



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON YONGSAN - CASEY
UNIT #15333
APO AP 96205-5333

IMYN-ZA

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UNITED STATES ARMY GARRISON YONGSAN – CASEY POLICY LETTER # 31

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Travel

1. **REFERENCES:** Memorandum, HQ, IMCOM, IMCG, 13 January 2015, Subject: Installation Management Command, Headquarters, Region and Army Environmental Command Travel Policy.

2. **PURPOSE:** This internal SOP outlines the regulations, policies, roles, responsibilities, and procedures for personnel to accomplish authorized travel or Temporary Duty (TDY).

3. **DISCUSSION:** The expenditure of government funds in the current fiscal environment for TDY travel must be evaluated against a standard of mission criticality, weighing the mission-related need for the travel and the benefits for the Army.

a. The expenditure of TDY funds is highly visible and subject to close scrutiny. TDY travel is mission support and is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing the AO must choose that method.

b. When TDY is authorized, both the traveler and approving official will ensure that the TDY is accomplished by the most economical means possible. For discretionary authorizations (such as rental cars), only those expenditures that are necessary to accomplish the mission should be authorized. Cost savings must be a consideration in every authorizing decision. Government vehicles should be used when available and practical.

c. Leaders will ensure that only mission-critical TDY is requested and approved.

4. **APPLICABILITY:** This policy applies to all USAG Yongsan personnel, for travel funded with either appropriated or non-appropriated funds. "Mission Critical", as defined in paragraph 5a, is the standard to be applied in all cases.

5. **POLICY:** Authorized TDY includes the following:

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a. "Mission Critical" TDY. This is travel/TDY without which significant mission degradation would occur. It must be determined that the mission cannot be accomplished via VTC, DCO, or conference call. Exceptions for travel that does not meet the definition of "Mission Critical" can only be approved on a case-by-case basis by the Commander or Deputy to the Garrison Commander (DGC).

b. Certification Training. This is TDY related to legally or professionally-required certification training (e.g., environmental certification, engineering certifications, etc.) required as an element of the employee's position.

c. Conference Travel. Conference Travel is subject to strict scrutiny and may only be authorized in accordance with (IAW) DOD, DA, and IMCOM conference attendance policies, subject to approval at the level established in these authorities depending on the nature of the conference and the cost associated with attendance at the event.

6. Approval

a. Garrison approval hierarchy is as follows:

(1) The Garrison Commander or Deputy Garrison Commander (DGC) will be the Approving Official (AO) for all travel authorizations for Command Group, Directors, and the HHC Commander.

(2) Directors will be delegated authority as AO for their subordinate personnel on a DD Form 577 (Signature Card) after completion of required training listed in paragraph 8b. DD Form 577s will expire one year from the date AO completed required annual training.

(3) In no case may subordinates serve as AO for the TDY of their supervisors or anyone above them in the chain of command.

7. Responsibilities

a. AOs will:

(1) Review Defense Travel System (DTS) authorizations (or DD Form 1610 for KN personnel) for their personnel.

(2) Ensure that the appropriate funds are used.

(3) Ensure that all subordinate personnel travel is required, efficient, and meets all travel regulations, policies, and procedures.

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(4) Ensure compliance with Internal Control Evaluation Checklists (Encl 1) when authorizing travel and approving vouchers.

(5) Ensure compliance with Audit Readiness Statement of Budgetary Resources (SBR) 12.05 (Unprocessed Voucher Reconciliation) requirements which includes a monthly review, signature, and dates of the DTS reports "Unsubmitted Voucher List" and "Routing Status Report for Vouchers".

b. Travelers will:

(1) Obtain proper approvals for travel as outlined in this policy.

(2) File vouchers within five business days upon completion of official travel.

(3) Attach receipts and documentation to the voucher to support claims for reimbursement IAW the requirements of the Joint Travel Regulations.

c. Supervisors will:

(1) Ensure that subordinate personnel complete required training to the Garrison DTAs and maintain records of training completion.

(2) If delegated authority as an Approving Official (AO), submit copies of their Appointment Letter, DD Form 577, and initial and annual training to the Garrison DTA in order to be set up in DTS as an AO.

d. DTS Administrators (DTAs) will maintain file copies of DD Form 577s and training certifications for AOs. They will also assist users with DTS as needed.

e. The Garrison Internal Review office will review Garrison travel as part of their annual DTS internal controls review to ensure compliance with all travel regulations and policies.

f. Ensure that employee files a travel voucher with five business days after completion of official travel.

8. Documentation and Training

a. DTS Users are required to complete the following training:

(1) DTS (Basic) – About DTS (one-time training).

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(2) DTS (Basic) – DTS Travel Documents (DTS 101) (one-time training).

(3) Programs and Policies – Travel Policies (one-time training).

b. Approving Officials. In addition to having a delegation letter and an executed DD Form 577 (Signature Card), AOs are required to complete the following training:

(1) Training for Accountable Officials and Certifying Officers (annual training).

(2) The DTS Approval Process (one-time training).

(3) Fiscal Law – Comptrollers’ Accreditation Course (<https://jagu.army.mil>) (required every three years).


c. DTS training and demonstrations are located at the DTMO Explorer (TraX) website, <https://www.defensetravel.dod.mil/site/training.cfm>. Copies of training completion certifications must be provided to the designated Garrison DTS Administrator before the use of DTS.

9. Resources

a. The Defense Travel Management Office (DTMO) website: <https://www.defensetravel.dod.mil/index.cfm>.

b. The Garrison DTS Administrator (DTA) is Mr. Han Kwang Mo, DRM, Budget Branch, 738-6905. Alternate DTA is Ms. Pak, Chong Hui, 738-6505.

10. The staff proponent for this policy is the Director, Resource Management. Questions concerning this policy can be addressed to the Budget Officer at DSN 738-6942.



MONICA P. WASHINGTON
COL, LG
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