



DEFENSE LOGISTICS AGENCY
DEFENSE LOGISTICS SUPPORT COMMAND
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IN REPLY
REFER TO

DLSC-LDT

AUG 10 1999

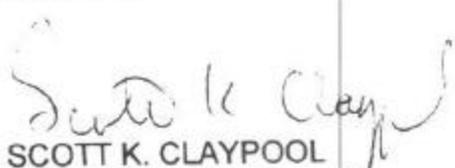
MEMORANDUM FOR COMMANDER, DEFENSE REUTILIZATION
AND MARKETING SERVICE
DEFENSE LOGISTICS INFORMATION SERVICE
DEFENSE ENERGY SUPPORT CENTER
DEFENSE CONTRACT MANAGEMENT COMMAND
ADMINISTRATOR, DEFENSE NATIONAL STOCKPILE
CENTER
DEFENSE AUTOMATED PRINTING SERVICE

SUBJECT: The Defense Travel System Back-up Plan

The new Defense Travel System (DTS) will require the traveler to use a computer to process travel orders. If there is an instance in which this is not possible, procedures must be established so that those travelers can access DTS, for example, travelers might use a shared computer. The system will provide an option for faxing or phoning in travel orders. This is only to be used as a last resort.

Local procedures should be established within 90 days prior to a site's implementation date for those travelers who may not be able to access the system. However, it will be mandatory that the Authorizing Official/Certifying Officer has a computer so that they can process orders electronically.

Replies, questions, or concerns may be directed to my point of contact Mrs. Deborah L. Beckner. She can be reached at COM 703-767-3622 or DSN 427-3622 or via e-mail at deborah_beckner@hq.dla.mil.


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