



MANUAL



DTA Manual, Appendix B: Acronyms

May 19, 2022

V1.6



Table of Contents

Revision History	2
Chapter 1: Acronyms	3
Chapter 2: The DTA Manual: Contents & Links	14

Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
1.0	04/25/18	Defense Travel Management Office (DTMO)	Changed format, updated language & screenshots	All
1.1	08/17/18	DTMO	Updated URLs to “https” vs. “http”	All
1.2	06/17/19	DTMO	General document review. Added Travel Management Company (TMC), DTAP, CAP, MAP, TSA Removed Travel Certificate Program	All
1.3	10/18/19	DTMO	General update	All
1.4	10/23/20	DTMO	General document review Removed DTIB Removed DTSC	All Page 5 Page 5
1.5	11/19/20	DTMO	Changed Table of Content format	Page 2
1.6	05/19/22	DTMO	Reformatted, added new template	All

Chapter 1: Acronyms

ACRONYMS	
Acronym	Full Text
- A -	
ACOR	Alternative Contracting Officer Representative
ADP	Automated Data Processing
ADS	Automated Disbursing System
ADSN	Accounting and Disbursing Station Number
AEA	Actual Expense Allowance
AFB	Air Force Base
AMC	Air Mobility Command
ANG	Air National Guard
AO	Authorizing Official
AOC	Advice of Collection
AOP	Advice of Payment
AOR	Area of Responsibility
APC	Agency Program Coordinator
ARNG	Army National Guard
ASN	Accountable Station Number
AT	Annual Training
ATM	Automated Teller Machine
AUTH	Authorization
- B -	
BIRT	Business Intelligence Reporting Tool
BOQ	Bachelor Officers' Quarters
BQ	Bachelor Quarters
BDTA	Budget Defense Travel Administrator
- C -	
CA	Certification Authority
CABS	Comptroller Automated Budget System (Joint Staff)
CAC	Common Access Card
CAP	Civilian Advisory Panel
CBA	Centrally Billed Account

ACRONYMS	
Acronym	Full Text
CBCA	Civilian Board of Contract Appeals
CBA-S	Centrally Billed Account Specialist
CBT	Computer Based Training
CCP	Contract City Pair
CCV	Cash Collection Voucher or Charge Card Vendor
CDC	Central Data Center
CDS	Central Disbursing System
CN	Common Name
CNA Number	Certificate of Non-Availability Number
CO	Certifying Officer
COL	Certifying Officer Legislation
Comp Gen	Comptroller General of the United States
CONUS	Contiguous United States
COR	Contracting Officer Representative
COT	Consecutive Overseas Tour
COTS	Commercial Off the Shelf
CP	Change Proposal
CPP	City Pair Program
CPM	Component Program Manager
CR	Credit or Change Request
CRL	Certificate Revocation List
CRS	Computerized Reservation System
CTW	Constructed Travel Worksheet
CSA	Controlled Spend Account
CTD	Civilian Travel Determination
CTO	Commercial Travel Office (now TMC)
CUI	Common User Interface
CWT	Carlson Wagonlit Travel
- D -	
DADS	Defense Accounting and Disbursing System

ACRONYMS	
Acronym	Full Text
DAI	Defense Agencies Initiative (Defense Agencies) (Financial System) - refer to the DTA Manual, Appendix R
DBMS	Database Management System or Defense Business Management System (Financial System) - refer to the DTA Manual, Appendix R
DBO	Designated Billing Office
DEAMS	Defense Enterprise Accounting and Management System (Financial System) - refer to the DTA Manual, Appendix R
DFAS	Defense Finance and Accounting Services
DFAS-HQ/F	Director for Finance, Defense Finance and Accounting Service - Headquarters
DIFMS	Defense Industrial Financial Management System (Financial System) - refer to the DTA Manual, Appendix R
DISA	Defense Information System Agency
DL	Distance Learning
DLA	Defense Logistics Agency
DMDC	Defense Manpower Data Center
DMM	Debt Management Monitor
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDEA	Department of Defense Education Activity
DoDFMR	Department of Defense Financial Management Regulation
DOHA	Defense Office of Hearings and Appeals
DOJ	Department of Justice
DTA	Defense Travel Administrator
DTC	Defense Travel Center
DTAP	Defense Travel Advisory Panel
DTAP WG	Defense Travel Advisory Panel Working Group
DTGB	Defense Travel Governance Board
DTMO	Defense Travel Management Office
DTOD	Defense Table of Official Distances
DTR	Defense Travel Region or Defense Transportation Regulation
DTS	Defense Travel System
DTST	Defense Travel System Tailored (sites without TMC and DADS connectivity)

ACRONYMS	
Acronym	Full Text
DWAS	Defense Working Capital Fund Accounting System (Financial System) - refer to the DTA Manual, Appendix R
- E -	
EAS	Electronic Access System - CitiManager
EBAS	Electronic Business Accounting System (Financial System) - refer to the DTA Manual, Appendix R
EBIZ	Electronic Business (Financial System) - refer to the DTA Manual, Appendix R
EBS	Enterprise Business Systems (formerly known as BSM) (Financial System) - refer to the DTA Manual, Appendix R
EDI	Electronic Data Interchange
EDI-PI	Electronic Data Interchange - Personal Identifier
EFT	Electronic Funds Transfer
EUM	Essential Unit Messing
EVT	Emergency Visitation Travel
EWTS	Enterprise Web Training System
- F -	
FAMIS	Financial Accounting Management Information System (Financial System) - refer to the DTA Manual, Appendix R
FDTA	Finance Defense Travel Administrator
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FFMIA	Federal Financial Management Improvement Act of 1996
FMR	Financial Management Regulation
FMS	Foreign Military Sales
FMS FACTS	Financial Management Systems Financial and Corporate Tracking Systems - refer to the DTA Manual, Appendix R
FOIA	Freedom of Information Act
FOP	Form of Payment
FPLP	Federal Premier Lodging Program
FSO	Financial Services Officer
FTR	Federal Travel Regulation
- G -	

ACRONYMS	
Acronym	Full Text
GAFS	General Accounting and Finance System (Financial System) - refer to the DTA Manual, Appendix R
GAO	General Accounting Office
GARS	Government Administrative Rate Supplement
GATES	Global Air Transportation Execution System
GAUTH	Group Authorization
GDS	Global Distribution System
GEX	Global Exchange
GFEBs	General Fund Enterprise Business System (Army) (Financial System) - refer to the DTA Manual, Appendix R
GGMR	Global Group Membership Rule
GBL	Government Bill of Lading
GMR	Government Meal Rate
GOV	Government Owned Vehicle
GOVCC	Government Charge Card also referred to as GTCC
GPS	Global Positioning System
GSA	General Services Administration
GTA	Government Transportation Account
GTCC	Government Travel Charge Card
GTR	Government Transportation Request
- H -	
HHG	Household Goods
HOR	Home of Record
HOS	Home of Selection
HP	Home Port
- I -	
I&A	Identification and Authentication
I/E	Import/Export
IA	Information Assurance
IADT	Initial Active Duty for Training
IAVA	Information Assurance Vulnerability Alert
IAW	In Accordance With

ACRONYMS	
Acronym	Full Text
IBA	Individually Billed Account
IBOP	In Balance of Payment
IBT	Internet-Based Training
IDL	International Date Line
IDT	Inactive Duty Training
IE	Incidental Expenses
ILPP	Integrated Lodging Program Pilot
ILT	Instructor Led Training
IMPS	Integrated Management Personnel System or Integrated Military Personnel System (Financial System) - refer to the DTA Manual, Appendix R
IPCOT	In Place Consecutive Overseas Tour
IRR	Individual Ready Reserve
ITA	Invitation Travel Authorization
ITDY	Indeterminate Temporary Duty
ITL	Instructor Led Training
ITO	Invitational Travel Orders
- J -	
JON	Job Order Number
JTR	Joint Travel Regulations
JTF	Joint Task Force
- K -	
KO	Contracting Officer
- L -	
LDTA	Lead Defense Travel Administrator
LICWO	Leave in Conjunction with Official Travel
BLII	Budget Line Item Identifier
LMP	Logistics Modernization Program (Army) (Financial System) - refer to the DTA Manual, Appendix R
LOA	Line of Accounting
LRA	Local Registration Authority
LSP	Lodging Success Program
LVCH	Local Voucher

ACRONYMS	
Acronym	Full Text
- M -	
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MAP	Military Advisory Panel
MASN	Multiple Accounting Station Numbers
MBA	Military Bus Agreement
MCTFS	Marine Corps Total Force System
MEPS	Military Entrance Processing Station
MIS	Management Information System
MISIL-FMS	Management Information System for International Logistics Financial Management System (Financial System) - refer to the DTA Manual, Appendix R
MOR	Method of Reimbursement
MSC-FMS	Military Sealift Command - refer to the DTA Manual, Appendix R
- N -	
Navy ERP	Navy Enterprise Resource Planning (Financial System) - refer to the DTA Manual, Appendix R
NDEA	Non-DTS Entry Agent
NOC	Notice of Collection
NSMA	Navy Systems Management Activity - (Financial System) - refer to the DTA Manual, Appendix R
NTE	Not to Exceed
NTS	Non-temporary Storage
- O -	
OBT	Online Booking Tool
OCONUS	Outside the Contiguous United States
ODTA	Organization Defense Travel Administrator
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
OTP	One Time Password
OUSD(C)	Office of the Under Secretary of Defense (Comptroller)
OUSD(P&R)	Office of the Under Secretary of Defense (Personnel and Readiness)

ACRONYMS	
Acronym	Full Text
- P -	
PAL	Privatized Army Lodging
PCS	Permanent Change of Station
PDD	Per Diem Determination
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel, and Transportation Allowance Committee
PBP&E	Professional Books, Papers, and Equipment
PIN	Personnel Identification Number
PKI	Public Key Infrastructure
PLEAD	Place From Which Called or Ordered to Active Duty
PLOT	Personal Leave with Official Travel
PMO-DTS	Program Management Office - Defense Travel System
PMR	Proportional Meal Rate
PNR	Passenger Name Record
POC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation or Place of Enlistment
POS/ACK	Positive Acknowledgement
POV	Privately Owned Vehicle
PPA	Prompt Payment Act
PPR	Post Payment Review
PPV	Public-Private Venture
- Q -	
QAE	Quality Assurance Evaluator
- R -	
R&R	Rest and Recuperation Leave
RA	Registration Authority
RAT	Renewal Agreement Travel or Recruit Assistance Travel
RDC	Regional Data Center
RITA	Relocation Income Tax Allowance

ACRONYMS	
Acronym	Full Text
RO	Reviewing Official
ROA	Read Only Access
RON	Remain Overnight
ROTC	Reserve Officer Training Corps
RRT	Ready Reserve Travel
- S -	
SA	System Administrator
SABRS	Standard Accounting, Budget, and Reporting System (USMC) - refer to the DTA Manual, Appendix R
SCR	System Change Request
SECDEF	Secretary of Defense
SFIS	Standard Financial Information Structure (Format Map) - refer to the DTA Manual, Appendix R
SIT	Storage in Transit
SME	Subject Matter Expert
SOMARDS	Standard Operations and Maintenance (Army R&D System) - refer to the DTA Manual, Appendix R
SPP	Scheduled Partial Payment
SPR	System Problem Report
SSN	Social Security Number
STANFINS	Standard Finance Systems (Army) - refer to the DTA Manual, Appendix R
STARS-FL	Standard Accounting and Reporting System Field Level - refer to the DTA Manual, Appendix R
STARS-HCM	Standard Accounting and Reporting System Headquarters Command Module - refer to the DTA Manual, Appendix R
SUI	System Update Information
- T -	
TA	Travel Authorization
TAC	Travel Assistance Center
TANUM	Travel Authorization Number
TAOCO	Training for Accountable Officials and Certifying Officers
TAW	Tickets are Waiting
TCS	Temporary Change of Station

ACRONYMS	
Acronym	Full Text
TDY/TAD	Temporary Duty/Temporary Additional Duty (Navy/Marine Corps Term)
TFMS	Transportation Financial Management System - refer to the DTA Manual, Appendix R
TMC	Travel Management Company
TMO	Traffic Management Office
TMS	Travel Management System
TMSC	Travel Management Service Contractor
TO	Transportation Officer or Travel Order
TR	Trip Request
TraX	Travel Explorer
TSA	Transportation Security Administration
TTR	Total Trip Reimbursement
TTT	Train-the-Trainer
TV	Travel Voucher
- U -	
UB	Unaccompanied Baggage
UIN	Unique Identification Number
USA	United States Army
USAF	United States Air Force
USAFR	United States Air Force Reserve
USAR	United States Army Reserve
USC	United States Code
USD	Under Secretary of Defense
USMC	United States Marine Corps
USMCR	United States Marine Corps Reserve
USN	United States Navy
USNR	United States Navy Reserve
- V -	
VCH	Voucher
- W -	
WBT	Web Based Training

ACRONYMS	
Acronym	Full Text
Worldspan	An electronic Global Distribution System (GDS)

Chapter 2: The DTA Manual: Contents & Links

DTA MANUAL CHAPTER: TOPIC	URL (SELECT OR CUT & PASTE)
Chapter 1: DTS Overview	https://media.defense.gov/2022/May/11/2002994773/-1/-1/0/DTA_1.PDF
Chapter 2: DTS Access	https://media.defense.gov/2022/May/11/2002994797/-1/-1/0/DTA_2.PDF
Chapter 3: DTS Site Setup	https://media.defense.gov/2022/May/11/2002994799/-1/-1/0/DTA_3.PDF
Chapter 4: Organizations	https://media.defense.gov/2022/May/11/2002994824/-1/-1/0/DTA_4.PDF
Chapter 5: Routing Lists	https://media.defense.gov/2022/May/11/2002994853/-1/-1/0/DTA_5.PDF
Chapter 6: Groups	https://media.defense.gov/2022/May/11/2002994838/-1/-1/0/DTA_6.PDF
Chapter 7: People	https://media.defense.gov/2022/May/11/2002994837/-1/-1/0/DTA_7.PDF
Chapter 8: LOAs	https://media.defense.gov/2022/May/11/2002994836/-1/-1/0/DTA_8.PDF
Chapter 9: Budgets	https://media.defense.gov/2022/May/11/2002994835/-1/-1/0/DTA_9.PDF
Chapter 10: Reports	https://media.defense.gov/2022/May/11/2002994832/-1/-1/0/DTA_10.PDF
Chapter 11: MIS Administration	https://media.defense.gov/2022/May/11/2002994834/-1/-1/0/DTA_11.PDF
Chapter 12: ROA Administration	https://media.defense.gov/2022/May/11/2002994833/-1/-1/0/DTA_12.PDF

DTA MANUAL APPENDIX: TOPIC	URL (SELECT OR CUT & PASTE)
Appendix A: Self-Registration	https://media.defense.gov/2021/Nov/15/2002893136/-1/-1/0/DTA_APP_A.PDF

Appendix B: Acronyms	https://media.defense.gov/2021/Nov/15/2002893141/-1/-1/0/DTA_APP_B.PDF
Appendix C: Definitions	https://media.defense.gov/2021/Nov/15/2002893143/-1/-1/0/DTA_APP_C.PDF
Appendix E: Emails	https://media.defense.gov/2021/Nov/15/2002893222/-1/-1/0/DTA_APP_E.PDF
Appendix F: Import / Export Module	https://media.defense.gov/2021/Nov/15/2002893234/-1/-1/0/DTA_APP_F.PDF
Appendix G: Error Codes	https://media.defense.gov/2021/Nov/15/2002893232/-1/-1/0/DTA_APP_G.PDF
Appendix J: Help Process	https://media.defense.gov/2021/Nov/15/2002893231/-1/-1/0/DTA_APP_J.PDF
Appendix K: DTS Tables	https://media.defense.gov/2021/Nov/15/2002893230/-1/-1/0/DTA_APP_K.PDF
Appendix L: Reorganizations	https://media.defense.gov/2021/Nov/15/2002893229/-1/-1/0/DTA_APP_L.PDF
Appendix M: Ranks and Grades	https://media.defense.gov/2021/Nov/15/2002893228/-1/-1/0/DTA_APP_M.PDF
Appendix N: Country Codes	https://media.defense.gov/2021/Nov/15/2002893227/-1/-1/0/DTA_APP_N.PDF
Appendix Q: Org Naming Sequence	https://media.defense.gov/2021/Nov/15/2002893226/-1/-1/0/DTA_APP_Q.PDF
Appendix R: LOA Formats	https://media.defense.gov/2021/Nov/15/2002893225/-1/-1/0/DTA_APP_R.PDF