The Travel Advisor

Volume 3, Issue 3 MAY 2009

For DTS questions, please contact the 266th FMC DTS helpdesk.

E-mail:
266dtshelpdesk@eur.army.mil

Kaiserslautern Helpdesk:
DSN 483-6746/6747

The Bavaria Helpdesk:
DSN 475-7285/8969

Government Travel Charge Card

USAREUR GTCC Program Manager can be reached at DSN: 483-6740 or by email:

Email:
266dtshelpdesk@eur.army.mil

Upcoming APC classes:

Bldg 1566, Spinelli Barracks, Mannheim, 0900-1200

2 June

7 July

Call or e-mail to reserve a seat!

Upcoming DTS training classes

Location: Spinelli Barracks, Mannheim, Germany, Bldg 1566, Rm 404

- Approving Officer Training: 0900-1600: 12 June , 24 July
- ODTA 3-Day Training: 0900-1600: 9-11 June, 21-23 July
  (includes instruction on set up/re-organize an organization hierarchy in DTS)

Location: Kleber Kaserne, Kaiserslautern, Germany, Bldg 3200, Rm S205

- Approving Officer Training: 0900-1500: 19 June, 10 July
- ODTA 3-Day Training: 0900-1600: 16-18 June, 14-16 July

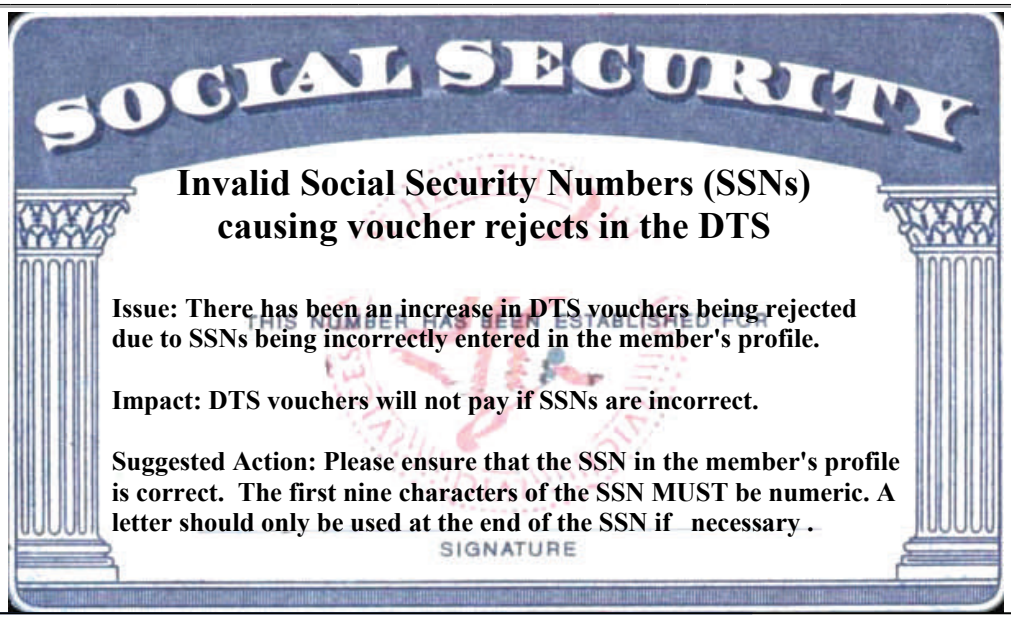
Location: Camp Normandy, Grafenwöhr, Distance Training Facility (DTF), Bldg 3144.

- Approving Officer Training: 0830-1500: 29 May, 26 June
- ODTA 2-Day Training: 0830-1600: 27-28 May, 23-24 June

Please contact the DTS Helpdesk if interested in attending a training class, provide name, unit, telephone number and e-mail address.

Where Is the DTS Helpdesk?!

We are in the middle of daily site visits to all units under our area of responsibility for DTS. A two-person team is on the road visiting a different unit every day conducting DMM training and internal audit reviews. This will continue through the end of May. While these visits are happening, we are also conducting our regularly scheduled training classes and random TDYs. Please bear with us as we are making every effort to assist all our customers. We realize it can get frustrating not being able to get through to us when you call. Please utilize our DTS helpdesk email, **266dtshelpdesk@eur.army.mil** , including as much information as possible with your issue and all attempts will be made to have the issue resolved and a response sent within 24 hours either by email or by phone.



The Defense Travel System (DTS) is in the process of being modified in order to provide travel agents with the necessary Secure Flight Personnel Data (SFPD) to comply with the Transportation Security Administration's (TSA) Secure Flight Program. The Secure Flight Program prescreens passenger information against federal government watch lists for domestic and international flights. Until the modifications to DTS are made, your Commercial Travel Office (CTO) may ask you for your full middle name, gender, and date of birth. By providing this information in advance, most passengers will not experience any differences from the way they traveled before. It is important to note that the name used to issue your ticket must match the government issued identification you present at the airport.

How Secure Flight Affects You

Under the Secure Flight rule, commercial airline passengers will see many benefits to air travel such as enhanced security and consistent customer service. Under Secure Flight, you will also notice that airlines will request additional information from you when making a reservation to fly within, into, out of, or over the continental United States. Under the Secure Flight Final Rule, TSA will require airlines to collect and send to TSA the following information:

- Full Name (required)
- Date of Birth (required)
- Gender (required)

Passengers are only required to provide their full name, date of birth, and gender to allow TSA to perform watch list matching. TSA is not requiring you to provide other information such as passport information to aircraft operators. However, covered aircraft operators must send such information to TSA if it is provided by the passenger. Providing the optional information is beneficial to you as it helps ensure you are not misidentified as a person on a watch list. Secure Flight does NOT assign a score to individuals, use commercial data or predict behavior.

After making a reservation, most passengers would not experience any differences under the Final Rule from the way they travel today. Under the Secure Flight rule, as is the case today, a passenger may be selected for additional screening at the airport, or may be deemed ineligible to fly if his or her name matches one found on a watch list. Secure Flight will strive to facilitate air travel for legitimate passengers by reducing the number of individuals who are misidentified.

For those who encounter misidentification, Secure Flight will help prevent watch list name confusion by using DHS TRIP, the central processing point for redress inquiries. Requests received online will be routed for redress to the appropriate DHS components. Components will review the request and reach a determination about a traveler's status. Secure Flight will use the results of the redress process in its watch list matching process to help prevent future delays for misidentified passengers.

Tips for Traveling

- Provide the required and requested information when making a reservation to fly. This information may help prevent misidentifications during the watch list matching process and help expedite your travel.
- Be sure to bring the appropriate government-issued documentation when flying. Many issues related to misidentification can be resolved by providing identification. Acceptable forms of identification any identity document that has been issued by a U.S. Federal, State, or tribal government that: (1) contains the individual's full name, photo, and date of birth; and (2) has not expired.
- Complete the DHS TRIP application process if you believe you were mistakenly identified as a match to the watch list. By doing so, you can help prevent future misidentifications and delays at the airport.
- Arrive at the airport with ample time to check in before your flight. For most individuals, Secure Flight will expedite the check in process by reducing misidentifications, but some passengers may need to check in at the ticket counter and provide identification to proceed with check in.

For more information visit the TSA website: http://www.tsa.gov/what_we_do/layers/secureflight/index.shtm

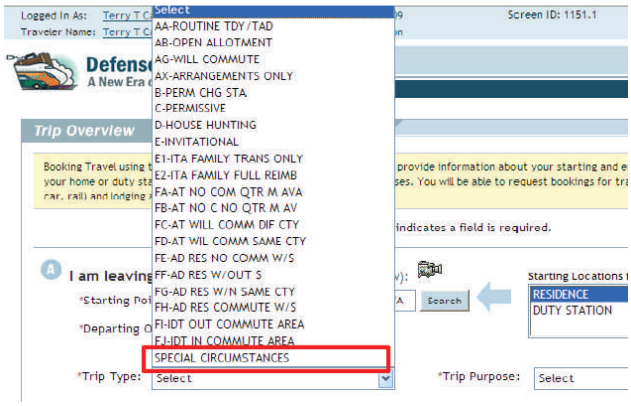
UPCOMING DTS ENHANCEMENTS

Over the next year, DTS will incorporate several software enhancements, including new trip types and a Permanent Duty Travel (PDT) module, and address several high-priority software issues.

Release 6 ~ JUNE 2009 ~ Special Circumstance Travel
will introduce several Special Circumstance Travel trip types. Many of the trip types will improve reporting, while others introduce restrictions on the normal DTS process. The restrictions on transportation and per diem enforce the regulations for certain special leave, visitation, and dependent student travel situations.
Encompasses most travel covered under the JTR/JFTR, Chapters 4 & 7.
The release will also incorporate enhancements to the current travel reservation function, such as:

- Using the traveler's preferred airport instead of the one closest to the starting location.
- Allowing the use of frequent guest & rental car programs, similar to the current frequent flyer features.
- Including "Other Transportation" in the flow control when indicated in the original itinerary.
- Customer Identification Code (CIC)

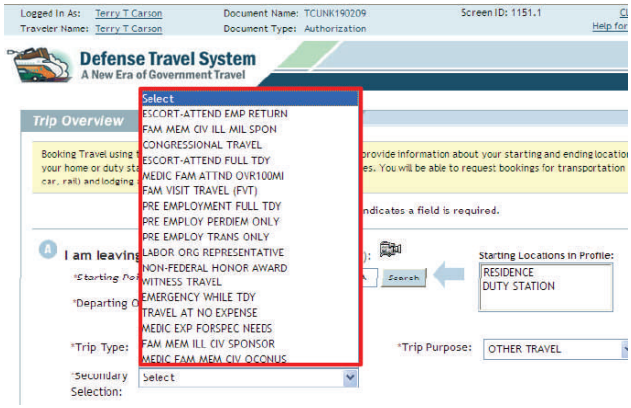
New Trip Type Drop Down Option



Selecting *Special Circumstance* trip type displays

- Secondary selection list of specific SCT trip types
- Items on list will vary depending on traveler's profile
- Information page with details of eligibility and entitlements

New Secondary Selection Drop-Down



DTS Travel Under Special Circumstances (SCT) and Categories:

- Escort and Attendant Travel
- Pre-Employment Interview Travel
- Employee Medical Travel
- Travel at No Expenses to the Government
- Travel of an Employee serving as a Labor Organization representative
- Emergency Travel while TDY
- Civilian Family Member of a Seriously Ill or Injured Member
- Travel of Handicapped DODEA Students for Diagnostic and Evaluation Purposes
- Employee Dependent Student Travel to attend School in U.S
- Additional Expenses incurred by an Employee with a Disability or Special Need
- Travel of Witnesses / Witness Travel
- Members authorized to train for, attend, and participate in Armed Forces, National, and International amateur sports competitions.

DTS SCT and Categories Transportation Only (No Per Diem):

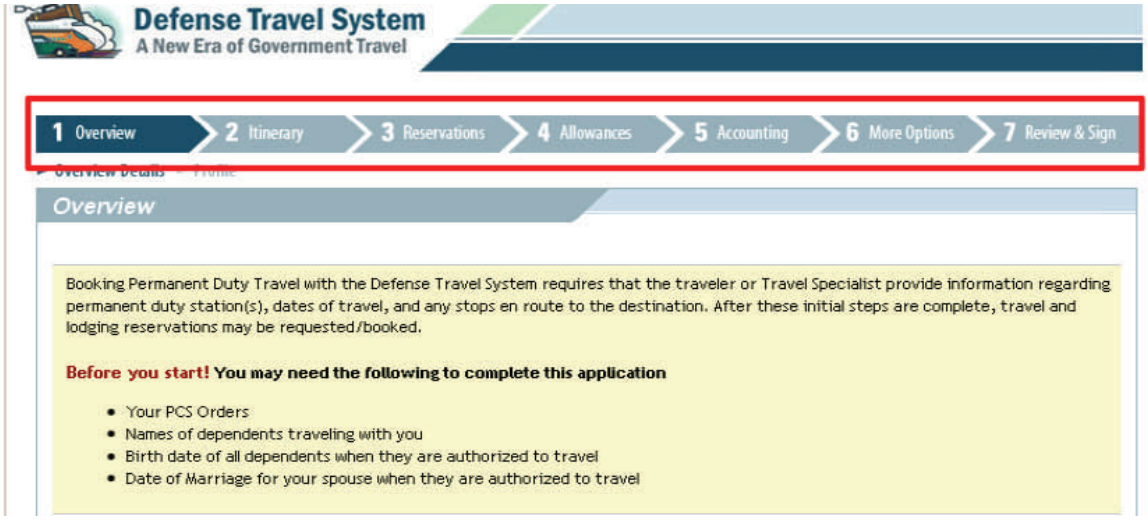
- Family Visitation Travel (FVT)
- Transportation in Personal Emergencies
- Travel for Disciplinary Action
- Emergency Visitation Travel (EVT)
- Convalescent Leave Transportation
- Travel of DODEA Dependent Students for Academic
- Funded Environmental and Morale Leave (FEML) Transportation
- Rest and Recuperation (R&R) Leave and Special Rest and Recuperation (SR&R) Leave Transportation

DTS SCT Special (Non-Standard) Entitlements:

- Cadets/Midshipmen on TDY
- Travel / Transportation when Accompanying Members of Congress or Congressional Staff

UPCOMING DTS ENHANCEMENTS (CONT'D)

Release 7 ~ SEPTEMBER 2009 ~ MILITARY PERMANENT DUTY TRAVEL (PCS/PDT) will incorporate new functionality to facilitate military members' Permanent Duty Travel (PDT).
It will provide members and families an online interface to make PDT and lodging reservations. The functionality will support most facets of PDT to include leave, temporary duty enroute, advances, partial settlements, final payments, and debt collection. With the improved interface, travelers will be able to enter itinerary information to calculate PDT allowances and receive timely payments via split disbursement. The process will support the current accounting structures and provide specialized routing of the PDT documents for review and approval.



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Though functional in DTS fall 2009, DA has stated PDT/PCS WILL NOT be utilized by DA until a pilot phase and review is conducted. Military PDT/PCS will continue to be processed manually until further guidance by DA.
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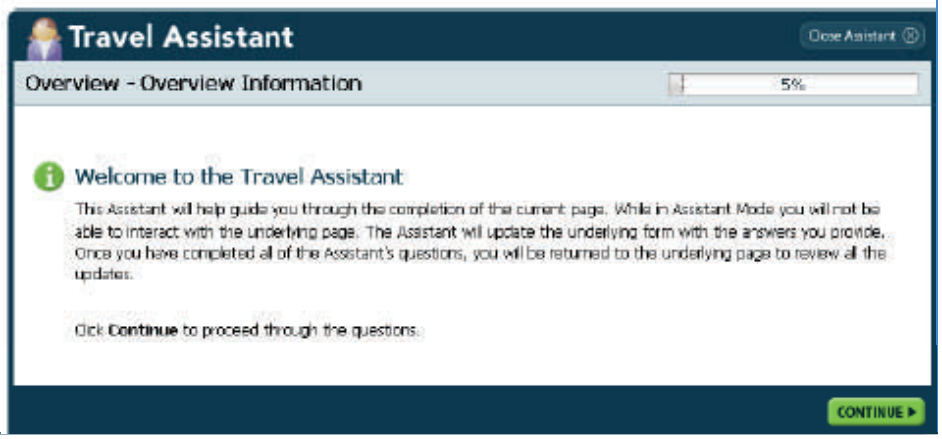
Types of PDT Incorporated in DTS
- Permanent Change of Station (PCS)
- PCS with TDY en route
- Accession Travel
- Separation
- Retirement
- Local PDT moves involving Dislocation Allowance (DLA) and Personally Procured Move (PPM)

New Entitlements to DTS
- Temporary Lodging Expense
- Dislocation Allowance
- Personally Procured Move
- Dependent Allowances
- Monetary Allowance in Lieu of Transportation (MALT)
- MALT Plus
- Vehicle Pickup/Drop off

New Travel Specialist Role
- Assists traveler in creation of PDT authorizations and vouchers
- Added to PDT routing list to review documents prior to Approving Official
  - Verifies entitlements and amounts entered by traveler
  - Allocates appropriate Lines of Accounting (LOAs) to each entitlement
- Specific responsibilities defined by each service

New PDT Travel Assistant
- Provides an interview style method of data gathering for a specific PDT page
- Updates the underlying form based on answers provided by the Traveler / Non-DTS Entry Agent (NDEA)
- Access to the Travel Assistant is optional



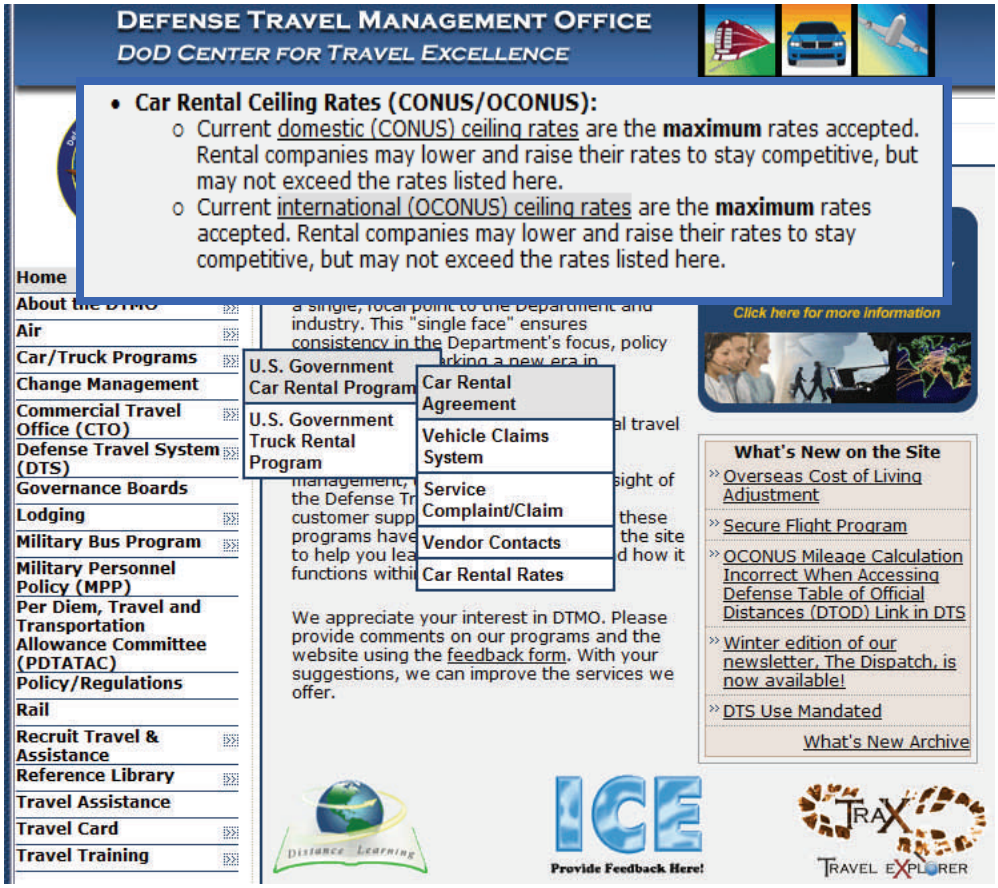
Car Rental Agreement

The transfer of the U.S. Government Rental Car Program from Surface Deployment and Distribution Command to the Defense Travel Management Office was completed in October 2007. Program functionalities such as the current carrier listing and rental car rates will now be provided on the DTMO web page, as will the link to submit an accident/incident claim.

U.S. Government Rental Agreement Number 3 is a joint effort of industry and government to improve the car rental program, currently valued at $325M. The agreement covers all government official business travelers (DoD and Federal agencies) in the contiguous United States and overseas and includes benefits such as competitive rates, unlimited mileage, reduced age restriction and collision damage waiver.

Proposed computer automation for expeditious communication, standardizing data collection and electronic rates submissions has been initiated. What would you like to see added, changed, or removed from the rental car program? Please send your comments to CarRental@dtmo.pentagon.mil or by phone at (703)696-7257.

Being stationed overseas we are still required to utilize the CTO for rental vehicle reservations. You can obtain a list of OCONUS vendors that have rental agreements with the US Government on the DTMO website.



BENEFITS TO USING THE RENTAL CAR CONTRACTS/AGREEMENTS:

- UNLIMITED MILES
- REDUCED AGE RESRTICTION (18+)
- COLLISION DAMAGE WAIVER
- MULTIPLE DRIVERS WITH NO ADDITIONAL COSTS

Car Rental Program FAQs: http://www.defensetravel.dod.mil/Sections/FAQs_CarRental.cfm

U.S. General Services Administration
Federal Supply Service

GSA CITY PAIR PROGRAM

How does the program work?

First, GSA concentrates on the government's market share to make the most of the competition available. The government traveler's responsibility is to use the contract carrier. The government's delivery of market share drives the program. So, to ensure the fares stay favorable, we encourage federal travelers to use the contract carrier.

Second, GSA works with other government agencies to make sure that the federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.

Third, GSA works in partnership with the airline industry and respects their concerns. For example, because the fares are so attractive, the airlines insist that only federal employees traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the government rates. GSA understands and accepts this in order to bring you, the federal traveler, the best value in the sky.

What are the advantages of the program?

- No advance purchases required;
- No minimum or maximum length of stay required;
- Fully refundable tickets and no charge for cancellations or changes;
- YCA fare seating is not capacity controlled as long as there is a coach class seat on the plane, the traveler may purchase it;
- No blackout dates;
- Locked-in fares facilitate travel budgeting;
- Significant discounts over regular walk-up fares; and
- Fares are priced on one-way routes permitting agencies to plan multiple destinations.
-

Who can use it?

The Airfares (City Pair Program) is so attractive that usage is strictly limited. There are a few exceptions, but in general, only federal or military employees on official travel may use the program with an appropriate form of payment. The preferred form of payment is the government travel charge card or centrally-billed account. The acceptance of GTRs is limited to international travel, travel related expenses, and special circumstances for domestic travel. Special circumstances are defined as acts of God, emergency situations, and when purchasing a domestic ticket in the USA in conjunction with travel that originated overseas.

CONTINUED

For Airline City Pair contract airfares, visit Airfares (City Pair Search).

Do I have to use the contract carrier? Won't any airline do?

Federal and military travelers on official business are required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the Airfares (City Pair Program) and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract.

Commercial airfares can be highly volatile, so an exception to the mandatory use requirement allows government travelers to take advantage of any low commercial fares offered by non-contract carriers, if the fares are also offered to the general public. Non-contract fares that are offered only to government travelers (sometimes called "DG" fares) are not included in this exception. Also, if the contract carrier for the particular market offers the lower fare, you still must use them, but at the lower fare. Travelers that use this exception would have to abide by the many restrictions that typically go along with lower commercial fares. Restrictions on discounted commercial fares usually include: non-refundability, change or cancellation fees, minimum or maximum stay requirements or extended calendar blackout periods.

Additional exceptions to the mandatory use requirement are contained in the Federal Travel Regulation (FTR § 301-10.107):

- Space or a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
- The contractor's flight schedule is inconsistent with explicit policies of your federal department or agency with regard to scheduling travel during normal working hours; or
- Rail service is available, and such service is cost effective and is consistent with mission requirements; or

Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal.

Example:	For personal reasons, an employee wants to go to Chicago for several days resulting in the following:
Travel authorization states the official travel as:	From: Atlanta, GA
From: Atlanta, GA	To: Chicago, IL
To: San Francisco, CA and	From: Chicago, IL
Return to Atlanta, GA	To: San Francisco, CA and
	Return to Atlanta, GA

Airline City Pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is $251 with United Airlines. Round trip totals $502.

Since the portion of the itinerary from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the employee is not entitled to use the airline city pair contract fares for this portion of the trip. Commercial fares are applicable to this portion of the trip. The airline city pair contract fare is only applicable to the portion of the trip from San Francisco, CA, to Atlanta, GA, with United Airlines at $251.

NOTE: See Section 301-10.8 of the Federal Travel Regulation for the employee's liability when for personal convenience the employee travels by an indirect route or interrupts travel by a direct route.

REMEMBER: NEVER put your leave location in your itinerary– it IS NOT an official TDY location. The ONLY place your leave location should be reflected on your authorization is in the remarks section of “OTHER AUTHs”