Department of the Army Defense Travel System Centrally Billed Account Administration

1. All requests to have CBAs loaded for Defense Travel System (DTS) organizations must be submitted to the DTS-Army CBA mailbox at ArmyCBARequest@dfas.mil.

2. A CBA worksheet must be completed and submitted with each request. Please carefully review the information provided under "Notes" before attempting to complete the worksheet. The Army CBA load worksheet is available at the DTS-Army Web site at http://asafm.army.mil/offices/FO/DtsArmy.aspx?OfficeCode=1500).

3. Transportation Officers and other personnel responsible for policy compliance and CBA reconciliation generally require permission levels 0 and 4 and organization access for the organizations or site they are responsible for. If the Transportation Officer also serves as a DTS Routing Official or is also responsible for certifying funds for payment in DTS, they would also require permission levels 1 and 2. For additional details on permissions and access, please refer to Chapter 3 of the DTA Manual.

4. Transportation Officers and other personnel responsible for policy compliance and CBA reconciliation who require the capability to match transactions for organizations other than their own may request Read Only access at the appropriate organization level (refer to the DA ROA policy document at the DTS-Army Web site).

5. For questions concerning the Army Travel Card Program, visit http://asafm.army.mil/offices/fo/travelcc.aspx?OfficeCode=1500.