



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
UNITED STATES PROPERTY AND FISCAL OFFICER FOR NEW YORK
330 OLD NISKAYUNA ROAD
LATHAM, NEW YORK 12110-3514

MNPF

3 November 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) to Implement Defense Travel System (DTS) for New York Army National Guard (NYARNG) Travelers

1. Reference memorandum, Personnel and Readiness, Under Secretary of Defense, Subject; Mandatory Use of the Defense Travel System (DTS), dated 28 March 2008.
2. The purpose of this MOI is to provide instruction for implementation of Defense Travel System (DTS) for NYARNG travelers per reference. Effective 1 February 2011, all travel orders and travel vouchers will be processed through DTS. The only exception is Permanent Change of Station (PCS) orders, which will be processed using the current Integrated Automated Travel System (IATS).
3. DTS is a fully integrated, electronic, end-to-end travel management system that automates temporary duty travel for the Department of Defense (DOD). It meets unique DOD mission, security and financial system requirements within the guidelines of Federal and DOD travel policies and regulations. DTS has accounting lines, routing lists, and dual profiles loaded to enable travelers to create travel orders and be reimbursed in various travel status such as; Annual Training (AT), Active Duty Operational Support (ADOS), Inactive Duty Training (IDT), Active Guard Reserve (AGR), and Technician travel. DTS is designed to process orders and vouchers as long as the traveler has Common Access Card (CAC) enabled computer system access.
4. In order to effectively implement DTS, regional training workshops will be conducted by the United States Property and Fiscal Office (USP&FO) DTS Implementation team. (See enclosure for training schedule and related administrative information)
5. All Units, Major Commands, and Directorates will appoint, in writing, a Non-Data entry Agent (NDEA) and Reviewing Official (DTS-RO) as noted below:
 - a. All Units, Major Commands, and Directorates will appoint at least one NDEA to input orders and vouchers into DTS. It is recommended that alternate NDEAs be appointed as backups to ensure the DTS process is not interrupted. DTS is designed to allow all travelers to input travel orders and travel vouchers. However, NDEAs at each unit are required to ensure all travel orders and travel vouchers are processed.

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b. All Units, Major Commands, and Directorates will appoint at least one DTS-RO to review orders and vouchers in DTS. To ensure timely processing of DTS orders and vouchers, the DTS-RO will be fulltime support personnel. DTS-RO must have knowledge of the travel regulations in order to determine if the travel is necessary and authorized as well as to ensure that orders have been properly loaded by the NDEA and/or traveler. Recommend that alternate DTS-ROs be appointed for each Unit, Major Command, and Directorate to ensure the DTS process is not interrupted.

c. Each Program Manager will assign and appoint a DTS Approving Official (DTS-AO). DTS-AOs are responsible for allocating appropriate funds to travel orders and for ensuring all travel regulations have been followed. Recommend that alternate DTS-AOs be appointed by the Program Manager to ensure the DTS process is not interrupted.

d. NDEAs, DTS-ROs, and DTS-AOs and their alternates are appointed using DD Form 577 (Appointment/Termination Record - Authorized Signature). Upon receipt of DD Form 577 and course completion certificates, the USP&FO DTS section will establish and grant DTS system permissions to allow for travel order and travel voucher processing. See NYARNG DTS SOP, Appendix H, for appointment instructions. Questions concerning DD Form 577 are directed to Ms. Meghan A. Clement at 518-786-4837, or e-mail [Meghan.Clement@us.army.mil](mailto: Meghan.Clement@us.army.mil).

e. In the event an appointee leaves the activity, the appointment must be revoked by submitting a DD Form 577 in accordance with NYARNG DTS SOP, Appendix G.

6. The USP&FO will verify that all travel vouchers are being processed in the correct system prior to approving any vouchers. Incorrect vouchers will be returned to the traveler by the voucher examiners. No manual travel vouchers (DD Form 1351-2) will be processed through IATS for duty dates on/after 1 February 2011, unless they are for PCS orders as noted in paragraph 2. The following instructions illustrate the process of using DTS prior to and after 1 February 2011.

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a. If using DTS prior to 1 February 2011, follow the process below:

Using DTS for Travel with Duty Dates Prior to 1 February 2011		
	Active Duty Order	Travel Order/Voucher
System	AFCOS	DTS
Voucher Type		Electronic
AFCOS Additional Instruction Code	DR	

b. Must use DTS for duty dates on/after 1 February 2011, follow the process below:

Using DTS for Travel with Duty Dates On/After 1 February 2011		
	Active Duty Order	Travel Order/Voucher
System	AFCOS	DTS
Voucher Type		Electronic
AFCOS Additional Instruction Code	DT	

7. Point of contact for this office is MNPF-CO, ATTN: Meghan Clement, at 518-786-4837 or email meghan.a.clement@us.army.mil.

FOR THE CHIEF, NATIONAL GUARD BUREAU

Encl


LAWRENCE J. ASHLEY
Colonel, USA
USP&FO for New York

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MNPF-CO

4 November 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Defense Travel System (DTS) Training Workshops

1. Reference Memorandum of Instruction, MNPF, Subject; Implement Defense Travel System (DTS) for New York Army National Guard (NYARNG) Travelers, dated 3 November 2010.
2. In order to implement DTS by 1 February 2011, the following DTS training workshops have been scheduled. The agenda for the workshops will include the roles and responsibilities for Non-Data entry Agent (NDEA), DTS Reviewing Official (DTS-RO), and DTS Approving Official (DTS-AO) and alternates. One day DTS training workshops will be conducted at the Joint Forces Headquarters, on the following dates:
 - a. 13 – 17th December 2010 (0830-1530) All DTS users, Room Number 203
 - b. 10 - 14th January 2011 (0830-1530) All DTS users, Room Number 203
 - c. 24 - 28th January 2010 (0830-1530) All DTS users, Room Number 203
3. DTS web based courses must be completed prior to attending one of the above workshops. For NDEA's and Travelers the following courses are required; About DTS, DTS, Travel Documents, Program & Policies, City Pair, Rental Car, Travel Car, and Travel Policies. DTS-RO's and DTS-AO's require the above courses as well as Certifying Official Legislation (COL) and How to Review DTS documents. Access to the courses listed can be found at website <http://www.defensetravel.dod.mil/Passport/bin/Passport.html>. In order to ensure all proper documentation is received, each attendee assigned as the NDEA, DTS-RO, or DTS-AO will bring their course certificate and signed DD Form 577 to training.

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4. Funding reference codes for DTS workshops is as follows:

<u>Status</u>	<u>PMC</u>	<u>TDC</u>	<u>Event Reference Code</u>
Technician	A60	MAC	TECHDTSTNGFY11*
AGR	A20	801	AGRDTSTRNGFY11*

* If using DTS to create order, place Event Reference Code in both the Reference box and Comments to the Approving Official box on the Preview Trip screen prior to signing and submitting order.

5. Request Directorate/Major Command provide a consolidated list of attendees to include name, rank, unit, and attendance dates to MNPF-CO NLT 8 December 2010.

6. Point of contact for DTS training workshops is Ms. Meghan A. Clement at 518-786-4837, or e-mail Meghan.Clement@us.army.mil.

FOR THE USP&FO FOR NEW YORK:


PATRICIA WEAVER
Financial Manager

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