



DEPARTMENT OF THE ARMY  
HEADQUARTERS, NATIONAL TRAINING CENTER & FORT IRWIN  
FORT IRWIN, CA 92310-5099

AFZJ-CG

19 Jun 20

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: NTC Policy Letter #10, NTC HQ and subordinate FORSCOM unit Defense Travel System (DTS) and Temporary Duty (TDY) Policy

1. PURPOSE: To establish NTC and Fort Irwin policy on the DTS system and travel program.
2. APPLICABILITY: This letter establishes DTS and TDY policy for all FORSCOM units assigned to the National Training Center and remains in effect until specifically rescinded or superseded.
3. REFERENCE:
  - a. DoD FMR 7000.14R, Volume 9, dated June 2017
  - b. DoDI 5154.31, Volume 3 & 4, Defense Travel System and GTCC Regulation, dated 16 October 2015
  - c. Joint Travel Regulations (JTR), dated 1 January 2020
4. POLICY: Official Government travel must substantially benefit the organization and justification must outweigh other modes of communication including VTC, teleconference, or email.
  - a. Cost awareness is a major concern of this command and must be a focal point for all travelers, Organizational Defense Travel Administrators (ODTA), Reviewing Officials (RO) and Authorizing Officials (AO). All travelers must exercise care regarding expenses paid by the Government and act as would a prudent person traveling at his/her own expense.
  - b. Commands and Directorates are responsible for the review and approval of their traveler's DTS documents. Command priority is to have all DTS documents reviewed and approved within 72 hours of submission by traveler. Commands and Directorates will ensure appropriate number of travel administrators are present and available for duty during block leave and other periods of expected personnel shortages.
  - c. Use of the Government Travel Charge Card (GTCC) is mandatory. Unless exempt, all military and DA civilians will possess a GTCC for official travel

AFZJ-CG

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entering authorizations and vouchers into DTS within directed timeframes.

h. Reviewing/Routing Officials (RO) primary and alternates will be appointed in writing by their organization's Commander or equivalent at each Brigade and Battalion level Command as well as each General staff directorate using a memorandum for record format and DD Form 577. Copies of this Memorandum For Record and DD Form 577 will be forwarded to the NTC G8 Travel Team. Reviewers will be first in all DTS routing lists and will review all travel documents and substantiating records for accuracy, justification and appropriate split disbursement to ensure compliance with applicable travel rules and regulations within directed timeframes. If expenses are deemed unreasonable, costly or unnecessary, or if split disbursement is not appropriately applied to settle debt to the Government, the Reviewing Official must return the pre-travel authorization or post-travel voucher to the traveler for an explanation/justification.

i. Authorizing/Approving Officials (AO) are pecuniary liable for travel they approve and are critically important to ensuring proper disbursement of Government travel resources. AO primary and alternates will be appointed in writing by their organization's Commander or equivalent at, each Brigade level Command as well as each General staff Directorate using a memorandum for record format and DD Form 577. Copies of these Memorandum for Record and DD Form 577 will be forwarded to the NTC G8 Travel Team. AOs are responsible for ensuring the validity, accuracy, and feasibility of planned travel. If expenses are deemed unreasonable, costly or unnecessary, or if split disbursement is not appropriately applied to settle debt to the Government, the AO must return the document to the RO or traveler for an explanation/justification.

j. Lead Defense Travel Administrators (LDTA) primary and alternate at a minimum will be appointed in the G8 staff section by the NTC G8 Assistant Chief of Staff using a memorandum for record format and DD Form 577. Copies will be kept on file by the NTC G8 Travel Team. LDTAs will administer the NTC Travel Program ensuring NTC is in compliance with rules and regulations, and will provide assistance and training to Commands, Directorates and appointed ODTAs, ROs and AOs.

k. Financial Defense Travel Administrators (FDTA) primary and alternate at a minimum will be appointed in the G8 staff section by the NTC G8 Assistant Chief of Staff using a memorandum for record format and DD Form 577. Copies will be kept on file by the NTC G8 Travel Team. FDTAs will ensure Lines of Accounting (LOA) are appropriately assigned to travel documents and funding is available for necessary official travel.

l. Agency Program Coordinators (APC) primary and alternate at minimum will be appointed in the G8 staff section by the NTC G8 Assistant Chief of Staff and on order in each Brigade level command by the unit commander using a memorandum for

AFZJ-CG

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record format. Copies of appointments will be kept on file by the NTC G8 Travel Team. APCs in the G8 will function as Component Program Managers (CPM) for NTC and perform overall program management of the GTCC program. Unit and directorate APCs are responsible to their respective Commander/Director for administering and managing their organization's GTCC program in coordination with the NTC G8 Travel Team.

m. Ticketing Authority – DTS is the official system for TDY travel authorizations. In an event authorizations are not approved in a timely manner to permit obligations for travel expenses and procuring reservations for anticipated travel, 72 hours from departure. The Chief of G8 Manpower, G8 LDTA and alternate G8 LDTA are authorized verbal ticketing authority to ensure ticket purchasing of flights. This authority is only to be used after exhausting all attempts to approve authorizations in DTS or in emergency situations.

n. Travelers should contact their respective unit ODTA for any questions for assistance with travel authorizations and vouchers. The ODTA should contact the NTC G8, Travel Team at Phone 760-380-4044/3420 for further guidance.

5. PROPONENT: The point of contact for this policy is the G8 Travel Team at (760) 380-4043 or (760) 380-3420.



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