



**DEFENSE TRAVEL
MANAGEMENT OFFICE**



Defense Travel System
A New Era of Government Travel

What Happened to the DTS Document Processing Manual?

I. BACKGROUND

The short answer to the title question is that we (the DTMO) separated the subjects covered by the DTS Document Processing Manual (DPM) into individual documents. Each document focuses on a single subject, without additional, unnecessary information.

We did this because over the years:

- The DPM slowly evolved into a very large document covering many related but largely independent subjects – some used by only a very small number of people.
- A steady stream of customer feedback regularly asked us to create smaller documents to replace the DPM.
- Our web-based training (WBT) modules now include more robust content than ever, providing a user-friendly environment that simulates using actual DTS screens. These improvements supplement, and in many cases duplicate, information in the DPM. Our WBT modules are used at a very high rate throughout the travel enterprise.

As you will see, the new documents are far easier to use than the DPM. In addition, to ensure that all the information that used to reside in the DPM remains easy to find, each new document provides a reference page at the end to guide you to other available documents that address related topics.

II. NEW DOCUMENTS

The new documents cover all the topics previously included in the DPM. Tables 1 & 2 below map the content from the DPM to the new documents.

You can view any of the new documents by selecting the URL or copying it into the browser of your choice. All documents are also available through the DTMO website.

Table 1: Guides

Old DPM Chapter	Subjects Covered	New Document Title	URL
1 & Appx A	Log on / off, non-document processing actions, Welcome screen, navigation, help	DTS Guide 1: Getting Started	http://www.defensetravel.dod.mil/Docs/DTS_Guide_1_Getting_Started.pdf
2	Create an authorization: overview, modules & screens	DTS Guide 2: Authorization	http://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf
3	Create a group authorization: Only information unique to group authorizations (e.g., document lock, distribute expenses)	DTS Guide 5: Group Authorization	http://www.defensetravel.dod.mil/Docs/DTS_Guide_5_Group_Authorization.pdf
4	Create a voucher: Only information unique to vouchers (e.g., GTCC upload, payment totals)	DTS Guide 3: Voucher	http://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf
5	Create a local voucher: Only information unique to local vouchers (e.g., local mileage, copy expenses)	DTS Guide 4: Local Voucher	http://www.defensetravel.dod.mil/Docs/DTS_Guide_4_Local_Voucher.pdf
6	Route and review: All Route and Review actions taken in DTS	Merged into the existing <i>Desktop Guide for Authorizing Officials</i>	https://www.defensetravel.dod.mil/Docs/Training/AO_CO_Guide.pdf
11	SCT: Details of each reason to travel identified in JTR	Special Circumstances Travel Guide	http://www.defensetravel.dod.mil/Docs/Special_Circumstances_Travel_Guide.pdf

Table 2: Information Papers

Old DPM Chapter	Subjects Covered	New Document Title	URL
1	DTS defined, features & benefits, trip planning	DTS Background information Paper	http://www.defensetravel.dod.mil/Docs/DTS_Background_Information_Paper.pdf
2	Trip template	DTS Trip Template Information Paper	http://www.defensetravel.dod.mil/Docs/Trip_Template_Information_Paper.pdf
2	Partner system documents	Import/Export Information Paper	http://www.defensetravel.dod.mil/Docs/Import_Export_Information_Paper.pdf
2	Permissive travel	Permissive travel Information Paper	http://www.defensetravel.dod.mil/Docs/Permissive_Travel_Information_Paper.pdf
2	Dependent travel	Dependent travel Information Paper	http://www.defensetravel.dod.mil/Docs/Dependent_Travel_Information_Paper.pdf
2	Renewal Agreement Travel	Renewal Agreement Travel Information Paper	http://www.defensetravel.dod.mil/Docs/Renewal_Agreement_Travel_Information_Paper.pdf
2 & 7	Adjustments & Amendments	Adjustments & Amendments Information Paper	http://www.defensetravel.dod.mil/Docs/Adjustments_and_Amendments_Information_Paper.pdf
2 & 6	Self-Approving Official	Self-Approving Official Information Paper	http://www.defensetravel.dod.mil/Docs/Self-Approving_Official_Information_Paper.pdf
2 & 6	Foreign Military Sales	Foreign Military Sales Guide	http://www.defensetravel.dod.mil/Docs/Foreign_Military_Sales_Information_Paper.pdf
9	Constructed Travel	TBD: CTW Instructions or Information Paper	http://www.defensetravel.dod.mil/Docs/Constructed_Travel_Information_Paper.pdf
10	Cancellation Procedures	TBD: Cancellation Procedures Trifold or Information Paper	http://www.defensetravel.dod.mil/Docs/Cancellation_Procedures_Information_Paper.pdf