



Department of Defense

INSTRUCTION

NUMBER 5154.31, Volume 3
October 16, 2015

USD(P&R)

SUBJECT: Commercial Travel Management: Defense Travel System (DTS)

References: See Enclosure 1

1. PURPOSE

a. Instruction. This instruction is composed of several volumes, each containing its own purpose. The purpose of the overall instruction, in accordance with the authority in DoD Directive 5124.02 (Reference (a)), is to establish and implement policy, assign responsibilities, and provide procedures regarding the commercial travel program within the DoD.

b. Volume. This volume:

(1) Establishes policy, assigns responsibilities, and provides procedures for the functional management of the DTS.

(2) In accordance with the authority in Reference (a):

(a) Renames and reissues Chapter 2 of Volume 9, DoD 7000.14-R, "DoD Financial Management Regulation" (Reference (b)) as the DTS Regulations (Reference (c)).

(b) Incorporates and cancels an Under Secretary of Defense for Personnel and Readiness memorandum (Reference (d)).

2. APPLICABILITY. This volume applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this volume as the "DoD Components").

3. POLICY. It is DoD policy that the DTS is the single online travel system used by the DoD. This policy applies to all travel functions currently supported by the DTS and those supported in the future, as they become available.
4. RESPONSIBILITIES. See Enclosure 2.
5. PROCEDURES. See Enclosure 3.
6. RELEASABILITY. **Cleared for public release**. This volume is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.
7. EFFECTIVE DATE. This volume is effective October 16, 2015.



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Acting Under Secretary of Defense
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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- (b) DoD 7000.14-R, “Department of Defense Financial Management Regulation (FMR),” current edition
- (c) Defense Travel System Regulations, current edition¹
- (d) Under Secretary of Defense for Personnel and Readiness Memorandum, “Mandatory Use of the Defense Travel System (DTS),” March 28, 2008 (hereby cancelled)
- (e) DoD Directive 5100.87, “Department of Defense Human Resources Activity (DoDHRA),” February 19, 2008
- (f) Joint Travel Regulations, “Uniformed Service Members and DoD Civilian Employees,” current edition
- (g) Title 31, United States Code
- (h) Section 2773a of Title 10, United States Code

¹ Available at: <http://www.defensetravel.dod.mil/index.cfm>

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY. Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, in accordance with DoD Directive 5100.87 (Reference (e)), and in addition to the responsibilities in section 4 of this enclosure, the Director, Department of Defense Human Resources Activity:

- a. Develops, implements, and monitors procedures to manage the DTS.
- b. Has operational oversight of the Defense Travel Management Office (DTMO) in implementing DTS-related functions. (See Enclosure 3).
- c. Provides budget management and other administrative, facility, and logistic support for DTMO operations described in Enclosure 3 of this volume.
- d. Provides fiscal management and oversight such that all funds provided for DTMO are separately and visibly accounted for in the DoD budget.

2. UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF FINANCIAL OFFICER, DEPARTMENT OF DEFENSE. The Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense verifies that:

- a. The DTS is compliant with all DoD fiscal policies at the request of the USD(P&R).
- b. Reference (c) is in accordance with policies and procedures prescribed in this instruction.

3. DIRECTOR, DEFENSE FINANCE AND ACCOUNTING SERVICE. Under the authority, direction, and control of the Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense and in addition to the responsibilities in section 4 of this enclosure, the Director, Defense Finance and Accounting Service, provides auditing support to verify the DTS disburses allowance payments in accordance with the Joint Travel Regulations (Reference (f)).

4. DoD COMPONENT HEADS. The DoD Component heads:

- a. Oversee Component implementation of the requirements of Reference (c) as relating to this volume.
- b. Properly train Component DTS users on the operation and management of the DTS.

- c. Issue Component policies and procedures to manage the DTS.
- d. Must appoint certifying officials in accordance with section 3325 of Title 31, United States Code (Reference (g)) and Volume 5 of Reference (b).
- e. May appoint departmental accountable officials in accordance with section 2773a of Title 10, United States Code (Reference (h)) and Volume 5 of Reference (b).

ENCLOSURE 3

DTMO FUNCTIONS

The DTMO:

- a. Provides functional requirements and specifications for the DTS in accordance with Volume 1 of this instruction.
- b. Develops, coordinates, and maintains Reference (c).
- c. Verifies Reference (c) is compliant with regulations prescribed in Reference (f).

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

DTMO	Defense Travel Management Office
DTS	Defense Travel System

PART II. DEFINITIONS

Unless otherwise noted, these terms and definitions are for the purposes of this volume.

certifying official. The DoD Component head concerned or an officer or employee of the Component having written authorization from the Component head to certify vouchers in accordance with section 3528(a) of Reference (h).

commercial travel. Defined in Volume 1 of this instruction.

departmental accountable official. Defined in Reference (h).

DTS. A fully integrated, automated, end-to-end travel management system that enables DoD travelers to create authorizations (e.g., temporary duty travel orders), prepare reservations, receive approvals, generate travel vouchers, receive travel reimbursements in their personal bank account, and submit payments to the GTCC vendor.

DTS users. All personnel involved in the operation and management of the DTS. DTS users include, but are not limited to, travelers, certifying officers, authorizing officials, centrally billed account specialists, debt management monitors, defense travel administrators, and administrative personnel.