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MARINE CORPS ORDER 4650.39A

From: Commandant of the Marine Corps
To: Distribution List

Subj: DEFENSE TRAVEL SYSTEM (DTS)

Ref: (a) DoD 7000.14-R, "DoD Financial Management Regulation," Vol. 9
(b) 5 U.S.C § 552a
(c) DTMO Guide to Managing Travel-Incurred Debt
(d) DTMO Financial Field Procedures Guide
(e) DoD 4500.9-R, "Defense Transportation Regulation," May, 2008
(f) Joint Federal Travel Regulations (JFTR), Vol. 1
(g) Joint Travel Regulations (JTR), Vol. 2
(h) Public Law 105-264
(i) MCO 4600.40B
(j) MARADMIN 334/13
(k) Marine Corps Total Force System Codes Manual
(l) DoD 7000.14-R, "DoD Financial Management Regulation, Vol 5"
(m) SECNAV M-5210.1
(n) SECANV M-5214.1
(o) MCO 5200.24D
(p) DFAS-CL 7220.31, Automated Pay Systems Manual
(q) MCO 4600.7
(r) Public Law 107-314

Encl: (1) USMC DTS Policy

1. Situation. This Order provides policy, guidance, and procedures for the operation of the Defense Travel System (DTS), per references (a) through (q). As directed by reference (a), DTS, within its capabilities, shall be the sole mechanism for travel administration.

2. Cancellation. MCO 4650.39.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

3. Mission. This Order provides policy for the operation and use of the DTS.

a. DTS was established to meet the requirements for a single, paperless Travel Management System (TMS) to be used by all Department of Defense (DoD) travelers. DTS is an electronic end-to-end TMS that transformed paper-based processes into a streamlined, integrated, and paperless system. DTS represents a revolutionary approach which reengineers travel for DoD and is designed to more closely mirror the best business practices of commercial industry. DTS provides an automated means to make transportation and lodging arrangements, estimate travel costs, authorize travel, obligate funds, issue tickets, process vouchers for reimbursement and reconciliation, and meet DoD and Service reporting requirements.

b. Per reference (b), all personal information maintained in DTS shall be used for authorized purposes only. Safeguards are in place to prevent unauthorized access to the personal data contained in DTS.

4. Execution

a. Commanders Intent and Concept of Operations

(1) Commanders Intent. Per the references, DTS has been fielded to all units within the Marine Corps. This Order establishes standing operating procedures for the use of DTS within the Marine Corps.

(2) Concept of Operations

(a) Commands are directed to utilize DTS for all travel within DTS' capabilities. Due to administrative complexities involved with specific types of travel (i.e., deserters and prisoners), some travel types are exempt from DTS use. The enclosure provides detailed information on all aspects of the DTS.

(b) Disbursing and Finance Officers (DO/FO) shall not accept legacy travel vouchers if the travel type is supported by DTS.

(c) Commanders or their designated representatives shall appoint individuals to manage and perform DTS tasks as required in this Order.

(d) Commanders shall minimize the number of officials in the routing list to ensure timely routing; however, the number must be sufficient to maintain document accuracy.

(e) Commanders shall minimize the functions assigned to the same individual to ensure proper separation of duties.

(f) Commands shall regularly review permission levels for their subordinate activities to ensure proper separation of duties are maintained.

b. Subordinate Element Missions

(1) The Deputy Commandant, Manpower and Reserve Affairs (DC, M&RA) provides oversight for all issues pertaining to DTS.

(2) The Director, Manpower Information Support Systems (MI) Division is the DTS sponsor. The Travel Management Section [M&RA (MIF)] shall:

(a) Administer DTS by providing guidance, policies, procedures, and required training support.

(b) Evaluate DTS to ensure compliance with the procedures and standards established within this Order.

(c) Incorporate provisions of this Order into any revisions of the Inspector General (IG) checklist.

(3) The Deputy Commandant for Programs & Resources (DC P&R) provides financial functional advocacy for DTS.

(a) The Finance Branch (RFF) shall:

1. Advise and assist the program sponsors, Headquarters Marine Corps (HQMC) staff offices, and Marine Corps field offices on financial regulations, Marine Corps pay, allowances, and travel entitlements as they relate to DTS.

2. Liaison with the Defense Finance and Accounting Service (DFAS) as a conduit between HQMC and DFAS on all matters concerning finance, disbursing systems, and travel issues as they relate to DTS. RFF provides oversight and guidance for the operation of Disbursing and Finance Offices. Further, RFF serves as the Marine Corps program manager for the Government Travel Charge Card (GTCC) Program.

(b) The Accounting Branch (RFA) shall:

1. Provide guidance and required training support for financial information required by the Financial Defense Travel Administrator (FDTA) for the DTS lines of accounting.

2. Provide assistance for DTS errors returned from the Standard Accounting, Budgeting, and Reporting System (SABRS).

3. Provide technical and functional experts for the DTS to SABRS interface requirements, supplemental information requirements, agreements, modifications, and changes to include guidance if field commands are impacted.

4. Liaison with the DFAS - Cleveland Center as a conduit on all matters concerning accounting systems as they relate to DTS.

(4) The Deputy Commandant, Installations and Logistics (DC, I&L) provides transportation functional advocacy for DTS. The Logistics Distribution Policy Branch (LPD) shall:

(a) Advise and assist HQMC staff offices and Marine Corps Distribution Management Offices (DMO) in all matters relating to passenger transportation policy and operations.

(b) Advise and assist other Services/Agencies on Marine Corps specific transportation policy.

(c) Provide liaison between the Defense Travel Management Office (DTMO) and Marine Corps DMO personnel concerning all Commercial Travel Office (CTO) contractual matters.

(d) Provide managerial oversight (i.e., execute the duties of a Component Program Manager (CPM)) for all DTS Centrally Billed Accounts (CBA) for which DMO is responsible.

(5) Commanding General, Marine Corps Systems Command (MCSC). Project Manager, Information Systems and Infrastructure (IS&I), PM 110 shall represent MCSC, and exercise overall acquisition management responsibility for the Marine Corps on DTS matters.

(6) Commanders/Commander Supporting Establishment (Major Commands) and Installation Commanders.

(a) Ensure compliance with all policies and regulations pertaining to official travel per the references to include Chapter 3 of the enclosure, which contains the Marine Corps DTS Business Rules.

(b) Shall appoint, in writing, individuals to fill DTS roles for the administration and execution of temporary duty travel. This DTS appointment authority may be delegated by said commander to specific individuals. The Department of Defense Form 577 (DD Form 577), "Appointment/Termination Record - Authorized Signature," shall be used for appointments to accountable and other non-accountable positions as detailed within this Order. The purpose of using the DD Form 577 for non-accountable appointments is to monitor who is authorized to perform duties, has access to, and permissions in DTS. DD Form 577 shall be issued and retained for six years and three months from the date of release or cancellation of assignment as required by references (a) and (l).

(c) Shall ensure appropriate separation of duties to preclude errors or attempts at fraud or embezzlement from going undetected. To the greatest extent possible, shall assign key duties such as: authorizing, approving, and recording transactions; making payments; certification of funding; and reviewing or auditing to separate individuals to minimize the risk of loss to the Government. Authorizing Officials (AOs) shall be a Staff Noncommissioned Officer (SNCO) (E-6) or civilian equivalent (GS-7) or above. This grade requirement is waived for Disbursing and Finance Office (DOs/FOs) personnel.

(d) Establish DTS check-in and check-out procedures to ensure travelers have no outstanding travel advances, un-settled authorizations and vouchers, or debt in DTS upon transfer or separation. The specific procedures and requirements are outlined in Chapter 3, paragraph 3, of the Enclosure.

(e) Ensure leave taken in conjunction with Temporarily Additional Duty (TAD) is reported in the Marine Corps Total Force System (MCTFS) via Marine OnLine (MOL) for Marines and in the civilian payroll system for civilian employees.

(7) Installation Personnel Administration Centers (IPAC) and Stand-alone Administration Offices. The IPAC and Stand-Alone Administration Offices are responsible for ensuring compliance with all Marine Corps Total Force System (MCTFS) reporting requirements to include Personnel Tempo (PersTempo), family separation allowance, and all deployed/TAD pay entitlements. The IPAC and Stand-Alone Administration Offices shall ensure appropriate personnel have access to DTS Manpower Information System (MIS) reports to simplify this process.

c. Coordinating Instructions. The AO grade (SNCO or GS-7 or above) and separation of duties (Lead and Organization Defense Travel Administrators shall not be in any routing list) requirements may be waived by completing a standard naval correspondence letter with by-name approval from the first O-6 or GS-15 in the supervisory chain. The DD Form 577 on file with the servicing LDTA shall accompany waiver request letters. A copy of all waiver letters shall be sent to DC M&RA (MIF) by the servicing LDTA. Waivers are not required for Disbursing and Finance Office personnel. Disbursing and Finance Officers are exempt from this grade requirement and have the authority to appoint AOs who are in lower grades at their discretion.

5. Administration and Logistics. Recommended changes to this Order may be forwarded to Commandant of the Marine Corps (CMC) (MIF) via the appropriate chain of command. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (m) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.

R. E. MILSTEAD, JR.
Deputy Commandant for
Manpower and Reserve Affairs

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Chapter 1

Roles and Responsibilities

1. Introduction. This chapter provides detailed information on the roles and responsibilities, with associated procedures for the operation of the DTS.

2. Lead Defense Travel Administrator (LDTA). This role is required. The LDTA shall administer DTS within the defined geographic area as listed in Table 1-1. LDTAs shall be appointed in writing by the appropriate commander using the DD Form 577, "Appointment/Termination Record - Authorized Signature," following the template in Chapter 2 paragraph 4. LDTAs shall maintain a copy of their signed DD Form 577 in their office. A copy of the DD Form 577 shall be electronically transmitted to the Travel Management Section (M&RA (MIF)). LDTAs, at a minimum, shall perform the duties listed below.

Table 1-1.--List of Geographic Areas.

GEOGRAPHIC AREAS
MCLB Albany
MCLB Barstow
MCAS Beaufort
MCAS Cherry Point
MCB Hawaii
MARCENT
MARFORCOM
MARFOREUR
MARFORNORTH
MARFORPAC
MARFORAF
MARFORRES (Worldwide)
MARSOC (Worldwide)
MARFORSOUTH
MCAS Miramar
MCAS New River
MCRD Parris Island
MCB Quantico/National Capital Region
MCRD San Diego
MAGTFTC/MCAGCC Twenty-Nine Palms
MCAS Yuma
I MEF/MCI-W/Camp Pendleton

Table 1-1.--List of Geographic Areas—Continued

II MEF/MCI-E/Camp Lejeune
III MEF/MCI-Pac/MCB Japan/MARFORK
1st MCD Garden City, NY
4th MCD New Cumberland, PA
6th MCD Parris Island, SC
8th MCD Fort Worth, TX
9th MCD Kansas City, MO
12th MCD San Diego, CA
The Pentagon/MCI-Com
TECOM (FSTS ONLY)

a. Ensure Organizational Defense Travel Administrators (ODTAs) are properly appointed by commanders or their designated representatives, within the geographic area, using DD Form 577.

b. Retain (electronically or hardcopy) copies of all DD Form 577s for appointed positions within the geographic area in the LDTA office, with the exception of Disbursing Office/Finance Office (DO/FO) appointments or outside the LDTAs geographic area of responsibility. The DO/FO shall maintain copies of all DD Form 577s for appointments within their office.

c. Collect and submit all Authorizing Official (certifying officials) appointment letters to the central electronic repository at the DFAS Indianapolis Disbursing Operations Directorate (JFD), 8899 East 56th Street, Indianapolis, IN 46249 (secure e-mail dfas-incddd577@dfas.mil). Contact DFAS via their secure e-mail for additional guidance. The original of the DD Form 577 requiring a wet signature must be mailed to the above address. However, digitally signed DD Form 577s may be submitted electronically. See reference (l) for instructions on how to maintain the Authorizing Officials DD Form 577 appointments electronically. DD Form 577s may be viewed on the Electronic Document Access (EDA) website. Contact DFAS via their secure e-mail for information on how to access EDA.

d. Ensure personnel requiring Certifying Officer Legislation (COL) certification have completed the training as listed in Chapter 5.

e. Conduct ODTA, FDTA, AO, NDEA, SAO, RO, DMM, and Traveler initial and annual refresher training as listed in Chapter 5. Maintain a copy of attendance rosters for the current plus the previous year.

f. Retrieve and reconcile reports, listed as LDTA required in Chapter 6, from the DTS website and ensure they are maintained for the current plus the previous year.

g. Assign, manage, and monitor permission levels to ensure appropriate separation of duties in accordance with Chapter 2. Appropriate training shall be completed before DTS permissions are assigned (see Chapter 5 for training requirements). DTS permissions shall be revoked immediately should a lapse in training occur.

h. Establish a Tier II Help Desk, as described in Chapter 4, to provide advanced troubleshooting, document, and profile assistance for travelers and assist FDTAs, DMMs, ODTAs, and administrative personnel in retrieving required reports to perform their duties.

i. Ensure the Tier II Help Desk contact information is current and accurately published on the Defense Travel Management Office (DTMO) website. This information shall be widely disseminated throughout each command.

j. Insert the Distribution Management Office (DMO) into all authorization routing lists when the organization is serviced by a Marine Corps DMO. This does not include routing lists for vouchers. When adding the DMO Reviewer to the routing list ensure the "bypass Passenger Name Record (PNR)" process name is selected.

k. Complete all training requirements for this role as outlined in Chapter 5.

l. Facilitate Read Only Access (ROA) requests for individuals in their geographic area. ROA requests shall be submitted to the Marine Corps DTS Help Desk at USMCDTSHELPDESK@URS.COM for approval.

m. Shall be responsible for the document locking process as described in Chapter 3, USMC Business Rules.

3. Organizational Defense Travel Administrator (ODTA). This role is required. The ODTA is responsible for the daily administration of an assigned DTS organization (this may be at any Unit level). ODTAs shall be appointed in writing by the appropriate commander or their designated representative using DD Form 577 as detailed in the template in Chapter 2, paragraph 4. ODTAs shall maintain a copy of their signed DD Form 577 in their office. A copy of the ODTA DD Form 577 shall be forwarded

to their servicing LDTA. ODTAs at a minimum shall perform the duties listed below.

a. Conduct initial and annual traveler refresher DTS training as listed in Chapter 5. Maintain a copy of attendance rosters for the current plus the previous year.

b. Retrieve reports listed in Chapter 6 (those listed as ODTA Required) from the DTS website and ensure they are maintained for the current plus the previous year.

c. Ensure organization information is current within the DTA Maintenance Tool, specifically monitoring the organization e-mail (DTA ID, Organization E-mail, and Self-Registration E-mail).

d. Conduct routing list maintenance within the DTA Maintenance Tool. Ensure routing lists are configured to maximize the accuracy of DTS documents and facilitate expeditious document approval. Each routing list level should contain more than one routing official to ensure documents flow smoothly (ensure backup is in place in the absence of primary official).

e. Ensure travelers keep their DTS profile up to date, specifically profile E-mail address, Electronic Funds Transfer (EFT), and Government Travel Charge Card (GTCC) information.

f. Monitor permission levels to ensure appropriate separation of duties and assignment of permissions in accordance with Chapter 2, paragraph 2.

g. Establish a Tier I Help Desk, as described in Chapter 4, to provide troubleshooting, document, and profile assistance for travelers.

h. Ensure Tier I Help Desk contact information is current and accurately published within their responsible organization.

i. Complete the training requirements for this role as outlined in Chapter 5.

j. Monitor the Self Registration Module for newly created traveler profiles and "accepted" into the organization.

4. Finance Defense Travel Administrator (FDTA). This role is required. The FDTA may consist of one or more budget, resource management, or accounting and finance personnel who are

responsible for managing and supporting the accounting/budgeting aspects of DTS within an assigned DTS organization (this may be at any unit level). Chapter 2 of reference (c) and reference (d) provide additional information about FDTA duties and responsibilities. FDTAs shall be appointed in writing by the appropriate commander or their designated representative using the DD Form 577 as detailed in the template in Chapter 2, paragraph 4. FDTAs shall maintain a copy of their signed DD Form 577 in their office. A copy of the FDTA DD Form 577 shall be forwarded to their servicing LDTA. FDTAs at a minimum shall perform the following duties:

a. Create lines of accounting (LOA).

b. Establish budgets.

c. Maintain budgets and LOAs.

d. Ensure the amounts loaded into the DTS budgets are available in the official accounting system (SABRS).

e. Retrieve reports listed in Chapter 6 (those listed as FDTA Required) from the DTS website and ensure they are maintained for the current plus the previous year.

f. Assist AO in funding requests for travel.

g. Manage interface errors between DTS and the SABRS.

h. In accordance with Chapter 2 of reference (a), FDTAs are required to maintain a copy of approved letters of appointment for authorizing officials appointed as certifying officials for vouchers at the level of responsibility (assigned organization). To meet this requirement, FDTAs may maintain coordination with servicing LDTA and DO/FO to ensure access to DD Form 577 repository.

i. Ensure appropriate separation of duties to preclude errors, or attempts of fraud or embezzlement from going undetected (through coordination with LDTA).

j. In coordination with the Debt Management Monitor (DMM), shall ensure debt collection action is initiated to recover monies owed to the United States by travelers, per reference (a).

k. Complete the training requirements for this role as outlined in Chapter 5.

5. Authorizing Officials (AO) and Certifying Officers (CO). This role is required. For the purposes of DTS, AOs and COs shall be referred to as AOs. The approval process differs for Authorizations and Vouchers as indicated below.

a. Authorizations. AOs for authorizations perform their duties at the unit or section level. AOs for authorizations determine when travel is mission essential and have the authority to authorize travel, obligate funds, and approve estimates of travel expenses. AOs shall be a SNCO (E-6) or civilian GS-7 or above and be appointed in writing by the commander or their designated representatives using the DD Form 577 as detailed in the template in Chapter 2, paragraph 4. AOs shall maintain a copy of their signed DD Form 577 in their office. A copy of the DD Form 577 shall be forwarded to their servicing LDTA. AOs shall complete initial/annual Certifying Officer Legislation (COL) training. A waiver may be filed for the grade requirement using the waiver process outlined in paragraph 4.c. of this Order. AOs, at a minimum, shall perform the duties listed below.

(1) AOs appointed the authority to apply the "APPROVED" stamp to travel authorizations that contain cash advances or scheduled partial payments are subject to pecuniary liability in the execution of their duties. AOs shall refer to references (a) through (l) of this Order; specifically, appendices G and O of references (f) and (g).

(2) AOs shall seek additional guidance from their servicing functional subject matter experts in the areas of administration, distribution management, comptroller and disbursing/finance. At a minimum, AOs shall perform the following duties:

(a) Ensure authorizations are approved within established guidelines and GTCC cardholders are properly utilizing their cards in conjunction with travel and current policy.

(b) Ensure travel is necessary to accomplish the mission and fully justified by entering the mandatory statement below on all authorizations per references (f) and (j). The following statement shall be placed in the authorization using the "Other Authorizations" tab in DTS: "Objective cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing, web-based communication, or other appropriate means."

(c) Ensure the best estimate of travel costs are documented (non-mileage and mileage expenses, fuel costs, lodging taxes, parking, and taxis).

(d) Ensure travelers submit vouchers within five (5) business days of returning from travel.

(e) Ensure vouchers are stamped "reviewed" (meaning have been authorized by the unit AO) within two (2) business days after being signed by the traveler.

(f) Review and verify all vouchers are completed and required receipts are attached in accordance with Chapter 3, paragraph 14. AOs may request additional documentation/receipts as necessary.

(g) Ensure documents are only signed/T-Entered for travelers without reasonable access to DTS such as non-CAC holders. When a voucher or local voucher is T-Entered, ensure the traveler's signed Department of Defense Form 1351-2 (DD Form 1351-2), Travel Voucher of Subvoucher, or Standard Form 1164 (SF-1164), Claim for Reimbursements for Expenditures on Official Business is uploaded into the DTS document as substantiating documentation for all vouchers that are stamped.

(h) Work with servicing ODTAs to resolve problems at the local level.

(i) Complete the training requirements for this role as outlined in Chapter 5.

b. Vouchers. Disbursing and Finance Offices and their assigned personnel are designated as the AO for all DTS vouchers, to include local vouchers. DOs/FOs are delegated the authority to appoint AOs within their offices. Disbursing/ Finance personnel shall be granted authority to serve as Authorizing and Review Officials by completing the DD Form 577 as detailed within the template in Chapter 2, paragraph 6. Disbursing/Finance personnel are granted a blanket waiver from the grade requirements established elsewhere in this Order. DOs/FOs shall exercise due diligence when making these appointments as required by reference (l). The only exception to this process are those vouchers routed and processed through Training and Education Command's Formal School Training Support (FSTS) office and for those Marines not attached to a Marine Corps DTS organization.

(1) AOs appointed the authority to apply the "APPROVED" stamp to travel vouchers are subject to pecuniary liability in the execution of their duties and will be held financially liable for improper payments. AOs shall ensure payments are legal, proper, and substantiated, in accordance with references (f), (g), and (l) of this Order.

(2) At a minimum, AOs shall perform the following duties, while ensuring vouchers are approved or returned (when necessary) within three (3) business days after being signed by command reviewers:

(a) Review and verify all vouchers are complete and required receipts are attached in accordance with Chapter 3. AOs may request additional documentation/receipts as necessary.

(b) When a voucher or local voucher is T-Entered, ensure the traveler's signed DD Form 1351-2 or SF-1164 is uploaded into the DTS document as substantiating documentation.

(c) Work with servicing LDTAs to resolve DTS issues and maintain routing lists.

6. Distribution Management Office (DMO) Reviewer. This role is required. Distribution Management Office (DMO) Reviewers are responsible for facilitating requested travel services through DTS, in close coordination with their servicing Commercial Travel Office (CTO) and LDTAs/ODTAs. DMOs at a minimum shall perform the duties listed below.

a. Review authorizations and annotate recommendations in the "remarks to AO" field of the authorization when the transportation requested is not in accordance with current Marine Corps Policy. Areas of particular concern regarding the City Pair Program and policy, approval, and reporting of premium class travel are addressed in references (e) and (q). AOs have final decision making authority regarding transportation requests as authorized by references (f) and (g). As such, DMOs shall not return authorizations to the traveler.

b. Assist users, ODTAs, and AOs in understanding and clarifying transportation entitlements and policy as prescribed in references (a) through (n).

c. Ensure all OCONUS travel is routed in accordance with DTR, Chapter 103, which mandates passengers use the Air Mobility Command (AMC) procured channel airlift unless there is a documented negative critical mission impact, or unavailable.

d. DMOs shall contact the Deputy Commandant, Installation & Logistics (LPD-2), to establish separate Centrally Billed Accounts (CBAs) for use by travelers who do not possess a GTCC. See reference (i) for requirements regarding use of the GTCC.

7. Non-DTS Entry Agent (NDEA). This role is optional and may be appointed at the commander's discretion. NDEAs shall be appointed using the DD Form 577 signed by the appropriate commander or their designated representative and completed in accordance with the template in Chapter 2, paragraph 4. A copy of the completed DD Form 577 shall be forwarded to their servicing LDTA.

a. NDEAs are authorized to digitally sign DTS authorizations and T-Enter vouchers/local vouchers on behalf of travelers only for travelers without reasonable access to DTS. When using this process, NDEAs are responsible for accurately entering data provided by the traveler; however, they are not responsible for the validity of the data. When T-Entering a voucher, a scanned or faxed copy of the DD Form 1351-2 (for vouchers) or SF 1164 (for local vouchers) signed by the traveler shall be uploaded into the DTS voucher (along with appropriate receipts and additional supporting documentation) prior to applying the "T-Entered" stamp.

b. Complete the training requirements for this role as outlined in Chapter 5.

8. Routing Official (RO). This role is optional and may be appointed at the commander's discretion. ROs are supervisors and/or duty experts in specific areas that assist AOs in the performance of their duties. ROs shall be appointed using the DD Form 577 signed by the appropriate commander or their designated representative and completed in accordance with the template in Chapter 2, paragraph 4. A copy of the DD Form 577 shall be forwarded to their servicing LDTA. ROs shall complete the training requirements for this role as outlined in Chapter 5.

9. Review Official (Post Payment Reviewing Official). Review Officials are appointed by the commander or DO/FO to perform post payment reviews of previously paid vouchers. Review Officials have the authority to apply the T-Entered stamp to initiate payroll collection of "Due U.S." amounts when the traveler or AO does not respond within 15 days to requests for additional information to support previous payments. See reference (a) for further details.

10. Debt Management Monitor (DMM). This role is required. A DMM shall be appointed within each activity that has the authority to approve official travel authorizations. This role may be centralized at the commander's discretion. The DMM shall be appointed using the DD Form 577 signed by the appropriate commander or their designated representative and completed in accordance with the template in Chapter 2, paragraph 4. DMMs shall maintain a copy of their signed DD Form 577 in their office. A copy of the DD Form 577 shall be forwarded to their servicing LDTA. DMMs shall perform the following duties:

a. Ensure the debt management process is monitored and required actions are completed in accordance with Chapter 9.

b. Ensure Government funds are collected from the traveler when a travel settlement results in a debt to the government.

c. Complete the training requirements for this role as outlined in Chapter 5.

11. Traveler. DTS is designed for the traveler to make their own travel arrangements, route authorizations for approval, and submit vouchers (claims for reimbursement) for approval. In order for effective DTS operation, the traveler shall perform the following duties:

a. Ensure training is completed as outlined in Chapter 5.

b. Ensure profile information is kept up to date, specifically E-mail address, EFT (banking information), and GTCC information.

c. Electronically sign all authorizations and vouchers and attach any required substantiating documents.

d. Submit vouchers within five days of completion of travel.

e. Ensure Authorizations for travel are "canceled" in DTS as soon as the trip is canceled in accordance with the cancellation procedures in Chapter 3, paragraph 6.

f. Ensure any money owed from overpayments is repaid prior to detachment from the organization or separated from Active Duty, in accordance with Chapter 9.

12. Self-Authorizing Official (SAO). Although not a DTS role, SAOs may be appointed at the commander's discretion. In lieu of

blanket or repeat travel orders, individuals who previously traveled under these types of orders may be designated as SAO. SAOs shall be appointed in writing and shall acknowledge in writing that they may not certify their own vouchers or local vouchers for payment. The DD Form 577 appointment shall be signed by the commander and completed in accordance with the template in Chapter 2, paragraph 4. SAOs shall maintain a copy of their signed DD Form 577 in their office. A copy of the DD Form 577 shall be forwarded to their servicing LDTA.

a. SAOs may act as their own AO, and approve their own authorizations that do not contain a request for an advance or partial payment. They are not authorized to certify their own vouchers or local vouchers for payment.

b. Another AO in the organization shall approve authorizations where an advance or scheduled partial payment has been requested.

c. Complete the training requirements as outlined in Chapter 5.

Chapter 2

Permissions Management

1. Introduction. This chapter provides detailed information on when, how, and to whom permission levels shall be assigned, managed, and monitored.

2. Permissions

a. Permissions shall be assigned as listed in Table 2-1. Multiple roles may be assigned only if listed as "May Also Be" in Table 2-1. Each role must be reviewed based on the primary role and should not be compared to other roles. The "Permissions/Access" column in Table 2-1 are the settings that shall be used in the DTA Maintenance Tool under the "User Specific Data" section for each role. The "Who" column in Table 2-1 indicates the grade, rank, and type of employee that can hold this position.

Table 2-1.--Role-Based Permissions.

PRIMARY ROLE	MAY ALSO BE	SHALL NEVER BE	PERMISSIONS/ACCESS	WHO
LDTA	NDEA PPR DMM	ODTA AO FDTA SAO RO In routing list	0, 1, 2, 3, 4, 5, 6 Approval Override Non-DTS Entry Agent (T-Entered) DMM Organization & Group	Military or Civilian
ODTA	NDEA PPR DMM	LDTA FDTA AO SAO RO In routing list	0, 1, 5 T-Entered Organization & Group	Military or Civilian
FDTA	RO NDEA PPR DMM	ODTA AO LDTA	0, 1, 3, 6 (2 at Commander discretion, if appointed as an RO) Organization &	Military or Civilian

			Group	
AO for Authorization (Certifier)	SAO RO	LDTA ODTA FDTA AO - Voucher NDEA PPR DMM	0, 1, 2 Organization & Group	Military (SNCO/E-6 or above) or Civilian (GS-7 or above)
AO for Voucher (Certifier)	RO PPR	LDTA ODTA FDTA AO - Auth. NDEA SAO DMM	0, 1, 2 Organization & Group	Military or Civilian at the DO/FO discretion
NDEA	LDTA ODTA FDTA	AO SAO RO PPR DMM	0 Non-DTS Entry Agent (T-Entered) Group	Military, Civilian, or Contractor
SAO	AO RO	ODTA FDTA NDEA PPR DMM	0, 2 Self-AO Approval	Military or Civilian
Routing Official	NDEA PPR DMM	LDTA ODTA FDTA AO SAO	0, 1, 2 Organization & Group	Military, Civilian, or Contractor (Contractor reviews only, cannot perform any function of an accountable position)
Review Official (Post Pay Review)	LDTA ODTA FDTA NDEA DMM	AO SAO RO	0 Organization & Group	Military or Civilian

Table 2-1.--Role-Based Permissions--
Continued

DMM	LDTA ODTA FDTA NDEA PPR RO	AO - Auth or Voucher	0, 6 DMM Organization & Group	Military or Civilian
Traveler			0	Military or Civilian

b. Group and organizational access allows access to Personally Identifiable Information (PII) as outlined in reference (b). As a result, personnel not properly appointed to accountable positions in DTS shall not have group or organizational access. IPAC personnel shall be excluded from the above requirement.

3. Assignment and Monitoring Permission Levels

a. The installation LDTA shall perform the following procedures for assignment and monitoring of DTS permission levels. The assignment of DTS permissions shall be limited to the fewest number of individuals within the LDTAs office necessary to maintain proper control and accountability.

b. Requirements to attain permissions are as follows:

(1) A completed DD Form 577.

(2) A current COL certificate (if required).

(3) Completion of all required training as outlined in Chapter 5 of this Order.

c. All documents in paragraph 3.b. shall be submitted to the granting official(s) for assignment.

d. The official(s) granting the permission(s) shall maintain all documentation as back up source documents, and send copies to DFAS per Chapter 1, paragraph 2.c. of this Enclosure.

e. The official granting permissions shall monitor permission levels by retrieving the Complete Traveler Information List Report each week and comparing it to the previous week's report.

(1) The report shall be compared to the permissions that were assigned by the official granting permission levels.

(2) Any changes that cannot be validated shall be removed and the individual and their ODTA shall be sent an e-mail notifying them of the discrepancy, and the procedures they need to follow to be assigned permissions.

4. Appointment/Termination Record - Authorized Signature, DD Form 577. One appointment record shall be used for each individual (one form may cover multiple roles). Additional remarks may be added to Block 14, as necessary. If remarks exceed Block 14, duties shall be continued on an addendum page. All addendum pages shall include the appointees identifying information and the appropriate signatures.

5. DD Form 577 Content Templates. The templates provided below shall be used when completing all DD Form 577 "Appointment/Termination Record Authorized Signature".

a. Lead Defense Travel Administrator (LDTA)

(1) Permission levels 0, 1, 2, 3, 4, 5, 6 + organization and group access.

(2) In Block 13, mark "X" at DEPARTMENTAL ACCOUNTABLE OFFICIAL.

(3) In Block 14, enter the following: "Manage DTS at the installation level. In addition, you shall ensure commanders appoint Organizational Defense Travel Administrators (ODTA) who shall support the site's sub-organizations/subordinate commands. You shall oversee the daily operation of DTS and manage permissions for subordinate ODTAs. You shall ensure that Approving/Authorizing Officials (AO) are appointed in writing for sub-organizations/subordinate commands and maintain DD Form 577s for retention. In emergency situations, LDTAs may use approval override to approve documents. LDTAs shall not be listed in a routing list. This appointment carries with it pecuniary liability for all illegal, improper, or incorrect payments that result from negligent performance of duties. The LDTA must comply with all requirements of the Privacy Act of 1974. Any use of DTS information for other than official business may subject the LDTA to possible criminal penalties and/or administrative sanctions."

(4) In Block 15, enter the following references: DoD FMR Vol. 5, Chapter 33; DoD FMR Vol. 9, Chapter 2; Joint Federal Travel Regulations, Vol. 1, Appendix O; and Joint Travel Regulations, Vol. 2, Appendix O.

b. Organizational Defense Travel Administrator (ODTA)

(1) Permission levels 0, 1, 5 + organization and group access.

(2) In Block 13, mark "X" at DEPARTMENTAL ACCOUNTABLE OFFICIAL.

(3) In Block 14, enter the following: "Perform duties as an Organization Defense Travel Administrator. Administer the DTS, which includes updating organizations, routing lists, groups, and personnel information. You do not have the authority to obligate funds nor to certify travel documents for payment. The ODTA must comply with all requirements of the Privacy Act of 1974. Any use of DTS information for other than official business may subject the ODTA to possible criminal penalties and/or administrative sanctions."

(4) In Block 15 enter the following references: DoD FMR Vol. 5, Chapter 33; DoD FMR Vol. 9, Chapter 2.

c. Finance Defense Travel Administrator (FDTA)

(1) Permission levels 0, 1, 3, 6 + organization and group access. The Commander may choose to provide permission level 2 for routing purposes should they want the FDTA in the routing process.

(2) In Block 13, mark "X" at DEPARTMENTAL ACCOUNTABLE OFFICIAL and enter DTS Finance Defense Travel Administrator.

(3) In Block 14, enter the following: "Perform duties of a Finance Defense Travel Administrator. Maintain DTS budgets and Lines of Accounting (LOA). You do not have the authority to obligate funds nor to certify travel documents for payment. The FDTA must comply with all requirements of the Privacy Act of 1974. Any use of DTS information for other than official business may subject the FDTA to possible criminal penalties and/or administrative sanctions."

(4) In Block 15, enter the following references: DoD FMR Vol. 5, Chapter 33; DoD FMR Vol. 9, Chapter 2.

d. Authorizing Official (AO) and Certifying Officer (CO)

(1) Permission levels 0, 1, 2 + organization and group access.

(2) In Block 13, mark "X" at Certifying Officer.

(3) In Block 14, enter the following: "Approve DTS temporary duty travel (TAD), local travel, and certify payments of TAD and local travel entitlements. As a certifying officer, you shall be responsible for certifying payment vouchers and documents prepared under DTS in accordance with appendix O of the JFTR/JTR. You may not concurrently serve as a deputy disbursing officer to any DSSN, cashier, paying agent, collection agent, change fund custodian, imprest fund cashier, or in any other accountable position involving the management of DTS. Exception under DTS is on a case-by-case basis with express written approval by your major command. An AO or SAO may not approve their personal voucher or local voucher. Only an SAO may approve their personal Travel Authorization. This appointment carries with it pecuniary liability for all illegal, improper, or incorrect payments that result from negligent performance of duties. AO/COs shall not concurrently serve in any accountable position within DTS, specifically including DTA nor will they have permission level 3 or 5 in their profiles. The AO must comply with all requirements of the Privacy Act of 1974. Any use of DTS information for other than official business may subject the AO to possible criminal penalties and/or administrative sanctions."

(4) In Block 15 enter the following references: DoD FMR Vol. 5, Chapter 33; DoD FMR Vol. 9, Chapter 2; Joint Federal Travel Regulations, Vol. 1, Appendix O; and Joint Travel Regulations, Vol. 2, Appendix O.

e. Non-DTS Entry Agent (NDEA)

(1) Permission levels 0 + group access.

(2) In Block 13, leave blank.

(3) In Block 14, enter the following: "Perform duties as a Non-DTS Entry Agent. Create and sign or T-Enter authorizations, vouchers, and local vouchers (documents shall only be signed or T-Entered for travelers without reasonable access to DTS such as non-CAC holders). Receive a manually

prepared and signed DD Form 1351-2, Voucher or SF 1164, Local Voucher from the traveler. You shall scan or fax these documents and all applicable receipts into the DTS voucher. When you sign the DTS voucher for the traveler, you certify that the information contained in the traveler's manually prepared and signed voucher is entered as claimed on that voucher. You are not responsible for the validity of the data for the manual voucher signed by the traveler. You do not have the authority to obligate funds or to certify travel documents for payment. The NDEA must comply with all requirements of the Privacy Act of 1974. Any use of DTS information for other than official business may subject the NDEA to possible criminal penalties and/or administrative sanctions."

(4) In block 15, enter the following reference: DoD FMR Vol. 9, Chapter 2.

f. Self-Authorizing Official (SAO)

(1) Permission levels 0 and 2.

(2) In Block 13, mark "X" at DEPARTMENTAL ACCOUNTABLE OFFICIAL.

(3) In Block 14, enter the following: "Approve their own travel authorization. They may not, approve/certify any documents which include payments (advance payment, scheduled partial payment, vouchers, and local vouchers)."

(4) In block 15, enter the following references: DoD FMR Vol. 9, Chapter 2; Joint Federal Travel Regulations, Vol. 1, Appendix O; and Joint Travel Regulations, Vol. 2, Appendix O.

g. Routing Officials (RO)

(1) Permission levels 0, 1, 2 + group access.

(2) In Block 13, mark "X" at DEPARTMENTAL ACCOUNTABLE OFFICIAL.

(3) In Block 14, enter the following: "Review DTS travel documents (Travel Authorizations, Vouchers and Local Vouchers). As a routing official, you shall be responsible for reviewing travel documents prepared under DTS in accordance with Appendix O of the JFTR/JTR. You do not have the authority to obligate funds or to certify travel documents for payment. The RO must comply with all requirements of the Privacy Act of 1974.

Any use of DTS information for other than official business may subject the RO to possible criminal penalties and/or administrative sanctions."

(4) In block 15, enter the following references: DoD FMR Vol. 5, Chapter 33; DoD FMR Vol. 9, Chapter 2; Joint Federal Travel Regulations, Vol. 1, Appendix O; and Joint Travel Regulations, Vol. 2, Appendix O.

h. Review Official (Post Payment Review Official)

(1) Permission levels 0 and 1 + organization and group access. Review Officials should work with their Lead Defense Travel Administrator, if it becomes necessary to correct a document.

(2) In Block 13, mark "X" at DEPARTMENTAL ACCOUNTABLE OFFICIAL.

(3) In Block 14, enter the following: "Perform duties of a Review Official. Perform post payment reviews in accordance with the references listed in Block 15 of this appointment record. The Review Official must comply with all requirements of the Privacy Act of 1974. Any use of DTS information for other than official business may subject the Review Official to possible criminal penalties and/or administrative sanctions."

(4) In Block 15, enter the following references: DoD FMR Vol. 5, Chapter 33; DoD FMR Vol. 9, Chapter 2; Joint Federal Travel Regulations, Vol. 1, Appendix O; and Joint Travel Regulations, Vol. 2, Appendix O.

i. Debt Management Monitor (DMM)

(1) Permission levels 0 and 6 + organization and group access; and DMM indicator set to "Yes."

(2) In Block 13, mark "X" at DEPARTMENTAL ACCOUNTABLE OFFICIAL.

(3) In Block 14, enter the following: "Perform duties as a Debt Management Monitor. The DMM shall be responsible for all DTS debt related activity, to include identifying, collecting, tracking, and recording of the debt in all related automated systems. The DMM shall coordinate debt collection with other sections involved, i.e., admin, disbursing, etc. The

DMM must comply with all requirements of the Privacy Act of 1974. Any use of DTS information for other than official business may subject the DMM to possible criminal penalties and/or administrative sanctions."

(4) In Block 15, enter the following references: DoD FMR Vol. 5, Chapter 33; DoD FMR Vol. 9.

Chapter 3

USMC DTS Business Rules

1. Purpose. This document provides Marine Corps policy for the administration and use of the DTS.

a. The following directives shall apply to the execution of travel:

(1) Defense Transportation Regulation (DTR)(DoD 4500.9-R, Part I).

(2) DoD Financial Management Regulation (DoD FMR) (DoD 7000.14-R).

(3) Joint Federal Travel Regulations (JFTR).

(4) Joint Travel Regulations (JTR).

(5) MCO 4600.7.

b. In order to travel using DTS, travelers shall be registered with their organization.

2. Required Policies and Partner Programs

a. Government Travel Charge Card. Travelers who have an individual Government Travel Charge Card (GTCC) are required to use it for mandatory expenses per references (h) and (i). Mandatory expenses applied to the GTCC include all transportation (air, land, sea), rental car, lodging, meals, and miscellaneous expenses (where accepted). Travelers who have not been issued a GTCC shall have their transportation expenses (air, land, sea) charged to a Centrally Billed Account (CBA). The CBA is managed by the local Distribution Management Office (DMO).

b. Advance Payment. Travelers who are not required to possess a GTCC may request an advance in DTS. The advance shall be deposited into the traveler's bank account on record via Electronic Funds Transfer (EFT).

c. Scheduled Partial Payments. Travelers who will be traveling in excess of 45 days shall use the scheduled partial payment feature in DTS.

d. EFT and Split Disbursement. Per reference (r), split disbursement is mandatory for all military and DoD civilian GTCC card holders. DTS computes travel entitlements and initiates EFT disbursements to the traveler's bank account eliminating the expense of processing check payments and expedites reimbursement. DTS "split-disburses" reimbursements to the traveler's GTCC account for transportation, lodging, and rental car expenses. The traveler shall "split disburse" all additional expenses charged to the GTCC for other expenses that may have been incurred.

e. Contracted CTO. Travelers shall use the DTS Reservation Module to make arrangements for commercial air transportation and rental car reservations or request CTO assistance. In certain circumstances, i.e., short notice travel, the traveler may be required to call the CTO, using a local or toll free number to make reservations. CTO may be contacted for booking restricted fares not available on the DTS booking module. Travel arrangements shall be charged to the traveler's GTCC. If the traveler has not been issued a GTCC, a CBA shall be used.

f. Emergency After-Hours Changes. All TAD travelers requesting a change to their flight arrangements after normal business hours shall obtain approval from competent command authority prior to contacting the CTO. Travelers shall provide the full name, grade, and billet of the command representative approving the flight change to the CTO. Travelers shall be held personally accountable should they fail to gain approval prior to contacting the CTO. Commands shall notify DMO of changes to CBA billed reservations within one business day of approval.

3. Detaching and Receiving Travelers. Commands shall incorporate a requirement for the Tier I or Tier II Help Desk signature block on all check-in and check-out sheets.

a. Personnel Detachment/Check-out Requirements. All personnel shall checkout with the Tier I or Tier II Help Desk when detaching from an organization. The Tier I or Tier II Help Desk shall ensure the individual is detached in DTS using the DTA Maintenance Tool. The Tier I or Tier II Help Desk should not detach an individual if there are documents being processed. Therefore, if an individual has an authorization for which a voucher has not been created, the individual's profile shall not be detached until the authorization is canceled or the voucher has finished processing. The same holds true for local

vouchers. This ensures the individual has completed all business in his/her prior organization before moving to another. Prior to detaching any individual with "Due U.S.", "Due Process Served", or "Pay Collection" status, the DMM shall be contacted.

b. Personnel Join/Check-in Requirements. Upon check-in, the Tier I or Tier II Help Desk shall ensure the individual has been received in the organization through the DTS Maintenance Tool. In the event an individual has not been detached from their previous organization, the Tier I or Tier II Help Desk shall contact the prior command and request they detach the individual. If the individual comes from another Service or Agency and has not been detached, a request to detach the individual shall be submitted by the LDTA or ODTA to the Travel Assistance Center (TAC). In all instances, the individual's full name and social security number (SSN) are required.

4. Unsupported Travel Types. This section is an overview of travel authorizations not currently processed in the DTS. Should DTS capabilities change, additional guidance will be provided.

a. Reserve Component Travel. All travel for Reserve Component (RC) personnel shall be coordinated with Marine Forces Reserve Headquarters (MARFORRES HQ) and processed in accordance with their established business rules.

b. Classified Travel.

c. Permanent Duty Travel (PDT).

d. Contractor Travel.

5. Travel Authorization

a. General. Air travel service shall be obtained using priorities in order of preference established in reference (e).

b. Foreign Flag Carriers and Air Mobility Command (AMC). Foreign flag carriers are not authorized, unless certain conditions in references (f) and (g) are met. Travelers shall call the CTO or request assistance in DTS when making foreign flag carrier reservations. The DMO shall notify the AO when only foreign flag carriers are available, allowing the AO to make the determination if use of the foreign flag carrier is required to meet mission requirements. OCONUS travel orders

shall always be routed to the DMO to verify the availability of Air Mobility Command flights.

c. Commercial Air Travel. General Services Administration (GSA) contract "City Pairs" shall be selected when flights meet mission requirements. The AO is responsible for determining if a City Pair flight meets mission requirements. AOs hold pecuniary liability, therefore should exercise strict fiscal responsibility when making this determination.

d. Premium Class Travel. Premium class travel includes both first class, business class, and any other travel costing more than coach fare. In accordance with reference (j), AOs shall refer all requests for premium class travel to CMC (MPO) for approval in advance of the trip. For further guidance, contact MPO-40.

e. Constructed Travel Worksheet (CTW)

(1) The CTW is a cost comparison completed by the traveler and provided to the AO. It helps the AO determine the most cost effective way for travel to be performed and whether to limit reimbursement costs.

(2) Travelers requesting non-standard modes of travel that exceed 400 miles one way (800 miles round trip) shall complete a CTW for approval by the AO. The CTW shall be included in the substantiating records portion of the travel authorization prior to approval.

f. Travel Justification

(1) If the travel objectives cannot be satisfied through other means (e.g., teleconference, video conference, etc.) and travel is the only viable option, then travelers shall execute the following:

(a) All authorizations shall contain the following justification: "Objective cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing, web-based communication, or other appropriate means."

(b) The aforementioned justification shall be entered in the "Other" block within the DTS authorization. While in the DTS authorization, click on "Other Authorization" tab in the menu bar at the top of the page (between "Preview" and "Pre-Audit"). When the screen opens, scroll down to the

"Other" block and click on it. Scroll down to the bottom of the page to enter the justification in the text box provided.

g. Frequent Flyer Benefits. DoD regulations allow travelers to upgrade to first class and business class travel using frequent flyer benefits. To use frequent flyer benefits for an upgrade, travelers must contact the carrier directly after reservations have been confirmed by the CTO. Travelers are not authorized to refuse transportation provided by the GSA City Pair carrier for frequent flyer benefit purposes.

h. Short Notice or Verbal Orders. Mission requirements may dictate the need to deviate from the standard process of using DTS. Local commands shall establish their own procedures for short notice travel.

i. Process for Handling Cancellation Fees/Penalties. Travelers may have travel plans canceled or changed due to mission requirements. If they do not have sufficient notice, travelers may be unable to cancel reservations or registrations, and shall be charged for unavoidable expenses or penalty fees for these changes. If a ticket is canceled after being issued, the CTO transaction fee shall still be charged to either the GTCC or CBA, as appropriate. The traveler shall be reimbursed for expenses incurred as a result of mission related cancellations/changes; expenses incurred due to personal preferences are non-reimbursable. Travelers shall complete a voucher in DTS for reimbursement of these charges. Travelers are responsible for following proper cancellation procedures as directed by the AO.

j. Group Travel. Group Travel authorizations can be created in DTS. For group travel procedures, refer to the Document Processing Manual located in the DTS Reference Library.

k. En-Route Traveler Assistance. All TAD travelers requesting a change to their flight arrangements shall obtain approval from competent command authority prior to contacting the CTO. Travelers shall provide the full name, grade, and billet of the command representative approving the flight change to the CTO. Travelers shall be held personally accountable should they fail to gain approval prior to contacting the CTO. Commands shall notify DMO of changes to CBA billed reservations within one business day of approval.

l. Foreign TAD Travel. All requests for overseas travel shall be routed through the DMO, which shall determine availability of flights.

6. Cancellations

a. Travel authorizations, which include air travel, not approved and ticketed at least 72 hours in advance of the scheduled flight departure are automatically canceled. This applies to domestic City Pair and non-contract Government flights that are either booked through DTS or through a Commercial Travel Office (CTO). Although a reservation may exist, it is not ticketed until the Authorizing Official (AO) approves the travel authorization and the Commercial Travel Office (CTO) tickets the reservation. If a travel authorization is not approved at least 72 hours in advance of travel, the traveler will not have a ticket or a reservation in the airline's system. If airline reservations are canceled, the traveler should follow their normal ticketing process to rebook the flight. Travelers will not rebook at the airline counter.

b. Ensure Authorizations for travel are "Canceled" in DTS as soon as the trip is canceled. The authorization shall be canceled using the following methods:

(1) Unapproved, unsigned authorizations.

(a) If no reservations were made in the authorization. The traveler shall select the "Remove" link next to the authorization that needs to be deleted. A pop-up message will appear asking for confirmation of the deletion, select "OK." No further action is required.

(b) If reservations have been made in the document, the traveler shall "Edit" the authorization and cancel all reservations in the authorization. Once reservations are canceled, select the "Return to List" radio button on the preview trip page. The traveler can select the "Remove" link next to the authorization that needs to be deleted. A pop-up message will appear asking for confirmation of the deletion, select "OK." No further action is required.

(2) Unapproved, signed authorizations

(a) No expenses were incurred. The traveler shall select the "Trip Cancel" link. Select "No Expenses Incurred." A pop-up message will appear informing the traveler that the action is non-reversible. Select "OK". Traveler will then select continue. Proceed through the document to the digital signature page and stamp the document "SIGNED" and submit completed document. This will allow the document to route

through to the AO for the CANCELED stamp or RETURNED stamp depending on the actions required.

(b) Expenses were incurred. The traveler shall select the "Trip Cancel" link. Select "Expenses Were Incurred." A pop-up message appears informing the traveler that this action is non-reversible and that reservations will be canceled once signed. Select "OK", and continue. Any reservations made in the authorization will be canceled at this point. Another pop-up message appears informing the traveler that once the authorization is approved a voucher will need to be created and incurred expenses added to receive reimbursement. Select "OK." Proceed through to the digital signature page and stamp the document "SIGNED" and submit completed document. This will allow the document to route through to the AO for the "CANCELED" stamp or "RETURNED" stamp depending on the actions required.

c. Approved Authorizations

(1) No expenses incurred. The traveler can select the "Trip Cancel" link. Select "No Expenses Incurred." A pop-up message will appear informing the traveler that the action is non-reversible. Select "OK." Traveler will then select continue. Proceed through the document to the digital signature page and stamp the document "SIGNED" and submit completed document. This will allow the document to route through to the AO for the "CANCELED" stamp or "RETURNED" stamp depending on the actions required.

(2) Expenses were incurred. The traveler will select the "Trip Cancel" link. A pop-up message will appear informing the traveler that this action is non-reversible. This process will create a voucher and any reservations will be canceled once "Continue" is selected. Select "OK." Select "Continue." DTS automatically creates a voucher. The non-mileage expense screen opens. All expenses on the voucher are set to $0 cost, except for CTO fees and any CBA transactions in a matched status. Add or edit any incurred expenses, then select "Save Expenses" at the bottom of the screen. Traveler will add any substantiating records and proceed through to the digital signature page and stamp the document "SIGNED" and submit the completed document. The voucher, not authorization, will route to the AO for the appropriate action.

7. Leave in Conjunction With Official (LICWO) Travel

a. When commercial air is the approved mode of

transportation for Temporary Additional Duty (TAD) travel, the CTO shall issue the official ticket from/to authorized locations prior to assisting with LICWO travel requests. Once the official ticket has been issued, the Service member has the option of using the CTO for their leisure travel needs.

b. When the CTO is used for leisure travel: The CTO, upon member request, shall exchange the traveler's official ticket, paid for by either an IBA or CBA, for a leisure ticket incorporating the official value therein. The member shall pay any additional costs (to include transaction fees) due at the time of the ticket exchange. The Service member will be required to pay any additional cost with cash, check, or personal credit card. If the form of payment used for the official ticket was a CBA, the Service member shall be required to sign a document acknowledging their responsibility to turn back into the Government any official value which was applied to their leisure ticket if the official trip is canceled for any reason. The DMO shall use the document signed by the member as a tracking tool and shall notify their local disbursing office after 30 days should a pay adjustment authorization (i.e., Department of Defense Form 139 (DD Form 139) Pay Adjustment Authorization) become necessary. Electronic sweeps by the CTO will capture unused leisure tickets where official value is incorporated therein, and if a member does not turn the official value back into the Government after 30 days, a pay adjustment authorization may be initiated.

(1) In cases where the cost of the official ticket is less than the LICWO ticket, the CTO will issue the official travel ticket. The traveler may apply/exchange the official ticket with the same carrier or a carrier that has an agreement with the issuing carrier for the LICWO ticket. The official ticket amount may be applied to the LICWO ticket. The member will be required to pay any additional cost with cash, check, or personal credit card.

(2) In cases where the cost of the official ticket is more than the LICWO ticket, the CTO will issue the official travel ticket. The member may apply/exchange the official ticket with the same carrier or a carrier that has an agreement with the issuing carrier for the LICWO ticket. The official ticket amount may be applied to the LICWO ticket. If the member used an IBA to purchase the official ticket, the member will receive a credit on their GTCC from the issuing carrier for the difference in fares. The member should request a new receipt for the lower cost fare and must adjust the fare cost when

making the claim for reimbursement within the travel system used. If the member is using a CBA, the CBA will receive a credit for the exchanged fare from the issuing carrier for the difference in fares.

c. When the CTO is not used for leisure travel. If the official ticket issued by the CTO was purchased with a CBA, and the ticket exchange is made directly with the airline, the member remains liable for any official value which was applied to their leisure ticket should the official trip be canceled for any reason. CTO audits will capture unused leisure tickets where official value is incorporated therein, and if a member does not turn the official value back into the Government after 30 days a pay adjustment authorization may be initiated.

8. Ticketing Methods. Electronic ticketing (e-ticket) is the preferred method of ticketing and is mandated when available. If CTO is unable to provide e-ticket booking, paper tickets should be made available three business days prior to travel. When a paper ticket is required, travelers shall make arrangements to pick up the ticket from the CTO no earlier than three business days prior to departure. Travelers are strictly prohibited from exchanging e-tickets for paper tickets, unless the issuance of paper tickets is in the best interest of the command's mission.

a. Ticketed Commercial Air Itinerary. Travelers can print itineraries through DTS or from the E-mail provided by the CTO.

b. Unused Tickets. Travelers shall return unused paper tickets to the CTO as soon as possible. If an e-ticket is unused, the traveler shall notify the CTO. In either case, the traveler shall note the changes in DTS.

9. Ticket Changes

a. Ticket Changes Before Reservations are Ticketed at CTO. If changes are necessary prior to the authorization being ticketed by CTO, travelers shall adjust/amend the document in DTS.

b. Changes After Tickets are Ticketed by CTO

(1) Traveler Initiated Changes After Ticketing. Changes made to travel arrangements after tickets have been issued should be made only due to mission requirements and by the CTO. The reason for this restriction is that changes incur additional

costs to the Government. The traveler should contact the CTO directly for requested changes after obtaining the AO's approval. The CTO will not assume the responsibility and arbitrarily make a change to the official ticket without the AO's approval. Travelers who violate policy and make ticket changes directly with the airline, instead of their respective CTO, must indicate the reason why they did so in their voucher. Travelers can be held financially responsible if the voucher does not reflect the actual travel.

(2) Airline Initiated Ticket Changes. The CTO is responsible for notifying the traveler of any ticketing changes after tickets have been issued. The CTO provides the traveler all pertinent information contained in a traveler's finalized ticket itinerary. Any changes or updates to a PNR prior to the trip should be passed to the traveler via e-mail, fax, or telephone. At a minimum, this information should include the PNR locator number, and all flight, car rental, and commercial lodging information with costs and ticket numbers. If multiple carriers are used on an itinerary, costs should be broken out by ticket number. Changes shall be manually input into DTS by the traveler when filing the travel voucher.

(3) Mission Directed Ticket Changes After Departure. Travelers shall contact the CTO to initiate any travel itinerary changes and notify the AO of any additional costs incurred. It is the traveler's responsibility to accurately account for all changes and charges when submitting their voucher. In the event changes are required after normal business hours, the procedures in Chapter 3, paragraph 2. f., shall be used.

10. Rental Cars. All travelers authorized a rental car shall make reservations in DTS. The traveler shall select the lowest cost rental car in DTS. The AO may authorize an appropriately sized vehicle in accordance with mission needs when a compact rental car (the standard for TAD travel) does not meet mission requirements. When the AO authorizes rental vehicle use for official business, the reimbursements are authorized in accordance with references (f) and (g), Appendix G.

11. Baggage. Any time a traveler is charged a fee by the airline to transport accompanied baggage, the baggage is considered "excess baggage" and the associated fee is considered an excess baggage fee. If the cost is known in advance, this estimated cost should be placed in the authorization. The traveler shall make payment for excess baggage directly to the

carrier at the time of check-in. The traveler shall claim reimbursement for excess baggage on the voucher. It is the AO's responsibility to ensure excess baggage is justified. AOs should request guidance from their local DMO regarding any questions concerning limitations.

12. Medical TAD. Travelers shall note in their authorization that TAD is for official medical reasons.

13. Voucher Process for Deceased Marines. See reference (p), the Marine Corps Total Force System Automated Pay System Manual (MCTFS APSM).

14. Voucher Process When Document Must Be Abandoned. If the LDTA and Travel Assistance Center (TAC) determine the voucher will not process through to completion in DTS, the LDTA shall coordinate with the servicing Disbursing/Finance office and request the voucher be settled via the Windows Integrated Automated Travel System (WinIATS). The following steps shall be taken by the LDTA, traveler, and DO/FO:

a. The LDTA shall print all existing substantiating documents and the DTS voucher for submission to the DO/FO. Using the crosswalk in this Order, translate the DTS LOA to the SABRS format on the copy of the DTS voucher. Ensure the Standard Document Number (SDN) is included.

b. The LDTA shall ensure the traveler has completed and signed a DD Form 1351-2.

c. The LDTA shall submit all documents to the servicing DO/FO for settlement.

d. The DO/FO shall settle the voucher in WinIATS in accordance with applicable regulations and the documents provided.

e. The DO/FO shall provide a copy of the settled document to the LDTA.

f. The LDTA shall upload a copy of the settled WinIATS voucher to the DTS document as a substantiating record, if possible.

g. The LDTA shall ensure the document is "locked".

15. Cross Fiscal Year TAD Travel. For cross fiscal year procedures, refer to the DTS Reference Library.

16. Lodging

a. Government Quarters (Service member)

(1) Per reference (f), Service members ordered to a U.S. installation (as opposed to a geographic location like a town or city) are required to check the Government quarters availability at (not near) the U.S. installation to which assigned TDY to facilitate the AO's decision requiring Government quarters use. The traveler shall add a statement to the authorization regarding availability of government quarters.

(2) The AO may direct adequate (based on DoD and Service standards), available Government quarters use for a Service member on (not near) a U.S. installation only if the Service member is TDY to that U.S. installation. Government quarters non-availability shall be documented for commercial lodging reimbursement. To document the requirement for military travelers to use Government lodging when traveling to a military installation, the per diem lodging amount shall be reduced by annotating government quarters on the daily per diem entitlements screen.

b. Government Quarters (Civilian). Per reference (g), civilian employees cannot be directed/required to use Government quarters or have their lodging reimbursement limited to the Government quarters cost. In accordance with the requirement to exercise prudence when incurring expenses, an employee should check for Government quarters availability, and is encouraged to use those quarters when TAD to a U.S. installation.

c. State Tax Exemption Form. In accordance with the requirement to exercise prudence when incurring expenses, travelers should request tax exemption for lodging. Certain states exempt DoD travelers from paying state hotel or lodging taxes. The General Services Administration (GSA) website maintains a list of states that honor the State Tax Exemption for DoD travelers. If the hotel or lodging facility in the United States does not grant the State Tax Exemption, the taxes shall be claimed as a separate expense on the voucher. For hotels and lodging facilities in foreign countries, lodging taxes should be included as part of the total lodging cost.

17. Expenses and Receipts

a. All travel expenses (mileage and non-mileage) shall be entered into DTS for reimbursement. Best estimate expenses should be entered in DTS in the authorization for budgeting purposes and to ensure expense is authorized prior to travel.

b. All receipts for airfare, rental car, and lodging shall be uploaded as a substantiating record into DTS (no matter the cost). Generally, other receipts under $75 do not need to be provided, unless directed/required by the AO.

Chapter 4

Help Desk

1. Purpose. To facilitate effective operation of the DTS a travel support section shall be established in a three-tiered approach. This support section shall operate as a DTS Help Desk providing traveler assistance with the DTS. The tiers and operation of each Help Desk are outlined in this Chapter.

2. Tier I Help Desk. The establishment of a Tier I Help Desk is mandatory. The Tier I Help Desk shall be located at the ODTA level within the traveler's organization. All requests for assistance should initially be made through the Tier I Help Desk. Requests that cannot be resolved at this level shall be escalated to the Tier II Help Desk by the ODTA (per paragraph 6 below).

a. Shall consist of ODTAs, travelers, resource advisors, AOs/COs, and other users of DTS and is comprised of information readily available to them.

b. Resources to be utilized are:

(1) DTS Tri-folds.

(2) Marine Corps Business Rules (Chapter 3).

(3) Web-Based Training.

(4) Procedural guides for creating, reviewing, approving, and canceling authorizations.

(5) Lesson Plans/Training Materials.

(6) Links to other relevant sites.

(7) Frequently Asked Questions (FAQs).

(8) DTS Document Processing Manual.

(9) DTA Manual.

3. Tier II - Help Desk. The establishment of a Tier II Help desk is mandatory. The Tier II Help Desk shall be located at the LDTA level. The Tier II Help Desk is responsible for assisting with requests escalated by the Tier I Help desks. If Tier II Travel Support Section personnel cannot resolve the issue, they should contact the Marine Corps DTS Help Desk for assistance (per paragraph 6 below).

a. Shall be comprised of the LDTA and functional area representatives. The intent is for these individuals to be the most knowledgeable DTS personnel at their site.

b. Shall provide monthly listing of common issues and trends to the Marine Corps DTS Help Desk to assist in amplifying Marine Corps issues at the DoD Level.

c. Resources to be employed are:

(1) DTS Tri-folds.

(2) Marine Corps Business Rules (Chapter 3).

(3) Web-Based Training.

(4) Procedural guides for creating, reviewing, approving, and canceling authorizations.

(5) Lesson Plans/Training Materials (To be based on HQMC Standard Training Materials when released).

(6) Links to other relevant sites.

(7) Frequently Asked Questions (FAQs).

(8) Travel Support Section contingency operations (CONOPS) and Bulletins.

(9) DTS Financial Field Procedures Guide.

(10) DTS Implementation Guide.

(11) Electronic References.

(12) JFTR/JTR.

(13) DTA Manual.

d. May request training or Staff Assist Visit (SAV) from the Marine Corps DTS Help Desk as directed in Chapter 5.

4. Marine Corps DTS Help Desk. The Marine Corps DTS Help Desk is operated at the Headquarters Marine Corps level and shall serve as the Service-level interface with the Tier II Help Desks and the Travel Assistance Center (TAC). Requests not resolved by Tier II should be escalated to the Marine Corps DTS Help Desk for resolution (per paragraph 6 below). The Marine Corps DTS Help Desk is designed to provide Service-wide visibility of issues, hands-on assistance, and maintain a knowledge repository for best practices. Requests for Marine Corps DTS Help Desk assistance shall be submitted to USMCDTSHELPDESK@URS.COM.

5. Tier III - Travel Assistance Center. The DTMO operates the TAC, which serves as the Tier III Help Desk. The TAC assists with requests that cannot be resolved at the Marine Corps DTS Help Desk. Because the TAC services all DoD and agency travelers, every attempt shall be made to resolve requests at the lowest level.

6. Help Desk Path of Escalation. As depicted in Figure 4-1, all requests for assistance should initially be made through the Tier I Help Desk. Requests that cannot be resolved at this level shall be escalated to the Tier II Help Desk by the ODTA. Requests not resolved by Tier II should be escalated to the Marine Corps DTS Help Desk for resolution. The TAC assists with requests that cannot be resolved at the Marine Corps DTS Help Desk.

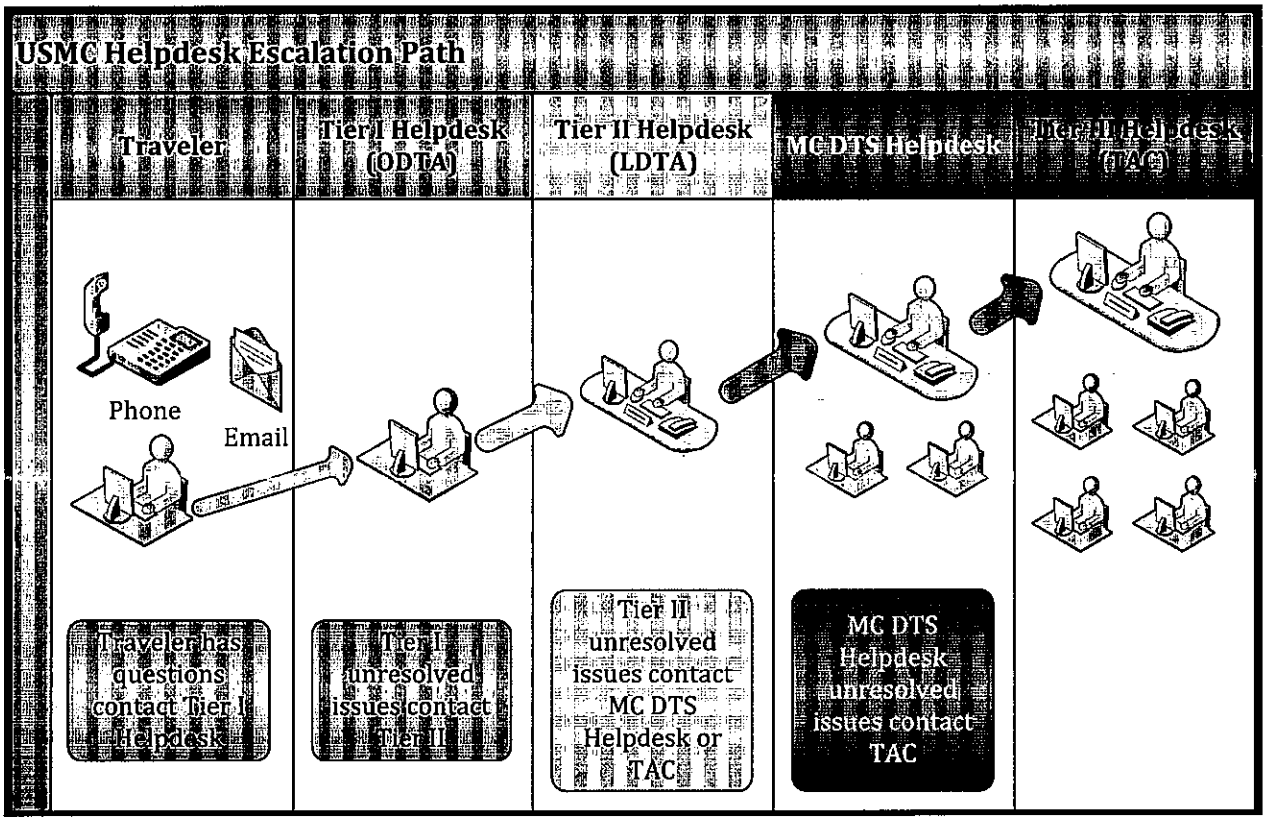


Figure 4-1.--Help Desk Escalation Path.

Chapter 5

Training

1. Introduction. Training plays a crucial role in the day-to-day operation of DTS. To ensure consistency, quality, and accuracy of DTS training, the standardized USMC DTS Curriculum shall be utilized. The USMC DTS Curriculum consists of seven training modules which can be obtained from the HQMC M&RA, MI Division, MIF Branch website or the servicing LDTA.

a. Although installation needs will vary, at a minimum the training requirements depicted in Table 5-1 shall be completed for each DTS role. All training is required within three months of appointment and repeated annually (refresher).

b. The USMC DTS Curriculum shall be utilized as the means for refresher training for all requirements. Additionally, the training refresher requirement can be accomplished by completing either the USMC DTS Curriculum "Travel Regulations Training" or its equivalent "Travel Policies" web-based training on DTMO TraX website. The DTS Traveler Training refresher requirement can be accomplished by completing either the USMC DTS Curriculum "DTS Traveler Training" or its equivalent "DTS Travel Documents (DTS 101)" web-based training on the DTMO TraX website.

Table 5-1.--Training Requirements by Role.

ROLE	Training Requirements	Source
LDTA	LDTA Training	USMC DTS Curriculum
	ODTA Training	USMC DTS Curriculum
	AO Training	USMC DTS Curriculum
	COL Training	Travel Explorer (TraX)
	Travel Regulations Training	USMC DTS Curriculum
	DMM Training	USMC DTS Curriculum
	DTS Traveler Training	USMC DTS Curriculum
ODTA	ODTA Training	USMC DTS Curriculum
	Travel Regulations Training	USMC DTS Curriculum
	AO Training	USMC DTS Curriculum
	DTS Traveler Training	USMC DTS Curriculum
FDTA	FDTA Training	USMC DTS Curriculum
	DTS Traveler Training	USMC DTS Curriculum
	Travel Regulations Training	USMC DTS Curriculum

Table 5-1.--Training Requirements by Role--
Continued

	Travel Regulations Training	USMC DTS Curriculum
AO (Certifier)	AO Training	USMC DTS Curriculum
	Travel Regulations Training	USMC DTS Curriculum
	COL Training	TraX
NDEA	Travel Regulations Training	USMC DTS Curriculum
	DTS Traveler Training	USMC DTS Curriculum
SAO	AO Training	USMC DTS Curriculum
	Travel Regulations Training	USMC DTS Curriculum
	COL Training	TraX
Routing Official	Travel Regulations Training	USMC DTS Curriculum
	DTS Traveler Training	USMC DTS Curriculum
Review Official (PPR)	AO Training	USMC DTS Curriculum
	Travel Regulations Training	USMC DTS Curriculum
	DTS Traveler Training	USMC DTS Curriculum
DMM	DMM Training	USMC DTS Curriculum
	Travel Regulations Training	USMC DTS Curriculum
	DTS Traveler Training	USMC DTS Curriculum
Traveler	DTS Traveler Training	USMC DTS Curriculum

2. LDTA. The LDTA shall ensure DTS training is available and provided to all supported commands. LDTAs shall ensure this training is available for local commands to administer if not co-located with the LDTA. This responsibility includes, but is not limited to, development of a training plan that encompasses initial and annual (refresher) ODTA, FDTA, AO, NDEA, SAO, RO, DMM, and Traveler training. The USMC DTS Curriculum shall be utilized as the core curriculum for all training identified in Table 5-1. ODTAs can be utilized to accomplish these training requirements. Functional subject matter experts may be used to enhance training (i.e., DMO, Finance, and Administration). A training schedule shall be established and widely disseminated within the assigned geographic region. Training attendance rosters shall be collected for each training session and maintained for the current plus two previous years.

3. ODTA. The ODTA shall develop a training plan that encompasses initial and annual (refresher) DTS training. The USMC DTS Curriculum shall be utilized as the core curriculum for all training provided. Functional subject matter experts shall be used to enhance training (i.e., DMO, Finance, and Administration). A training schedule shall be established and widely disseminated within the assigned organization. Training attendance rosters shall be collected for each training session and maintained for the current plus two previous years.

4. Marine Corps DTS Help Desk

a. Training and Staff Assist Visit (SAV) requests shall be submitted by the LDTA to the Help Desk. Requests shall be made 60 days prior to the requested start date. Requests shall be sent to M_USMC_DTS_HELPDESK@USMC.MIL to be routed for appropriate approval. The request shall include a description of training requested, requested location, command, start and end dates, training type, and priority.

b. The USMC DTS Curriculum shall be utilized as the core curriculum for all training provided. Functional subject matter experts may be used to enhance training (i.e., DMO, Finance, and Administration). The LDTA or a representative shall assist in all logistical matters pertaining to training sessions conducted by the Marine Corps Help Desk. In addition, the LDTA or a representative shall be present for the duration of all training sessions. Training attendance rosters shall be collected by the LDTA for each training session and maintained for the current plus two years.

Chapter 6

Reports Management

1. Purpose. This chapter provides detailed information about the definitions and procedures associated with DTS reports to be retrieved and processed for each accountable official role as indicated below. The reports identified below shall be retained (electronically or hardcopy) for the current and previous year.

2. LDTA Report. Complete Traveler Information List Report. This report shall be retrieved monthly. The report shall be reviewed to ensure permission levels and access have been granted according to DD Form 577s on file; no change in permission levels or access have occurred; and no unsubstantiated duplicate EFT information is present.

3. ODTA Reports

a. Unsubmitted Voucher Report. This report shall be retrieved weekly. This report shall be reconciled with AOs and APCs to verify travelers are submitting their travel vouchers within the prescribed time frame after completion of travel and GTCCs are being properly paid by cardholders.

b. Depart Status Report. This report shall be retrieved weekly. The report shall be reconciled with AOs to ensure authorizations are routed, approved, and ticketed by the CTO if necessary, prior to commencement of TAD. Specifically, the "Current Status" shall be reviewed to ensure all authorizations with a "Departure Date" falling on a non-business day (weekend/holiday) are approved.

c. Pending Airline Cancellation Report. This report shall be retrieved daily. The ODTA shall notify the AO that there are pending travel documents with reservations that will be canceled if not approved in a timely manner.

d. Complete Traveler Information List Report. This Report shall be retrieved monthly. The report shall be reviewed to ensure all traveler profile fields have been correctly entered and are up to date (SSN has the correct number of digits; GTCC data is entered according to Figure 6-1, and a valid E-mail address has been entered). During the review ensure: there are no duplicate GTCC numbers, travelers are notified of cards expiring within 30 days, and expired cards are updated appropriately. Validate with the unit roster to ensure members

that have separated, retired, or have transferred have been properly detached in DTS.

Cardholder:	
"Gov't Charge Card Holder"	Yes
"Advanced Authorization"	Card Holder
"Mandatory Use of GTCC"	N = Non-Exempt
Non-Cardholder:	
"Gov't Charge Card Holder"	No
"Advanced Authorization"	Advance Auth, Full Advance, or No Advance
"Mandatory Use of GTCC"	E = Exempt

Figure 6-1.--Government Charge Card Data Settings.

4. FDTA Reports

a. Approved Status Report. Shall be retrieved every two weeks. The report shall be reviewed for accounting rejects in the "Current Status" column. Identified rejects shall be corrected appropriately. Once rejects are corrected in the accounting system, FDTAs shall coordinate with ODTAs to ensure travelers amend and resubmit vouchers and authorizations. This will serve to reduce DTS errors and reduce the volume of outstanding travel obligations/liquidations.

b. Budget Transaction Report. This report shall be retrieved every two months. This report shall be reviewed to ensure individual transactions match the partner accounting system. These transactions include documents utilizing the cross-organization function that have affected the given budget. This provides an effective tool for FDTAs to manage budgets and track documents.

5. AO (for Authorizations) Reports. ODTAs shall assist AOs in retrieving the below reports, if needed.

a. Unsubmitted Voucher Report. This report shall be retrieved weekly. This report shall be reconciled with the traveler and the GTCC APCs to verify travelers are submitting their travel vouchers within the prescribed time frame after completion of travel and GTCCs are being properly paid by cardholders.

b. Depart Status Report. This report shall be retrieved at the end of every week. This report shall be used to ensure authorizations are routed, approved and ticketed by the CTO if

necessary, prior to commencement of TAD. Specifically, the "Current Status" shall be reviewed to ensure that all authorizations with a "Departure Date" falling on a non-business day (weekend/holiday) are approved.

6. DMM Reports. The DMM shall retrieve the following Debt Management Reports from DTS on a weekly basis. The reports shall be processed in accordance with Chapter 9.

a. DMM Report. This report shall be used to identify DTS travel debts that require action by the DMM. Refer to DMM procedures in Chapter 9 of this Order and the DTS Document Guide to Managing Travel Incurred Debt located in the DTS Reference Library. Commanders shall certify (sign) the weekly report reflecting collection actions taken for debts older than 30 days.

b. Approved Status Report. This report shall be reviewed for vouchers in an "AR REJECT" status. The DMM shall contact AOs with instructions on how to correct the rejected documents.

Chapter 7

Naming Conventions

1. Introduction. The following Marine Corps naming conventions shall be used when creating organizations and sub-organizations in DTS.

2. Standard Naming Convention. The standard naming convention consists of a 20-character string. Positions 1 through 14 of the naming convention shall comply with the following mandatory standards per Table 7-1.

Table 7-1.--Naming Convention Standards.

Position	1	2	3-6	7-9	10-14	15-20
Definition	**D**=DoD	**M**=USMC	DSSN or MEF ID, MSC ID and Location Codes	MCC or MSC MCC	RUC	Command defined

3. Disbursing Station Symbol Number. The Disbursing Station Symbol Number (DSSN) may be obtained from CMC (RFF). The Monitored Command Codes (MCC) and Reporting Unit Codes (RUC) are contained in reference (k).

4. Identification Codes. MEF ID Codes, MSC ID Codes, location, and major subordinate command (MSC) MCCs shall be used for naming conventions for the operational forces as contained below. These codes enable operational forces to be identified by MEF, MSC, location, and major subordinate command MCC. MARFORRES shall continue to use its existing naming conventions.

MEF ID Codes (Positions 1, 2 and 3):

DM1 - I MEF
DM2 - II MEF
DM3 - III MEF

MEF and MSC ID Codes (Positions 1, 2, 3, and 4):

DM1H - HQ Units, I MEF
DM1D - 1st MarDiv, I MEF
DM1F - 1st MLG, I MEF
DM1W - 3d MAW, I MEF
DM2M - HQ Units, II MEF
DM2D - 2d MarDiv, II MEF
DM2F - 2d MLG, II MEF

DM2W - 2d MAW, II MEF
DM3M - HQ Units, III MEF
DM3D - 3d MarDiv, III MEF
DM3F - 3d MLG, III MEF
DM3W - 1st MAW, III MEF

Location codes (Positions 5 and 6):

14 - Camp Pendleton
15 - 29 Palms
23 - MCAS Miramar
27 - MCAS Yuma
13 - Camp Lejeune
22 - MCAS Cherry Point
24 - MCAS New River
26 - MCAS Beaufort
44 - MCAS Iwakuni
91 - Hawaii
92 - Okinawa

Combined MEF ID Code, MSC ID Code, location, and MSC MCC Codes (Positions 1 through 9):

DM1H141C0 - HQ units I MEF at Camp Pendleton, CA
DM1D14121 - 1st MarDiv units at Camp Pendleton, CA
DM1F14169 - 1st MLG units at Camp Pendleton, CA
DM1W14143 - 3d MAW units at Camp Pendleton, CA
DM1W23143 - 3d MAW units at MCAS Miramar, CA
DM1F23169 - 1st MLG units at MCAS Miramar, CA
DM1D15121 - 1st MarDiv units at 29 Palms, CA
DM1F15169 - 1st MLG units at 29 Palms, CA
DM1W15143 - 3d MAW units at 29 Palms, CA
DM1W27143 - 3d MAW units at MCAS Yuma, AZ
DM1F27169 - 1st MLG units at MCAS Yuma, AZ
DM2M131F1 - HQ units II MEF at Camp Lejeune, NC
DM2D13122 - 2d MarDiv units at Camp Lejeune, NC
DM2F13151 - 2d MLG units at Camp Lejeune, NC
DM2W22142 - 2d MAW units at MCAS Cherry Point, NC
DM2W24142 - 2d MAW unites at MCAS New River, NC
DM2W26142 - 2d MAW units at MCAS Beaufort, SC
DM2F26151 - 2d MLG units at MCAS Beaufort, SC
DM3M921F6 - HQ units III MEF at Okinawa
DM3D92124 - 3d MarDiv units at Okinawa
DM3F921C2 - 3d MLG units at Okinawa
DM3W92145 - 1st MAW units at Okinawa
DM3W44145 - 1st MAW units at Iwakuni
DM3F441C2 - 3d MLG units at Iwakuni
DM3D91124 - 3d MarDiv units at Kaneohe Bay, HI
DM3F911C2 - 3d MLG units at Kaneohe Bay, HI
DM3W91145 - 1st MAW units at Kaneohe Bay, HI

Marine Forces Reserve
(Positions 1, 2, 3-6, 7-9, 10-14 for MFR HQ, and 15-19 for MFR HQ)

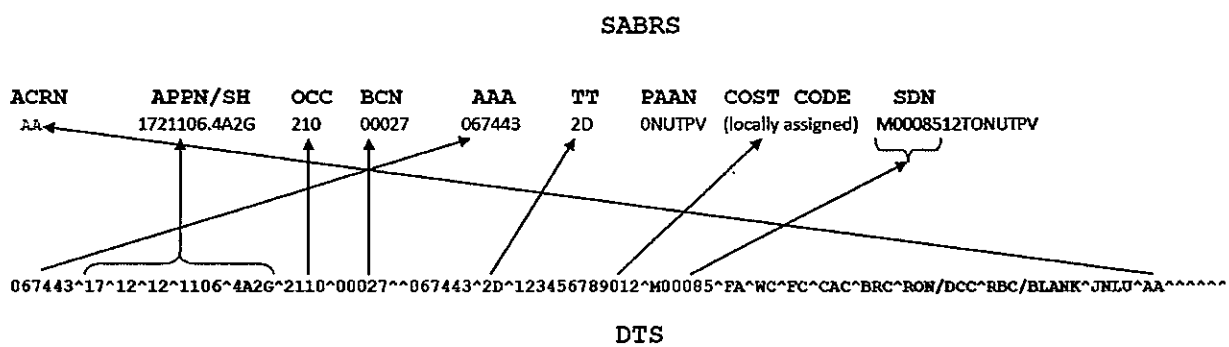
DM6167MFN67902 - Marine Forces North
DM6167MFR29050 - 4th Marine Logistics Group
DM6167MFR40143 - Force Headquarters Group
DM6167MFR67021 - 4th Marine Aircraft Wing
DM6167MFR67861 - Marine Corps Forces Reserve Headquarters
DM6167MFR68479 - 4th Marine Division

Chapter 8

Accounting Management Processes

1. Lines of Accounting (LOA). LOAs are key pieces of information. The Defense Travel System (DTS) requires the establishment of travel LOAs. Finance Defense Travel Administrators (FDTAs) shall ensure appropriate SABRS tables are loaded with any new data requirements. Figure 8-1 provides a crosswalk of a disbursing LOA compared to a DTS-printed LOA along with the relationship and current terminology used by the financial community.

2. Cross-Organization Funding. When travel is performed using another organization's LOA, close coordination is required between the funding organization and the traveler's organization. The Cross-Organizational funding feature in DTS shall be used for this process. Cross-Organization funding may be set up with a routing list from the funding organization, if desired. This will allow the funding organization to track expenditures and maintain a balanced budget. This also ensures visibility of vouchers for audit purposes.



Electronic construction of an SDN (Standard Document Number)

Positions 1-6 = AAC (Activity Address Code/DODAAC)
Positions 7-8 = last two digits of the fiscal year
Positions 9-10 = Document Type Code (DTC) TO (Travel Order)
Positions 11-15 = last five digits of DTS authorization number

Direct Cite (DCC) will always be 12-digit, RBC field must be BLANK
Cost Code value is optional for each command

Figure 8-1.--Example of SABRS and DTS LOA.

Chapter 9

Debt Management Process

1. Information. This chapter summarizes the debt management process within the DTS and the MCTFS. Reference (a) is the DoD regulation that details use of DTS for official travel. These procedures shall be used when DTS settlements result in an amount due the U. S. Government and shall be used in conjunction with reference (c), which is the DTS publication describing the DTS debt management process. Debts cannot be recovered if authorizations remain unsettled/unsigned/unvouchered, and the debt will not appear on the Debt Management Report (DMR) unless a voucher has been approved.

2. Background. Settlement of a travel voucher may result in a negative balance, or balance "Due U.S." An example of "Due U.S." is an overpayment which may occur when an audit reveals a traveler has been overpaid a reimbursable expense such as lodging. These procedures outline the process that shall be used when the settlement of a claim results in an overpayment.

3. Duties

a. Travelers are responsible for ensuring the repayment of "Due U.S." payments in a timely manner. Travelers shall follow the debt repayment instructions outlined in the debt notification E-mail described below.

b. Upon receipt of a "Due U.S." E-mail notification, DO/FO and FSTS AOs shall immediately contact the traveler to determine the travelers intended repayment date and method. If the traveler desires payroll collection, the AO shall notify the DMM for appropriate action.

c. Each organization that has the authority to expend travel funds shall appoint a DMM. At the discretion of the installation/senior commander, DMM duties may be centralized in one location. If centralized, the DMM must have the necessary organizational access to allow monitoring of all traveler records within the organization(s) they support. As detailed in reference (c), the DMM shall be responsible for all DTS debt-related activity, to include identifying, collecting, tracking, and recording of the debt in all related automated systems. The DMM shall ensure debt collection through coordination with the following officers/offices.

(1) Accounting Officer. SABRS representative, as required.

(2) Disbursing/Finance Officer. MCTFS representative, as required.

(3) Civilian Personnel Office. Defense Civilian Pay System (DCPS) representative as required.

(4) DFAS, as required.

(5) Army, Air Force, Navy, and other DoD agencies, as required.

4. Identifying Debt. The methods listed below may be used in identifying DTS claims with a negative ("Due U.S.") balance.

a. Travelers or NDEA (if the document is T-Entered) receive a notification identifying "Due U.S." travel voucher settlements. The traveler receives warning notification upon signature of the document. An additional notification consists of an E-mail received by the traveler upon approval of the voucher by the AO and acceptance by the accounting system. The AO and the DMM also receive a notification when the "Due U.S." voucher is approved.

b. The DMM shall retrieve Debt Management Reports (DMRpt) from DTS. DMMs can view a listing of all "Due U.S." items for their organization using the DMM Gateway, accessible from the main menu bar in DTS. The DMM shall retrieve the DMRpt on a weekly basis. Each traveler has 30 days to repay the overpaid amount before payroll collection action is initiated (payroll collection should be discouraged). The 30 days begins when the AO approves the voucher and the traveler receives the DTS E-mail notification of the indebtedness. For debts older than 30 days, DMMs shall annotate actions taken to recover the debt on the report.

c. The Commander of the major subordinate command responsible for the expenditure of the travel funds (or designee) shall certify (sign) the weekly report reflecting what collection actions have been taken for debts older than 30 days.

5. Accounts Receivable (AR) Entry in SABRS. The process for creating the AR in SABRS is automatic and occurs when a "Due U.S." voucher is approved and accepted by the accounting system. At times, refund receivables (RRE) or AR requests may be

rejected by the accounting system. See Table 9-1 for common AR reject errors and solutions.

Table 9-1.--Common Accounts Receivable Rejects.

Error Code	Error Name	Error System Description	Fix
151 & 152	Cannot Process Accounts Receivable, Advance Disbursement Amount Not equal to $0.00	Disbursement has not liquidated in SABRS. Therefore the DUE US cannot be established.	Verify that the advance has processed in the accounting system or SABRS. After the advance has processed, amend and reprocess. This allows time for the settlement voucher to process thoroughly and then back to SABRS.
078	Doc was not cancelled	CBA costs recorded in the accounting system do not match the DTS voucher, LOA mismatch, or method of reimbursement mismatch	Verify which of these errors occurred and make collection
075 & 076	Doc Already Completed - Doc Not on File	Accounting record already archived. Local Comptroller can re-activate record in SABRS.	The SDN needs to be reactivated in SABRS. Amend, sign and process.

6. Overpayment Collection Process

a. $10 or Less. Applies to all travelers, military and civilian. If the "Due U.S." balance is equal to or less than $10.00, DTS allows the AO to automatically write off the debt. Prior to approving the document, the DTS will prompt the AO of the option to waive the debt. This is the AOs only opportunity to write off this debt using the automated process. See reference (a) for detailed guidance.

b. More Than $10; Direct Remittance of Indebted Amount. Applies to all travelers, military and civilian. The remittance shall be received and processed by DFAS-Indianapolis. After processing, DFAS-Indianapolis shall send an Advice of Collection and the DMM shall be in the form of an E-mail. Upon

notification, the DMM shall follow the procedures outlined in reference (c).

c. Marine, More Than $10; Automatic Payroll Collection. These procedures are for payroll collections for Marines only. Procedures for civilian travelers and other Service members are outlined elsewhere in this document, and in reference (c).

(1) If the Marine has not repaid the outstanding amount within 27 days after notification, the Marine traveler will be notified by a second E-mail, which is automatically generated by DTS. The second E-mail notification indicates the Marine traveler's pay account will be automatically debited for the outstanding amount in five days.

(2) Upon receipt of the 27 day E-mail notification, the DMM shall attempt to contact the traveler to verify the traveler has not sent a payment to DFAS. Five days after the 27 day E-mail notification, the payroll collection will automatically be forwarded to the MCTFS for collection from the Marine's pay.

(3) During the five-day window, the DMM can enter a monthly repayment amount in DTS and apply the "Due Process Stamp." This will send the payroll collection request to MCTFS with the monthly installment amount entered by the DMM. If no monthly installment amount is entered by the DMM, the payroll collection will be sent to MCTFS with maximum monthly deduction allowed.

(4) The DMM may initiate a payroll collection prior to the 27th day E-mail notification if earlier collection is required due to separation from the Marine Corps or for other reasons. See reference (c) for procedures to initiate the payroll collection before the 27th day.

(5) The DMM may terminate the collection process by accessing the DMM module of the DTS and following the procedures outlined in reference (c).

(6) The Marine's commanding officer may request a liquidation of the indebtedness. If the Marine's End of Current Contract (ECC) is of sufficient length to support a monthly reimbursement schedule, the servicing DO/FO shall prepare a disbursing diary entry using the type transaction code (TTC) for Check Liquidation of Indebtedness.

(7) If the Marine's ECC is not of sufficient length to support a monthly reimbursement schedule, the request to liquidate shall be returned with the appropriate explanation.

(8) If it is determined that a Marine rates additional entitlements, an amendment shall be submitted to add the additional items. However, prior to approving an amendment, the payroll collection must be stopped using the DMM Module in DTS.

d. Marine, More Than $10; Manual Payroll Collection. Manual collection allows the DMM to record direct payment from an indebted traveler when system problems prevent use of the automated process. This feature shall be used only if a collection cannot be recorded within DTS. Prior to requesting a manual payroll collection, verify the debt has not been previously deducted from the Marine's pay or that the Marine has not previously repaid the debt.

(1) The DMM may request manual payroll collection by using the following procedures:

(a) Step 1. Ensure due process has been served.

(b) Step 2. Submit the following substantiating documentation to the local DO/FO requesting a pay collection:

1. A copy of the DTS travel voucher showing the debt and/or any other substantiating documentation establishing the debt, positively identifies the individual, and indicates due process has been served.

2. Ensure the amount of the debt and the accounting data is identified.

3. Also include confirmation from the LDTA that the document cannot be processed further in DTS.

(c) Step 3. Together these documents serve as the substantiating documents to initiate the payroll collection. Forward these documents to the servicing Disbursing or Finance Office, requesting a DTS payroll collection entry be run against the Marine's pay account. Obtain certification that the payroll collection has been processed in the form of a Leave and Earning Statement (LES) that shows the deduction.

(2) The servicing DO/FO shall enter a payroll collection for the entire amount of the indebtedness using the

Miscellaneous Checkage TTC and the five digit pay code established for DTS overpayments listed in Table 9-2.

Table 9-2.--MCTFS Five Digit Pay Codes.

Officer/Active Duty	32019
Enlisted/Active Duty	32119
Officer/Reserve on Active Duty	30211
Enlisted/Reserve on Active Duty	31311
Officer/Reserve	56196
Enlisted/Reserve	56296

(3) After the payroll collection has occurred, the DMM or unit requesting the payroll collection shall prepare a Standard Form 1080 (SF 1080), Voucher for Transfers Between Appropriations and/or Funds, for each traveler. The purpose of the SF 1080 is to transfer the collected funds to the correct appropriation. Table 9-3 lists the military pay appropriation and Standard Document Number (SDN) to be used when preparing the SF 1080.

Table 9-3.--Appropriation for SF 1080.

Active Officer SDN M00027**MO01DTS	AA 17*1105.2701 117 11691 067443 2I 081DTSDEBTOF
Active Enlisted SDN M00027**MO02DTS	AA 17*1105.2702 117 12691 067443 2I 081DTSDEBTEN
Reserve Officer SDN M00027**MOR1081	AA 17*1108.2731 117 14631 067443 2I 081DTSDEBTRO
Reserve Enlisted SDN M00027**MOR2081	AA 17*1108.2731 117 14631 067443 2I 081DTSDEBTRE
Replace **/* with FY	

(4) The Marine's commanding officer may request a liquidation of the indebtedness. If the Marine's End of Current Contract (ECC) is of sufficient length to support a monthly reimbursement schedule, the servicing DO/FO shall prepare a disbursing diary entry using the TTC for Check Liquidation of Indebtedness. If the Marine's ECC is not of sufficient length to support a monthly reimbursement schedule, the request to liquidate shall be returned with the appropriate explanation.

(5) SF 1080. The original SF 1080 and a copy of the all substantiating documents shall be forwarded to DFAS-Indianapolis. E-mail address at DFAS-Indianapolis is: CDE-RF-5642@DFAS.MIL or by postal service to:

Disbursing Operations Directorate
3801 DTS Remittances
PO Box 26670
Indianapolis, IN 46226-0670

(6) After submission to DFAS-Indianapolis, wait 30 days for processing. Verify the collection has been recorded in DTS.

(7) If after 30 days the collection is not recorded in DTS, request a copy of the collection voucher (CV) from DFAS-Indianapolis using the same E-mail address as above.

(8) Upon receipt of the CV, access the DMM Gateway Module and record the manual collection. Ensure a copy of the CV is uploaded to DTS as substantiating documentation, if possible.

(9) After collection of the debt, contact your servicing comptroller to ensure the collection is properly recorded in the accounting system.

NOTE: This is not the normal process to record collection of a debt.

e. The DMM will only stamp "PAY COLLECT APPROVED" under limited circumstances. This stamp is applied ONLY:

(1) When the DMM receives a confirmation E-mail from either the Defense Civilian Payroll System (DCPS - Government Civilian employees), or the Defense Joint Military Pay System (DJMS - Navy/ARMY/Air Force/Coast Guard) stating the debt was accepted and is being processed against the travelers pay.

(2) For Non-Military, Non-Government civilian employees when all means to contact a traveler are unsuccessful, the employment agency is unknown, and the debt must be written off or transferred to Out of Service (OOS) debt collection. It may be applied immediately after requesting payroll collection to open the write-off/OOS transfer links.

f. Marine Separated Before Payroll Collection is Initiated. The servicing DO/FO shall contact the DMM to determine if there are any outstanding DTS travel debts. If so, the DO/FO shall

take collection action upon final settlement. To facilitate the collection process upon separation, the servicing DO/FO should request read-only access (ROA) to DTS records in order to determine if there are outstanding DTS debts at the time of final settlement. The LDTA can assist DO/FO in getting ROA.

g. Out of Service Debt Processing. See reference (c) for detailed guidance regarding Out of Service debt processing.

h. Marine Separation Before Collection is Complete. If the Marine is separated before full collection is accomplished, the servicing DO/FO shall ensure collection is accomplished at the time of final settlement. The DMM shall coordinate with the DO/FO to ensure the remaining debt is collected upon final settlement.

NOTE: The MCTFS-generated collections for the months prior to discharge/separation on these cases will automatically be sent to DFAS-Indianapolis and post as AOCs on a monthly basis; therefore, they do not require an SF 1080 for transfer of funds.

i. Marine Transfers to a Different Duty Location. The originating DMM shall continue to process the collection until such time as the entire amount is repaid. To maintain visibility of the debt and monitor the collection process, the DMM shall contact the LDTA for assistance in adding the profile to the DM level "Group," which enables the DMM to continue to monitor the debt. When the DMM confirms the debt has been satisfied, the profile shall be removed from the DM level "Group".

j. Non-Marine Service Members and Government Civilians, More Than $10; Normal Payroll Collection

(1) If the traveler has not repaid the outstanding amount within the first 30 days after notification, the DMM shall request a payroll collection. The DMM shall initiate payroll collection by preparing a Debt Management Payroll Collection (DMPC) report following the instructions outlined in reference (c). The DMPC shall be forwarded to the appropriate payroll system. DTS determines the appropriate payroll system based on the traveler's profile.

(2) When the pay office receives the request, the payroll system administrator sends an E-mail to notify the DMM whether the payroll collection request was accepted or rejected. After receiving this E-mail, the DMM accesses the DTS DMM

Gateway and records the payroll system administrators response by using the below steps:

(a) Select "Payroll Collection" from the document's "Debt Details" screen. Select one of the buttons on the bottom of the screen.

(b) "Approve" if the payroll system accepted the payroll deduction request.

1. Fax the Advice of Acceptance to the voucher using the voucher's fax cover sheet.

2. DMM applies the "PAY COLLECT APPROVED" stamp.

3. Each pay period, the payroll system collects the funds and sends the money to the disbursing office.

4. The disbursing office sends an Advice of Collection (AOC) to DTS and accounting system for each collection. DTS automatically updates trip record.

5. When the final payment is collected, DTS closes the record, applies the "DEBT SATISFIED" stamp, and notifies the traveler and the AO that the debt has been satisfied.

(3) DTS will automatically update to reflect collections as notifications of collection are received from DFAS-Indianapolis as indicated in reference (c). The process is complete when notice of final collection is received from the payroll office and DTS is updated to reflect that the total amount of the indebtedness has been collected.

(a) If the payroll office rejects the payroll collection request, select "Reject" to indicate the payroll system did not accept the payroll deduction request.

1. Fax the Advice of Acceptance to the voucher using the voucher's fax cover sheet.

2. DMM applies the "PAY COLLECT REJECT" stamp.

3. When applicable, follow the OOS procedures detailed later in this Chapter.

k. Government Civilians, or Non-Marine Service Member More Than $10; Manual Payroll Collection

(1) If the traveler has not repaid the outstanding amount within the first 30 days after notification, the DMM shall request a payroll collection.

(2) The DMM or unit requesting the payroll collection shall prepare a Department of Defense Form 2481 (DD Form 2481), Request for Recovery of Debt Due the United States by Salary Offset, for each traveler, in addition to the DMPC.

(3) The purpose of the DD Form 2481 is:

(a) Requests a payroll collection.

(b) Transfers the collected funds to the correct appropriation.

(4) The DMM may request manual payroll collection by using the following procedures:

(a) Step 1. Ensure due process has been served.

(b) Step 2. Submit the following substantiating documentation to the servicing payroll office requesting a pay collection:

1. A copy of the DTS travel voucher which shows the debt and/or any other substantiating documentation which positively identifies the individual is indebted to the Government.

2. Ensure the amount of the debt and the accounting data is identified.

3. Also include confirmation from the LDTA that the document cannot be further processed in DTS.

(5) If a civilian, the original DD Form 2481 and the substantiating documentation shall be forwarded to the civilian payroll office.

(a) Together, these documents serve as the substantiating documents to effect the payroll collection. The address at DFAS-Cleveland is:

DFAS Cleveland
Attention: Civilian Pay: Debt Collection
Anthony J. Celebrezze Federal Building
1240 East 9th Street
Cleveland OH 44199-2055

The email address is: CCL-DCPS-DD2481-LOA-VERIFICATION@DFAS.MIL

(b) The payroll office will notify the DMM of the collection action after it is complete.

(6) For Service members other than Marines, contact the following:

(a) Air Force: Call (317)212-9245 DSN 699-9245 for details.

(b) Navy: Call (216)204-4350 for details.

(c) Army: Call (317)212-7452 for details.

(7) The DMM records the payroll system's response in DTS. After submission to the servicing payroll office, wait 30 days for processing. Verify the collection has been recorded in DTS.

(8) If after 30 days the collection is not recorded in DTS, contact the activity where the original collection request was sent and request a copy of the collection voucher (CV).

(9) Upon receipt of the CV, access the DMM Gateway Module and record the manual collection. Ensure a copy of the CV is uploaded to DTS as substantiating documentation, if possible.

(10) After collection of the debt, contact your servicing comptroller to ensure the collection is properly recorded in the accounting system.

NOTE: This is not the normal process to record collection of a debt.

1. Non-Government Employees (Invitational Travelers, Not NAF Employees)

(1) If the traveler is a family member of an active Service member or DoD employee, the sponsor is responsible for the debt. Before attempting to process a collection for a family member, pursue collection through the sponsor.

(2) Ensure the traveler's profile reflects "Civilian", "Other" and "Agency Employed By: Unknown."

(3) From the "Debt Details" screen in DMM Gateway, select "Payroll Collection." Follow the prompts and complete the form, then select "DMPC Report." Print the form for your records, then "Submit."

(4) DTS encrypts the DMPC Report and E-mails it to the appropriate payroll system for the traveler's profile.

(5) DTS applies the "PAY COLLECT REQUESTED" stamp to the voucher. Do not apply "PAY COLLECT APPROVED" stamp.

(6) DTS sends an E-mail to the traveler and AO when the request for payroll deduction is submitted to the payroll system.

(7) The payroll system E-mails DMM that the request was rejected.

(a) When rejected, select "Rejected" to indicate the payroll system did not accept the payroll deduction request.

(b) Select "Response Imaging" to electronically attach the advice of rejection to the voucher.

(c) DMM applies the "PAY COLLECT REJECT" stamp.

(d) Follow the debt write-off procedures if the debt is less than $225.00 or OOS procedures if $225.00 or more.

m. Non-Appropriated Funds (NAF) Employees

(1) If the traveler is a NAF employee, coordinate direct remittance from the NAF Finance Office prior to attempting any DMM Gateway action. All NAF "DUE U.S." vouchers must have direct remittance by either the NAF Finance Office or traveler.

(2) The DMM uses the DMM Gateway only when the sole recourse if write-off or OOS debt collection.

(a) Ensure the traveler's profile reflects "Civilian," "Other," and "Agency Employed By: Unknown."

(b) From the "Debt Details" screen in DMM Gateway, select "Payroll Collection." Follow the prompts and complete the form, then select "DMPC Report." The DMPC Report is a preview of the E-mail that DTS will send to payroll. Print the form for your records and then click "Submit."

(c) DTS encrypts the DMPC Report and E-mails it to the appropriate payroll system for the traveler's profile.

(d) DTS applies the "PAY COLLECT REQUESTED" stamp to the voucher. Do not apply "PAY COLLECT APPROVED" stamp.

(e) DTS sends an E-mail to the traveler and AO when the request for payroll deduction is submitted to the payroll system.

(f) The payroll system E-mails the DMM that the request was rejected.

1. When rejected, select "Rejected" to indicate the payroll system did not accept the payroll deduction request.

2. Fax the advice of acceptance to the voucher using the voucher's fax cover sheet.

3. The DMM applies the "PAY COLLECT REJECT" stamp.

4. Follow the debt write-off procedures if the debit is less than $225.00 or OOS procedures if $225.00 or more. Procedures are detailed later in this chapter.

7. Concluding the Debt Management Process

a. Debt Write Offs and OOS Transfers

(1) This procedure requires coordination between the DMM and DO/FO.

(2) If the Marine is separated before collection is complete, the DO/FO shall ensure collection is accomplished at the time of final settlement.

(3) If the traveler no longer receives pay from the DoD, the DMM pursues debt collection according to the OOS debt collection procedures.

(4) If the debtor has not responded for 90 days:

(a) Verify the MCTFS reserve account.

(b) If the member is now a reserve Service member, resubmit the payroll collection.

(c) If not a reserve Service member, the debt can be deemed uncollectable and the DMM begins write-off or OOS transfer process.

Note: Debt "write-off" or "debt Transfer" links are available only if the document has been stamped "PAY COLLEC REJECT."

(5) For the purposes of managing debt, the DMM should coordinate with the LDTA or ODTA and the DO/FO to create an internal routing list for debt processing. The DMM T-Enters the amended voucher and the DO/FO approves it.

(6) If the debt is $225.00 or less:

(a) The DMM accesses DMM Gateway and the "Debt Details" screen.

(b) Select "Write-Off." DTS amends the voucher and adds "Uncollectible Debt."

(c) DTS creates a $0.00 voucher. The accounting system closes the debt and archives the document.

(7) If debt is more than $225.00 and cannot be collected, DMM sends a report to DFAS-Indianapolis:

(a) The DMM accesses the DMM Gateway and creates an OOS request. Fill out the form and select "Submit." This process sends an encrypted E-mail to the OOS Office. The OOS Office is an external office that handles all debt transactions for members no longer employed by the DoD.

(b) The DMM does not click the "OOS Approved" link until DFAS-Indianapolis sends an OOS acceptance E-mail, which could take as many as 90 days. If no response is received, contact OOS at DFAS-IN-DEBT_MGMT@DFAS.MIL for the status of the request.

(c) When the OOS Office accepts the debt, the DMM is notified that the OOS debt was established.

(d) The DMM accesses the DMM Gateway, selects the "OOS Approved" stamp. DTS creates an amendment which generates a $0.00 voucher that when approved clears the debt from DTS and transfers it to OOS debt collection.

(e) The DMM uploads a copy of the OOS debt establishment E-mail, T-Enters the amended voucher, and routes per the internal routing list for debt processing.

(8) If the OOS process is unavailable, the manual process is:

(a) The OOS packet (see below) must be sent to DFAS-Indianapolis. Contact POCs at DFAS Debt and Claims Management at 317-510-6765 or 317-510-7898 prior to sending OOS packet.

(b) Full social security number is needed for processing.

(9) OOS Packet is:

(a) OOS Report, which includes debt history, and traveler and DMM contact information.

(b) DMPC Report, which provides proof payroll deduction was requested.

(c) DMPC reject E-mail from payroll system.

(d) Indebtedness Case Letter, a formal letter from Comptroller Office.

b. Archive the Debt

(1) DTS automatically archives the record when the debt is satisfied and marked $0.00 owed to Government and traveler.

(2) DTS also updates the accounting record, removing the expected RRE.

c. AR Rejects

(1) Accounts Receivable (AR) Rejects will be reviewed and corrected within five days after notification.

(2) AR error rejects can be cross referenced in SABRS utilizing Table 215. SABRS Table 215 will provide a description for the reason of the error, as well as corrective action to be taken. Contact the FDTA about SABRS reject tables.

(3) A complete list can be found in reference (c). Three common AR rejects are listed below.

(4) The FDTA and LDTA assist with rejects. If unable to correct the AR reject, contact the USMC DTS Help Desk for assistance with error codes via the following e-mail address: usmcdtshelpdesk@urs.com.

(5) If the travel document is funded by Services other than the Marine Corps, contact the accounting system representative for that Service or the Travel Assistance Center (TAC) for assistance with AR rejects.

8. Collection Process Complete. The collection process is complete when the full amount has been collected and the DMM sees the DTS record reflects the full collection or the debt has been transferred to out of service debt, waived, and/or written off.

9. Debt Waivers. All travelers have the right to request a waiver of the indebted amount. Waivers shall be requested and processed outside of DTS. Waiver submission shall be accomplished between administrative personnel and the traveler. Ensure a copy of the completed waiver is provided to the LDTA.DTS shall be updated by the DMM to reflect the waiver request and to track the request. See reference (c) for detailed guidance regarding updating DTS to reflect waiver action. The steps listed below shall be taken when the traveler requests a waiver.

a. Traveler notifies the DMM of their desire to request a waiver.

b. The DMM provides supporting documentation to the traveler. Supporting documentation consists of:

(1) Printed copy of the DTS voucher showing the indebtedness.

(2) A copy of the DTS E-mail notification of indebtedness.

c. Marine Waiver Submission Process

(1) The Marine shall submit the DTS debt documentation to their organization S-1, which shall assist in the completion of a waiver application. The S-1 shall submit the completed waiver application endorsed by the Commanding Officer to the servicing administration center.

(2) The administration center shall submit the waiver application to the servicing DO/FO.

(3) The DO/FO shall endorse the waiver application and provide a copy to the DMM.

(4) The DO/FO shall forward the completed waiver application to DFAS-Indianapolis.

(5) The DMM shall coordinate waiver action with the DO/FO. Obtain a copy of the waiver and ensure DTS is updated to reflect the waiver submission. For Marine travelers, if a payroll collection request has been submitted to the payroll office, the DMM must request a stop to the payroll office before entering waiver information.

(6) Upon receipt of the completed waiver application from DFAS-Indianapolis, the DO/FO shall provide a copy to the DMM.

(7) The DMM shall update DTS to reflect the final waiver action and shall scan or fax a copy into DTS for retention as a file within the "Substantiating Records" section of DTS. The waiver action is now complete.

d. Government Civilian Waiver Submission Process

(1) Submit the DTS debt documentation to the civilian payroll office, which shall assist in the completion of a waiver application.

(2) Upon completion of the waiver application, civilian travelers must provide the DMM with a copy of the completed application.

(3) The civilian payroll office shall forward the completed waiver application to DFAS-Indianapolis.

(4) Upon receipt of the completed waiver application from DFAS-Indianapolis, the civilian payroll office shall provide a copy to the DMM.

(5) The DMM shall update DTS to reflect the final waiver action and shall scan or fax a copy into DTS for retention as a file within the "Substantiating Records" section of DTS. The waiver action is now complete.

e. Non-Marine Service Members Waivers. Contact the appropriate servicing payroll office for guidance.

Chapter 10

Fraud Identification and Reporting

1. Introduction. This chapter provides an overview of actions AOs and Commanders shall take when processing questionable claims. Refer to reference (1) for detailed instructions.

2. Inaccuracies. Not every inaccuracy on a claim form shall be equated with intent to defraud the Government. When minor discrepancies exist as a result of clerical or computation errors, misunderstanding of procedure, or failure to properly document, the intent to deceive may be missing and a finding of fraud would not likely be supported absent evidence to the contrary. Such errors shall be discussed with the claimant and corrected. For example, when a person inadvertently submits a travel voucher for hotel expenses that contain minor additional room charges that are not payable and, upon notification, the claimant acknowledges the mistake, and where there is no intent to deceive, no fraud has occurred.

3. Fraud. When there is reason to suspect that a claim presented for payment contains fraudulent information, the authorizing official shall request his or her commander (or comparable authorized civilian) to initiate an investigation into the suspected fraud. The requirement to request an investigation applies regardless of the dollar value of the suspected fraud. The authorizing official shall be given a copy of the completed Report of Investigation (ROI) and the findings stipulated in the ROI shall be submitted for legal review to the supporting Staff Judge Advocate (SJA) or legal counsel and shall be forwarded to the Commander for action. All substantiated determinations of fraud shall be reported to the CMC, DCs M&RA (MI) and P&R (RFF).

4. Disciplinary Action. Commanders shall take appropriate disciplinary action in substantiated determinations of fraud.

5. Partial Fraudulent Claims. If the ROI does not support a finding of fraud, then the AO may permit payment for all amounts to which the claimant otherwise is entitled. The AO shall document the reasons for the determination of no fraud. If the ROI confirms some items of the claim are fraudulent, then the AO may permit the payment of those items free of fraud.

Chapter 11

Internal Controls

1. Introduction

a. In accordance with reference (o), Commanders, heads of staff agencies, and managers at all levels of the Marine Corps have a fundamental responsibility to develop and maintain effective internal control over their processes to ensure programs operate and resources are used efficiently and effectively to achieve desired objectives. Programs shall operate and resources shall be used in compliance with laws and regulations and with minimal potential for waste, fraud, and mismanagement. Effective internal controls provide reasonable assurance that significant weaknesses in the design of program processes or inherent program risk which may adversely affect the Marine Corps' ability to meet its objective, can be prevented or detected in a timely manner.

b. Annually, the CMC shall provide a statement of assurance to the Secretary of the Navy concerning the effectiveness of the Marine Corps' internal controls. The CMC relies on Commanders' internal control certification statements to provide the basis for the Marine Corps' statement of assurance.

2. Reporting Requirements. In order to provide an internal control certification statement, a command shall segment the organization into assessable units (AU) for evaluation. Commanders shall include DTS as an AU. The commander shall also submit their evaluation of DTS to the DC, M&RA (MIF). The DTS AU evaluation shall include the following internal control areas (with responsible reporting official):

a. Separation of Duties and Monitoring of Routing List Permissions. The LDTA shall validate and document ongoing monitoring of DTS separation of duties and routing lists as prescribed in Chapter 2 to ensure appropriate separation of duties are maintained to reduce the potential for fraud and embezzlement.

b. Reports Retrieval and Reconciliation

(1) The LDTA shall validate and document monthly retrieval and reconciliation of the Complete Traveler Information List Report to ensure permission levels and access have been granted according to DD Form 577s on file, no change

in permission levels or access have occurred, and no unsubstantiated duplicate EFT information is present.

(2) The ODTA shall document their weekly validation and reconciliation of the Unsubmitted Voucher Report (located under "Reports" in the Reports Scheduler). The ODTA shall reconcile with AOs and APCs to verify travelers are submitting their travel vouchers within the prescribed time frame after completion of travel and GTCCs are being properly paid by cardholders.

(3) The ODTA shall document at the end of each week retrieval and reconciliation of the Depart Status Report. The ODTA shall reconcile the report with AOs to ensure authorizations are routed, approved, and ticketed by the CTO, if necessary, prior to commencement of TAD. Specifically, the "Current Status" shall be reviewed to ensure all authorizations with a "Departure Date" falling on a non-business day (weekend/holiday) are approved.

(4) The ODTA shall document monthly retrieval and reconciliation of the Complete Traveler Information List Report. The report shall be reviewed to ensure all traveler profile fields have been correctly entered and are up to date (SSN has the correct number of digits, GTCC data is entered according to Figure 6-1). During the review, ensure there are no duplicate GTCC numbers, travelers are notified of cards expiring within 30 days, and expired cards are updated appropriately.

(5) The FDTA shall document every two weeks retrieval and reconciliation of the Approved Status Report to identify all accounting rejects in the "current status" column. Identified rejects shall be corrected appropriately. Once rejects are fixed, the FDTA will work with the ODTA to ensure travelers amend and resubmit rejected vouchers. This will serve to reduce DTS errors and reduce the volume of outstanding travel obligations/liquidations.

(6) The FDTA shall document every two months retrieval and reconciliation of the Budget Transaction Report to ensure individual transactions match the partner accounting system. These transactions include documents using the cross-organization function that have affected the given budget.

(7) The AO shall document weekly retrieval and reconciliation of the Unsubmitted Voucher Report. The ODTA shall reconcile with traveler and GTCC APCs to verify travelers are submitting their travel vouchers within the prescribed time

frame after completion of travel and GTCCs are being properly paid by cardholders.

(8) The AO shall document weekly retrieval and reconciliation of the Depart Status Report. The AO shall use the report to ensure authorizations are routed, approved, and ticketed by the CTO, if necessary, prior to commencement of TAD. Specifically, the "Current Status" shall be reviewed to ensure all authorizations with a "Departure Date" falling on a non-business day (weekend/holiday) are approved.

(9) The DMM shall document weekly retrieval and reconciliation of the DMM Report to identify DTS travel debts that require action by the DMM.

(10) The DMM shall document weekly retrieval and reconciliation of the Approved Status Report to identify vouchers are in an "AR REJECT" status. The DMM shall contact AOs with instructions on how to correct the rejected documents.

c. Training. The LDTA shall validate and document that all mandated training has been completed and certifications are maintained as prescribed in this Order.

d. Debt Management - Current and Past Years' Debt. The Commanding Officer shall validate and document the number of debts older than 60 days not being actively collected are reported with justification for no action.

3. Internal Review. It is recommended that Commands utilize the Inspector General Checklist on the DTS (Functional Area 075) to conduct internal reviews, which will facilitate the annual internal control process and compliance with this Order.

Chapter 12

DTS Outage Procedures

1. Introduction. This chapter provides emergency procedures in the event DTS experiences difficulties that greatly reduce enterprise-wide operational capabilities.

2. Emergency Procedures. DC, M&RA (MI) shall coordinate and issue guidance to implement the below emergency procedures. These procedures shall be initiated only after authorized to do so by DC, M&RA (MI). Waivers to this policy shall be granted only under unique circumstances on a case-by-case basis. If it is determined that DTS will be unable to process documents for an extended period of time, further guidance shall be disseminated by DC, M&RA (MI).

a. A manual Department of Defense Form 1610 (DD Form 1610), Request and Authorization For TDY Travel of DoD Personnel shall be prepared and signed by an authorizing official to authorize making travel arrangements (air fare, rental car and hotel booking, if required). A copy of DD Form 1610 may be found at: http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1610.pdf.

b. A DTS LOA shall be placed on the document. However, this line of accounting shall not be obligated in SABRS. Fund administrators shall ensure sufficient funds are available in the accounting system to cover any authorizations issued under these circumstances.

c. Travelers shall make travel arrangements through the Commercial Travel Office (CTO).

d. A copy of the DD Form 1610 shall be provided to the CTO/Distribution Management Office (DMO) via fax, E-mail or shall be hand carried.

e. If necessary, the traveler's account information shall be passed to the servicing CTO using a secure means of transmission.

f. The traveler shall commence travel as appropriate.

g. When able, the data from the prepared DD Form 1610 shall be entered and the authorization shall be approved in DTS.