DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
FINANCIAL MANAGEMENT AND COMPTROLLER
109 ARMY PENTAGON
WASHINGTON DC 20310-0109

REPLY TO ATTENTION OF

APR 1 3 2005

MEMORANDUM FOR SEE DISTRIBUTION

Subject: Defense Travel System (DTS) Usage/Implementation

1. The Defense Travel System (DTS) reduces the Army's cost of travel administration significantly. The Defense Finance and Accounting Services (DFAS) charges the Army $34.00 per manual voucher compared to $2.22 per DTS transaction. From October 1, 2004, through February 28, 2005, sites where DTS was deployed prior to the start of FY 2005 processed nearly 84,000 transactions through DTS (at a cost of nearly $186,480) and nearly 177,000 manual transactions through DFAS (at a cost of nearly $6,018,000). Although processing nearly 84,000 DTS transactions is commendable, we cannot afford to under-utilize DTS and to continue to pay higher DFAS processing costs.

2. Effective May 1, 2005, activities, where DTS was deployed prior to FY 05 and its functions are supported, must use DTS when filing travel claims. Manual vouchers are not authorized. Submitting activities are responsible for ensuring that all travel authorizations and vouchers are processed through DTS.

3. When using DTS, all official travel expenses will be charged to Individually Billed Accounts (IBAs). This policy change permits continued use of the Centrally Billed Account for transportation costs for individuals who do not have a travel card.

4. Locations where DTS is deployed are supported by a full-time lead defense travel administrator (LDTA). This resource is funded by the Army and provided by DFAS. The LDTAs assigned to each location are responsible for: a) coordinating and executing the DTS Proliferation Plan; b) establishing and operating the Tier 2 Helpdesk for the site; and c) establishing and operating the full DTS training program.

5. Should you have any questions, please contact John Schoenecker, Army DTS program manager, at (703) 693-2703 (DSN 223) or john.schoenecker@hqda.army.mil. For questions regarding IBAs, please contact Frank Rago, Army travel charge card program manager, at (703) 693-3386 (DSN 223-3386) or francis.rago@hqda.army.mil.

VL Baldwin

Valerie L. Baldwin
Assistant Secretary of the Army
(Financial Management and Comptroller)

Enclosures

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CF:
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Director, Military and Civilian Pay Services, DFAS

FY04 Army Fielded Sites

Site / Activities	IOC
Fort Campbell	2/25/2002
Aberdeen Proving Ground	6/24/2002
Fort McPherson	10/24/2002
HQDA	8/23/2003
USMA West Point	11/10/2003
Fort Monroe	11/24/2003
NGB HQ	12/5/2003
Fort Belvoir	12/5/2003
Fort Riley	12/8/2003
Fort Huachuca	1/9/2004
Fort Irwin	1/16/2004
Fort Bliss	1/22/2004
White Sands	1/23/2004
Fort Shafter	1/30/2004
Fort Leonard Wood	2/6/2004
Fort Richardson	3/3/2004
Detroit Arsenal	3/3/2004
Fort Wainwright	3/5/2004
Fort Rucker	3/24/2004
Presidio of Monterey	3/26/2004
Fort Jackson	4/8/2004
Fort Knox	5/6/2004
Fort Sill	5/14/2004
Fort Leavenworth	5/14/2004
Fort Stewart	7/15/2004
Fort Polk	8/20/2004
Fort Lee	5/26/2004
Fort Carson	7/23/2004
Fort Lewis	7/23/2004
Fort Monmouth	7/23/2004
Fort Sam Houston	7/30/2004
Rock Island Arsenal	8/20/2004