



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY**  
**FINANCIAL MANAGEMENT AND COMPTROLLER**  
109 ARMY PENTAGON  
WASHINGTON DC 20310-0109

September 30, 2010

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Defense Travel System (DTS) Policy Emphasis for Certifying officers, Accountable Officials, and Non-DTS Entry Agents**

1. DTS certifying officer and departmental accountable official responsibilities are defined in DoDFMR Volume 5, Chapter 33, and Volume 9, Chapter 2. The responsibilities include providing accurate and timely data and services to approvers (Authorizing Official/Certifying Officers), as well as ensuring payments are supported, legal, and correct.
2. A Non-DTS Entry Agent (NDEA) is a military member or Department of Defense civilian employee and designated in writing for the input of trip requests and claims for reimbursement in the DTS for other travelers (refer to DoDFMR Volume 9, Chapter 2). An NDEA may only sign vouchers for travelers who do not have reasonable access to DTS upon receipt of a signed DD 1351-2 and supporting documentation for the claim. The use of an NDEA must not be utilized as a routine practice.
3. DTS certifying officers, accountable officials, and NDEAs must successfully complete the Certifying Officer Legislation (COL) training prior to appointment of designated DTS role. Effective immediately, all DTS certifying officers, accountable officials, and NDEAs must complete COL refresher training on an annual basis.
4. Knowledge of Joint Travel Regulation (JTR) and Joint Federal Travel Regulation (JFTR) policy is essential for all DTS users.
5. DD Form 577, Appointment/Termination Record, dated January 2004 or later, shall be used to appoint NDEAs, Army certifying officers and accountable officials (DoDFMR Volume 5, Chapter 33, Paragraphs 330501, and 330505). Army accountable officials must also be notified in writing by letter of designation that apprises them of pecuniary liability for illegal, improper, or incorrect payments that result from negligent performance of duties (DoDFMR Volume 5, Chapter 33, paragraph 330505).
6. Organization Defense Travel Administrators (ODTAs) will conduct periodic reviews of appointment documentation for personnel serving as NDEAs. The frequency of the reviews will not be less than one time per 12-month period and system profiles will be changed for those personnel not authorized to serve as NDEAs. The DTS Army Office will conduct follow up evaluations to ensure compliance and NDEA access will be removed if proper documentation is not provided.
7. My point of contact for this action is Ms. Sharon Holcombe, (703) 693-2893, email: [sharon.holcombe@us.army.mil](mailto:sharon.holcombe@us.army.mil).

  
John J. Argodale  
Deputy Assistant Secretary of the Army  
(Financial Operations)

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