



DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND



10 April 2023

MEMORANDUM FOR NAF/WING CCs  
WING FMs/FMAs

FROM: AFRC/FM

SUBJECT: Update on Air Force Reserve Full Transition to Defense Travel System (DTS)

1. This memorandum is intended to provide additional information to the field regarding the AFRC Commander's directive to transition fully to Defense Travel System (DTS) in Fiscal Year 2024.
2. The guidance in this memo is applicable to all AFRC organizations.
3. The initial capability of DTS is already deployed and operational today in some capacity at the majority of organizations throughout the Command. The remaining DTS requirements are being addressed now to ensure a successful transition to DTS for the preponderance of travel requirements by 1 Oct 23.
4. Timeline for implementation: DTS will be implemented for the RC in three phases, progressively increasing the orders-types and the units using DTS. Phases will overlap and lessons learned during earlier phases will inform the scope of future phases. Beta testing of the new business rules will occur in the fourth quarter of FY 23 and lessons learned will be used to adjust business practices prior to full implementation.
  - (a) Phase I: Began 1 Apr 23 with all civilians (including ARTs in CIV status), AGRs, and Active Duty members assigned to Headquarters using DTS for end to end travel management needs.
  - (b) Phase II: Begins 1 Jul 23 and will require Traditional Reservists (TRs) assigned to Headquarters to commence using DTS as the travel system of record (Call to duty on AF Form 938 must still be created in AROWS-R).
  - (c) Phase III: Begins 1 Oct 23 for all personnel other civilian employees and Reservists (TRs, IMAs, AGRs, ARTs, etc.) assigned to organizations throughout AFRC who did not transition in Phase I or II.
5. After implementation, AROWS-R will continue to be used by our part-time members to produce the orders required to reflect the "call to duty" activations via the AF Form 938. The travel authorization and voucher will be managed exclusively through DTS for the defined group and published via DD Form 1610. Orders with Permanent Change of Station (PCS) travel entitlements will continue to be generated in AROWS-R and vouchers processed in Reserve Travel System (RTS).

6. Organizations are encouraged to ensure DTS profiles are built for all assigned members in a manner that supports the transition NLT 1 Sept 23.
7. Units should begin using DTS in accordance with the AFRC business rules that were provided in Oct 22 if they have not done so already. In addition, Wing FM/FMAs should work with local leadership to establish measures and internal deadlines for the transition to guide Airmen who are accustomed to using RTS on this new process.
8. Those interested in additional training to better leverage DTS's expansive capabilities can find a full suite of resources at the Defense Travel website:  
(<https://www.travel.dod.mil/Training/Training-Search/Category/22843/Customtype/56004/>).
9. AFRC/FM will provide virtual training to Lead Defense Travel Administrators and other unit level POCs across the command. Additionally, AFRC/FM will utilize mobile training teams to provide hands-on training on the planned changes to ensure a smooth transition in the new Fiscal Year. Specialists from AFRC will be available for tailored on-site training with leadership, squadron commanders and other members down to the end user.
10. AFRC/FMFQ point of contact is Wendy Bellamy, DSN 497-1393, or email at [wendy.bellamy@us.af.mil](mailto:wendy.bellamy@us.af.mil). Please contact her to request training for LDTAs. Organizations desiring in-person training sessions should contact Lt Col Susan Weis at [susan.weis@us.af.mil](mailto:susan.weis@us.af.mil). Deadline is 30 Apr 23 to request DTA and in person training from AFRC.

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Director, Financial Management and Comptroller