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FM DFAS INDIANAPOLIS IN//JJFT//

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MSGID/GENADMIN/DFAS-IN-JJFT//

SUBJ/THE MAY 2011 DD FORM 1351-2 WITH DIGITAL SIGNATURE
CAPABILITY/ (TRAVEL TECHNICAL MESSAGE 11-05)//

RMKS/

REF A. DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT
REGULATION (DODFMR) VOLUMES 5 AND 9

1. EFFECTIVE MAY 24, 2011, A NEW ELECTRONIC DD FORM 1351-2 WITH DIGITAL SIGNATURE CAPABILITY WAS PUBLISHED BY THE WASHINGTON HEADQUARTERS SERVICES, DEPARTMENT OF DEFENSE FORMS MANAGEMENT PROGRAM. THIS OFFICIAL FORM SUPERCEDES ALL PREVIOUS FORMS. IF A TRAVEL CLAIM IS MADE USING A PREVIOUS VERSION OF THE 1351-2 FORM, AND THE CLAIM IS PROPERLY COMPLETED AND SIGNED IN INK, DFAS WILL ACCEPT AND PROCESS THE CLAIM. HOWEVER, A REMARK WILL APPEAR ON THE ADVICE OF PAYMENT, ADVISING THE TRAVELER OF THE AVAILABILITY OF THE NEWELECTRONIC SUBMISSION PROCESS FOR FUTURE CLAIM SUBMISSIONS.

2. THE OFFICIAL MAY 2011 DD FORM 1351-2 IS THE ONLY VERSION OF THE 1351-2 THAT DFAS WILL ACCEPT DIGITALLY SIGNED. IF A DIFFERENT VERSION OF THE FORM IS DIGITALLY SIGNED AND SUBMITTED, DFAS WILL RETURN THE FORM AND REQUIRE USE OF THE OFFICIAL MAY 2011 DD FORM 1351-2.

3. ELECTRONIC SUBMISSION OF THE NEW DD FORM 1351-2 IS THE PREFERRED METHOD FOR SUBMITTING A TRAVEL CLAIM. TO DO THIS, THE TRAVELER MUST FIRST COMPLETE THE DD FORM 1351-2 AND THEN SAVE THE SIGNED FORM TO THEIR HARD DRIVE. THE TRAVELER THEN WILL DIGITALLY SIGN THE TRAVEL CLAIM USING A COMMON ACCESS CARD (CAC). THE TRAVELER MUST THEN SCAN AND SAVE THEIR RECEIPTS AND SUPPORTING DOCUMENTS TO THEIR HARD DRIVE IN A SINGLE ELECTRONIC FILE. THE TRAVELER MUST THEN ATTACH THE SAVED DD FORM 1351-2 AND THE RECEIPTS TO AN ENCRYPED E-MAIL AND SEND THE DOCUMENTS TO THEIR APPLICABLE REVIEWING OFFICIAL. PROVIDED THERE ARE NO ERRORS AND THE CLAIM IS COMPLETE, THE REVIEWER WILL DIGITALLY SIGN THE DD FORM 1351-2 AND SEND IT TO THE APPROPRIATE TRAVEL OFFICE. IN SOME CASES, THE REVIEWER MAY RETURN THE DD FORM 1351-2

TO THE TRAVELER FOR CORRECTION OR FOR SENDING TO THE CORRECT TRAVEL OFFICE. IN EITHER EVENT, THE DIGITALLY SIGNED DD FORM 1351-2 IS SENT, BY E-MAIL, ACCOMPANIED BY ALL SUPPORTING DOCUMENTATION, TO THE CORRECT TRAVEL OFFICE.

4. IF THE TRAVELER OR THE REVIEWER CHOOSES TO PRINT THE DD FORM 1351-2 AND SIGN USING PEN AND INK RATHER THAN DIGITALLY SIGNING THE FORM, OR CHOOSES TO DIGITALLY SIGN THE FORM BUT SUBMIT THE DD FORM 1351-2 AND SUPPORTING DOCUMENTATION BY US POSTAL SERVICE OR FAX, DFAS WILL ACCEPT THE MAY 2011 DD FORM 1351-2 THAT IS SUBMITTED USING THE NON-ELECTRONIC METHOD.

5. ELECTONICALLY SUBMITTING THE MAY 2011 DD FORM 1351-2 AND SUPPORTING DOCUMENTS IS INTENDED TO RESULT IN QUICKER PAYMENT BY ALLOWING SPEEDIER PROCESSING ONCE THE CLAIM REACHES THE TRAVEL OFFICE. ALTHOUGH CLAIMS ARE PROCESSED ON A FIRST COME/FIRST PROCESSED BASIS, ELECTRONIC SUBMISSION WILL ALLOW THE TRAVEL OFFICE TO MORE CLEARLY READ THE DD FORM 1351-2 AND WILL ALLOW FOR QUICKER RESOLUTION OF ANY ISSUES RELATING TO THE CLAIM.

6. FOR TRAVEL CLAIMS SUBMITTED TO THE DFAS INDIANAPOLIS OFFICE, SEND ELECTRONIC CLAIMS AS FOLLOWS:
CONTINGENCY TRAVEL VOUCHERS: CONTINGENCY_TRAVEL@DFAS.MIL
RESERVE TRAVEL VOUCHERS: RESERVE_TRAVEL@DFAS.MIL
CASUALTY TRAVEL VOUCHERS: DFAS-INTRAVELCASUALTY@DFAS.MIL

7. FOR TRAVEL CLAIMS SUBMITTED TO THE DFAS ROME OFFICE, SEND ELECTRONIC CLAIMS TO:
TEMPORARY DUTY CLAIMS: DRO-ARMYTRAVEL@DFAS.MIL
MILITARY PERMANENT CHANGE OF STATION CLAIMS:
DRO-MILPCS@DFAS.MIL

8. FOR TRAVEL CLAIMS SUBMITTED TO THE DFAS COLUMBUS OFFICE, SEND ELECTRONIC CLAIMS TO:
CCO216-367-3422@DFAS.MIL OR CCO216-367-3423@DFAS.MIL OR
CCO216-367-3424@DFAS.MIL

9. BELOW ARE SOME FREQUENTLY ASKED QUESTIONS FOR YOUR REFERENCE:

A. WHAT ARE THE BENEFITS OF USING THE ELECTRONIC DD FORM 1351-2?
ANSWER: THE ELECTRONIC DD FORM 1351-2 WILL ALLOW FOR FASTER TRAVEL-RELATED REIMBURSEMENT. ILLEGIBLE VOUCHERS AND UNSIGNED VOUCHERS ARE THE MOST COMMON REASONS FOR RETURNED TRAVEL VOUCHERS (OTHER COMMON ERRORS ARE AVAILABLE AT [HTTP://WWW.DFAS.MIL/DFAS/TDYTRAVEL/ACTIVEDUTYDEFAGENCYTOPERRORS.HTML](http://www.dfas.mil/dfas/tdytravel/activedutydefagencytoperrors.html)).

THE ELECTRONIC DD FORM 1351-2 (WITH DIGITAL SIGNATURE CAPABILITY) MINIMIZES THESE TYPES OF ERRORS, ALLOWING THE TRAVELER TO BE PAID MORE QUICKLY. FILLING OUT THE DD FORM 1351-2 ELECTRONICALLY AND SUBMITTING IT VIA COMPUTER IS ALSO LESS TIME CONSUMING AND CUMBERSOME FOR THE TRAVELER AS OPPOSED TO FILLING OUT THE FORM BY HAND AND HAND-DELIVERING, MAILING, OR FAXING THE FORM.

B. WHERE CAN I ACCESS THE CURRENT, ELECTRONIC VERSION OF THE DD FORM 1351-2 TRAVEL VOUCHER WITH DIGITAL SIGNATURE CAPABILITY?

ANSWER: THE CURRENT, ELECTRONIC VERSION OF THE DD FORM 1351-2 TRAVEL VOUCHER WITH DIGITAL SIGNATURE CAPABILITY (DATED MAY 2011) IS AVAILABLE ON THE WASHINGTON HEADQUARTERS SERVICES, DEPARTMENT OF DEFENSE FORMS MANAGEMENT PROGRAM WEBSITE AT: [HTTP://WWW.DTIC.MIL/WHSDIRECTIVES/INFOMGT/FORMS/EFORMS/DD1351-2.PDF](http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1351-2.pdf).

C. HOW IS USING THE ELECTRONIC DD FORM 1351-2 DIFFERENT THAN USING THE DEFENSE TRAVEL SYSTEM (DTS)?

ANSWER: THE DEFENSE TRAVEL SYSTEM (DTS) IS THE PREFERRED METHOD FOR PROCESSING TRAVEL CLAIMS ASSOCIATED WITH TEMPORARY ADDITIONAL DUTY (TAD), TEMPORARY DUTY (TDY), OR LOCAL TRAVEL IN SUPPORT OF AND APPROVED BY THE DEPARTMENT OF DEFENSE. HOWEVER, THERE ARE CERTAIN TYPES OF TRAVEL THAT THE DTS IS NOT PROGRAMMED TO PROCESS. THE ELECTRONIC DD FORM 1351-2 IS INTENDED TO BE USED FOR TRAVEL THAT CANNOT BE PROCESSED IN DTS. SUCH TRAVEL INCLUDES, BUT IS NOT LIMITED TO, TEMPORARY OR PERMANENT CHANGE OF STATION (TCS OR PCS), A PERSONALLY PROCURED MOVE (PPM), A DO-IT-YOURSELF MOVE (DITY), AND FOR SPECIAL CIRCUMSTANCES. SPECIAL CIRCUMSTANCES MAY INCLUDE TRAVEL ASSOCIATED WITH NONCOMBATANT EVACUATION, CASUALTY TRAVEL, RETIREMENT TRAVEL, IN-THEATER TDY, OR INVITATIONAL TRAVEL (FOR NON-DOD CIVILIANS).

D. WHAT IF I DON'T HAVE A CAC, A COMPUTER, OR SCANNER FOR MY RECEIPTS? CAN I MAIL OR FAX THEM SEPARATELY?

ANSWER: FOR THE ELECTRONIC DD FORM 1351-2 TO BE SUBMITTED ELECTRONICALLY, IT HAS TO BE ASSOCIATED WITH SCANNED RECEIPTS. IF YOU DON'T HAVE ACCESS TO A SCANNER, YOU CAN STILL FILL OUT THE DD FORM 1351-2 ON THE COMPUTER, PRINT THE FORM, SIGN IT IN INK, AND MAIL IT, FAX IT, OR HAND-DELIVER IT TO YOUR APPLICABLE REVIEWING OFFICIAL ALONG WITH THE ASSOCIATED RECEIPTS.

E. WILL DFAS STILL ACCEPT HARD COPY VERSIONS OF THE DD FORM 1351-2S THAT HAVE BEEN COMPLETED AND SIGNED BY HAND?

ANSWER: YES, DFAS WILL STILL ACCEPT DD FORM 1351-2S THAT ARE NOT SUBMITTED ELECTRONICALLY. IF TRAVELERS ARE UNABLE TO SUBMIT ELECTRONICALLY (E.G., NOT HAVING A COMMON ACCESS CARD OR ACCESS TO AN ELECTRONIC SCANNER), THEY CAN PRINT THE COMPLETED MAY 2011 ELECTRONIC DD FORM 1351-2 AND SIGN USING PEN AND INK RATHER THAN DIGITALLY SIGNING THE FORM, OR THEY CAN DIGITALLY SIGN THE FORM BUT SUBMIT THE DD FORM 1351-2

AND SUPPORTING DOCUMENTATION BY U.S. POSTAL SERVICE OR FAX. HOWEVER, A REMARK WILL APPEAR ON THE ADVICE OF PAYMENT, ADVISING THE TRAVELER TO USE THE NEW ELECTRONIC SUBMISSION PROCESS FOR FUTURE TRAVEL CLAIMS.

F. WILL DFAS ACCEPT OTHER DIGITALLY-SIGNED VERSIONS OF THE DD FORM 1351-2?

ANSWER: NO, THE OFFICIAL WASHINGTON HEADQUARTERS SERVICES ENDORSED MAY 2011 DD FORM 1351-2 IS THE ONLY VERSION OF THE DD FORM 1351-2 THAT DFAS WILL ACCEPT DIGITALLY SIGNED. IF A DIFFERENT VERSION OF THE FORM IS DIGITALLY SIGNED AND SUBMITTED, DFAS WILL RETURN THE FORM AND REQUIRE USE OF THE OFFICIAL MAY 2011 DD FORM 1351-2.

10. POC FOR THIS MESSAGE IS STANDARDS AND COMPLIANCE, TRAVEL FUNCTIONAL AREA, 317-510-5090/5094/3917.

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