



DEFENSE TRAVEL MANAGEMENT OFFICE

Change Request Submission Process

I. Overview

The standard change management process outlines the requirements for submitting changes to the Defense Travel System (DTS). A member of the Defense Travel Advisory Panel (DTAP) submits the proposed Change Request (CR) to the Defense Travel Management Office (DTMO) on a [Change Request \(CR\) form](#). The DTAP is comprised of military and civilian Department of Defense (DoD) officials at the rank of O-6/GS-15/GS-14 or equivalent level, representing the following organizations:

- Defense Travel Management Office (Deputy Director, Co-Chair)
- Defense Manpower Data Center (PMO-DTS Program Manager, Co-Chair)
- Service Financial Management and Comptroller representatives
- PDTATAC DoD Services' Military Advisory Panel and Civilian Advisory Panel members
- Defense Information Systems Agency
- Defense Logistics Agency
- Defense Finance and Accounting Service
- U.S. Transportation Command
- Senior Transportation Executive
- Reserve Integration
- Defense Travel Management Office Division Chiefs
- Office of the Under Secretary of Defense (Comptroller)

II. Change Request Process

The DTMO Travel System and Support Branch manages the CR process. The process ensures sound management of DTMO's Change Management (CM) Program. To ensure the CR process is fair and consistent, the following steps are outlined:

- Submit the completed CR form to your DTAP representative, who is responsible for validating the selection criteria and confirming the need of the CR prior to submission to the DTMO. Your DTAP representative must submit every CR to the DTMO CM Team at dodhra.mc-alex.dtmo.mbx.cm@mail.mil.
- The DTMO provides a confirmation of receipt, and adds the request to the CM tool for processing.
- Once the DTMO accepts a CR, a Requirements Analyst follows it through from internal processing to DTAP review. Upon approval, the DTMO transfers the CR to the Program Management Office – Defense Travel System for implementation schedule.