



DEPARTMENT OF THE ARMY
HEADQUARTERS, 199TH INFANTRY BRIGADE
6506 INDIANHEAD ROAD, BUILDING 2520
FORT BENNING, GEORGIA 31905-6221

ATSH-TP

26 April 2012

MEMORANDUM FOR Maneuver Captains Career Course Students (ATSH-TPZ-H), 199th Infantry Brigade, 6506 Indianhead Road, Fort Benning, GA 31905-6221

SUBJECT: TDY Procedures for Maneuver Captains Career Course Students

1. Students assigned to the Maneuver Captain Career Course (MCCC) scheduled to attend Temporary Duty (TDY) while assigned to the 199th Infantry Brigade, will follow the steps below and the "How To" guides located at the MCCC Home Page.
2. The only *exceptions* are for medical TDY and 199th IN BDE tasking directives which will be processed by the Organization Defense Travel Administrator (ODTA) after Step 1 and 2 are completed.
 - a. For all medical TDY, the Soldier must provide written justification from the referring provider that states why the Soldier cannot receive medical care at MACH or in the local community. This memorandum will be presented to the Brigade Physician Assistant (BPA) at the CTMC.
 - b. The BPA will provide an endorsement memorandum to the command with recommendation for the Soldier to attend medical TDY.
 - c. If the BPA recommends non-concurrence with the referring provider's recommended location/duration for the Soldier's medical TDY, the command will engage the referring provider for final disposition.
3. Direct all questions or issues pertaining to processing, registering and the Government Travel Charge Card (GOVCC) and this document to the ODTA at 199th Infantry Brigade, Brigade S4, building 2520, 706-545-2558/4712 /0368/5529. All other questions will be directed to the agency directing the TDY.
4. Step 1. Register under the 199th Infantry Brigade Defense Travel System (DTS).
 - a. If registered under a previous unit:
 - (1) Contact previous unit/installation to be detached.
 - (2) Complete a "Create & Receive" form (see MCCC Home Page) and submit to the 199th IN BDE ODTA.

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b. If you have never registered in DTS gather the following information and proceed to 4c:

(1) Bank routing and account number for Electronic Fund Transfer (EFT).

(2) Government Travel Charge Card (GOVCC) number and expiration date.

c. Log into <http://www.defensetravel.osd.mil/dts/site/index.jsp> using a Common Access Card (CAC) and the self-registration guidance on the MCCC Home Page.

d. If an error occurs on the DTS home page go to Step 1a (2).

e. If your profile exists under 199th IN BDE, review and update all personal data in DTS.

5. Step 2. Determine if a Government Travel Charge Card (GOVCC) will be used or mandated for airline transportation. For non-cardholders all tickets will be paid using a Centrally Billed Account (CBA).

a. GOVCC holders:

(1) Will verify that current card information is updated in your DTS profile (see MCCC Home Page).

(2) Must complete the required online GOVCC training (see MCCC Home Page) at least one month prior to TDY start date, and submit the completed certificate of training to the BDE S4 Agency Program Coordinator (APC), 706-545-2558/5529/0368 in order to be activated under 199th IN BDE.

b. Non-GOVCC cardholders:

(3) Must complete the required online GOVCC training (see MCCC Home Page) at least one month prior to TDY start date, and submit the completed certificate of training to the BDE S4 Agency Program Coordinator (APC), 706-545-2558/5529/0368 in order to be activated under 199th IN BDE.

(4) Complete the CITI Bank GOVCC application provided by the APC. Cardholders who decline a credit check may be approved for a "restricted" card with a limit of \$4,000.00 and travelers who elect to have the credit check completed are allotted \$7,500.00 for a standard card.

(5) Once the GOVCC is received (5-10 business days) provide the card number and expiration date to update your profile prior to submitting your authorization.

6. Travel card accounts will remain "activated" for the duration of the TDY period and return travel time back to Ft. Benning; all balances must be paid in full prior to out-processing MCCC.

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7. Students must inform the agency directing the TDY immediately of the inability to pay for required upfront expenses if they do not have a GOVCC or cannot obtain one in time to meet travel needs or the application was declined by CITI Bank.

8. Step 3. Create the travel authorization in DTS.

a. Use the appropriate Power Point guide (Special Forces, Civil Affairs, Other, etc.; see the MCCC Home Page) or follow the instructions provided by the agency directing the travel.

b. The following documents will be uploaded under “expense supporting documents” in the authorization (see MCCC Home Page).

(1) Memo or information sheet reflecting entitlements

(2) ATRRS Training Confirmation

(3) Airline Itinerary

c. Exceptions and changes to entitlements or instructions are approved by the agency directing the travel. Upload “approved” requested exceptions (i.e. change in departure or return, POV authorized, phone use, etc.) to the expense substantiating documents page.

d. If Privately Owned Vehicle (POV) is authorized for in/around (stated in instructions or an exception was obtained) then a daily in/around log must be completed (see MCCC Home Page).

e. Contact the ODTA once the authorization is complete and ready for review and approval 706-545-2558/4712 /0368. You will receive confirmation from DTS once the authorization is stamped approved see the MCCC Home Page on how to save or print your document.

9. Step 4. File the travel voucher within five (5) days of returning from TDY.

a. Complete the drop-off worksheet (see MCCC Home Page) and provide a copy of all receipts (hotel, rental car, gas for rental car, taxi, commercial transportation, excess baggage, toll roads, ATM fees receipts, FINAL flight itinerary if purchased with GOVCC, etc.) except food and the MFR issued from the school to the ODTA. If meals are *not available* per the travel instructions it will be at the rate provided or at the local Per Diem rate as found in DTS rate look up (see MCCC Home Page).

b. Create a voucher in DTS from the approved authorization (see MCCC Home Page for instructions) and upload all pertinent receipts (lodging, airline itinerary, rental, etc.).

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c. You will be contacted within 10-15 working days from the date all receipts and substantiating documents are received to digital sign your voucher. Payment issued within 3-5 business days.

10. Step 5. Clearing the 199th IN BDE Defense Travel System and GOVCC.

a. Provide a copy of your orders to the ODTA.

b. All vouchers must be complete.

c. All GOVCC accounts paid in full.

11. Upon clearing you will be detached from the 199th IN BDE chain of command reporting and a request will be submitted to your gaining unit to receive your GOVCC account.

12. Point of contact for this memorandum is the BDE S4 706-545-0368/5529/2558/4712.



LANCE E. DAVIS
COL, IN
Commanding