



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
2ND BATTALION, 6TH AIR DEFENSE ARTILLERY
1612 RANDOLPH ROAD
FORT SILL, OKLAHOMA 73503

ATSA-TPY

25 AUG 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #21 – 2-6 Battalion Defense Travel System (DTS) and Temporary Duty Travel (TDY) Policy

1. References:

a. Joint Travel Regulations (JTR):

<https://www.defensetravel.dod.mil/site/travelreg.cfm>.

b. Defense Travel System (DTS) Regulations:

<https://www.defensetravel.dod.mil/Docs/regulations/DTS.pdf>.

c. The Defense Travel Management Office (DTMO) website:

<https://www.defensetravel.dod.mil/index.cfm>.

d. The Army Business Rules for DTS:

https://www.asafm.army.mil/Portals/72/Documents/Links%20menu/Army_Business_Rules_DTS.pdf?ver=jcfeMmkhbbxsnNdOCMLPwg%3d%3d .

e. Government Travel Charge Card (GTCC) Regulations:

<https://www.defensetravel.dod.mil/site/govtravelcard.cfm> .

f. ID-TRAINING, Non-DoD Conference Attendance Standard Operating Procedures.

g. Army Regulation (AR_ 58-1 (Management, Acquisition, and Use of Motor Vehicles).

2. Purpose. To outline policies and procedures to accomplish authorized travel appropriated or non-appropriated funds. The FCOE Commander (GC), Deputy Battalion Commander (DGC), or Director, G8.

3. Authorized Travel Categories. Travel approval is limited to the following categories:

a. Mission Critical. Travel without which significant mission degradation would occur. The Battalion Commander (GC) and director determine when temporary duty (TDY) travel is necessary to accomplish the organization's mission.

b. Certification Training. Travel related to legally or mandated certification training required as an element of an employee's position, e.g., environmental, engineering, or financial certifications.

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c. Non-DoD Conference/Event Attendance. Travel outlined IAW IMCOM and IMCOM Directorate –Training (ID-T) conference attendance policies, subject to approval of ID-T Director. Requests must be submitted from the Battalion POC to ID-T NLT 45 days prior to the conference start date IAW the ID-T Non-DoD Conference Attendance SOP. Requestors will:

- (1) Prepare a Non-DoD Conference Cost Estimate or comparable cost estimate completed in DTS Trax Trip Estimate.
- (2) Prepare the enclosed IMCOM Training Request for Attendance at a Non-DoD Conference Request Memo. Include the full address for the location and a clear justification on why the conference is essential and beneficial to the Army.
- (3) Provide a complete agenda for the conference.
- (4) Provide a legal review if the requestor is presenting or speaking at the event

4. Approving Official (AO) Hierarchy. Subordinates will not serve as AOs for anyone above them in the chain of command except as stated below.

- a. The S4 OIC or delegate will serve as AO for 2-6 ADA BN
- b. All BN AOs will complete a DD Form 577 (Appointment/Termination Record) and required training as outlined in this policy prior to assuming duties. The BN Commander may appoint subordinate routing officials upon completion of a DD Form 577 and required training.

5. General.

- a. Personnel will accomplish procedures IAW cited references above and use the resources, tools, and training opportunities to find answers about travel.
- b. Battalion lead and organization Defense Travel System (DTS) administrators (LDTAs and ODTAs) will assist users as needed, maintain file copies of DD Form 577s and training certifications for users in their organization, and comply with Audit Readiness Statement of Budgetary Resources (SBR).
- c. Supervisors will ensure employees in- and out-process the LDTA/ODTA and complete DTS and government travel charge card (GTCC) account and training requirements before the need for travel arises. Employees will ensure their account information and training requirements remain current and provide a copy of their training certificates to the LDTA/ODTA upon completion.

d. Use of the GTCC is mandatory for travel expenses regardless of the frequency of travel. Cardholders will use GTCC for all authorized expenses for which credit card may be used; limiting cash advances to only the amounts needed to pay expenses which cannot be paid by credit card, e.g., meals in military dining facilities. Cardholders will notify the GTCC coordinator of planned travel and confirm card activation prior to any use.

6. Preapproval Screening. The expenditure of government funds is highly visible and subject to close scrutiny; therefore consideration of authorized travel will be evaluated against a standard of mission criticality, weighing the mission-related need for the travel and the benefits to the Army.

a. Travelers and AOs will refer to the enclosed TDY Approval Form FS38 when screening/authorizing travel. The FS38 must be uploaded into the DTS authorization.

b. Travelers will submit DTS authorizations no earlier than 20-30 but no less than 7 business days prior to travel departure date. AOs will approve authorizations NLT 72 hours prior to travel departure.

c. AOs/reviewers will return requests that are incorrect or lack appropriate documentation and provide instruction to the traveler in DTS on what needs correction. Routing officials will bring to the attention of the AO expenses that require the AO to use discretion prior to authorizing travel.

d. Expenditure of travel funds will only be approved when the mission cannot be accomplished by any other means, e.g., video-teleconferencing, phone call, etc.

e. Cost savings will be considered by all parties in every authorizing decision to ensure travel is accomplished by the most economical means possible.

f. When considering discretionary authorizations, e.g., rental cars, taxis, or in and around mileage, only expenditures that are necessary to accomplish the mission will be approved.

g. Government vehicles to be authorized IAW AR 58-1, paragraph 2-3i; not for the usage for trips between domiciles or places of employment.

h. Determine transportation mode IAW JTR 3215, 3220 following the precedence established in JTR 3225, specifically common carrier, rental car, and privately owned conveyance. Approve travel only as limited to cost of using more advantageous

common carrier. When approving as limited, ensure calculation is supported by a constructed travel worksheet attached in DTS.

i. Authorization for use of rental cars requires specific justification and will be subject to additional scrutiny. If personnel are authorized rental car use, compact vehicles will be used unless an exception is granted by the RMO. In the event of group travel, a larger rental vehicle is authorized to accommodate multiple passengers and their luggage. When attending centrally funded training, Battalion-funded rental cars may be authorized, subject to the availability of funds. In and around mileage may be authorized if deemed to be in the interest of the government and IAW JTR 2805-C restrictions.

j. Reimbursement for transportation expenses in the local area may be approved when travel is found to be advantageous to the government. Reimbursement for use of a privately owned vehicle (POV) on the installation is not authorized. POV use for official business outside the installation is authorized. Reimbursement for trip durations of less than a total of 12 hours is approved on a local voucher. Trip durations exceeding 12 hours are claimed as TDY and filed on an authorization and voucher.

7. Voucher Screening and Approval.

a. Travelers and AOs refer to the JTR and DTS Rules and regulations when screening/approving vouchers.

b. Travelers will submit valid and accurate travel vouchers within five business days following completion of travel. Attach receipts and documentation to the voucher to support claims for reimbursement IAW the requirements of the Joint Travel Regulations, including receipts for all expenses.

c. Travelers are responsible for any unnecessary costs which were preventable, such as cancellation fees for lodging/rentals when travel plans change. The traveler is responsible for cancelling hotel or rental car reservations regardless of if they were originally made in DTS.

8. Training and Role Approval. Users will complete mandatory training and requirements applicable to their assigned role within five business days of appointment and annually thereafter as required. It is the responsibility of the individual to complete training prior to the use of DTS. DTS training and demonstrations are located at the DTMO Explorer (TraX) website: <https://www.defensetravel.dod.mil/passport>.

a. Travelers will complete the following:

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- (1) DTS (Basic) - About DTS (one time).
- (2) DTS (Basic) - DTS Travel Documents (DTS 101) (one time).
- (3) Programs and Policies - Travel Policies (suggested every three years).
- (4) Programs & Policies – Travel Card Program (Travel Card 101) [Mandatory] course (every three years).
- (5) DTS (Special Topic) Cancellation Procedures
- (6) GTCC Statement of Understanding (every three years).

b. Approving and routing officials will complete the following:

- (1) DD Form 577 (Appointment/Termination Record).
- (2) Training for Accountable Officials and Certifying Officers (Initial COL) when taken for the first time and as AO/RO – Training for Accountable Officials and Certifying Officers (Annual COL Refresher) when taken thereafter.
- (3) AO/RO - The DTS Approval Process (one time).
- (4) DTS (Basic) - About DTS (one time).
- (5) DTS (Basic) - DTS Travel Documents (DTS 101) (one time).
- (6) Programs and Policies - Travel Policies (one time).
- (7) DTS (Special Topic) Cancellation Procedures

c. LDTA/ODTA will complete the following:

- (1) DD Form 577 (Appointment/Termination Record).
- (2) AO/RO – Training for Accountable Officials and Certifying Officers (Initial COL) when taken for the first time and as AO/RO – Training for Accountable Officials and Certifying Officers (Annual COL Refresher) when taken thereafter. Refresher course mandatory annually.
- (3) Programs & Policies – Travel Card Program (Travel Card 101) [Mandatory] course (every three years).
- (4) Fiscal Law Comptrollers' Accreditation Course. Course is located at: <https://jagu.army.mil>. Once logged in click on the 'Enrollment' tab and then click on the 'Comptrollers Fiscal Law' tab, then click on submit after reading the information (every three years).
- (5) GTCC Statement of Understanding (every three years).

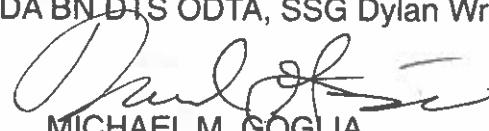
d. NDEA will complete the following:

- (1) DD Form 577 (Appointment/Termination Record).
- (2) DTS (Basic) – Non-DTS Entry Agent (NDEA) (one time).
- (3) DTS (Basic) - About DTS (one time).
- (4) DTS (Basic) - DTS Travel Documents (DTS 101) (one time).
- (5) DTS (Special Topic) Cancellation Procedures

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9. Point of contact for this policy is 2-6 ADA BN DTS ODTA, SSG Dylan Wright, or
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Commanding