DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
FINANCIAL MANAGEMENT AND COMPTROLLER

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 , Army DTS program manager, at (703) 693-2703 (DSN 223) . For questions regarding IBAs, please contact , Army travel charge card program manager, at (703) 693-3386 (DSN 223-3386)

VL Baldwin

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

Enclosures

DISTRIBUTION:
Office, Secretary of the Army, ATTN: SAAA-RM
Office, Acquisition Support Center, ATTN: SFAE-RM

Printed on Recycled Paper

COMMANDER:
U.S. Army Europe and Seventh Army, APO AE 09014
U.S. Army Forces Command, Fort McPherson, GA 30330-6000
Eighth U.S. Army, Unit #15236 APO AP 96205-0009
U.S. Army Materiel Command, Fort Belvoir, VA 22060-5527
U.S. Army Training and Doctrine Command, Fort Monroe, VA 23651-5000
U.S. Army Pacific, Fort Shafter, HI 96858-5100
U.S. Army South, Fort Sam Houston, TX 78234
U. S. Army Network Enterprise Technology Command,
Fort Huachuca, AZ 85613-7070
U.S. Army Medical Command, Fort Sam Houston, TX 78234-6000
U.S. Army Intelligence & Security Command, Fort Belvoir, VA 22060-5246
U.S. Military Entrance Processing Command, North Chicago, IL
60064-3094
Military Surface Deployment and Distribution Command, Alexandria,
VA 22332-5000
U.S. Army Criminal Investigation Command, Fort Belvoir, VA
22060-5506
U.S. Army Special Operations Command, Fort Bragg, NC 28310-5200
U.S. Army Space and Missile Defense Command, PO Box 1500, Huntsville, AL 35807-3801
U.S. Army Military District of Washington, Fort Lesley J. McNair, Washington,
D.C. 20319-5050
U.S. Army Finance Command, Indianapolis, IN 46249-3000
U.S. Army Corps of Engineers, Washington, D.C. 20314-1000
U.S. Army Test and Evaluation Command, Alexandria, VA 22302-1458
U.S. Army Community and Family Support Center, Alexandria, VA 22302
U. S. Army Audit Agency, Alexandria, VA 22302-1596
175th Finance Command, Unit#15300, APO AP 96205-0073
266th Finance Command, Unit 29001, APO AE 09007
13th Finance Group, Fort Hood, TX 76544-5056
18th Soldiers Support Group, Fort Bragg, NC 28310
U.S. Southern Command, Miami, FL 33172-1217
U. S. Army European Command, APO AE 09128
U. S. Army Human Resources Command, St. Louis, MO 63132-5100

Director, U. S. Army Contracting Agency, Falls
Church, VA 22041-3201
Director, Installation Management Agency,
Crystal City, Arlington, VA 22202
Superintendent, U.S. Military Academy, West Point, NY 10996-5000
Chief, U.S. Army Reserve, Washington, D.C. 20310
Chief, Army National Guard Bureau,
Arlington, VA 22202
Commandant, U.S. Army Finance School, Fort Jackson, SC 29207-7045
President, National Defense University, Fort Lesley J.
McNair, Washington, DC 20319-5066

CF:
Director, Accounting Services, Army, DFAS
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