DD Form 1351-2.

DFAS Mailing Address:
DFAS Travel Pay Operations
ATTN: Dept 3700
8899 E. 56th Street
Indianapolis, IN 46249

FAX #'s: 317-510-3913 / 3914
Email for scanned vouchers:
TravelOpns@DFAS.MIL





TRAVEL CARD INFORMATION

- If there is a charge on the bill that is in question, and you wish to dispute the charge, you **MUST** contact BOA, the merchant, and your APC within 60 days of receiving the bill. At day 61, you may **NOT** file a dispute claim.
- **ONLY** the government employee whose name appears on the card may use it. No family members, friends, etc. The government employee is responsible for his/her card!
- You **CANNOT** use your government travel card for excess (overweight) personal baggage, movie rentals, grocery store, call girl, escort service, massage, purchase of car, furs, furniture, veterinary bills, house payment or any other personal use.
- You **CAN** use your card for hotel, food, airplane, excess (government) baggage, registration or conference fee, internet hook up, ATM fees, car rental, and gas for your rental car. If your luggage is lost or misrouted and you have no clothes other than the ones on your back, you may use the card at a clothing store to purchase clothes to include under clothes. However, you may not claim the clothing purchase on your voucher. There is a \$250 limit for such purchases.
- If you are required to make a deposit to hold an apartment when coming to the DC area you can use the travel card. This **must** be authorized on your orders. Deposits are usually reimbursed upon departure. If you have received reimbursement the deposit **must** be returned to your GTC.
- **IF YOU CAN'T CLAIM THE ITEM FOR REIMBURSEMENT ON YOUR VOUCHER, YOU CAN'T USE THE CARD TO CHARGE IT.**





BANK OF AMERICA POLICIES & INFORMATION

- BOA has a No Stranded Policy
 - If you forgot to activate your card or you have reached the charge limit, call the number on the back of the card.
 - If your card has been declined for food, lodging, or car rental, BOA will activate if the following three conditions exist: 1)it is after 9pm, 2)you are over 75 miles from your duty station, and 3)your account is in good standing.
 - BOA will activate or increase your limit until they can notify your APC the next working day.
- If you move, call BOA and report the change of address. Non-receipt of an expected bill is not a reason for non-payment.





BOA POLICIES & INFORMATION

(continued)

- If your card is lost or stolen, notify BOA immediately and notify your APC the next available work day. **Suggestion:** Keep the BOA phone number and card number in a separate place from your wallet/purse when traveling.
- Suspected misuse of the travel charge card – cardholder and their supervisor will be notified and card will be **DEACTIVATED**. Once deactivated, the APC must be notified to activate the card and receive a copy of official travel orders before reactivation will occur. Appropriate disciplinary action may be taken, from a letter of reprimand, to removal from your government position. Card will only be activated for time in travel status. Most misuse occurs at home. The only person who is authorized to use the card is the government employee whose name appears on the card. **Suggestion:** Carry the card only when traveling.





FORMS OF PAYMENT

- **SPLIT DISBURSEMENT:** No charge, provide the dollar amount charged to your government travel charge card on the DD-1351-2, Block 1 or on your travel voucher in Defense Travel System (DTS). DFAS will send the payment to BOA and cardholder usually within 3-5 days.
- **MYEASYPAYMENT.COM:** No charge, must have a credit card ready to provide number and expiration date. Payment will post 1-2 days later. Cannot use travel charge card to make payment.
- **PAY BY PHONE:** \$10 charge, must have check ready to provide the account and routing numbers. \$10 charge will post to your travel charge card, so add \$10 to total payment.
- **USPS (SNAIL MAIL):** Personal check, posts when payment is received, not postmark date. Allow 7-10 days mail time. Posts within 48 hours of receipt.
- **SUGGESTION:** Only put the last 4 digits of your account number on your memo line.





TDY Processes Overview

U.S. Army Acquisition Support Center

Ron Roberts, Budget Analyst





DEFENSE TRAVEL SYSTEM (DTS)

- As of 1 June 2005 required to use DTS
- To self register you need:
 - a) CAC card
 - b) Government Travel Card
 - c) Your bank routing info
- Online training is required and available at:
<http://www.defensetravel.osd.mil/dtsWBT/site>
- Travel orders and travel vouchers will be prepared in DTS





POCs:

TDY Funding: Ron Roberts, ron.d.roberts@us.army.mil

DSN: 655-1078, COM: 703/805-1078

DTS Administrative: Dewight Wills, dewight.wills@us.army.mil

DSN: 655-3006, COM: 703-805-3006

DTS Helpdesk: 1-888-332-7366





TDY FUNDING PROCEDURES

- Defense Travel System
 - CDG/AAF Fellows will be added to the USAASC DTS
 - Fellows will be required to complete DTS online training
<http://www.defensetravel.osd.mil/dtsWBT/site>
 - Manager, CDG/AAF Program is the Reviewing Official for TDY; Deputy Director, USAASC, serves as Approving Official
 - TDY required for developmental assignments will be funded by requesting Organization





Six-Month Washington D.C. Assignment

- Government Travel Card limit is increased to \$10,000 for the 6-month required TDY
- Per diem reimbursed at 55% of the applicable maximum daily locality per diem rate after the first 30 days
- Actual lodging cost of \$120.00 per day authorized
- Rental cars are not authorized; in/around mileage not authorized
- Pentagon Row Apartments are located directly across from the Pentagon
 - Fully furnished one-bedroom apartment with washer & dryer
 - \$120.00 per day rent
 - Walking distance to the Pentagon
 - Metro accessible at Pentagon City
 - Local shopping; grocery & other incidentals





Developing Our Next Generation of Leaders

Create an Authorization: Traveler Instructions



Version 3.0, January 5, 2007

(See Chapter 2 in Document Processing Manual)

This trifold guides the user through creating a typical authorization (AUTH). For modes of transportation other than air or rental car, see Chapter 2 in the Document Processing Manual.

Log On to DTS

- Insert the CAC into the reader
-OR-
Insert the diskette into the A: drive.
 - Access the DTS Home page:
<http://www.defensetravel.osd.mil>.
 - Click **LOGIN TO DTS**.
 - Read the Security Alert screen. Select **Yes**.
 - Click **Accept** to the *DoD Privacy & Ethics Policy*.
 - The Digital Signature window opens. The Key File displays. Enter your PIN or password.
 - Click **OK**.
 - First-time users will see the User Activation screen. Enter your SSN in both fields. Click **Submit**. Your DTS User Welcome screen opens. (Go to Step 1a.)
- If your account has not been activated, only an Administrative menu displays on the screen.
- Click the **Administrative** menu.
 - Click **Self Registration**. Complete the Basic Information and Additional Information screens.
 - Click **Submit Self-Registration**.
 - Log off DTS.
 - You will receive an e-mail when the registration has been accepted. Once accepted, you may login to DTS to create your AUTH.

Create an Authorization



- On the DTS User Welcome screen, mouse over **Official Travel** on the navigation bar.

- Select **Authorization/Orders** from the drop-down menu.
- Click **Create New Authorization/Order**.
Note: If using DTS for the first time, the system will prompt the user to review or update the traveler's profile. Make necessary changes and click **Update Personal Information**.

1

Travel Itinerary



- Enter the **Starting Point** by clicking a location in the **Starting Locations in Profile** box or by typing a location in the field.
- In the **Departing On** field type the date or click the calendar to enter the departure date.
- Select the **Trip Type** and **Trip Purpose** by using the drop-down menus.
- (Optional) Complete the **Trip Description** field with details of the trip.
- Select the **mode of transportation** for travel to the location and the departure **time**.
- Click **Location** in the Location Tools box on the right to search for and enter a location.
Note: The *Document Processing Manual*, Chapter 2 explains all search options: Location, State/Country, ZIP Code, and County.
- In the Search Location window, enter city, state, county, country, or location name.
- Click **Search Location**.
- Click the **radio button** next to the preferred location, then click **Select and Close**.
- If the location is not in this list, search again by clicking one of the other **Search by:** buttons located at the bottom of the screen. Click **Save Location and Return**.
- In the **Arriving On:** date field click the calendar and select the **arrival date** for the location.
- In the **Departing On:** date field click the calendar and select the **departure date** for the location.
- Check the **check box(es)** if you need to reserve a rental car or lodging at the location.
- Click **Yes** or **No** for *Will you be traveling to another TDY Location?* If Yes, repeat Steps a through m.
- Enter the **Ending Point** by clicking the location from the **Return Locations in Profile** box.

- Select the **mode of transportation** for travel to the return location and the departure **time**.
- Check the **check box** in Section E if you will use other ticketed transportation (such as a bus).
- Click **Save and Proceed**.

2

Book Air Travel



- Select one of the **flights** listed on the screen.
-OR-
Click one of the **fare tabs** to select a flight with a different type of fare.
-OR-
Change the criteria for the flight by entering changes on the left side of the screen under **Modify Search**. Select a **flight**.
- Select your return flight by repeating Step a.

3

Book Rental Car



- Select one of the **rental cars** listed on the screen.
-OR-
Change the criteria for the rental car by entering changes on the left side of the screen under **Modify Search**. Select a **rental car**.

4

Book Lodging



- Military members on TDY at a military installation must contact the lodging facility to reserve lodging (*Document Processing Manual*, Section 2.6.4).
- Select one of the **hotels** listed on the screen.
-OR-
Click one of the **tabs** to select a hotel from a list of other published rates.
-OR-
Click **Find More Hotels** at the bottom of the screen. Select a **hotel**.
-OR-
Change the criteria for the lodging by entering changes on the left side of the screen under **Modify Search**. Select a **hotel**.
 - Select a **room** type on the Lodging screen.



Defense Travel System - Welcome to DTS - Microsoft Internet Explorer

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Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <http://defensetravel.osd.mil/dts/site/index.jsp> Go Links



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Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel.



Phase I & II Sites Online

Visit the new DTS Travel Center Website

A complement to the Defense Travel System Website

Look for these features:

- Release Notes
- How to... Guides
- Helpful Documents
- Milestone Schedule
- Deployment Schedule

[Click here to visit the website.](#)

Login to the Defense Travel System

Click on the button below to begin using the Defense Travel System.

[LOGIN TO DTS](#)

System Status

DTS
DTS is Available-NMCI users may experience log in issues. Please contact NMCI for further guidance.

EWTS
EWTS is Available

Updates

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Click below to learn how to use DTS and for additional training resources.

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Recent Updates

- ➔ The DTS Migration to Reservation Refresh
- ➔ DTS Seminar in Raleigh, NC Sets New Attendance Mark

Notices

- ➔ The DTS Migration to Reservation Refresh
- ➔ Attach Electronic Travel Receipts to DTS Trip Record - Via FAX

USAASC
ACQUISITION SUPPORT CENTER

Internet

start | 2 M... | Micr... | 06 Cl... | CDG... | M:\M... | Ado... | Defe... | 10:57 AM



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File Edit View Favorites Tools Help

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 05-Mar-07 [Find Accounting Label](#)

End Date: 31-Aug-07

Accounting Label: From **DA2201B05X0**

Shared LOA: - No Other Accounts Available -

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed.
Please make sure the LOA's assigned have costs allocated to it.

Accounting Label	Organization	View/Edit Acctg Code	Edit Allocation	Remove
07 RQQA-P	DA2201B05X0	view/edit	edit	remove
07 RQQD-P	DA2201B05X0	view/edit	edit	remove

Multiple accounting codes on a trip require allocation of expenses to the accounting codes(labels). Select how you wish to allocate. Then click "Allocate Expenses" to proceed with allocations.

How to Allocate:

Expenses Summary

Expense allocated by Expense Category

Category	Allowed	Actual
M&IE :	\$7,254.40	\$7,254.40
MILEAGE :	\$242.50	\$242.50
07 RQQA-P Sub Total:	\$7,496.90	\$7,496.90

Category	Allowed	Actual
LODGING :	\$21,892.00	\$21,892.00
OTHER :	\$2,250.00	\$2,250.00
07 RQQD-P Sub Total:	\$24,142.00	\$24,142.00

Calculated Trip Cost:	\$31,638.90	\$31,638.90
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File Edit View Favorites Tools Help

Logged In As: [RONALD D ROBERTS](#) Document Name: RRALEXANDRIA030507_A01 Screen ID: 1022.1 [Close Window](#)
 Traveler Name: [RONALD D ROBERTS](#) Document Type: Authorization [Help for this screen](#)



[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

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[Non-Mileage](#) [Mileage](#) [Per Diem Entitlements](#) [Substantiating Records](#)

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
03/05/07	ALEXANDRIA (ALEXANDRIA CITY),VA	Edit	Reset	188.00	188.00 GOVCC-Individual	48.00 Personal	188 / 64	NONE				
03/06/07	ALEXANDRIA (ALEXANDRIA CITY),VA	Edit	Reset	188.00	188.00 GOVCC-Individual	64.00 Personal	188 / 64	NONE				
03/07/07	ALEXANDRIA (ALEXANDRIA CITY),VA	Edit	Reset	188.00	188.00 GOVCC-Individual	64.00 Personal	188 / 64	NONE				
03/08/07	ALEXANDRIA (ALEXANDRIA CITY),VA	Edit	Reset	188.00	188.00 GOVCC-Individual	64.00 Personal	188 / 64	NONE				
03/09/07	ALEXANDRIA (ALEXANDRIA CITY),VA	Edit	Reset	188.00	188.00 GOVCC-Individual	64.00 Personal	188 / 64	NONE				
03/10/07	ALEXANDRIA (ALEXANDRIA CITY),VA	Edit	Reset	188.00	188.00 GOVCC-Individual	64.00 Personal	188 / 64	NONE				





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[Non-Mileage](#) [Mileage](#) [Per Diem Entitlements](#) [Substantiating Records](#)

Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Location: ALEXANDRIA (ALEXANDRIA CITY),VA

Values Apply From Date: 04/06/2007

Values Apply Through: 08/31/2007

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimbursable, etc.

Per Diem Rate: 188 / 64

Lodging: \$ 108.00 [view expense details / currency calculator](#)

M & IE: \$ 64.00 [view expense details / currency calculator](#)

Duty Conditions

Check all of the following that apply:



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Competitive Development Group/ Army Acquisition Fellowship (CDG/AAF) Program

ORIENTATION, INDUCTION & GRADUATION



Developing Our Next Generation of Leaders

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04/01/07	ALEXANDRIA (ALEXANDRIA CITY),VA	Edit	Reset	188.00	188.00 GOVCC- Individual	64.00 Personal	188 / 64	NONE			
04/02/07	ALEXANDRIA (ALEXANDRIA CITY),VA	Edit	Reset	188.00	188.00 GOVCC- Individual	64.00 Personal	188 / 64	NONE			
04/03/07	ALEXANDRIA (ALEXANDRIA CITY),VA	Edit	Reset	188.00	188.00 GOVCC- Individual	64.00 Personal	188 / 64	NONE			
04/04/07	ALEXANDRIA (ALEXANDRIA CITY),VA	Edit	Reset	188.00	188.00 GOVCC- Individual	64.00 Personal	188 / 64	NONE			
04/05/07	ALEXANDRIA (ALEXANDRIA CITY),VA	Edit	Reset	188.00	188.00 GOVCC- Individual	64.00 Personal	188 / 64	NONE			
04/06/07	ALEXANDRIA (ALEXANDRIA CITY),VA	Edit	Reset	108.00	108.00 GOVCC- Individual	35.20 Personal	188 / 64	SPEC			
04/07/07	ALEXANDRIA (ALEXANDRIA CITY),VA	Edit	Reset	108.00	108.00 GOVCC- Individual	35.20 Personal	188 / 64	SPEC			
04/08/07	ALEXANDRIA (ALEXANDRIA CITY),VA	Edit	Reset	108.00	108.00 GOVCC- Individual	35.20 Personal	188 / 64	SPEC			
04/09/07	ALEXANDRIA (ALEXANDRIA CITY),VA	Edit	Reset	108.00	108.00 GOVCC- Individual	35.20 Personal	188 / 64	SPEC			
04/10/07	ALEXANDRIA (ALEXANDRIA CITY),VA	Edit	Reset	108.00	108.00 GOVCC- Individual	35.20 Personal	188 / 64	SPEC			
04/11/07	ALEXANDRIA (ALEXANDRIA CITY),VA	Edit	Reset	108.00	108.00 GOVCC- Individual	35.20 Personal	188 / 64	SPEC			

Done Internet

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<input type="checkbox"/>	PERSTEMPO CODE E (Individual Trng)
<input type="checkbox"/>	PERSTEMPO CODE F (Home Station Trng)
<input type="checkbox"/>	PERSTEMPO CODE G (Duty in Garrison)
<input type="checkbox"/>	PERSTEMPO CODE H (Hosp in area of PDS)
<input type="checkbox"/>	PERSTEMPO CODE I (Disciplinary Event)
<input type="checkbox"/>	PERSTEMPO CODE J (Inactive Duty Trng)
<input type="checkbox"/>	PERSTEMPO CODE K (Muster Duty)
<input type="checkbox"/>	PERSTEMPO CODE L (Funeral Honors Duty)
<input type="checkbox"/>	PERSTEMPO CODE Z (Unknown)
<input type="checkbox"/>	POV USE NOT ADVANTAGEOUS TO GOVERNMENT
	RAT TRAVEL IS FOR A DEPENDENT (selection not allowed, requires F6-RENEWAL AGREE LV trip)
	RENEWAL AGREEMENT TRAVEL (selection not allowed, requires F6-RENEWAL AGREE LV trip)
	TRAVEL IS FOR A FAMILY MEMBER (selection not allowed, requires E2-ITA FAMILY FULL REIMB trip)
	TRAVEL IS FOR A FAMILY MEMBER (TRANS) (selection not allowed, requires E1-ITA FAMILY TRANS ONLY trip)
<input checked="" type="checkbox"/>	VARIATIONS AUTHORIZED

Cancel Add

Proceed to the following page: Pre-Audit Continue

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Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items where required. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."
 DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Constructive Travel Worksheet](#)

5 Items have been flagged in this Travel Document

1.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
	→ ACTUALS EXPENSE	→ ACTUAL EXPENSE ALLOWANCE REQUESTED.	Actual lodging rate reviewed and approved by Program Manager
2.	→ CONSTRUCTIVE TRAVEL WORKSHEET	→ A transportation mode of other than Commercial Air or Government Transportation may require a constructive travel cost-comparison worksheet to be completed and included with the document via fax or	POV authorized to and from TDY location due to more advantageous mode of in/around transportation



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start 11:43 AM



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Defense Travel System
A New Era of Government Travel

Constructed Travel Worksheets

1. Select the appropriate worksheet from the list below.
2. Instructions for completion of the worksheets are included with the respective worksheet.

Worksheet	Description
Constructed Travel Worksheet - Authorization	Select this worksheet to provide your AO with cost comparison information when creating your DTS authorization. Unless your business rules dictate otherwise, the worksheet is required for en-route transportation mode(s) other than Commercial Air or Government transportation. Your AO will determine whether travel by other than Commercial Air or Government transportation is authorized and if you will be subjected to a limited reimbursement.
Constructed Travel Worksheet - Voucher from Authorization	Select this worksheet if you completed travel using an en-route transportation mode(s) that was not approved by the AO on your authorization. Your AO will determine whether the change in transportation mode(s) was the best way for travel to be performed or whether your reimbursement for transportation-related expenses will be limited to the originally authorized mode(s).

Done Internet

start 2 Mi... Micro... 06 Cli... CDG ... M:\M... Adob... 5 In... 11:45 AM





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DTS Constructed Travel Comparison Worksheet - Authorization
(refer to the worksheet instructions for completion guidance)

Name: Locations and Dates of Travel:

Transportation Expenses for the Standard Mode (Commercial Air):
Commercial Air Costs (see worksheet instructions for additional information):

a. What it would cost to travel by commercial air: \$

Related Expense Cost Factors:

b. If applicable, enter the additional fee normally charged by your CTO: \$

c. Cost for **round trip** taxi or public transportation to and from the airports: \$

Total Expense Cost Factors (lines b+c): \$

Per Diem cost factors required by your AO:

d. Per diem amount for the *allowable travel days* for your preferred transportation mode(s): \$

e. Per diem amount for the *allowable travel days* for travel by commercial air: \$

Note: if you are also planning to provide transportation for other passengers on official government travel, refer to the special instructions and add the necessary comments below.

Add additional comments as needed:

Save To File for Upload to DTS





Human Resources Management Support

U.S. ARMY ACQUISITION SUPPORT CENTER

Rita Robinson, Human Resources Specialist





Topics

- Servicing Personnel Offices
- Administrative Support (Personnel Actions)
- Position Description
- Locator Cards
- Awards



Administrative Support (Personnel Actions)

Request for Personnel Action/ Notification of Personnel Action (SF 50)

- MyBiz = <http://www.cpol.army.mil> (see handout)
- Rita.robinson@us.army.mil (phone: DSN 655-1046; fax: DSN 655-1320; commercial: 703-805-)



Position Descriptions

- Generic Position Descriptions:
 - Acquisition Management Specialist
 - NH-0301-III becomes YA-301-2
- Exception to Priority Placement Program
- Details to Other Occupational Series



National Security Personnel System (NSPS)

- Provide most recent SF 50 that you receive in January 2008 from your current organization
- Personnel action will be effective February 17, 2008
- Credit is given for amount of time toward your WIGI for GS employees
- POC: Rita Robinson (DSN 655-1046; rita.robinson@us.army.mil)



Conversion to NSPS

- Conversion will be an automated process:
 - No change in job description
 - No loss in pay
 - Based on classification of current CDG's position of record
 - No changes to content of the PD's
 - WIGI buy-in for GS employees
 - No WIGI buy-in for AcqDemo employees.



Locator Cards (HRC-AMB)

Provide to:

Rita Robinson (DSN 655-1046; rita.robinson@us.army.mil)

Ms Roberta McMillen (DSN 655-1017; roberta.mcmillen@us.army.mil)

Mr Reid Williamson (DSN 655-1019; j.reid.williamson@us.army.mil)

Ms. Joan L. Sable (DSN 655-1240; joan.l.sable@us.army.mil)

Your Regional Director

Your Acquisition Career Manager

Fax: DSN 655-1320

USAASC POCs for NSPS who provide broad array of HR info to CDG/AAFs and their supervisors.





Awards

Performance Awards:

Superior Work – Quality Step Increase (QSI) – these do not exist under the NSPS.

Superior Accomplishment Awards:

Special Act or Service Award; On-the-Spot; Time Off Awards: Organization approves and pays.

These must be coordinated with USAASC Resource Management Division (MIPR for payment)



Awards (cont'd)

- Current losing organization:
 - Quality Step Increase (QSI) – must be processed before you become a CDG, in order to set pay for entry-on-duty.
 - Performance Awards – should be processed before you become a CDG. If not, will be processed as a Special Act or Service Awards. Money will be MIPR'ed from losing organization to USAASC RM Division before the action will be processed.



Questions?

Answers.