



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
FINANCIAL MANAGEMENT AND COMPTROLLER
109 ARMY PENTAGON
WASHINGTON DC 20310-0109

AUG 02 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Defense Finance and Accounting Service (DFAS)-Electronic Commerce Initiatives

1. At the start of fiscal year 2008, all Army commands and activities will have the ability to utilize fully the Defense Travel System (DTS) for travel-claim processing and Wide Area Work Flow (WAWF) for receiving-report processing. As a consequence, the Army will cease to pay for the majority of manual transactions; they will only be covered at a rate of 10 percent of total travel claims and 25 percent of total receiving reports. These percentages will comfortably accommodate transactions outside the scope of DTS and WAWF, including permanent change of station travel.
2. Commands and activities that submit manual travel claims and receiving reports in excess of the amount established above will be charged for those costs at the prevailing DFAS billing rates. The Army and DFAS will set reimbursement procedures. You will be advised of these accordingly, no later than October 1, 2007.
3. The Army will continue to fund DTS and WAWF system costs, lead defense travel administrator costs and any other DFAS costs associated with the electronic processing of travel claims and receiving reports.
4. To reduce the impact of an execution-year bill to your command or activity, I recommend that you take action now to ensure maximum utilization of DTS and WAWF.
5. If you have any further questions, my point of contact is Wallace Riggins. He can be reached (703) 693-3467 or wallace.riggins@hqda.army.mil.

Nelson M. Ford
Assistant Secretary of the Army
(Financial Management and Comptroller)

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