

December 9, 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Interim Army Guidance on Implementation of the Travel and Transportation Reform Act (TTRA) of 1998

On October 19, 1998, the President signed TTRA into law. This legislation gave the Administrator of the General Services Administration (GSA) 270 days to develop implementing regulations. On July 16, 1999, GSA issued Interim Rule 8, which is nothing more than a series of questions and answers about TTRA. Interim Rule 8 did establish that the provisions of TTRA would be effective for all official government travel on or after December 31, 1999.

The Office of the Under Secretary of the Defense (Comptroller) (OUSDC) established several working groups to develop implementing guidance for the Department of Defense (DoD). These working groups have completed their work, but to date, OUSDC has not finalized their guidance and provided it to DoD components.

Please use the following as interim Army guidance for implementation of TTRA. It may require revision once OUSDC issues their final implementing guidance.

- **Use of the Travel Charge Card:**
  - Section 2 (a) of TTRA requires all Federal employees to use the government travel charge card for all payments of expenses for official government travel.
  - To implement this section of TTRA, commanders will simply comply with the DoD Financial Management Regulation (FMR), Volume 9, Chapter 3, (July 1998), Section 030101. This section of the FMR states the DoD policy, "that the government-sponsored, contractor-issued travel card shall be used by DoD personnel to pay for all costs incident to official business travel, including lodging, transportation, rental cars, meals, and other allowable reimbursable expenses." Commanders at all levels shall determine which employees within their organizations must have a travel card to comply with this requirement.

- **Exemptions:**

- Section 2 (b) of TTRA allows the Secretary of Defense or his designee to exempt any payment, person, type or class of payment, or types or classes of DoD personnel from the provisions of Section 2 (a). Based on this authority, the following types of personnel are exempt within the Army:

- All military personnel undergoing initial entry training (Basic Training) or initial skill training (Advanced Individual Training) prior to reporting to their first permanent duty assignment.
- All military prisoners.
- All Cadets of the United States Military Academy.
- All military and civilian employees who are denied a travel charge card by their commander or whose travel charge card is cancelled for financial irresponsibility or other specific reasons (e.g., misuse or abuse).

- **Collection of Amounts Owed:**

- Section 2 (d) of TTRA states that DoD may, upon written request from the contractor, collect by deduction from the pay of any DoD employee any undisputed amounts owed to the contractor.
- Section CB 16 of the GSA master contract provides the contractor with a process to collect undisputed amounts owed by cardholders. Should you receive any such requests from the contractor, direct them to use the process outlined in Section CB 16 of the GSA master contract to collect any debts owed by military or civilian cardholders.

- **Reimbursement of Travel Expenses:**

- Section 2 (g) of TTRA requires DoD to reimburse employee travel expenses within 30 days after submission of a proper settlement voucher. If DoD fails to reimburse these expenses within 30 days, they shall pay the employee a late fee.
- Until full deployment of the Defense Travel System, the Defense Finance and Accounting Service (DFAS) will advise all employees filing a travel claim that they have the right under TTRA to a late fee payment. DFAS will develop procedures which allow employees to initiate a claim for this late fee. Until such time as DFAS

does develop these procedures, please advise your personnel to document any instances where their travel claim takes longer than 30 days to be processed.

I encourage you to work with your commanders and managers to implement TTRA in an intelligent and reasonable manner. In my view, TTRA does not require every soldier and civilian employee to have a DoD Travel Card.

My point of contact for this action is Mr. Michael Petty, (703) 695-3225, DSN: 225-3225 or e-mail [pettytm@hqda.army.mil](mailto:pettytm@hqda.army.mil).

/s/

Ernest J. Gregory  
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