



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
300 ARMY PENTAGON
WASHINGTON DC 20310-0300

DAPE-ECW

19 October 2022

MEMORANDUM FOR All AECW Deployers

SUBJECT: Succession into AECW DTS Hierarchy

1. References:

- a. The Joint Travel Regulation (JTR), (Uniformed Service Members and DoD Civilian Employees)
 - b. Defense Travel System Regulations: Authorized by DoDI 5154.31, Volume 3
 - c. Army Business Rules for the Defense Travel System
2. This memorandum provides guidance for AECW Deployers who will be reassigned to the AECW DTS hierarchy.
3. Upon acceptance of official offer, AECW deployers will be required to be detached from their previous organization in DTS and moved to AECW. This move will require deployers to provide the following;
- a. Completed DTS Personal Profile Sheet (attached)
 - b. Completed DD Form 3120 DoD Government Travel Charge Card Statement of Understanding (SOU) MAR 2021 (attached)
 - c. TraX Training, DTS (Basic) – DTS Travel Documents (DTS 101) certificate (sample attached)
 - d. TraX Training, Programs & Policies - Travel Card Program (Travel Card 101) certificate (sample attached)
4. Deployers will provide confirmation their Government Travel Credit Card is active and correctly loaded in their DTS profile, their detachment from previous organization and the 4 documents noted above to the AECW DTS Team at usarmy.in.hqda.mbx.aecw-dts@army.mil.
5. The AECW DTS Team will notify the Deployer when they have been received in the AECW DTS hierarchy and can then start their travel authorization.
6. All authorization amendments will route through AECW for review and approval.

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7. Upon completion of travel voucher, deployer will be detached from AECW hierarchy to be received back to their home organization.

8. Any questions regarding this memo may be addressed to Robert Zeigler, AECW Administrative Officer, Support Services Division at 812-526-1282 or usarmy.in.hqda-dcs-g-1.mbx.dts@army.mil

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1. Personal Profile
Sheet Template
2. DD Form 3120
3. DTS 101 cert (sample)
4. Travel Card 101 cert
(sample)

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