



# Defense Travel System Labor Relations Guide



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**Defense Travel System  
Program Management Office**

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(updated)

## **1. PURPOSE**

The purpose of this guide is to describe the labor relations' issues Department of Defense (DoD) Components may encounter in implementing the Defense Travel System (DTS) at the post, camp, station and base levels. This information is intended for your use as a tool in working with local union representatives at each site where DTS will be implemented. Your local practices and collective bargaining agreements will determine specific bargaining obligations at each site. You should work closely with your Service/Agency management employment relation's specialist in determining appropriate and necessary steps in working with your labor relation's representative.

## **2. BACKGROUND**

Unions have been involved with the DTS at the National level from the beginning of the planning process for the system. In early 1998, the unions represented on the Defense Partnership Council (DPC) were provided the DTS Concept of Operations. In late 1998 and early 1999, the DTS Program Management Office (PMO) again met with and briefed the unions represented on the DPC to ensure they were up to date on the progress of the implementation of DTS and to provide an overview of DTS functionality. The PMO also sent a representative to visit a number of DoD Components' locations to gather input to aid in development of this guide. At the same time, the PMO requested information from the DoD Components regarding potential issues during deployment of the system. As a result, the PMO has prepared this guide to serve as a read ahead package to be forwarded to the local management representative prior to implementation of DTS. Although we have notified the National Unions, actual negotiations may have to be conducted at the level of exclusive recognition.

## **3. UNION AGREEMENTS**

Though unions are involved at the DoD level, a separate obligation exists to deal with unions holding exclusive recognition for the over 1500 bargaining units within the Department. Most of these units are at the activity or installation level, but a few exist at the major command or agency level. Managers must ensure that they meet any bargaining obligations prior to

deployment of DTS at each site. Usually this means that management must advise the union of the intended change and give the union a reasonable amount of time to review the information and make its view known, which may result in a request to bargain the deployment of DTS. The Human Resources Office at each location will be able to provide information on the extent of this obligation.

There are likely few collective bargaining agreements, if any that specifically mention the travel management process. Where such agreements exist, they must be honored until they expire and are renegotiated even if they conflict with DTS. This does not, however, preclude the parties to the agreement from agreeing to reopen the agreement to bring it into compliance with DTS. The union is not generally required to do so, though your collective bargaining agreement may provide otherwise. And, as discussed earlier, even where there is no agreement, management may not implement DTS prior to satisfying any bargaining obligations. This may impact the implementation date for the DTS changes at a particular location.

#### **4. DISTRIBUTION OF INFORMATION**

To facilitate implementation of DTS, we recommend that unions be continually informed about the progress of DTS. They should be involved in meetings held in preparation for implementation and be provided access to the most current deployment schedule. They should also be kept up to date on any regulatory changes involving travel procedures, the official government charge card program and any new procedures to be implemented along with the deployment of DTS. DoD Component representatives should include guidance in their overall DTS procedures on treatment of infrequent government-funded travel. They should ensure that the union representatives understand DTS is a significant quality of life issue; the Return on Investment from DTS at the local level; and the benefits DTS provides to bargaining unit members (quicker, more accurate reimbursement, more choices in making arrangements, knowledge of entitlement before travel, etc.). Emphasis should be placed on the fact that less time will be spent on travel administration, there will be decentralized control of budgets, and travelers will receive faster reimbursement for expenses incurred while performing official travel.

## **5. TRAINING**

It is highly recommended that union representatives be invited to participate in any training that is conducted.

## **6. JOB CLASSIFICATIONS**

It is the DoD Components' responsibility to ensure that position descriptions are updated where necessary to include new responsibilities for DTS. Where the position descriptions are for positions in the bargaining unit, bargaining obligations must be satisfied.

## **7. POTENTIAL ITEMS OF INTEREST:**

The following items are topics about which the union representatives have already expressed a high degree of concern:

- a. Authorizing Official (AO) operating as Certifying Officer (CO) – Previously, certifying officers were part of the finance community. Under DTS, much of the responsibility for managing travel will be placed with the first-line supervisors in the capacity of an Authorizing Official. Many of these responsibilities are already inherent in current duties but are laborious and cumbersome. The DTS will provide automated tools to make this job easier. Supervisors will have more autonomy over their subordinates' travel.
- b. Pecuniary liability (31 USC 3528) – Under the new Certifying Officer legislation, certain DoD employees become pecuniarily liable for negligence when improperly certifying vouchers for payment. This legislation affects areas other than travel, such as signing receiving reports and IMPAC card purchases, but these changes will be most visible with DTS.
- c. Receipt Retention – The new requirement for individual employees to maintain their receipts for 4 years initially appears onerous. However, the requirement to maintain receipts for DTS differs little

from the requirement to keep receipts for income tax purposes. In fact, it is an Internal Revenue Service Procedure which mandates travelers keep their receipts.<sup>1</sup>

- d. DoD PKI/Security of PKI Disks –The Federal Government through the Government Paper Elimination Action (GPEA - Oct 1998), is moving into a paperless, seamless world of Electronic Commerce (EC). The primary mechanism for EC is through the use of a digital signature (diskette) and the DoD Public Key Infrastructure (PKI), which supports it.

Personnel will be required to use a digital signature for Identification and Authentication (I&A) for computer system access and to 'sign' legal documents. For the DTS, a digital signature will be required to book travel, to validate travel expenses, and to approve voucher payments. Individuals will be responsible for maintaining proper security of their digital signature diskette. The DTS currently uses the DoD PKI Class 3 software token (diskette) for digital signature and the Common Access Card (CAC). Please note, that until the full transition to CAC is completed, the DTS must be able to handle both type of digital signature media (i.e. diskette and CAC).

- e. Government Travel Charge Card Program – Many employees have traditionally received non-Automated Teller Machine (ATM) cash advances for travel and may well view them as an entitlement. Under this program, employees' ability to receive non-ATM cash advances will be severely curtailed. Further, the program provides for withdrawal of government charge card privileges and possible disciplinary measures if misuse of the card is substantiated. These may create a number of concerns including whether employees will have access to additional funds while traveling and the consequences of misuse of the card.
- f. Implementation of Public Law 105-264 – Travel and Transportation Reform Act of 1998 – October 19, 1998 – Effective July 16, 1999, the interim rule amending the Federal Travel Regulation (FTR)

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<sup>1</sup> DoD Financial Management Regulation, Volume 9, Chapter 2, September 2000 (Draft), may change this requirement back to the original requirement of 6 years 3 months for all necessary receipts.

provisions pertaining to payment by the Government of expenses connected with official Government travel was published. This law requires Federal employees to use the travel charge card, or any Federal contractor-issued travel charge card, for most payments of expenses of official government travel. These policies are effective immediately and will be applied to travel payments for travel beginning after April 30, 2000, within the DoD.

- g. Infrequent Travelers – Infrequent travelers have traditionally not been given access to government travel charge cards in many commands. Also, infrequent travelers might have difficulties understanding the new travel procedures, and fail to plan sufficiently far in advance of travel. Understanding the full capabilities of each part of the “system,” training and proper operation of DTS will mitigate the items mentioned above. Simplified entitlements and the compliancy checks embedded in DTS enable travelers and AOs to better understand the rules governing travel. Effective use of DTS will overcome many potential union concerns.
- h. Defense Travel System-Limited (DTS-L) has been fielded at specific sites to facilitate the implementation of full DTS. All references included in this guide also apply to DTS-L.

## **7. ADDITIONAL INFORMATION**

The following list is provided for your assistance in obtaining additional information regarding DTS and other travel related topics:

Program Management Office, DTS  
(Training materials, Concept of  
Operations, deployment schedules,  
links to other DoD Sites)

Worldwide Web:  
[www.defensetravel.osd.mil](http://www.defensetravel.osd.mil)  
Phone: (703) 607-1498 (DSN 327)  
FAX: (703) 602-8570 (DSN 332)  
E-Mail: [pmodts@osd.pentagon.mil](mailto:pmodts@osd.pentagon.mil)  
Mailing Address:  
Crystal Square 4, Suite 100  
1745 Jefferson Davis Highway  
Arlington, VA 22202-3402

Service/Agency POCs:

Army	DTS-Army Office (703) 602-1954 Army Reengineering Worldwide Web: <a href="http://www.asafm.army.mil/fo/tre/tre.htm">www.asafm.army.mil/fo/tre/tre.htm</a>
Navy	Ms. Cheryl Stevens (703) 604-9912 Defense Travel System Page: <a href="http://www.n4.hq.navy.mil/n41/ntrbas01.nsf">www.n4.hq.navy.mil/n41/ntrbas01.nsf</a>
Air Force	Mr. Dale Stokes (703) 614-8253 Air Force Reengineering Worldwide Web: <a href="http://www.safm.hq.af.mil/SAFFM/travel/aftravel.html">www.safm.hq.af.mil/SAFFM/travel/aftravel.html</a>
Marine Corps	MC DTS Program Manager (703) 784-9388 Defense Travel System Page: <a href="http://tripoli.manpower.usmc.mil/WEB/Manpower/MANPOWER.nsf/mp/dts">tripoli.manpower.usmc.mil/WEB/Manpower/MANPOWER.nsf/mp/dts</a>
DFAS	Michael A. DiVittorio (703) 607-5025 Travel Page: <a href="http://www.dfas.mil/money/travel/">www.dfas.mil/money/travel/</a>
DLA	Ms. Deborah Beckner (703) 767-3622 Travel Page: <a href="http://www.supply.dla.mil/travelpage/index.htm#Travel">www.supply.dla.mil/travelpage/index.htm#Travel</a>
DISA	LTC Georgia Bouie (703) 681-1339
General Services Administration Travel	Worldwide Web: <a href="http://www.policyworks.gov/travel">www.policyworks.gov/travel</a>
DoD Travel Charge Card Program Management Office	Mr. Steven Johnson (703) 607-5050

Finance Policy Directorate  
(DoD Financial Policy)

Mr. Ron Massengill  
(703) 697-1101

Per Diem, Travel and Transportation  
Allowances Committee

Mr. Bill Tirrell  
(703) 325-1437  
PDTATAC Web Site:  
[www.dtic.mil/perdiem](http://www.dtic.mil/perdiem)

## **9. SUMMARY**

It is the responsibility of each DoD Component to ensure that the union representatives at each site are kept apprised of the implementation of DTS. To facilitate this, the following points are provided to help smooth the way for deployment:

- Keep local unions informed of the implementation of DTS at each state of implementation and satisfy any bargaining obligations.
- Emphasize Quality of Life benefits of DTS in discussions with the unions and to bargaining unit members.
- Invite unions to participate in training.
- Update position descriptions where necessary and appropriately classify the revised position.
- Distribute DTS deployment schedule.
- Understand the laws, regulations, and policies governing DoD travel.
- Keep the unions involved!

As DTS is implemented, it is important that the lines of communication among the PMO, DoD Component, Labor Relations representatives, and union representatives remain open. This will help to quickly identify issues, inform all participants of new policies and procedures, and avoid misunderstandings.

<b><u>Topic</u></b>	<b><u>WEB Address</u></b>
<b>Accountable Officer/Certifying Official Information</b>	<a href="http://www.dtic.mil/comptroller/fmr/05/05_33.pdf">http://www.dtic.mil/comptroller/fmr/05/05_33.pdf</a>
<b>Acronyms and Definitions</b>	<a href="http://www.dtic.mil/travelink/industry/acrodef.html">http://www.dtic.mil/travelink/industry/acrodef.html</a>
<b>Congressional Travel Report</b>	<a href="http://www.dtic.mil/dodtravel/CongressionalReport.html">http://www.dtic.mil/dodtravel/CongressionalReport.html</a>
<b>DTS Communications Information</b>	<a href="http://www.defensetravel.osd.mil">http://www.defensetravel.osd.mil</a>
<b>DTS CONOPS</b>	<a href="http://www.defensetravel.osd.mil">http://www.defensetravel.osd.mil</a>
<b>DTS Training Conops</b>	<a href="http://www.defensetravel.osd.mil">http://www.defensetravel.osd.mil</a>
<b>DTS Users Guide</b>	<a href="http://www.defensetravel.osd.mil">http://www.defensetravel.osd.mil</a>
<b>DoD FMR, Volume 5</b>	<a href="http://www.dtic.mil/comptroller/fmr/05/index.html">http://www.dtic.mil/comptroller/fmr/05/index.html</a>
<b>DoD FMR, Volume 9</b>	<a href="http://www.dtic.mil/comptroller/fmr/09/index.html">http://www.dtic.mil/comptroller/fmr/09/index.html</a>
<b>JFTR, Volume 1</b>	<a href="http://www.dtic.mil/perdiem/jftr.html">http://www.dtic.mil/perdiem/jftr.html</a>
<b>JTR, Volume 2</b>	<a href="http://www.dtic.mil/perdiem/jtr.html">http://www.dtic.mil/perdiem/jtr.html</a>
<b>TRW Training Info</b>	<a href="http://www.defensetravel.com/">http://www.defensetravel.com/</a>
<b>PDTATAC Web Site</b>	<a href="http://www.dtic.mil/perdiem">http://www.dtic.mil/perdiem</a>
<b>US Army Travel Reengineering Information</b>	<a href="http://www.asafm.army.mil/fo/tre/tre.htm">http://www.asafm.army.mil/fo/tre/tre.htm</a>
<b>US Navy Defense Travel System Page</b>	<a href="http://www.n4.hq.navy.mil/n41/ntrbas01.nsf">http://www.n4.hq.navy.mil/n41/ntrbas01.nsf</a>
<b>USAF Travel Reengineering Information</b>	<a href="http://www.saffm.hq.af.mil/SAFFM/travel/aftravel.html">http://www.saffm.hq.af.mil/SAFFM/travel/aftravel.html</a>
<b>USMC Defense Travel System Page</b>	<a href="http://tripoli.manpower.usmc.mil/WEB/Manpower/MANPOWER.nsf/mp/dts">http://tripoli.manpower.usmc.mil/WEB/Manpower/MANPOWER.nsf/mp/dts</a>
<b>DFAS Travel Page</b>	<a href="http://www.dfas.mil/money/travel/">http://www.dfas.mil/money/travel/</a>
<b>DLA Travel Page</b>	<a href="http://www.supply.dla.mil/travelpage/index.htm#Travel">http://www.supply.dla.mil/travelpage/index.htm#Travel</a>
<b>General Services Administration Board of Contract Appeals</b>	<a href="http://www.gsbca.gsa.gov">http://www.gsbca.gsa.gov</a>
<b>GSA Travel, Fleet, Purchase Cards, Integrated Payment Systems</b>	<a href="http://www.gsa.gov">http://www.gsa.gov</a>
<b>General Service Administration Travel Homepage</b>	<a href="http://www.policyworks.gov/travel">http://www.policyworks.gov/travel</a>
<b>Federal Travel Regulation</b>	<a href="http://www.policyworks.gov/fttr">http://www.policyworks.gov/fttr</a>
<b>General Accounting Office</b>	<a href="http://www.gao.gov">http://www.gao.gov</a>
<b>Foreign Per Diem Rates and Department of State Regulations</b>	<a href="http://www.state.gov">http://www.state.gov</a>
<b>City-Pair Fares</b>	<a href="http://fss.gsa.gov/services/citypairs/citypairs-btm.html">http://fss.gsa.gov/services/citypairs/citypairs-btm.html</a>
<b>Federal Emergency Management Agency</b>	<a href="http://www.usfa.fema.gov/hotel/index.htm">http://www.usfa.fema.gov/hotel/index.htm</a> <a href="http://www.usfa.fema.gov/hotel/contact.htm">http://www.usfa.fema.gov/hotel/contact.htm</a>
<b>Defense Travel System (PMO-DTS)</b>	<a href="http://www.defensetravel.osd.mil">http://www.defensetravel.osd.mil</a>