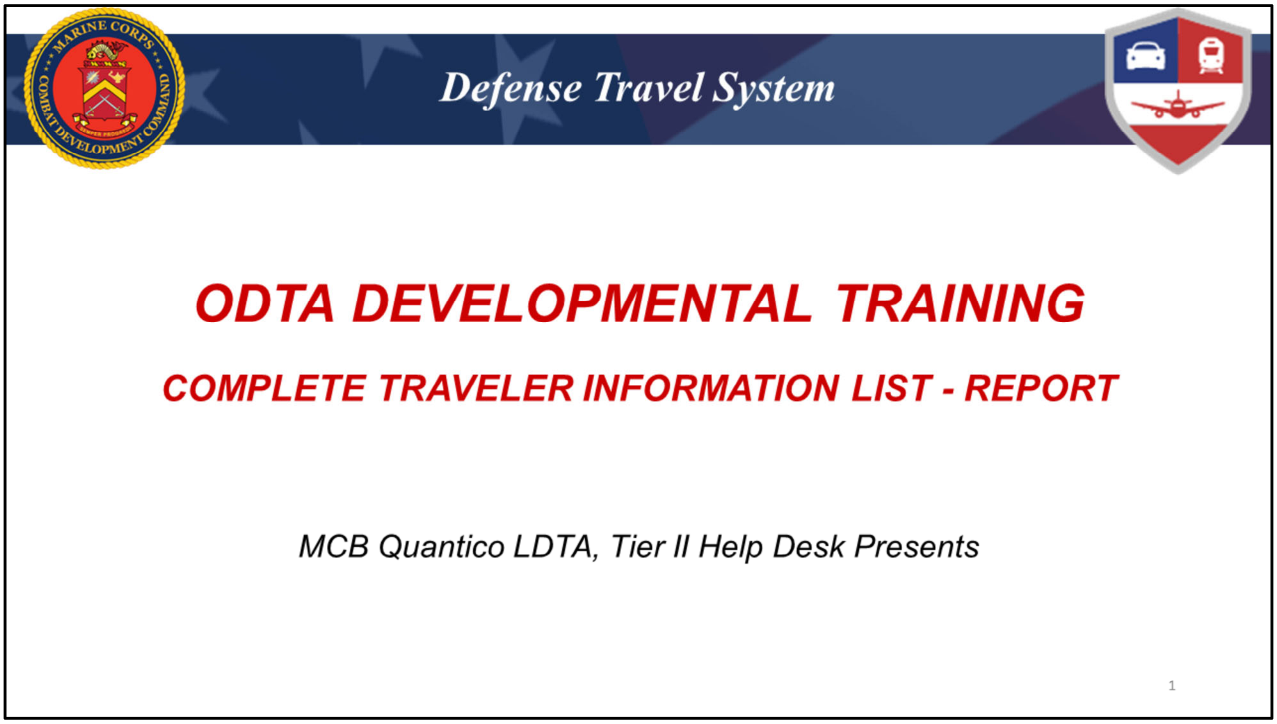



Good Morning.  We are excited to continue our developmental training to assist you in becoming more successful in helping your travelers. The focus for this training will be on the Complete Traveler Information List - Report.


Before we get into the report. I want to share with you some valuable resources that are available to you. The first one is the DTMO Website.
The DTMO website should be every ODTA's best friend. This website is very comprehensive, it has information on all aspects of government travel as well as tools for you and your travelers.

Some of the most visited items for ODTA's are:

**DTA Manual:** The DTA Manual has detailed information in each chapter on how to perform specific functions within DTS

**DTS Guides:** These walk you through how DTS functions throughout the entire process from logging into DTS forward

**Joint Travel Regulations (JTR)** Keep it open for when your travelers are calling you with their "Can I" questions.

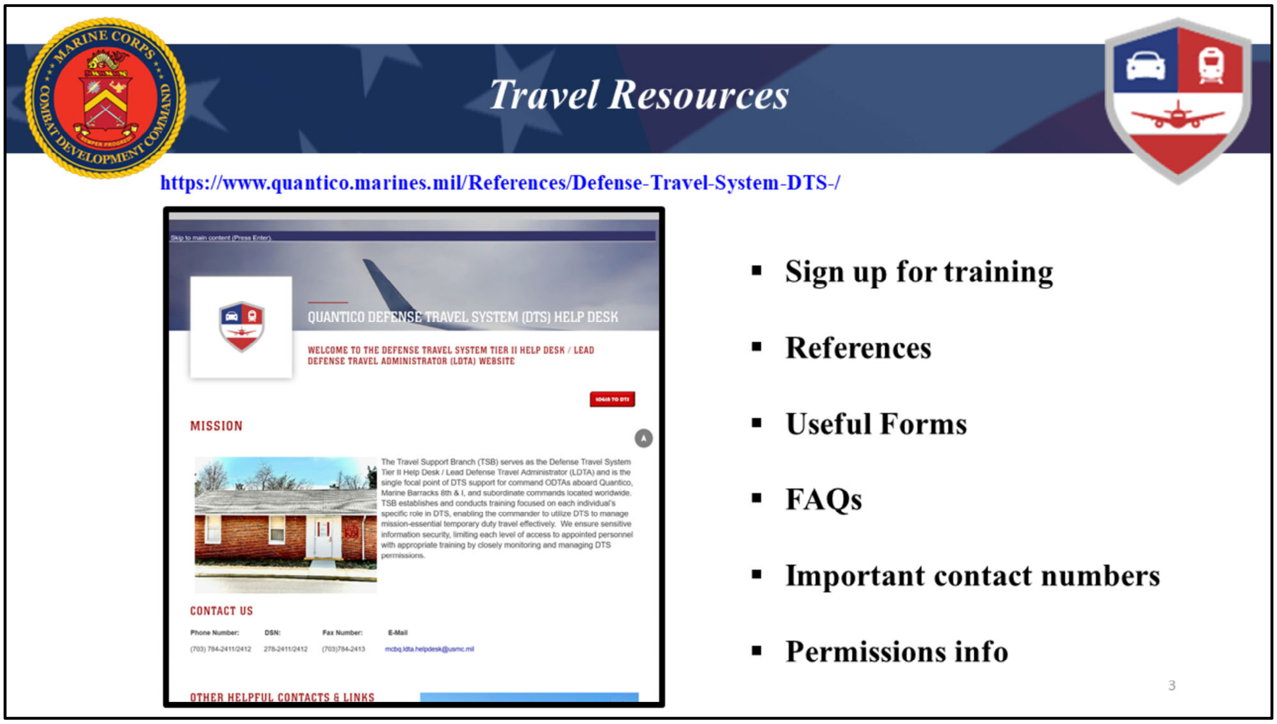
**Integrated Lodging Program** This has been a hot topic for a couple of years now. This section gives you all of the information regarding the current program sites, rates, contracted properties, and much, much more.

**Travel Explorer (TRAX)** You should all be familiar with TRAX already, it's where you've done your training such as GTCC and COL training. It's also where you may be directed if you need assistance that your command ODTA or our DTS helpdesk cannot provide such as documents stuck at "CTO submit". There is also a Trip Calculator Tool that can assist your travelers in calculating costs if they have to submit a manual TAD request prior to using DTS.

**DTS Login Button:** Recommend using this instead of a favorited link for DTS. 2 Reasons: 1) when you log in here, it opens a new page, so you will have the DTMO open always for easy transition. 2) It gives you a fresh link every time which is a bit more important after updates.

**Live Chat:** Under the Customer Support & Training tab you'll see Live Chat, this is used to contact the TAC for things the LDTA can't fix such as an authorization being in a CTO Submit status for more than 24 hours. If that happens, don't contact the TMC, you should use Live Chat instead since they can see both the GDS and DTS.

**Rental Vehicle Assistance Tool:** This is where you and your travelers can submit requests for assistance such as a vendor charged you for something they shouldn't have or there was a wreck with a rental. It's also where you can provide feedback about a vendor or the program. In the past Fox rental was not very good at certain locations, their cars were dirty and would break down so, through this feedback, they were removed from those locations and also had to clean up their act to continue to be part of the program.




This is our website.  The URL is on the screen but the easiest way to find it is to Google "Quantico DTS Help Desk".

The DTMO website can be somewhat overwhelming and doesn't contain Marine Corps specific information.  Our website is very focused on what you need the most and contains the Marine Corps specific guidance as well.  Some of the items we have are:

Training Registration:  Most of you have registered for training through our website.

References:  The References Tab at the bottom has several convenient links and documents to assist you in performing your duties.

Forms:  We have forms like the Statement in Lieu of Receipt and our DD 577 templates to assist you, and your travelers

FAQs:  Our FAQs are tailored to issues you're likely going to face as an ODTA, please make sure you check those out.

Important Contact Numbers:  This makes it easier to find the contact info for the TMC, TECOM FSTS, etc.

Permissions:  The permissions section highlights the role and responsibilities of all permission holders so everyone can see what each person's responsibilities are.

Customer Feedback:  We've added a feedback section to allow you to give direct feedback about the website or your experience with the helpdesk.  This is not where you would submit requests for assistance.

## *Agenda*

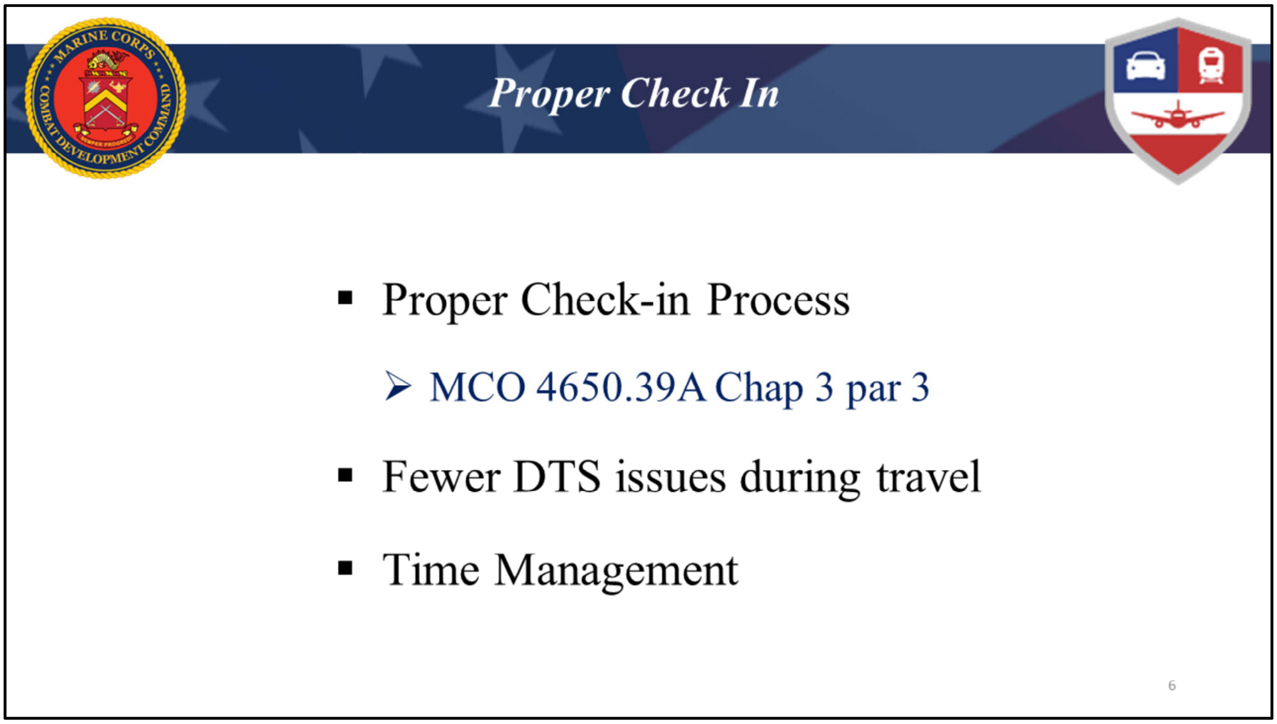
- Overview of the Complete Traveler Information List Report (CTR)
- Working the Report
- Best practices

On to the reason we are here today. The Complete Traveler Information List Report or as it is most commonly referred to the CTR. We are going to be taking an in depth look at what the CTR is, why it is important, and how to work through it. As we go through the training, I'll be sharing with you some of the best practices that our LDTA's have utilized while working this report, in the hopes that it will further assist you.

## Overview

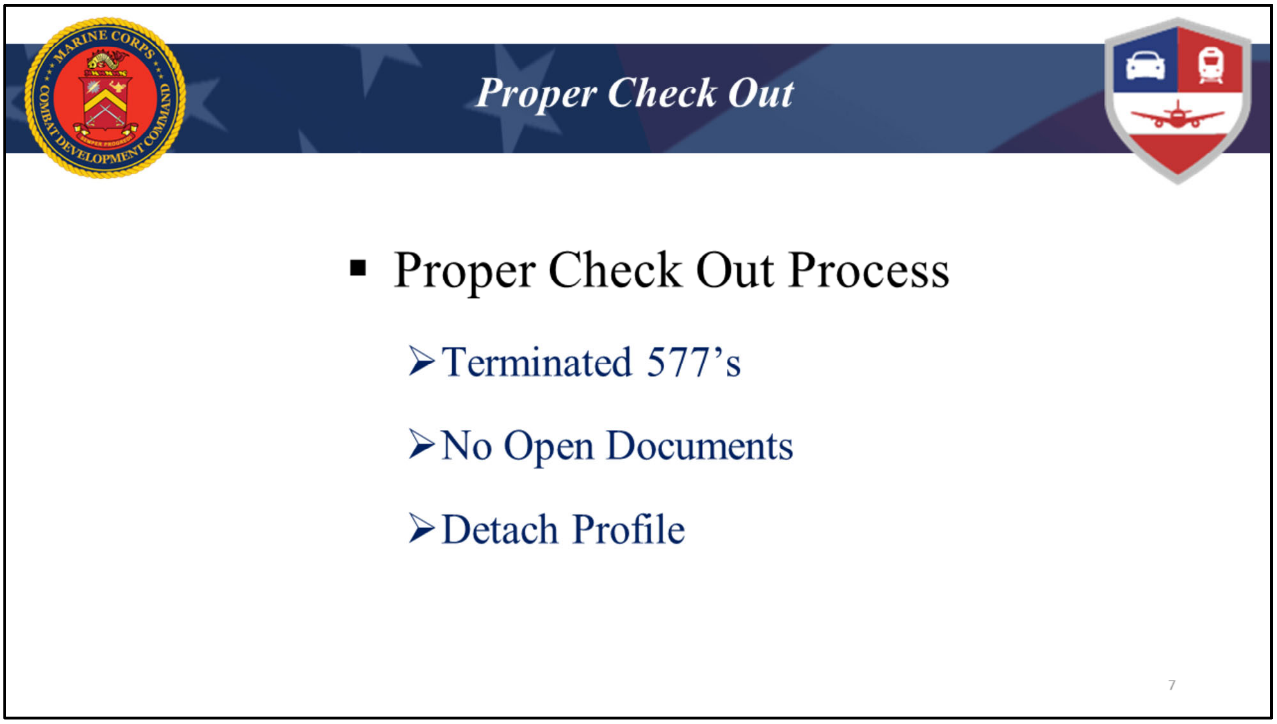
- **MCO 4650.39A**
  - Monthly Reconciliation
  - IG Inspection

First things first, the MCO 4650.39A dictates that ODTA’s are responsible for the day to day management of the travel program for their assigned organization. As part of that management you are required to reconcile the Complete Traveler List Report on a monthly basis. So what is this report and why is it required? Well, in a nutshell the Complete Traveler Information List Report or CTR is what drives successful travel for your Organization. You are responsible for ensuring that all of your Traveler profiles are correct, up to date and complete. If there is outdated, incorrect or missing information it may cause travel interruptions. Reconciling this report is also an inspection question on the IG Checklist. Prior to the IG Inspection, the Inspector will pull your Complete Traveler Information report and work through it. If they see a lot of errors it could indicate that the report is not being reconciled and worked or that the Command does not have a proper check in and/or Check out process.



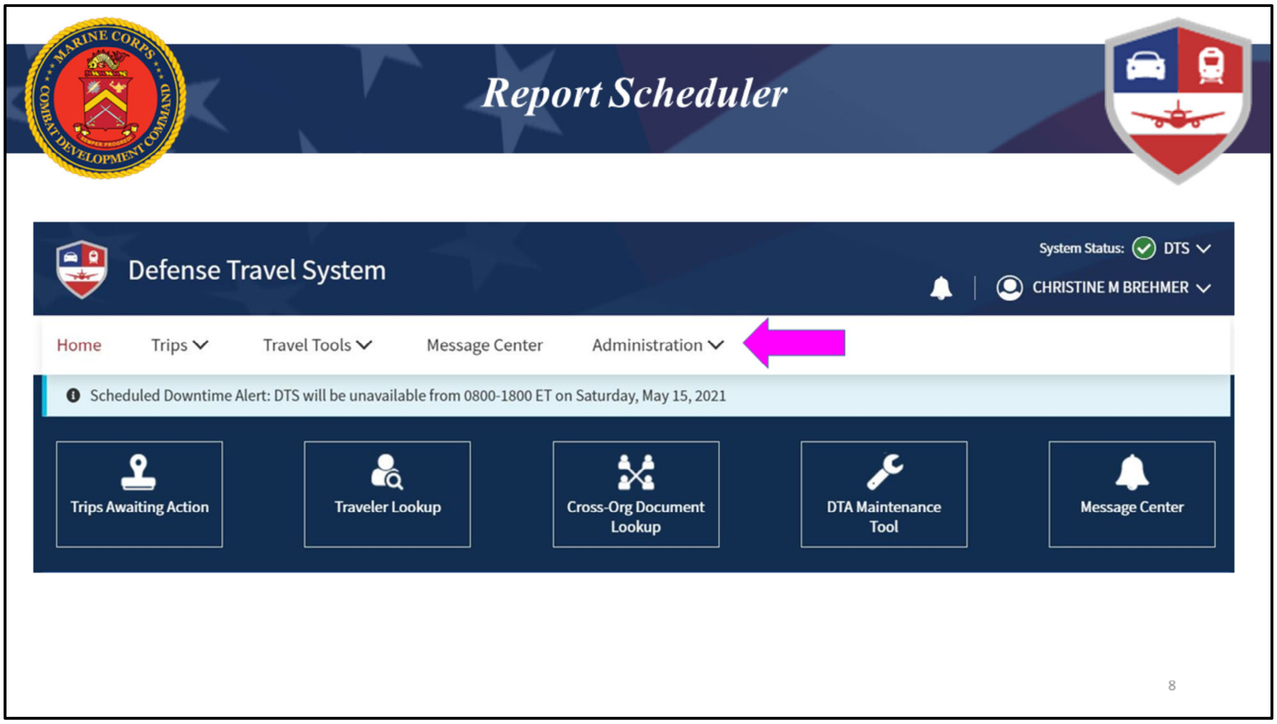

So now that I have touched on what makes this report so important.  The next thing I want to emphasize is the number one action you can take to effectively and efficiently work this report. The Marine Corp order also stipulates that the Tier One help desk is part of the Check in process when new people arrive. Make sure you are taking the time to complete a proper check in process. I promise you that if you take the time to update your traveler's profile at the time of check in, working your CTR will be a piece of cake. First of all having a proper check in is required and is also an inspection question on the IG Inspection checklist. Secondly, you will save yourself so much time not only in working this report, but in reducing the number of hours spent troubleshooting with your travelers because their documents have errors, were rejected or just got stuck in the process. If you are taking the time to check in new travelers, pulling them into your organization and updating and verifying all of their information while they are at your desk, it will pay off down the road. You will appreciate not having to constantly stop what you are doing and figure out what went wrong with your traveler's authorization or voucher.

To this point, I completely understand that serving as an ODTA is most likely just one of the many hats you wear. You are being required to oversee the travel program in addition to all of your other responsibilities. I have been there, in the past as an ODTA I struggled to stay on top of managing my travel program while at the same time running to meetings, trying to meet deadlines for other taskers and putting fires out along the way. It can be overwhelming and stressful at times, and there is just simply not enough hours in the day to accomplish everything you want to. I’ve learned that time management is key in our work life, so my goal is to equip you with some tools that will enable you to get your job done effectively and efficiently.

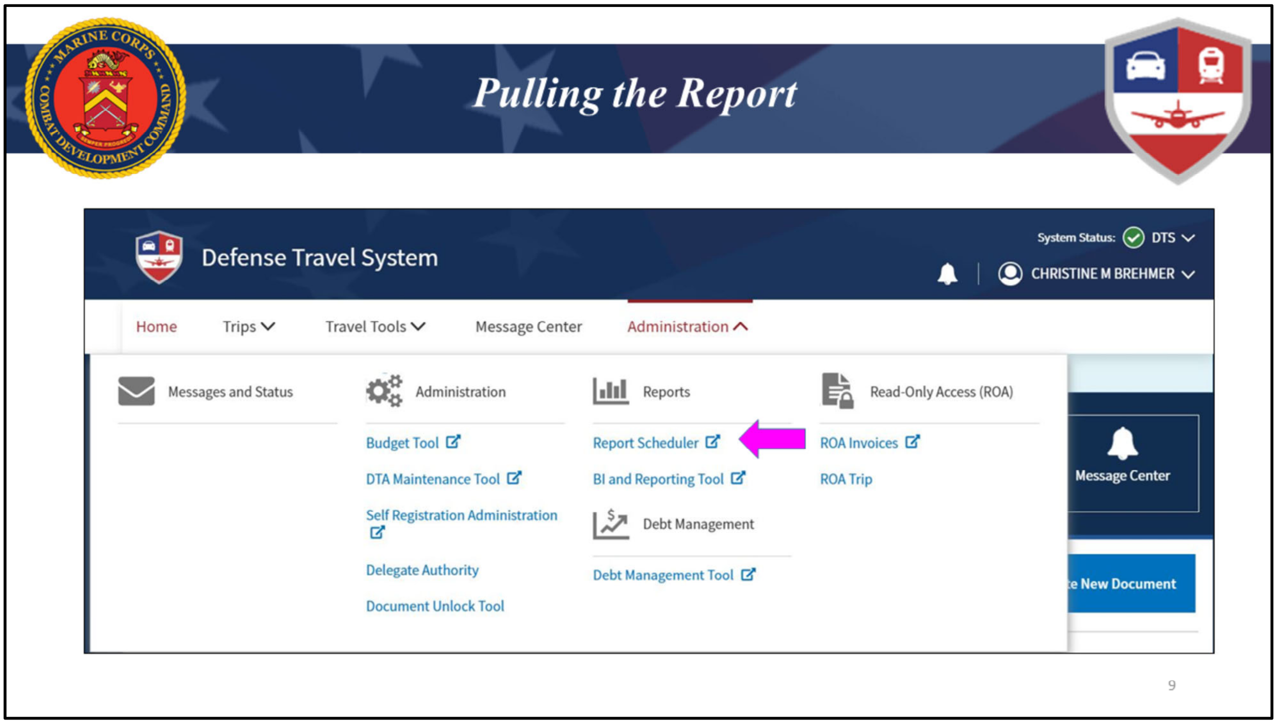



Not only do you need to conduct Proper Check-In's, you also need to make sure you have a proper check out process established. There are 3 things that make up the check-out process.

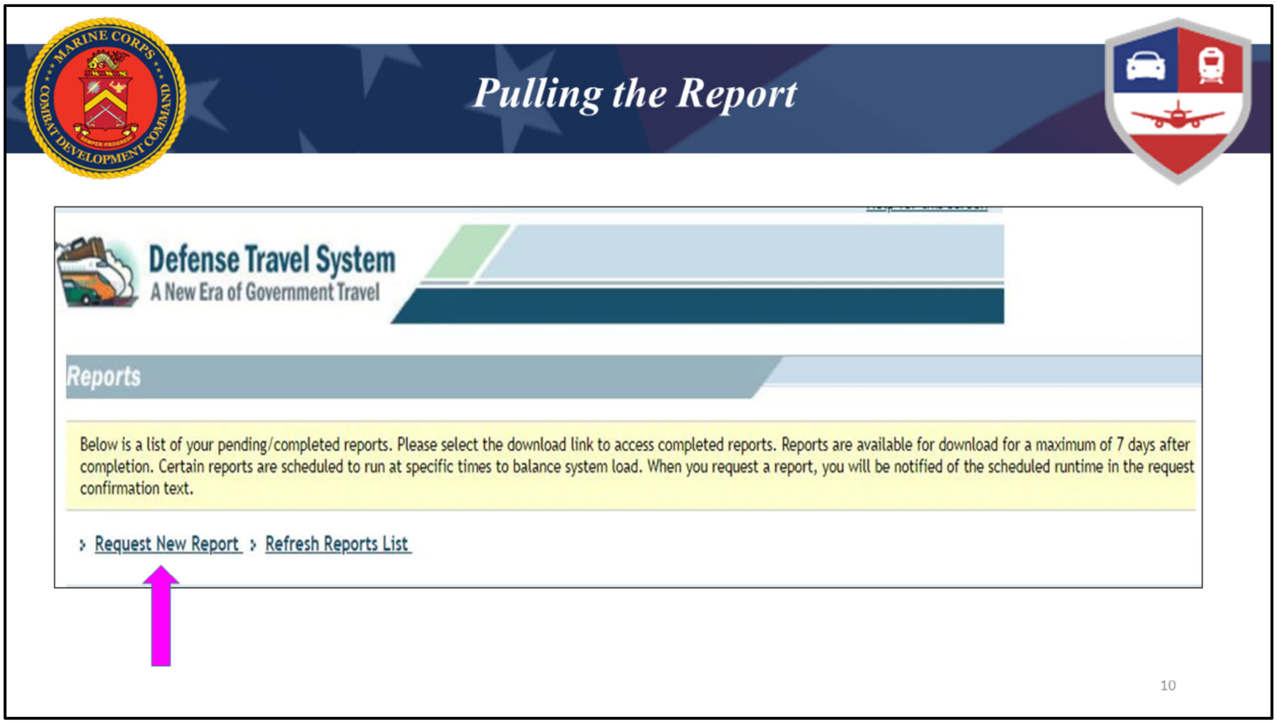
1) If the person checking out holds permissions, you will need them to initial their DD Form 577 to terminate their access. You do not need to have it signed by the Commanding Officer prior to them initialing. They can initial and you can send it up for the commander's signature.
2) Prior to the member checking out, you need to verify that they have no open or pending Authorizations. All vouchers have to be finished processing (according to the MCO Chapter 3)
3) If they do not have any open authorizations or vouchers, you can detach them. This will make it much easier for the gaining command to pull them in to their organization. However, if they have any vouchers that have been signed and are currently being routed, do not detach them. All vouchers need to be approved prior to detaching. Otherwise the voucher will get stuck and never complete the process. So if they have pending vouchers, just set up a tickler file to remember to go back and detach once their voucher is complete.




I know you guys are already familiar with the Report Scheduler from your initial training, I still want to touch on the how to generate the report just as a refresher. From the DTS homepage, you will click on the Administration tab.

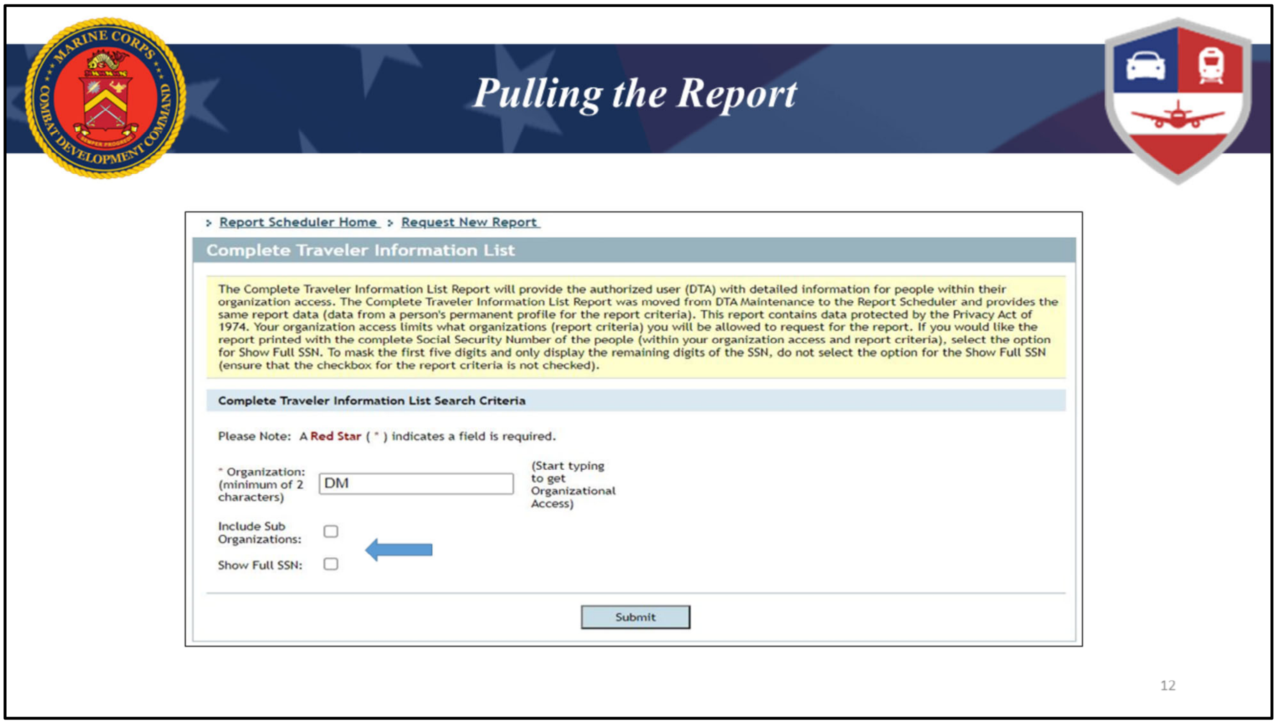



From the Administration tab, select Report Scheduler. ~~Here~~ What is a game DTS loves to play? It's called where is the Report Scheduler Link today? Sometimes it will be at the top like it is here on the screen, sometimes it is on the bottom. It changes every time I log in. So don't be alarmed if you see it in a different location every time.

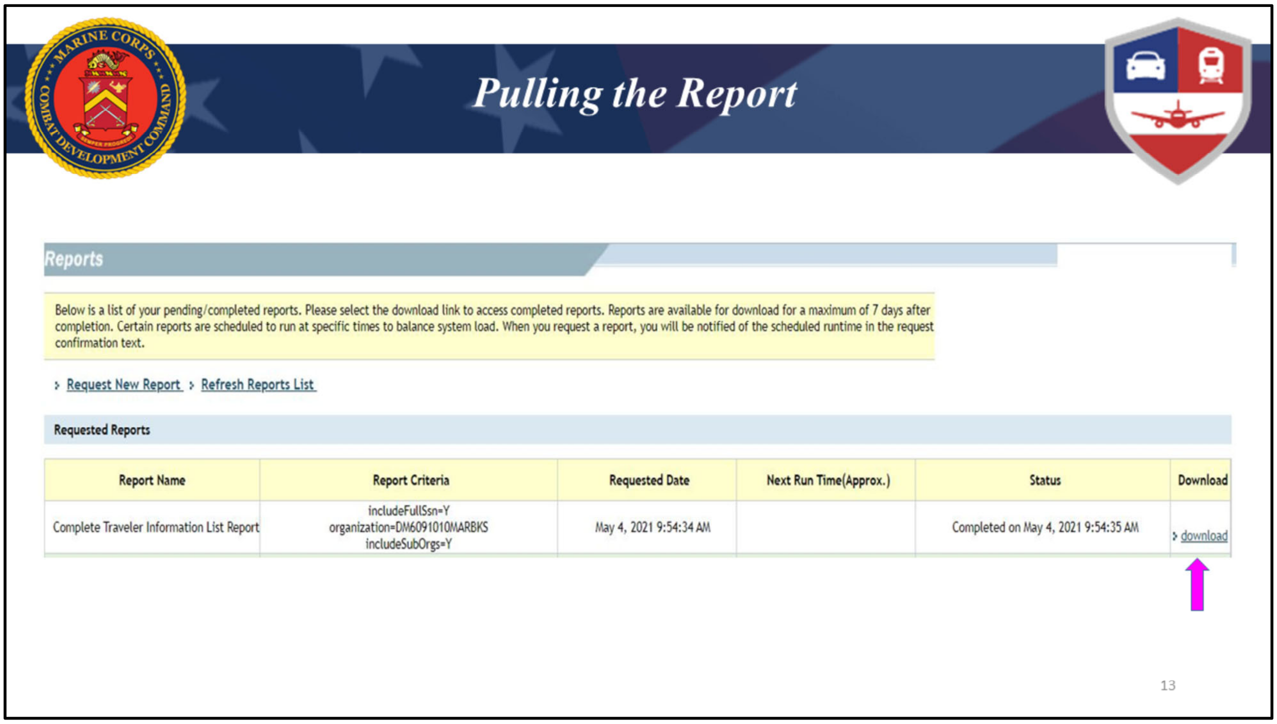



Once you are on the main Reports screen you will click on the Request New Report link.

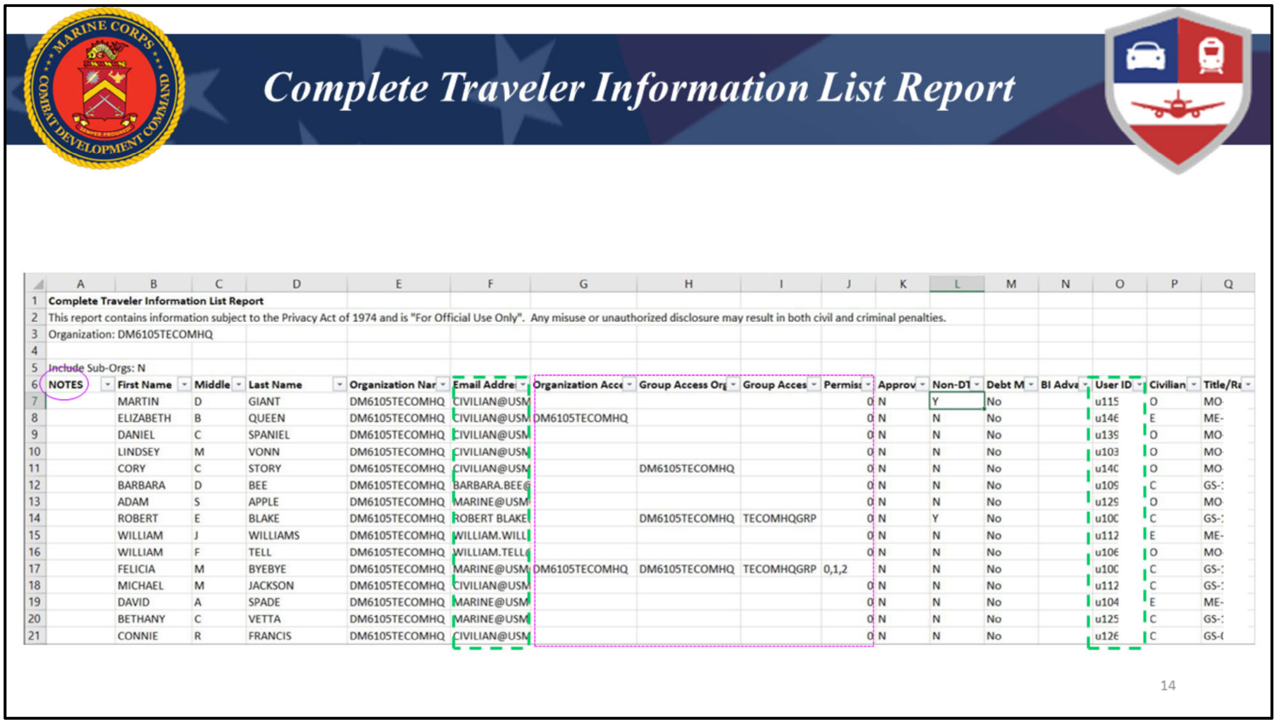

When you click that link the screenshot on the left will appear. This screen is very long that I couldn't capture it all in one shot. You will need to keep scrolling down the page until you see Person Reports, which is the screen shot on the right, and the link for the report will be there.




When you click that link, it will bring you to this Search criteria screen. Your Organization will automatically populate. Check the box include any Sub organizations and check the box Show full SSN. Click Submit to request your report.




After you have submitted your request. It will state that your report has been submitted and you can either click the link to go back to Report Scheduler Home or Request New Report. When you click the Report Scheduler Home link it will take you back to the main Reports screen. From there you will see that your report has been requested. Depending on how large your Organization is, you may need to come back later or you can simply click on the Refresh Reports List. Sometimes it will refresh and show your report as complete, with the download link. Or it will show it pending. Once your report is completed, DTS will send you an email notification advising you that the download link is available. From there you can download your report.




Complete Traveler Information List Report

This report contains information subject to the Privacy Act of 1974 and is "For Official Use Only". Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

Organization: DM6105TECOMHQ

~~Include~~ Sub-Orgs: N

| NOTES | First Name | Middle | Last Name | Organization Nar | Email Addre | Organization Acce | Group Access Org | Group Acces | Permiss | Approv | Non-DT | Debt M | BI Adva | User ID | Civilian | Title/Ra |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | MARTIN | D | GIANT | DM6105TECOMHQ | CIVILIAN@USM | | | | 0 | N | Y | No | | u115 | O | MO- |
| | ELIZABETH | B | QUEEN | DM6105TECOMHQ | CIVILIAN@USM | DM6105TECOMHQ | | | 0 | N | N | No | | u146 | E | ME- |
| | DANIEL | C | SPANIEL | DM6105TECOMHQ | CIVILIAN@USM | | | | 0 | N | N | No | | u139 | O | MO- |
| | LINDSEY | M | VONN | DM6105TECOMHQ | CIVILIAN@USM | | | | 0 | N | N | No | | u103 | O | MO- |
| | CORY | C | STORY | DM6105TECOMHQ | CIVILIAN@USM | | DM6105TECOMHQ | | 0 | N | N | No | | u140 | O | MO- |
| | BARBARA | D | BEE | DM6105TECOMHQ | BARBARA.BEE@ | | | | 0 | N | N | No | | u109 | C | GS-: |
| | ADAM | S | APPLE | DM6105TECOMHQ | MARINE@USM | | | | 0 | N | N | No | | u129 | O | MO- |
| | ROBERT | E | BLAKE | DM6105TECOMHQ | ROBERT BLAKE | | DM6105TECOMHQ | TECOMHQGRP | 0 | N | Y | No | | u100 | C | GS-: |
| | WILLIAM | J | WILLIAMS | DM6105TECOMHQ | WILLIAM.WILL | | | | 0 | N | N | No | | u112 | E | ME- |
| | WILLIAM | F | TELL | DM6105TECOMHQ | WILLIAM.TELL | | | | 0 | N | N | No | | u106 | O | MO- |
| | FELICIA | M | BYEBYE | DM6105TECOMHQ | MARINE@USM | DM6105TECOMHQ | DM6105TECOMHQ | TECOMHQGRP | 0,1,2 | N | N | No | | u100 | C | GS-: |
| | MICHAEL | M | JACKSON | DM6105TECOMHQ | CIVILIAN@USM | | | | 0 | N | N | No | | u112 | C | GS-: |
| | DAVID | A | SPADE | DM6105TECOMHQ | MARINE@USM | | | | 0 | N | N | No | | u104 | E | ME- |
| | BETHANY | C | VETTA | DM6105TECOMHQ | MARINE@USM | | | | 0 | N | N | No | | u125 | C | GS-: |
| | CONNIE | R | FRANCIS | DM6105TECOMHQ | CIVILIAN@USM | | | | 0 | N | N | No | | u126 | C | GS-( |

Before I move on, I would like to reiterate that there are multiple ways to work this report, and everyone tends to have their way that works best for them. What I am showing you today is just one way that I have found helpful to me in breaking this report down into manageable, workable sections. It doesn't mean you have to work it exactly as I do. You can simply use this as a blueprint to develop a method that works best for you.

To begin I start with using the filter function in Excel. It is located on the top right of your screen. Once I have made all of the columns filterable. I'll begin with the first column which is the SoSec#. I am looking for the correct amount of characters in the SoSec#'s and also ensuring if there are any "R's" at the end, they reside in an "R" organization. Once validated, I will delete them all and rename the column Notes, as you see here.

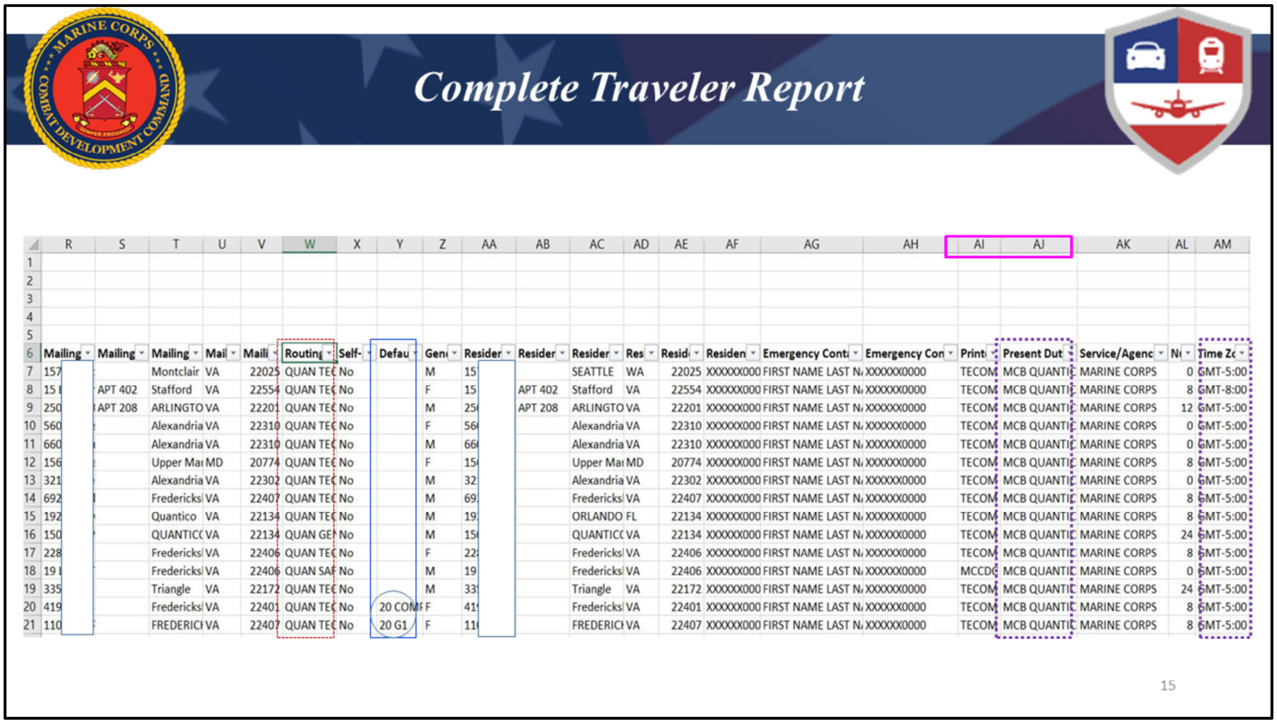
There are two reasons for this: One it helps to track what actions are needed. Secondly, when inspected, the Inspector is looking to see that you are not just pulling and filing the report but that you are actively working it. When you include notes on your report, the Inspector can clearly see what actions you have taken.

The next column I focus on are the emails. Here I am looking to make sure they are correct and that nothing pops out at me or appears to be made up. For example, lately we've been seeing a lot of TBD@usmc.mil in the emails column. These need to be updated with the actual travelers email. Your permission holders need to have their gov't email address listed, not a personal email. Also, when checking the emails use the filter function and do a search for .CTR to retrieve all the contractor emails. Once you have them you can validate that their User ID begins with U for User vice T for traveler. Those contractor profiles that do not have any permissions with your command, should probably be detached since you would have no need for that profile.

Following the emails is the Permissions management section of the report. There a couple of ways to work this section. You can start with filtering out all of the Blanks in the Org access column and check that no one has any permissions that they should not have. You can also filter out just the 0 permissions and do a quick scan to ensure no one has just Org or group access.

For example as you can see in line 8 Elizabeth Queen has Org access and nothing else. Martin Grant Line 7 has Y in the NDEA but no other access. In line 14 Robert Blake has Group Access only, w/Yes for NDEA. So you'll need to verify that you have a proper DD Form 577 and training certificates on file.

The most important thing to be looking for here are improper Org and group access, or NDEA permissions marked as Y and they're not appointed. Remember only the LDTA's have the authority to grant Org and Group Access as well as any permissions. So if you see an Organization listed but no Group Access, and NO in the NDEA column, this should be a flag to highlight for correction later.




Moving on to Columns R-AM on the report. The mailing addresses do not absolutely have to be the same as residence; however if you see something like the Unit address being used as the Residence Address you know you need to get that corrected.  When you are conducting the check in with your traveler, this is the perfect time to make sure you have their current address information!

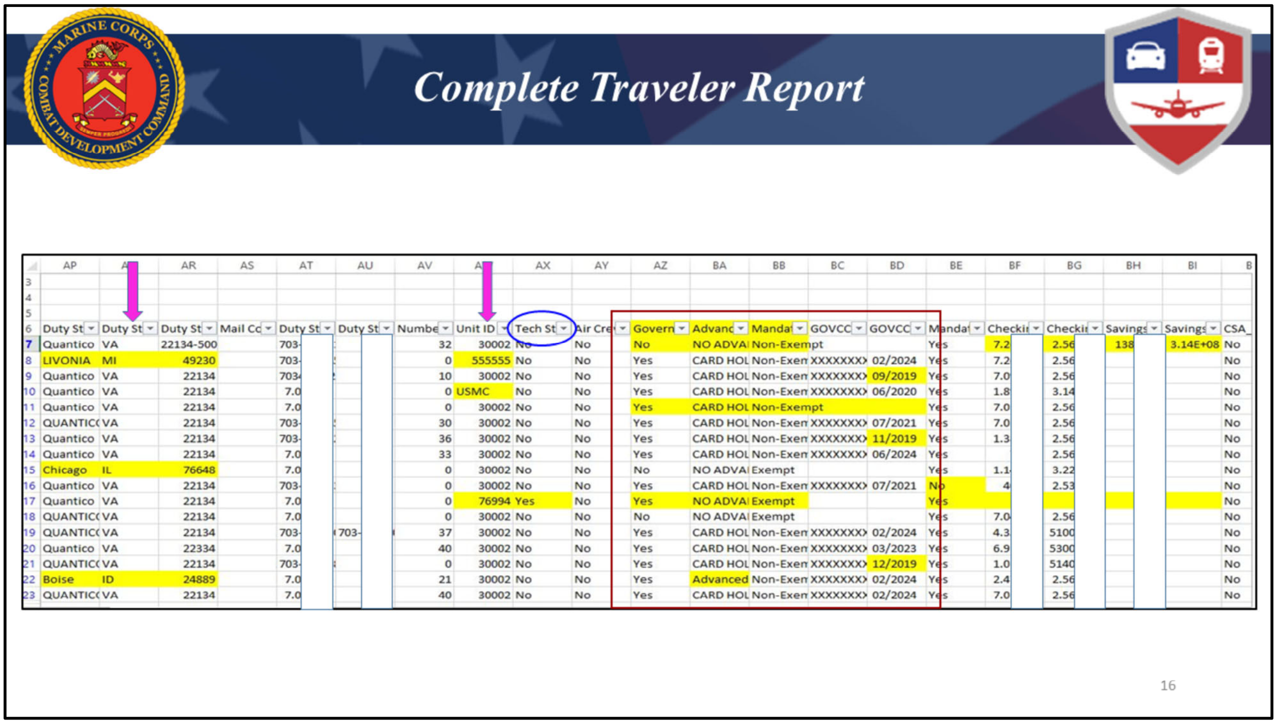
Next I check the routing list.  I will select the drop down and just scan.  At times, I have seen a stray WWT routing in there.

For the Default LOA, I remove all blanks and look to see if there are any past fiscal years used. I do not recommend using a Default for profiles, if you have a choice. The reason is that you have to remember to go back and update that every fiscal year. It is something that is easily forgotten and will create havoc with your Authorizations if not correct. So unless your Command requires the use of default LOA's, it is just easier not to have it set and avoid wasting time on it.

Columns AI and AJ are the Printed Org Name and the Present Duty Station.  If you are conducting proper check-ins these columns are a breeze to go through as they should all be correct. Basically you are just checking for uniformity. One other area to make sure you are checking when reviewing the Duty Station is the Time Zone. This often gets overlooked but it’s important because it affects what flights DTS will show your traveler based on where the Duty station is located and the time zone. For example line 8 catches my eye because it is the only one that shows GMT as 8 vice 5.

The Service / Agency needs to be accurate and is also commonly overlooked. However, it is important because it comes into play if your traveler has a debt. This is what DFAS looks at for payroll collection. Filtering out all USMC will allow you to work this section pretty quickly.

So as I’ve touched on these columns I hope you are getting a sense of how vital and time saving doing a proper check in can be. It makes verifying all of these columns in the CTR a breeze and literally can reduce the time you take to review these columns down to a matter of a few minutes.




| | AP | AQ | AR | AS | AT | AU | AV | AW | AX | AY | AZ | BA | BB | BC | BD | BE | BF | BG | BH | BI | BJ |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 6 | Duty St | Duty St | Duty St | Mail Cc | Duty St | Duty St | Numbe | Unit ID | Tech St | Air Cre | Govern | Advanc | Manda | GOVCC | GOVCC | Manda | Checkir | Checkir | Savings | Savings | CSA_ |
| 7 | Quantico | VA | 22134-500 | | 703- | | 32 | 30002 | No | No | No | NO ADVA | Non-Exempt | | | Yes | 7.2 | 2.56 | 138 | 3.14E+08 | No |
| 8 | LIVONIA | MI | 49230 | | 703- | | 0 | 555555 | No | No | Yes | CARD HOL | Non-Exem | XXXXXXX | 02/2024 | Yes | 7.2 | 2.56 | | | No |
| 9 | Quantico | VA | 22134 | | 703 | | 10 | 30002 | No | No | Yes | CARD HOL | Non-Exem | XXXXXXX | 09/2019 | Yes | 7.0 | 2.56 | | | No |
| 10 | Quantico | VA | 22134 | | 7.0 | | 0 | USMC | No | No | Yes | CARD HOL | Non-Exem | XXXXXXX | 06/2020 | Yes | 1.8 | 3.14 | | | No |
| 11 | Quantico | VA | 22134 | | 7.0 | | 0 | 30002 | No | No | Yes | CARD HOL | Non-Exempt | | | Yes | 7.0 | 2.56 | | | No |
| 12 | QUANTICO | VA | 22134 | | 703- | | 30 | 30002 | No | No | Yes | CARD HOL | Non-Exem | XXXXXXX | 07/2021 | Yes | 7.0 | 2.56 | | | No |
| 13 | Quantico | VA | 22134 | | 703- | | 36 | 30002 | No | No | Yes | CARD HOL | Non-Exem | XXXXXXX | 11/2019 | Yes | 1.3 | 2.56 | | | No |
| 14 | Quantico | VA | 22134 | | 7.0 | | 33 | 30002 | No | No | Yes | CARD HOL | Non-Exem | XXXXXXX | 06/2024 | Yes | | 2.56 | | | No |
| 15 | Chicago | IL | 76648 | | 7.0 | | 0 | 30002 | No | No | No | NO ADVA | Exempt | | | Yes | 1.1 | 3.22 | | | No |
| 16 | Quantico | VA | 22134 | | 703- | | 0 | 30002 | No | No | Yes | CARD HOL | Non-Exem | XXXXXXX | 07/2021 | No | 4 | 2.53 | | | No |
| 17 | Quantico | VA | 22134 | | 7.0 | | 0 | 76994 | Yes | No | Yes | NO ADVA | Exempt | | | Yes | | | | | No |
| 18 | QUANTICO | VA | 22134 | | 7.0 | | 0 | 30002 | No | No | No | NO ADVA | Exempt | | | Yes | 7.0 | 2.56 | | | No |
| 19 | QUANTICO | VA | 22134 | | 703- | 703- | 37 | 30002 | No | No | Yes | CARD HOL | Non-Exem | XXXXXXX | 02/2024 | Yes | 4.3 | 5100 | | | No |
| 20 | Quantico | VA | 22334 | | 7.0 | | 40 | 30002 | No | No | Yes | CARD HOL | Non-Exem | XXXXXXX | 03/2023 | Yes | 6.9 | 5300 | | | No |
| 21 | QUANTICO | VA | 22134 | | 703- | | 0 | 30002 | No | No | Yes | CARD HOL | Non-Exem | XXXXXXX | 12/2019 | Yes | 1.0 | 5140 | | | No |
| 22 | Boise | ID | 24889 | | 7.0 | | 21 | 30002 | No | No | Yes | Advanced | Non-Exem | XXXXXXX | 02/2024 | Yes | 2.4 | 2.56 | | | No |
| 23 | QUANTICO | VA | 22134 | | 7.0 | | 40 | 30002 | No | No | Yes | CARD HOL | Non-Exem | XXXXXXX | 02/2024 | Yes | 7.0 | 2.56 | | | No |

Ok. So I know this looks like a very busy screen, but I'm going to break it down for you. The highlights are a quick way to mark what needs to be done so you can keep moving through the report before going back and starting to work what needs to be fixed. Feel free to use a color that works best for you. To start I'm going to work my way from the left of the report to the right.

So as you can see clearly for this organization, the Duty station is Quantico, VA, so I filter VA out and highlight the rest. Same goes for the zip code in column AR.

Wash, rinse, repeat with the Unit ID.  Filter out the correct and highlight what needs to be corrected.

Tech Status, refers to people that are required to have a reserve contract in order to work in your GS position.  Marine Corps does not have this, so it is super easy to check for anything other than No.  Air crew should all be No unless they are in an aircrew status. Typically I only see traveler's in an aircrew status under Organizations such as HMX1 or MCAF.

GTCC: I filter out the Yes, and work the NO first – If a traveler is not a GTCC holder in their profile it should be NO for Gov't Travel Card Holder, Under Advance it should state NO ADVANCE, Under the Mandatory column it should state EXEMPT. Anything different needs to be highlighted to be corrected. For example line 7 has No, No Advance and Non-exempt.

Next I filter all the travelers who are cardholders. The profile should reflect YES for Gov't Travel Card, Advance column should reflect CARD HOLDER, Column BB should reflect Non-Exempt, GOVCC account number should be listed and the expiration date. Anything different needs to be highlighted to be corrected later. For example, on line 11 there is Yes, Cardholder, Non-Exempt and a missing account & expiration. When it comes to the expiration column I work it separately as I find it easier to focus on that by itself. You can sort the expiration date column from oldest to newest or go through and filter any dates prior to the month you are working.

## Complete Traveler Report

| | AP | AQ | AR | AS | AT | AU | AV | AW | AX | AY | AZ | BA | BB | BC | BD | BE | BF | BG | BH | BI | BJ | BK | BL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 4 | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Duty Static | Duty Static | Duty Static | Mail Co | Duty Static | Duty Sta | Number | Unit ID | Tech Stat | Air Crew | Governme | Advanced | Mandatory u | GOVCC | GOVCC Exp | Mandato | Checking | Checking F | Savings Acc | Savings Routin | CSA_TTF | Profile Last Updated | |
| 7 | QUANTICO | VA | 22134 | | 7.( | | 30 | 30003 | No | No | No | NO ADVAN | Exempt | | | Yes | 1E | 550 | 1.39E+09 | 1.2356 | No | 7/23/2019 | |
| 8 | QUANTICO | VA | 22134 | | 7.( | | 30 | 30003 | No | No | Yes | CARD HOL | Non-Exempt | XXXXXX | 02/2024 | Yes | 2.9E | 2.5 | | | No | 3/30/2021 | |
| 9 | QUANTICO | VA | 22134 | | 7.( | 7E+09 | 30 | 30003 | No | No | Yes | CARD HOL | Non-Exempt | XXXXXX | 11/2023 | Yes | 286 | 2.5 | | | No | 1/30/2021 | |
| 10 | LIVONIA | MI | 49230 | | 7.( | | 33 | 55555 | No | No | Yes | CARD HOL | Non-Exempt | XXXXXX | 11/2023 | Yes | | | 3E+09 | 2560 | No | 2/26/2021 | |
| 11 | Quantico | VA | 22134 | | 703 | | 40 | 30003 | No | No | Yes | CARD HOL | Non-Exempt | XXXXXX | 11/2023 | Yes | 8E | 2.5 | | | No | 4/20/2021 | |
| 12 | QUANTICO | VA | 22134 | | 7.( | 7E+09 | 30 | 30003 | No | No | Yes | CARD HOL | Non-Exempt | XXXXXX | 02/2021 | Yes | 6.1E | 2.5 | | | No | 9/17/2019 | |
| 13 | QUANTICO | VA | 22134 | | 703 | | 33 | 30003 | No | No | Yes | CARD HOL | Non-Exempt | XXXXXX | 10/2024 | Yes | 2.6E | 3.1 | | | No | 4/22/2021 | |
| 14 | Boise | ID | 24889 | | 7.( | | 33 | USMC | No | No | Yes | CARD HOL | Non-Exempt | XXXXXX | 02/2024 | Yes | 7E | 2.5 | | | No | 4/13/2021 | |
| 15 | Quantico | VA | 22134 | | 7.( | | 40 | 30003 | No | No | Yes | CARD HOL | Non-Exempt | XXXXXX | 06/2024 | Yes | 1E | 3.1 | | | No | 9/17/2020 | |
| 16 | Quantico | VA | 22134 | | 7.( | | 35 | 30003 | No | No | Yes | CARD HOL | Non-Exempt | XXXXXX | 05/2023 | Yes | 7E | 2.5 | | | No | 2/10/2021 | |
| 17 | QUANTICO | VA | 22134-510 | | 7.( | 7E+09 | 40 | 76994 | Yes | No | Yes | CARD HOL | Non-Exempt | | | Yes | 7E | 2.5 | | | No | 1/20/2021 | |
| 18 | QUANTICO | VA | 22134-510 | | 7.( | 7E+09 | 33 | 30003 | No | No | No | NO ADVAN | Exempt | | | Yes | 8E | 2.5 | | | No | 1/27/2021 | |
| 19 | Chicago | IL | 76648 | | 7.( | | 30 | 30003 | No | No | No | NO ADVAN | Non-Exempt | | | Yes | | | | | No | 11/12/2020 | |
| 20 | QUANTICO | VA | 22134-510 | | 7.( | 7E+09 | 33 | 30003 | No | No | Yes | CARD HOL | Non-Exempt | XXXXXX | 12/2020 | Yes | | | | | No | 1/20/2021 | |
| 21 | Quantico | VA | 22134 | | 7.( | | 32 | 30003 | No | No | Yes | CARD HOL | Non-Exempt | XXXXXX | 06/2024 | Yes | 1.4E | 3.1 | | | No | 2/24/2021 | |
| 22 | Quantico | VA | 22134 | | 7.( | | 30 | 30002 | No | No | No | NO ADVAN | Exempt | | | Yes | | | | | No | 5/1/2020 | |
| 23 | Quantico | VA | 22134 | | 703 | | 40 | 30003 | No | No | Yes | Advanced | Non-Exempt | XXXXXX | 04/2023 | Yes | 1.3E | 3.1 | | | No | 8/15/2020 | |

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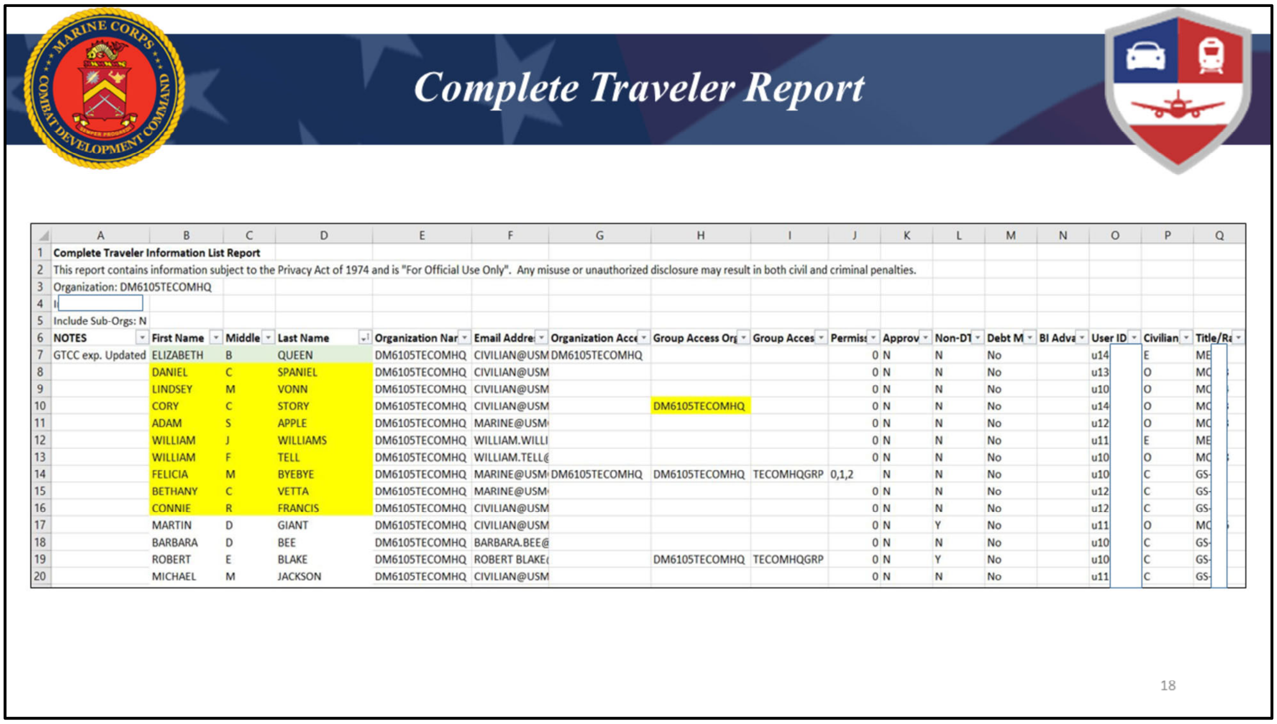
Once I've worked through the GTCC columns I move onto the EFT section. I'll filter the Mandatory column and do a quick check to see if there are any with No. Those will need to be corrected. Next I look for any profiles that have both a checking AND savings account. The quickest way to check for both is to filter the Savings account. From there it is easy to go through and highlight any double accounts as you can see on line 7. A lot of times I find travelers just think they need to have both accounts filled in. Again at the time of check-in you have the opportunity to explain this to them and have them enter just one account. Having two accounts creates issues with DTS not knowing where to send travel payments.

The next two columns BJ and BK are the only two on the report that we do not touch. The CSA_TTR is something that DTMO utilizes and it has to do with those that have more than permission level 6. There are actually 9 permission levels. So for this reason we never really need to look at that column as it doesn't have any affect on your travelers. The last column BK is the Profile Last Updated, this basically just shows you when the last time the traveler accessed their account. This column can be useful for you to determine how outdated the profile may be. If it has been several years since they have logged in, you may want to reach out to your traveler to see if anything needs to be updated.




| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | **Complete Traveler Information List Report** | | | | | | | | | | | | | | | | |
| 2 | This report contains information subject to the Privacy Act of 1974 and is "For Official Use Only". Any misuse or unauthorized disclosure may result in both civil and criminal penalties. | | | | | | | | | | | | | | | | |
| 3 | Organization: DM6105TECOMHQ | | | | | | | | | | | | | | | | |
| 4 | I | | | | | | | | | | | | | | | | |
| 5 | Include Sub-Orgs: N | | | | | | | | | | | | | | | | |
| 6 | **NOTES** | **First Name** | **Middle** | **Last Name** | **Organization Nar** | **Email Addre** | **Organization Acce** | **Group Access Org** | **Group Acces** | **Permiss** | **Approv** | **Non-DT** | **Debt M** | **BI Adva** | **User ID** | **Civilian** | **Title/Ra** |
| 7 | GTCC exp. Updated | ELIZABETH | B | QUEEN | DM6105TECOMHQ | CIVILIAN@USM | DM6105TECOMHQ | | | 0 | N | N | No | | u14 | E | ME |
| 8 | | DANIEL | C | SPANIEL | DM6105TECOMHQ | CIVILIAN@USM | | | | 0 | N | N | No | | u13 | O | MC |
| 9 | | LINDSEY | M | VONN | DM6105TECOMHQ | CIVILIAN@USM | | | | 0 | N | N | No | | u10 | O | MC |
| 10 | | CORY | C | STORY | DM6105TECOMHQ | CIVILIAN@USM | | DM6105TECOMHQ | | 0 | N | N | No | | u14 | O | MC |
| 11 | | ADAM | S | APPLE | DM6105TECOMHQ | MARINE@USM | | | | 0 | N | N | No | | u12 | O | MC |
| 12 | | WILLIAM | J | WILLIAMS | DM6105TECOMHQ | WILLIAM.WILLI | | | | 0 | N | N | No | | u11 | E | ME |
| 13 | | WILLIAM | F | TELL | DM6105TECOMHQ | WILLIAM.TELL@ | | | | 0 | N | N | No | | u10 | O | MC |
| 14 | | FELICIA | M | BYEBYE | DM6105TECOMHQ | MARINE@USM | DM6105TECOMHQ | DM6105TECOMHQ | TECOMHQGRP | 0,1,2 | N | N | No | | u10 | C | GS- |
| 15 | | BETHANY | C | VETTA | DM6105TECOMHQ | MARINE@USM | | | | 0 | N | N | No | | u12 | C | GS- |
| 16 | | CONNIE | R | FRANCIS | DM6105TECOMHQ | CIVILIAN@USM | | | | 0 | N | N | No | | u12 | C | GS- |
| 17 | | MARTIN | D | GIANT | DM6105TECOMHQ | CIVILIAN@USM | | | | 0 | N | Y | No | | u11 | O | MC |
| 18 | | BARBARA | D | BEE | DM6105TECOMHQ | BARBARA.BEE@ | | | | 0 | N | N | No | | u10 | C | GS- |
| 19 | | ROBERT | E | BLAKE | DM6105TECOMHQ | ROBERT BLAKE( | | DM6105TECOMHQ | TECOMHQGRP | 0 | N | Y | No | | u10 | C | GS- |
| 20 | | MICHAEL | M | JACKSON | DM6105TECOMHQ | CIVILIAN@USM | | | | 0 | N | N | No | | u11 | C | GS- |

Once I have gone through the entire report. It's time to go back and start making the corrections. When I am going through the report, I highlight the traveler's name in addition to the columns that need correction. The reason I do this, is that once I am finished going through everything I can then go back to the last name column and filter by color. This will move all of the profiles that need to be worked to the top of the report and all the correct profiles are at the bottom.

So remember I mentioned earlier to be sure to include your notes on the report? In addition to that another tip is to use one color to indicate a correction needed, and another to indicate it has been completed. For example, you can highlight everything yellow when you first go through the report, and then when you have made a correction, change the highlight to green. This way you keep track of what has already been worked & this can also be helpful if you have more than one ODTA working the report.

## Question?

**How often is the ODTA required to pull the Complete Traveler Information List Report (CTR)?**

A. Weekly
B. Bi-Weekly
C. Monthly
D. Never

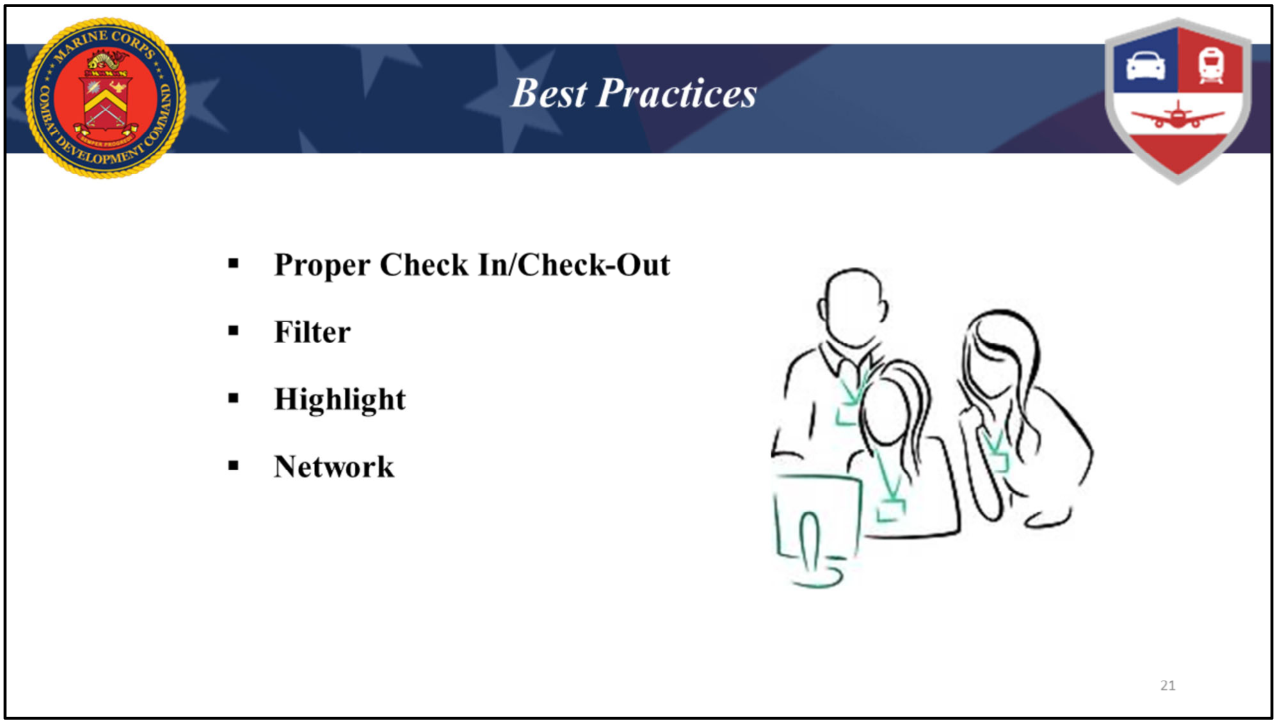
The correct Answer is C. Monthly. It would be awesome to be able to pull & work the report on a bi-weekly or weekly basis, but sadly not many of us have that much time at our disposal.

## Question?

**Permission holders are required to have their gov’t email address in their profile.**

True or False

True. Anyone that has an Appointed role in DTS must have their Gov’t email address listed in their profile. Regular travelers that don’t have any roles can opt to have their personal email listed but it is important to remind them that it needs to be one that they check often. This is where DTS will provide information on the status of their documents and send travel debt notifications.




So before I open it up to any questions you may have, I just want to quickly recap some of the best practices we've covered this morning.
First and foremost I hope you have a better understanding of the importance of doing proper check ins for all your travelers. This important step not only ensures you are compliant with the MCO, but it also saves you so much time. So just remember Proper check in=Correct Traveler Profile=Clean CTR=Minimal travel issues to resolve=More time for you to be able to focus on other tasks. Proper check-out ensures a smooth transition for your travelers from your command to their next one.

Working the CTR is best done in sections utilizing the filter option

Go through and highlight everything that needs to be corrected and then go back and make the corrections

Whether you are a new ODTA or an experienced ODTA I would encourage you to reach out to other ODTA's for ideas or insights on how to work this report. As I mentioned earlier everyone tends to develop a method that works best for them and sometimes just hearing about what works for someone else can be helpful. This also includes reaching out to your LDTA's as well. We are always willing to share what we know to better equip you as ODTA's. Our goal is to help you to be successful in managing your travel program.

Thank-you for your time today, I hope you found this useful and if you have any questions I will remain online to answer them.