



IN REPLY
REFER TO

DLSC-LDT

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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FT. BELVOIR, VIRGINIA 22060-6221



JUN * 2 1999

MEMORANDUM FOR COMMANDER, DEFENSE CONTRACT MANAGEMENT
COMMAND
COMMANDER, DEFENSE LOGISTICS SUPPORT
COMMAND
DIRECTOR, DEFENSE AUTOMATED PRINTING AND
SUPPORT CENTER

SUBJECT: Authorizing Official (AO)/Certifying Officer (CO) and Entitlements
Under the Defense Travel System (DTS)

DLA will begin implementing the Defense Travel System (DTS) within Defense Travel Region 6 (DTR6) this summer. The implementation of DTS requires a radical mindset shift throughout DLA. DoD changed its travel philosophy: manage travel as mission support, treat the traveler and supervisor as responsible professionals and as honest customers, and align funding with the authority that directs the travel. DoD investigated and determined there were too many approval layers and complicated travel rules. As a result, the AO/CO (one position) was given travel order/travel claim approval authority and travel rules were simplified.

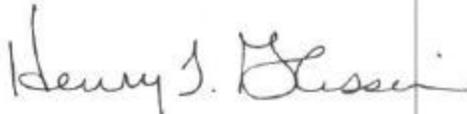
The first-line supervisor is the individual who controls the mission, authorizes the travel, and controls TDY travel funds. Therefore, he/she will be the AO/CO closest to the employee in both proximity and in knowledge of the employee's need to perform official travel. For this reason, the AO/CO is better able to determine if the claimed expenses are reasonable and necessary. The AO/CO will be pecuniarily liable for erroneous payments (see attachment 1, page 1, para 1, and page 3, para 2). Consequently, AO/CO must be officially appointed in writing.

Addressees will assign AO/COs for DTR6 sites in accordance with DoD policy and provide names, locations, and office symbols to DLSC-LDT within 60 days of receipt of this letter. Appointment authority may be delegated. DTR6 encompasses the following states: IL, MI, ND, SD, NE, IA, MO, IN, KY, MN, and WI. This headquarters will request identification of AO/COs for the remaining travel regions at a later date.

The new DTS entitlements are understandable and are easy to read. Those travelers coming under DTS will be required to use the new entitlements in the Joint Travel Regulation (civilian) and the Joint Federal Travel Regulation (military), Appendix O (see attachment 2).

Under the new entitlements, all travel arrangements must be executed through the DTS, as travelers are not authorized to call airlines, hotels, or car rental agencies directly except under emergency conditions.

These are exciting, dynamic times for DLA, and I look forward to your support as we implement DTS as DoD envisioned. The improvements to our travel procedures/rules will ensure we meet the DLA mission and save critical DLA travel funds. Questions may be referred to our DTS Program Manager, Mrs. Deborah L. Beckner (DLSC-LDT), at Commercial (703) 767-3622 or DSN 427-3622, e-mail: deborah_beckner@hq.dla.mil. Financial concerns may be addressed to Mr. John Guardiani at Commercial (703) 767-7212 or DSN 427-7212.



HENRY T. GLISSON
Lieutenant General, USA
Director

Attachments



COMPTROLLER

UNDER SECRETARY OF DEFENSE
1100 DEFENSE PENTAGON
WASHINGTON, DC 20301-1100



NOV 24 1998

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Accountable Officials and Certifying Officers for Temporary Duty Travel Claim Substantiation

On July 8, 1998, the Deputy Secretary of Defense issued the Department of Defense (DoD) Directive 7000.15, "DoD Accountable Officials and Certifying Officers," which assigned pecuniary liability to accountable officials and certifying officers. Subsequent to the issuance of DoD Directive 7000.15, Chapter 33, "Accountable Officials and Certifying Officers," of Volume 5 of the DoD Financial Management Regulation, ("DoDFMR") (DoD 7000.14-R) was published outlining the general policies for accountable officials and certifying officers relative to specific forms of official payments.

Attached to this memorandum is interim guidance to implement policies for travel payments. This DoD policy guidance will be incorporated into Volume 9, "Travel Policy and Procedures," of the "DoDFMR."

This guidance is effective immediately and is applicable to the Office of the Secretary of Defense; the Military Departments; the Chairman of the Joint Chiefs of Staff and the Joint Staff; the Combatant Commands; the Inspector General of the DoD; the Defense Agencies; and the DoD Field Activities (hereafter referred to collectively as "DoD Components"). The Heads of the DoD Components shall ensure that this guidance is adhered to in day-to-day operations and in the design, modification, and maintenance of the Component's financial management and reporting systems(s).

attachment I

FC-M-0413

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Mr. Ancel Hendrix is my staff point of contact for this matter. He may be reached by e-mail: hendrixa@osd.pentagon.mil or by telephone at (703) 602-0391 (DSN 332-0391).

A handwritten signature in black ink, appearing to read "Alice C. Maroni". The signature is fluid and cursive, with a large loop at the end.

Alice C. Maroni
Principal Deputy Under Secretary
of Defense (Comptroller)

Attachment