

The Travel Advisor

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Defense Travel System

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/

Government Travel Charge Card

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

gtcc.266@eur.army.mil

Upcoming APC classes:

Bldg 1566, Spinelli Barracks,
Mannheim, 0900-1200

Bldg 3200, Kleber Kaserne

Kaiserslautern, 0900-1200

No class in November

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: 13 Nov, 11 Dec
- ODTA 3-Day Training: 0900-1600: 10-12 Nov, 8-10 Dec
(includes instruction on set up/re-organize an organization hierarchy in DTS)

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

- Approving Officer Training: 0900-1600: 6 Nov, 4 Dec
- ODTA 2-Day Training: 0900-1600: 3-5 Nov, 1-3 Dec

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

- Approving Officer Training: 0830-1500: 19 Nov, 17 Dec
- ODTA 2-Day Training: 0830-1600: 17-18 Nov, 15-16 Dec

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

Defense Travel Management Office (DTMO) Notification-8 October 2009

Problem with Scheduled Partial Payments (SPPs) for travel that began in FY 2009 and end in FY 2010

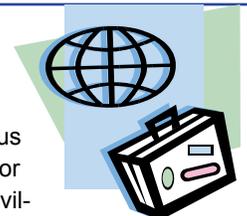
Issue: Incorrect SPP information is being processed for authorizations that include the processing of SPPs that cross into Fiscal Year (FY) 2010 (e.g. Trip dates that extend past 30 September 2009 and require an FY 2010 LOA). For most amendments, the SPP cannot be rescheduled.
Impact: SPPs will not be disbursed to travelers.

Suggested action:

Authorizations that include travel that crosses into FY 2010 should be amended to end on 30 September 2009 and "In Place" selected for the last day on the Per Diem Entitlements screen. A voucher should be created for these authorizations to close out this portion of the travel. The voucher should include any expenses for dates up to and including 30 September 2009. A new authorization should be created starting with 1 October 2009 for the remaining duration of the trip.

Transition of Civilian PCS Travel Reimbursement Mission

Effective 1 January 2010 Defense Finance and Accounting Service - Columbus will assume responsibility for paying all Civilian PCS Travel reimbursements for Department of the Army civilian employees, and all Department of Defense civilian employees formerly supported by the 266th Financial Management Center in Europe. DFAS-CO and 266th FMC personnel began planning the transition in March and meetings were held 10-12 August with leaders from the 266th FMC, DFAS-CO, the Civilian Human Resources Agency – Europe Region leaders, and the Major Commands to lay out the plan. 266th FMC will issue W-2's for taxes withheld from employees who traveled in 2009 in late January, 2010. DFAS-CO will process all RITA's claims for those taxes withheld which are filed in 2010. Coordination will continue to ensure that the transition is as smooth as possible for our customers. Watch for more info-briefs, etc. as this progresses.



DTS STATUS UPDATE 10/8/2009

The series of software patches applied over the last few weeks have addressed issues and improved DTS performance and functionality. At this time, the system is stable and is successfully processing travel documents. As a result the system icon is green.

For updated information pertaining to Defense Travel including DTS please monitor the "NOTICES" section of the DTS homepage.

System Status

DTS

DTS is Available.

EWTS

EWTS is Available.

FY10 Per Diem Rates

Please be advised that as of October 1, 2009, new per diem rates for FY2010 will be in effect. The Meals and Incidental Expense portion of the standard Contiguous United States (CONUS) rate (any location that does not have a specifically defined rate) has increased from \$39 to \$46. The incidental rate has also increased from \$3 to \$5 for all CONUS locations. The lodging portion of the standard CONUS rate remains the same at \$70. For OCONUS, the standard OCONUS ("all places not listed") rate remains the same at \$35 for lodging; \$16 for meals; and \$4 for incidental rate for a maximum of \$55. To check updated per diem rates for a specific location, visit

<http://www.defensetravel.dod.mil/perdiem/perdiemrates.html>.

New rates for CONUS and OCONUS locations have been loaded in DTS. If a travel document has been impacted AND requires further action, a separate notification will be sent to the organizational DTA and traveler.

NEW USERS!



User Activation

Your user account needs to be activated

If you would like your account activated, complete the form below. The form requires that you enter your social security number twice. **Please enter your SSN exactly as it appears in your profile, including any trailing characters (i.e. 123456789 or 987654321R)**

Enter Social Security Number:

Reenter Social Security Number:

If the values entered match an account in DTS, you will automatically be logged in.

Selecting the "Cancel" button will terminate the activation process.

All new travelers to DTS must self-register into the system themselves. When an ODTA creates a traveler through the DTA Maintenance Tool their profile is not automatically pulling the information from the CAC cards and can cause log-in errors for the traveler if information is not identical to the CAC certificates. Self Registering is Easy! The traveler enters their SSN twice,

System recognizes there is no existing profile and prompts the traveler to Self Register.



User Activation

The SSN you typed in does not match any existing record in the system.

If you have an existing profile -- but might have entered the wrong SSN, then [return to User Activation](#) to re-attempt profile activation. **Please note that you must enter your SSN exactly as it appears in your profile, including any trailing characters (i.e. 123456789 or 987654321R)**

Or, if you are a new user with no existing DTS profile, and have been notified to self register, click the "Self Register" button to enter your individual profile data.

Otherwise, select the "Cancel" button to terminate the activation process.

Be sure to provide your travelers with your **Organization's Description** so they select the correct organization of assignment when registering. ODTAs can find this information in the DTA Maintenance Tool > Organizations. Click on UPDATE next to the organization name to view the details of your organization.

Self Registration Data

Site Name: * EUROPE

(Geographic Location; City, Post, Camp or Station where the DTS Org is physically located)

Organization Description: * 266 KCB DEN

(Unit name (i.e., 1/21 Infantry Battalion, 225th Fighter Wing, Operations Group, etc.))



TSA SECURE FLIGHT PROGRAM UPDATE

The Defense Travel System has been modified to meet the requirements of the Transportation Security Administration’s (TSA) Secure Flight Program, which is aimed at enhancing the security of domestic and international commercial air travel using improved watch list matching. Under the program, TSA requires airlines to provide a traveler’s Secure Flight Personal Data (SFPD) via a secure web portal, 72

hours before a flight’s departure. SFPD consists of a traveler’s full name (first, middle, and last) as it appears on their government issued identification, as well as date of birth and gender. Airlines are prohibited from issuing a boarding pass until the SFPD is transmitted and an authorization to print a boarding pass is received from TSA. *(For additional information about TSA’s Secure Flight Program and program FAQs, visit www.tsa.gov/what_we_do/layers/secureflight/index.shtm.)*

Travelers making reservations in DTS will be asked to verify or add their name as it appears on the state or federal government issued identification that the traveler plans to use at airport security, as well as date of birth and gender. In addition, travelers can provide a TSA-issued Redress Number or Known Traveler Number. This information is saved to a traveler’s profile. The system prompts the travelers to verify or update this information for each new authorization with any travel reservations to match the government form of ID used for that trip.

SUMMARY OF NEW DTS FUNCTIONALITY

DTS has been modified to remove “N/A” as a selection option under the *Gender* category in the profile in the DTA Maintenance tool, self registration, document profile and profile validation.

When a user indicates on the Trip Overview screen that reservations are needed for the trip and has made an initial reservation request in the Reservations Module, a “Travel/Ticket Identification” pop-up box will appear. The text fields will automatically pre-populate with information pulled from the traveler’s DTS profile. If a field is blank or incomplete in the traveler’s DTS profile, then the information in the corresponding field of the “Travel/Ticket Identification Information” pop-up box will also be blank.

Users also have the option to add the following supplemental information:

Redress Number – A unique number issued by the Department of Homeland Security (DHS) to facilitate passenger clearance for those who have experienced difficulties during travel security screening and participate in DHS’s Traveler Redress Inquiry Program (TRIP). The field is limited to 13 alpha-numeric characters in accordance with TSA requirements.

Known Traveler Number – A unique number issued by DHS to those who participate in a voluntary program designed to expedite security screening for passengers who are willing to provide biometric and other data, and undergo a security threat assessment. The text box field is limited to 25 alpha-numeric characters in accordance with TSA requirements.

All SFPD information entered in the fields will be saved to a user’s profile if the “Save changes to permanent traveler information” box is checked in the pop-up box. To ensure the information continues to be accurate, each time a user initiates the reservation process or attempts to make travel reservations, the system provides a prompt to verify or update this information.

Travel/Ticket Identification Information

TSA Secure Flight Information

The Transportation Security Administration of the U.S. Department of Homeland Security requires us to collect information from you for purposes of watch list screening, under the authority of 49 U.S.C. section 114, and the Intelligence Reform and Terrorism Prevention Act of 2004. Providing this information is voluntary; however, if it is not provided, you may be subject to additional screening or denied transport or authorization to enter a sterile area. TSA may share information you provide with law enforcement or intelligence agencies or others under its published system of records notice. For more on TSA Privacy policies, or to view the system of records notice and the privacy impact assessment, please see TSA’s Web site at www.tsa.gov.

Please enter the information below to EXACTLY match the state or government issued identification card/document the traveler will be using at airport security. When entering last name, do not include suffixes (e.g., Jr.).

* Last Name:

* First Name:

Middle Name: No Middle Name

* DOB: (MM/dd/YYYY):

* Gender: M F

Redress Number:

Known Traveler Number:

Save changes to permanent traveler information

GTCC News and Highlights

Unauthorized and improper use of Government Charge Cards is receiving widespread publicity in the media. In order to meet Department of Defense and Congressional reporting requirements and to reduce unauthorized charges, the following action is required.

Commanders please be aware effective 17 August 2009 and continuing on or about the 15th of each month, Agency Program Coordinators (APC) must review at least 10% of the Suspect Transactions Report accounts with transactions for validity of the charge, and if not valid, report actions taken by the commander/supervisor. Once reports are completed at unit level they are to be forwarded to the USAREUR & 7th Army HL3 for review. Suspense to the USAREUR Program Manager is the third Monday of each month. Once reviewed and consolidated the report will be forwarded to the Army Program Manager.

Also, the report of completed action taken must be specific, (letter of counseling/reprimand, verbal counseling, etc)

This report is briefed at the Pentagon monthly. Not all commands are currently in compliance with sending this report to the USAREUR Program Manager.

The Department of Defense Travel Charge Card program is a complex program supporting the world's largest group of travelers across the globe.

The DOD has instituted many policies to insure service levels, management, and manual processes and associated reporting where possible. As with all policies it is the intent to inform all DOD cardholders of what could happen if you are 90 days delinquent with Citibank.



SALARY OFFSET

Purpose:

To collect outstanding balances on accounts 126 days or more delinquent.

Criteria:

A due process letter will be sent to the cardholder at 90 days delinquent. The letter will advise intent to submit account for salary offset unless, BALANCE is paid in FULL within 30 days OR, an acceptable repayment plan had been reached between the cardholder and Citi OR cardholder can prove the balance is NOT valid.

Fees:

The associated fee will be added to the balance on the account when it is enrolled in Salary Offset. The current fees are: \$85.00 for accounts reviewed but not enrolled

\$167.00 for enrolled accounts

\$25.00 DFAS processing fee

\$55.00 Citi Administration fees

\$87.00 late fees

Assumptions:

Salary Offset applies to ALL DOD cardholders- Military, civilian, retired. DFAS will calculate the offset start and stop dates, and, the number and amount of payments.

As stated above this is very costly to the cardholder once they become 90 days delinquent.

If you should have any questions please contact your HL4, AOPC.

ACCOUNT MAINTENANCE

A review by CiTi indicates that there 137+K accounts that have never been activated (CRV flag still exists) so DA has instructed CiTi to close the accounts. The accounts will be closed on Monday 28 September 2009. To view the closed accounts, you can have your APCs run and account listing report on Wednesday and pull only closed accounts. If future mission requirements warrant the issuance of a GTCC, a new application will have to be submitted.