Defense Travel System

ODTA Developmental Training:

Routing List Best Practices

MCB Quantico LDTA, Tier II Help Desk

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Welcome to ODTA Developmental Training: Routing List Best Practices. The Agenda for today's training is as follows…(read slide)

As you should know by now, the DTMO website is a great resource. It has information on all aspects of government travel as well as tools for you and your travelers. Since we are focusing on routing lists in this training, the most useful parts of the DTMO website related to this is the
DTA Manual, Chapter 5 (blue arrows with pop-out windows)

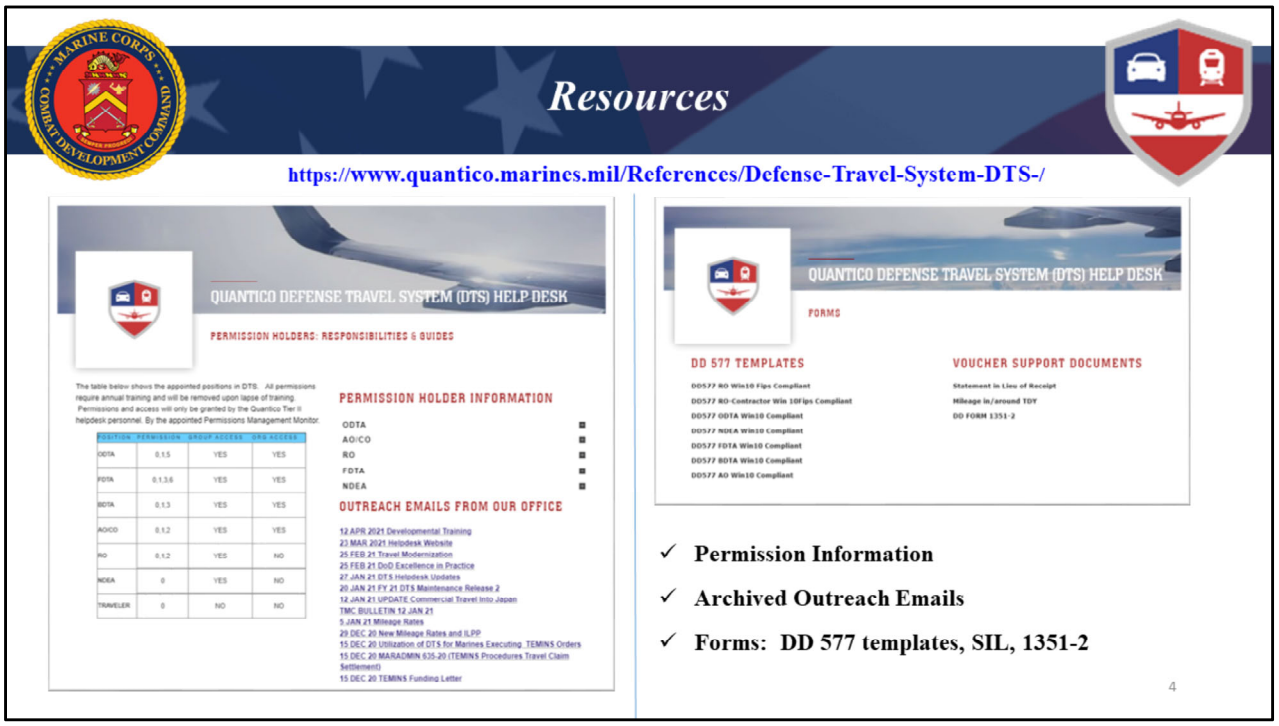
This is where you can find information and instructions on routing lists in DTS. As you can see, the DTA Manual has a variety of helpful chapters you may utilize in managing DTS for your organization.

- When you click on the "Training Resources Lookup" link it will show the Quick Links to the DTA Manual on the right side of your screen. (1)
- Upon opening that, you can browse the available DTA Manual chapters. (2)
- Chapter 5: Routing Lists, has been underlined in the window on the far right (3)

And don't forget…
Joint Travel Regulations (JTR) (green rectangle): your reference for travel policy.

DTS Login Button (red oval): this is recommended for DTS login instead of a favorited link in your browser. Why?...Two reasons:

1) When you login here, it opens a new tab for DTS and a DTMO tab remains open for easy reference.
2) It also gives you a fresh DTS link every time, which is a especially important after updates.



Another great resource to bookmark is our website. The URL is at the top of the screen but the easiest way to find it is to Google “Quantico DTS Help Desk”. It will typically be the first item that shows up in your search.

The DTMO website can be somewhat overwhelming and doesn’t contain information specific to the Marine Corps. Our website is focused on Marine Corps guidance and our needs.

Shown on the left is the Permission Holder page which gives basic info on what is required of each role as well as an archive of emails sent by our office regarding DTS and travel policy information. On the right side is the Forms page is where you can find DD 577 templates and other useful forms for travel.

Per MARADMIN 291/12, all routing list names will begin with QUAN, CLNC, CPEN, etc. This is determined by the Finance or Disbursing Office that is responsible for approving vouchers for your organization. Your Permission Manager LDTA can assist in determining what your routing list will begin with if it's not QUAN. (We will go over that later in this training).

MCO 4650.39A says ODTAs are responsible for conducting routing list maintenance within the DTA Maintenance Tool. Here's a reminder of what those duties are:

- the ODTA will update their organization's routing lists as routing officials are appointed or terminated, will ensure routing lists are efficient for document approval AND maintain more than one routing official at each level, as a back-up in the absence of the primary official.

Each organization has at least one routing list which is the DEFAULT routing list. A routing list cannot be deleted while it is the organization's Default routing list.

New travelers received into the organization automatically use the organization's Default routing list as their routing list for travel approval.
When a traveler creates a travel document (auth or vch) in DTS, the system

automatically attaches the traveler's Default routing list to it. Keep in mind that a traveler can choose a different routing list on any travel document just by selecting from available routing lists in the drop down on the digital signature page. Train your travelers to choose the designated/appropriate routing list.

If you find a traveler that requires a routing list other than the DEFAULT regularly, the ODTA can change it within the traveler's DTS profile within the 'General Traveler Data' section. (more on this coming up)

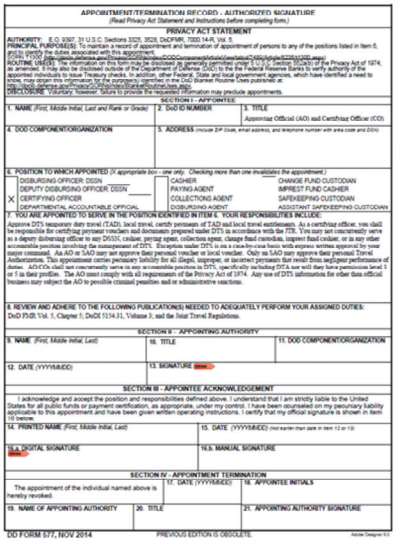
Additional routing lists can be customized for your organization's needs to include; different routing lists for different types of travel, or different routing lists for different sections within your organization; etc. We'll also get into this more later…*but* if you think your organization has a need for an additional routing list, contact your Permission Manager LDTA for assistance to discuss the best options. Your LDTA can provide a shell routing list of current Quantico Level 30 Finance Office AOs to use in creating a new routing list.

WWT routing lists found in your organization are used for Marines who are going to schoolhouses for training. TECOM Worldwide Travel (WWT) has their own routing lists populated with their Level 30 Approving Officials specifically for this type of travel. Your organization will still have ROs/AOs in these routing lists, but TECOM AOs hold the authority to actually approve these travel documents. WWT routing lists do not support local vouchers.

Routing Officials and Levels

Routing Officials appointed by DD form 577

- **Reviewing Officials**
- **Approving Officials**



APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE
(Read Privacy Act Statement and Instructions before completing form.)

PRIVACY ACT STATEMENT

SECTION I - APPOINTEE

SECTION II - APPOINTING AUTHORITY

SECTION III - APPOINTEE ACKNOWLEDGEMENT

SECTION IV - APPOINTMENT TERMINATION

DD FORM 577, NOV 2014 PREVIOUS EDITION IS OBSOLETE.

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Let's review **who** should be on the routing lists in your organization…

Remember that **ALL** Routing Officials must be appointed to their role with an accurate and complete DD form 577. Quantico-based ODTAs send the DD form 577 to their Permission Manager LDTA at the Tier 2 Help Desk along with the AO or RO's applicable, current training certificates.
An AO must take "AO/RO -Training for Accountable Officials and Certifying Officers", better known as COL training, BEFORE appointment to on a DD 577.

Routing Officials must have permission levels 0 and 2 (Group access for RO, Org and Group access for AO) which are only given by the LDTA. The numbered permissions provide access to DTS and "Trips Awaiting Action" queue. Permission 2 allows the Routing Official to change the stamp assigned to them by the routing list… so they can use RETURNED and CANCELLED stamps as appropriate besides the REVIEWED or APPROVED stamps.

Once the LDTA assigns permissions, the ODTA will then add the new AO or RO to the appropriate routing list(s) in their organization.

Reviewing Officials (RO) take the first look through an authorization or voucher to confirm it meets requirements for approval. If something is missing or incorrect, the RO can stamp the document RETURNED to the traveler, notating why the document is returned (what is missing or needed) on the sign & submit screen.
The RO applies the REVIEWED stamp to DTS documents which they have reviewed and found no errors.

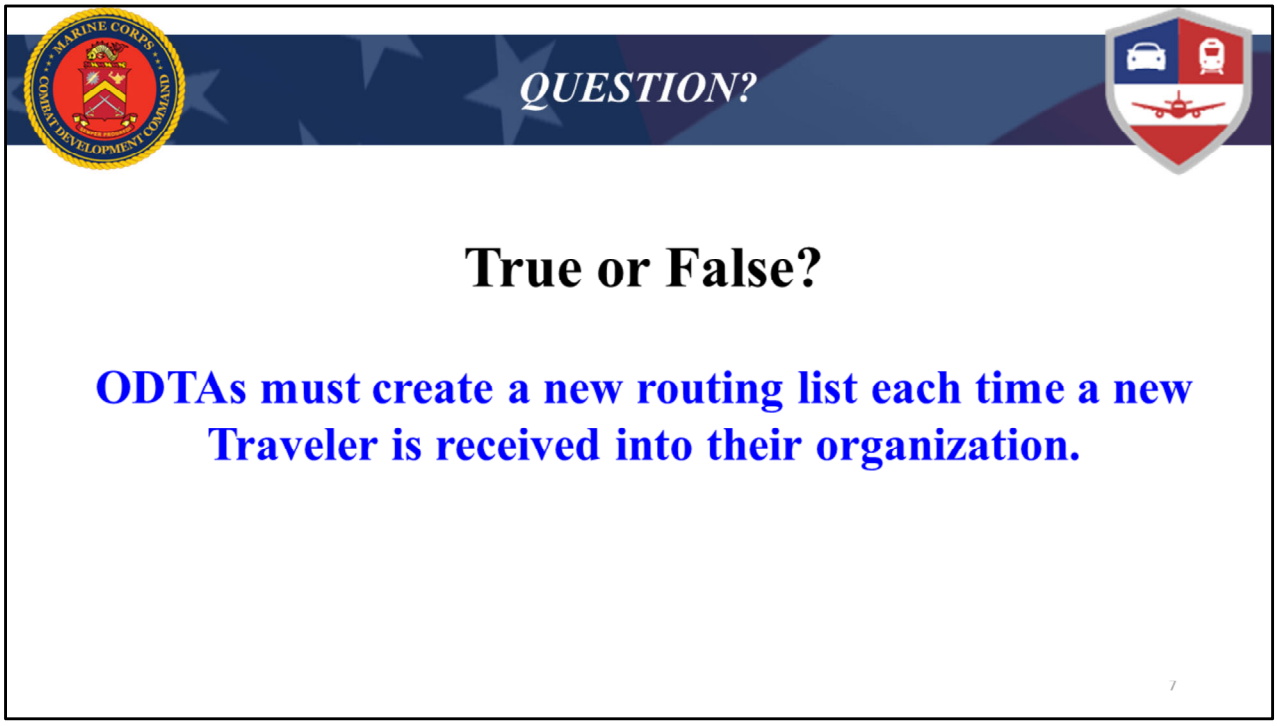
Distribution Management Office (DMO) are required authorization Reviewers (ROs) at level 4 on routing lists. This role works with CTO/TMC to facilitate travel services through DTS. They may notate recommendations in the "remarks to the AO" section on authorizations to help the AO know when transportation is not in accordance with Marine Corps policy. DMO Reviewers do NOT return authorizations to the traveler. The LDTAs at the Tier 2 Help Desk update these Reviewers on your org's routing lists, so there is no need for an ODTA to touch this part of a routing list.

The Approving Official (AO) performs their duties at the unit or section level by applying the APPROVED stamp to authorizations and REVIEWED stamp to vouchers where no errors have been found. This allows the trip to proceed if it's an authorization, or the claim to be paid if it's a voucher.
The AO can also RETURN documents to the traveler and request further documentation, receipts, adjustments, explanations, etc. As already mentioned, the AO also has permission levels 0 and 2. The AO is the only mandatory Routing Official on a routing list and must always be the last step for all document types.

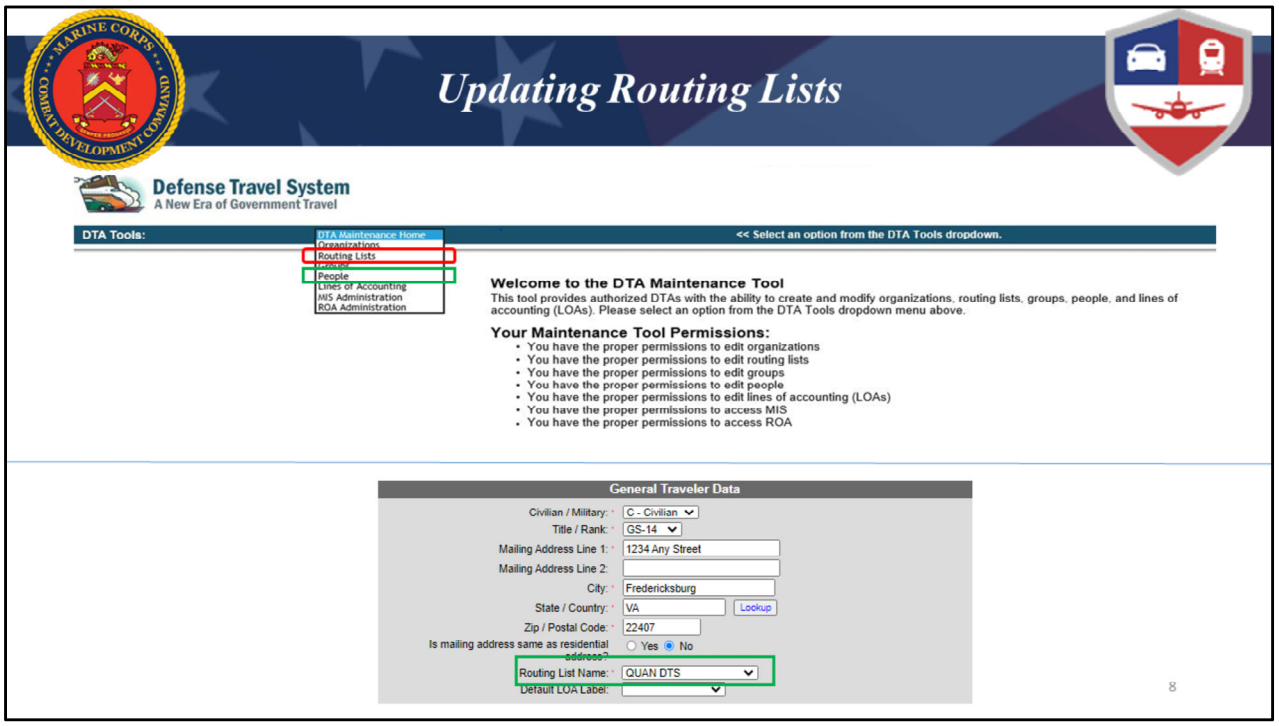
- AO for Authorizations determine when travel is mission essential and have the authority to authorize travel and obligate funds, ensuring the best estimate of travel costs are documented.

- AO for Vouchers are level 30 Finance Office personnel. They review and verify vouchers are complete with required, valid receipts uploaded into the document and costs are adjusted to match those receipts or reimbursables. AOs can request additional documentation/receipts as needed.

***REMEMBER that a DD 577 termination is required for someone who will no longer be a Routing Official. This will also indicate that your should remove the Routing Official from the routing lists in your org.



False: Travelers automatically use the organization's Default routing list

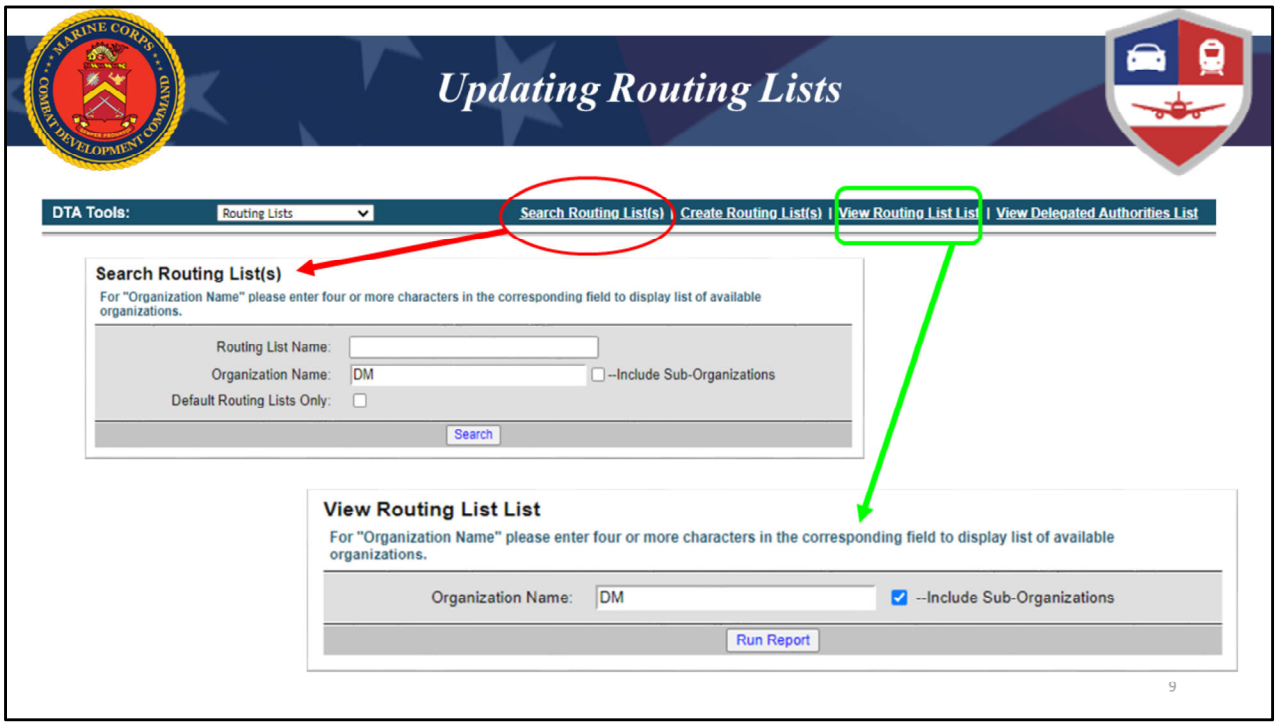


Some of this may be a review but let's walk through the steps for updating routing lists…

You will use the Maintenance Tool to update routing lists; adding or removing routing officials as needed. Routing lists can be found in the Maintenance Tool drop down as shown here in the top picture (red outline).

You may use the "People" section of the Maintenance Tool (green outline, top pic) to update traveler profiles and select a specific routing list to be the Default within each profile, as needed.

As shown in the bottom picture, this can be done in the 'General Traveler Data' section of the profile (green outline "QUAN DTS")). Doing this is not a necessity since the traveler automatically uses the org's Default routing list…but some orgs choose this option to help control which routing list travelers use.



In the DTA Maintenance Tool, you will mostly use “Search Routing Lists” and “View Routing List List” for updating routing lists.

Search Routing Lists (red oval/arrow) is where you search for your organization’s routing lists, usually to add or remove ROs or AOs. Each routing list name should begin with QUAN (with the exception of the WWT Routing Lists) and will have Level 30 approvers from the Quantico Finance Office for all vouchers and local vouchers.

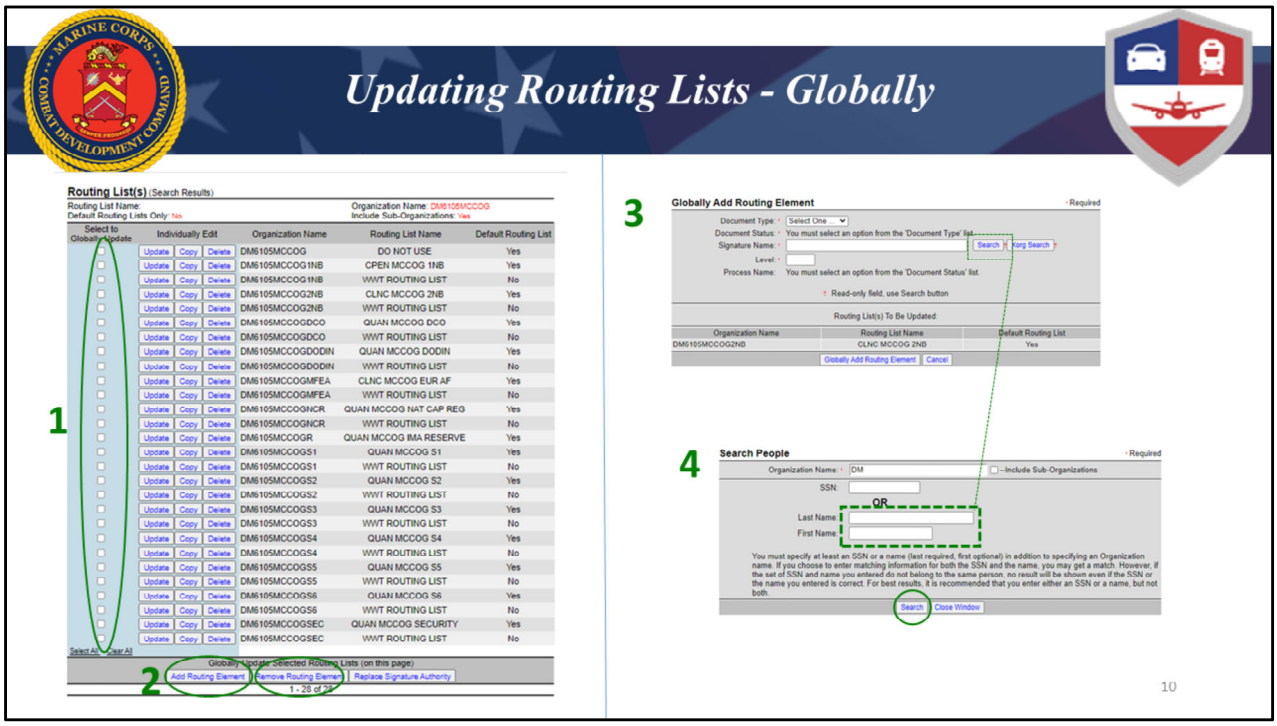
There may be some exceptions when you will have another Finance Office Routing List such as CLNC (Camp Lejeune) or CPEN (Camp Pendleton), etc. This depends on if you have a sub-org that’s in a different location than Quantico. Typically, the LDTA created your organization in DTS and provided the shell routing list for sub-orgs containing the proper Finance Office name for the routing list.

View Routing List-List (green outline/arrow) is a spreadsheet type of report that will generate all of the routing lists in your organization. It will show you each person that is listed with their role, on all of your routing lists. This will help you with performing your routing list maintenance by making it easier for you to identify any changes you may need to address caused by a turnover of ROs and AOs.

***Remember that all DD 577s must be terminated when a person no longer serves in their role and a copy needs to be provided to the LDTA Permission Manager. The initial DD 577 and the terminated version must be kept on file for 10 years.

Create Routing List – should be done with the assistance of an LDTA to ensure the new routing list is necessary, uses proper naming conventions, and is populated accurately. Routing list names should be in all CAPS, should NOT contain any punctuation or special characters, and should begin with the correct Finance Office acronym.

View Delegated Authorities List – is a report used to see if anyone has delegated their RO or AO authority to someone else. Delegated Authority is NOT authorized by the Marine Corps, so you should have no need to pull this report. Our higher headquarters monitors this regularly and will notify our office if the policy has been violated.



Once you have searched for you org's routing lists, you have the option to Globally Update them. This will add/remove an RO or AO to all of selected routing lists at one time. The button options here include: Add a Routing Element, Remove a Routing Element or Replace Signature Authority snown by #2.

- Remember, to Globally Add or Remove someone, the role holder must be attached to your organization.
- If the RO/AO is not attached and needs to be removed from a routing list, it must be done by updating each individual routing list in which they reside. We'll get to that shortly.

If you have several routing lists where you want to add/remove a new RO or AO, you would check the box next to each routing list that you are updating (1), then choose the "Add Routing Element" or "Remove Routing Element" button (2), depending on which action you are taking.

This opens a window (3) where you will select the type of document (AUTHORIZATION, VOUCHER or LOCAL VOUCHER), the document status/stamp (REVIEWED, APPROVED) the signature name (RO or AO name), and the level of the stamp (10, 15, 20, 25, etc).

You will add/remove the actual AO or RO by clicking the "Search" button shown in (3) which will open another window shown in (4)…here you will check "Include Sub-Orgs" check box…enter the AO or RO last name and first name…then click "Search" at the bottom of that window.

This will produce anyone with that name in your org for you to select. Be sure you are choosing the right person, then click the "Select" button next to the correct name.

You can then choose to "Globally Add Routing Element" or "Globally Remove Routing Element" button depending on which action you are taking.
Don't forget the "Save Changes" button when you are done!

Upon this submission, a list will pop up showing what routing lists were updated and if the update was successful or unsuccessful.

Levels - The RO must review travel documents first so their assigned/numbered level should be BEFORE the AO.
Typically, QUAN routing lists have ROs placed at level 10 and/or 15 so they are the first to see travel authorizations after CTO (level 2&3) and DMO (level 4). AOs are usually placed at level 20, so they will come after the RO when approving travel documents.

- Future routing list maintenance will be easier if you assign the same level number to the same Routing Official in every routing list, for example; ROs are always at level 10 and AOs are always at level 20. Keep some number gaps between the levels in case you want to add another layer of ROs at some point, for instance, at level 15.

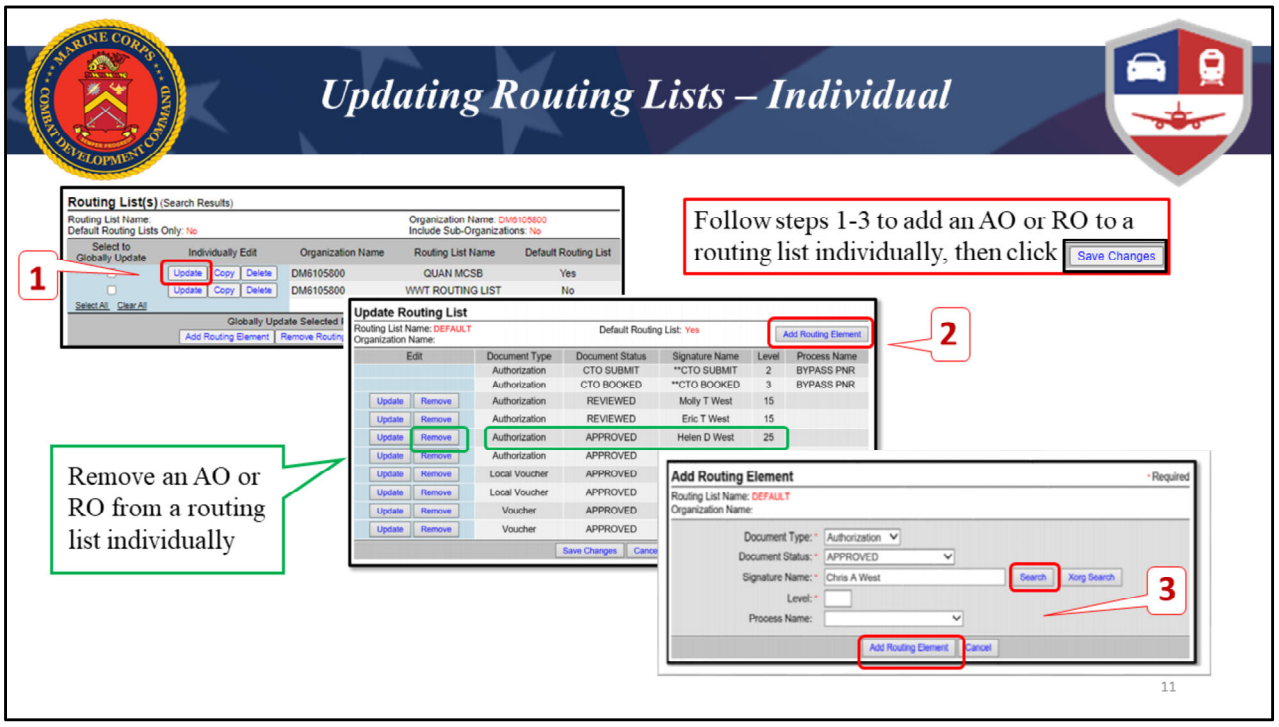
- If you have two levels of ROs, such as: an RO level 10 and another at level 15, each level may focus on specific things within the travel document on either the authorization side or the voucher side of reviewing.

- Also keep in mind, a routing list can only have a single document status at each level…for example; you cannot have the REVIEWED and APPROVED stamp both at level 10.

- Be sure to back-up each level of ROs and AOs with a secondary person in case one of them is unavailable, so a minimum of two ROs and two AOs in each routing list. That way travel documents routing through DTS will not get held up because of a missing RO/AO.

*****REMEMBER when adding an AO: Unit AOs are the <u>Reviewer</u> on travel vouchers since the level 30 Finance Office are the AOs that approve vouchers.*****

*****Remove a RO or AO from a routing list prior to detaching them!**
If detached, the process becomes a manual removal from every document type within a routing list. Be sure to have the DD 577 terminated and sent to your permission manager LDTA as part of this process.



When updating an individual routing list you will follow the same steps as you do with a Global update…but you will be doing it for a single routing list.

Start by doing a search in the Maintenance Tool for your org's routing lists.

Adding a Routing Element Individually (red outlines):

1. Select the "Update" button next to the routing list you want to update
2. The "Update Routing List" window opens, select "Add Routing Element" button on the top, right and that window will open
3. Then add "Document Type" from the next dropdown and either REVIEWED or APPROVED as the Document Status, depending on the role of the person you are adding.
    - Select "Search" next to the Signature Name blank, and the Search People screen will open just like when performing a Global update (this window is not shown on the slide)
    - Enter all or part of the person's last and first name and select "Search" to open another window where you will find anyone with that name …or similar names if you enter part of the name instead (window not shown on slide)
    - Enter the Level number, dependent on if it is an RO or AO you are adding

- Leave the Process Name field blank
- Select “Add Routing Element”

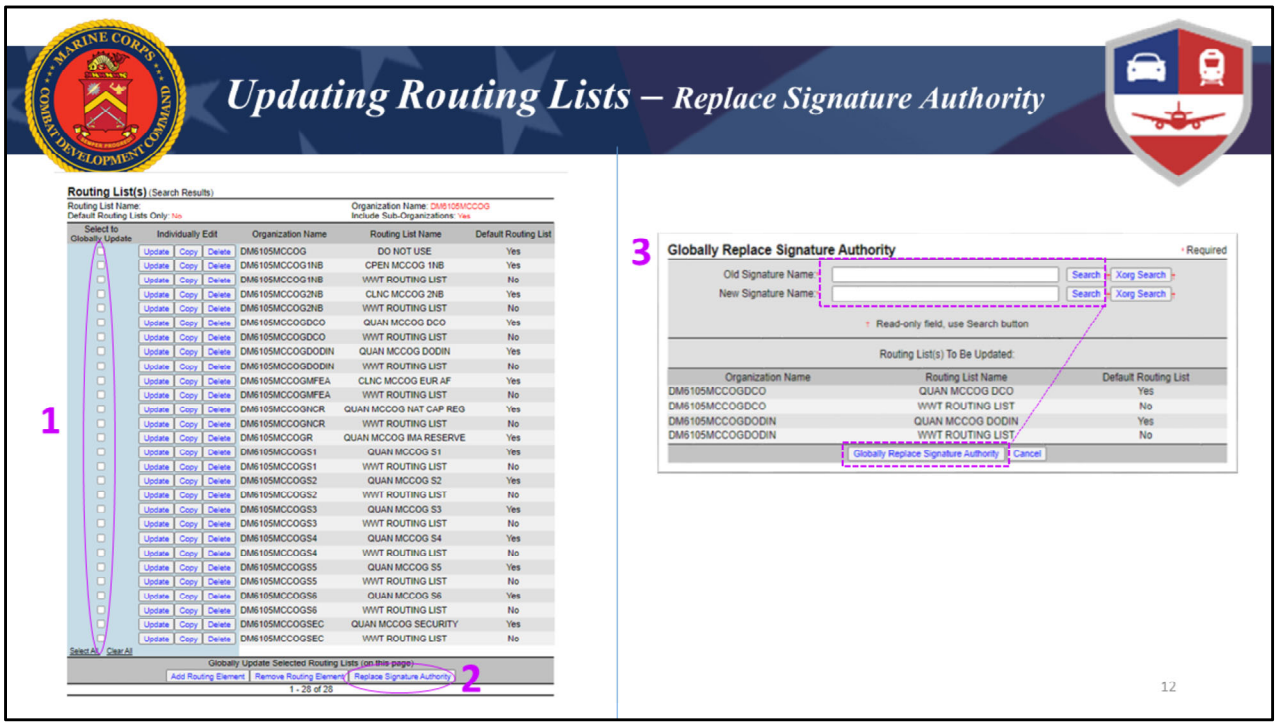
It will take you back to the routing list….REMEMBER to click the “Save Changes” button at the bottom

You must repeat these steps for each Document Type you want to add the RO/AO to; here it shows adding Chris West as an AO to the authorization (3) but you will also have to add Chris West to the voucher and local voucher doing the same steps, separately.

Note that DTS will not allow you to save routing list changes unless there is at least one APPROVED Document Status/AO for at least one document type within the routing list

Remove Routing Element (green outlines, middle box): to individually remove someone from an single routing list, simply click the “Remove” button next to the person’s name each time it appears in the “Update Routing List” window, then click “Save Changes”. Be careful on this one so you do not remove the wrong person!

To help find the person to be removed, you can search for the name by using control “F” and typing the name in that search window then hitting your enter button, The name will be highlighted each time it appears in the routing list…but you will still have to click the “Remove” button for each time the name is listed

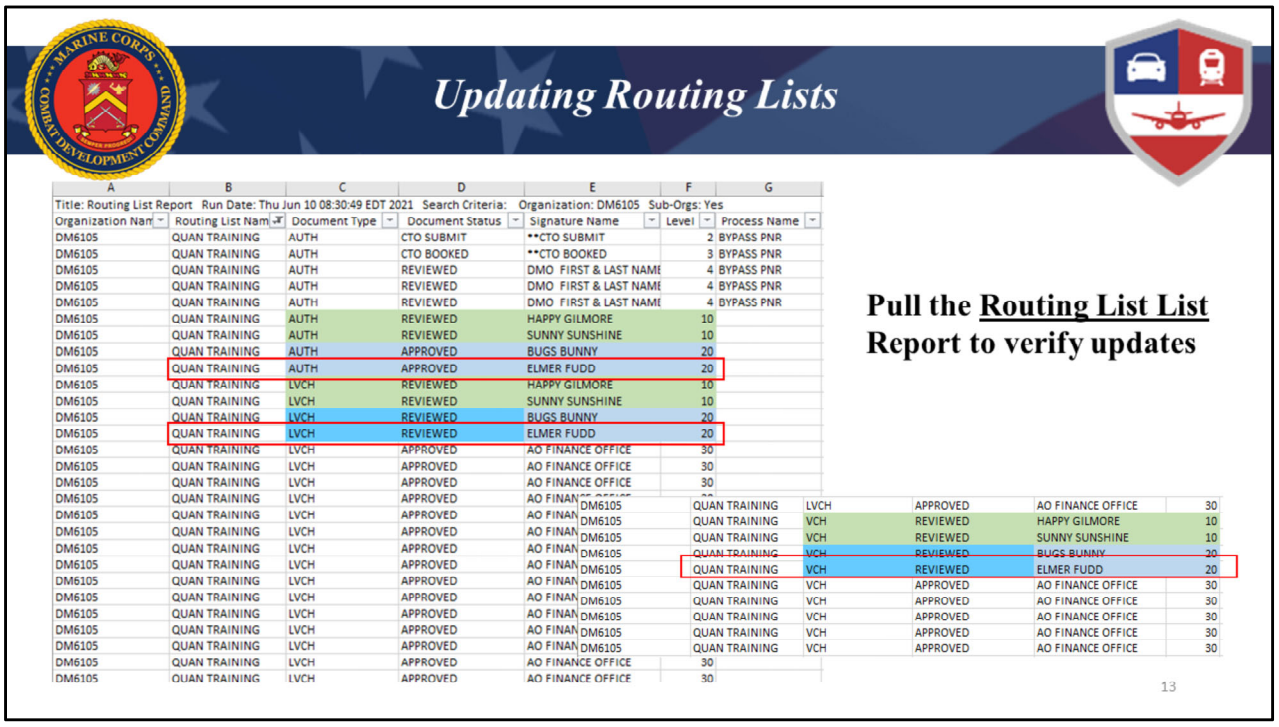


Replace Signature Authority

If you have a routing official that departs and a new one is immediately appointed, you can choose to “Replace Signature Authority”.

You will choose the routing lists to update (1) and then click the Replace Signature Authority button (2).

A new window will open, much like the ones on the previous slides, but with two blanks; one for the old signature name, one for the new signature name and then select “Globally Replace Signature Authority” (3).



How do your know your routing lists were updated correctly?

Routing List List – Once you have updated routing lists, pull a Routing List List Report to help verify your intended updates were done correctly. This is found in the Routing List section of the Maintenance Tool.

This is what a Routing List List report looks like once it generates from the Maintenance Tool (minus the colors). Filter and sort as needed to see if the proper routing list changes appear.

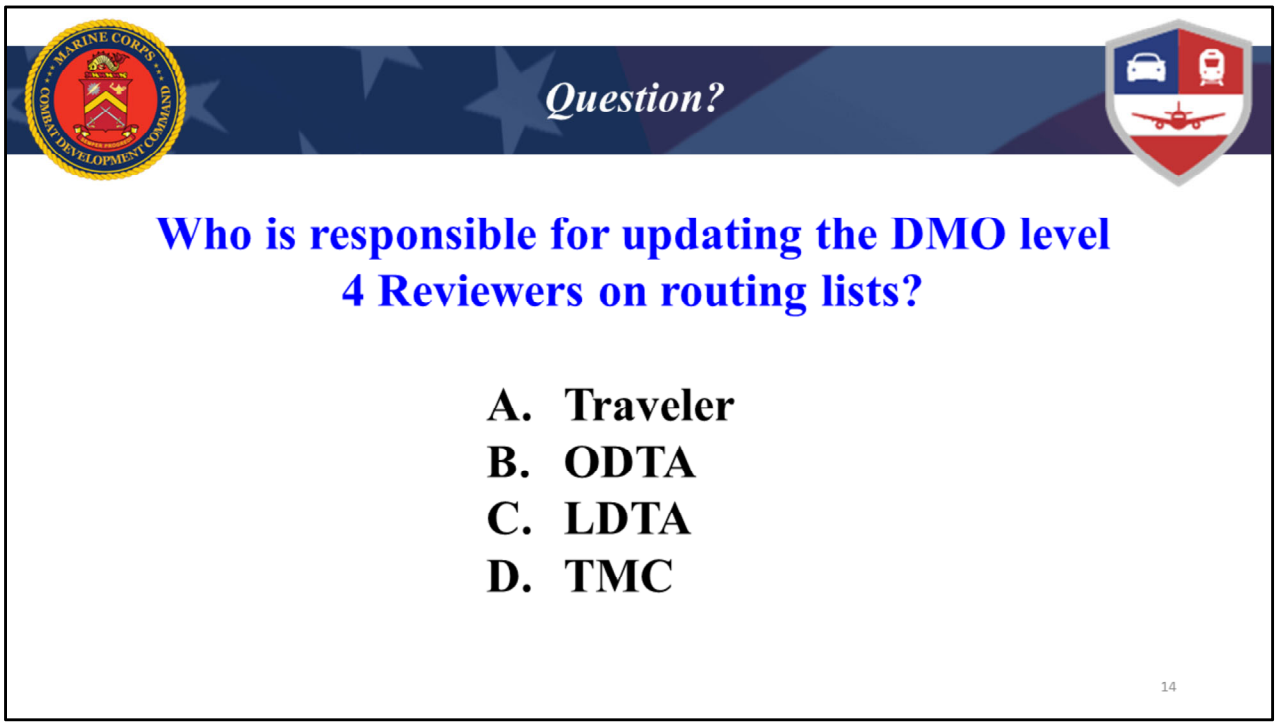
This is a good tool to use for routing list maintenance to verify the correct role holders are at the correct levels using the correct document status. Highlight any areas that may need attention and use that to compare to the actual routing list(s) in the Maintenance Tool and make adjustments, if needed.

As you can see in the example on the slide, the report shows the Org (Col A), Routing List Name (B), Doc Type (C), Document Status (D), Signature name (E), Level (F) and the Process Name (G)…(the bottom of the report is on the right side of the screen).

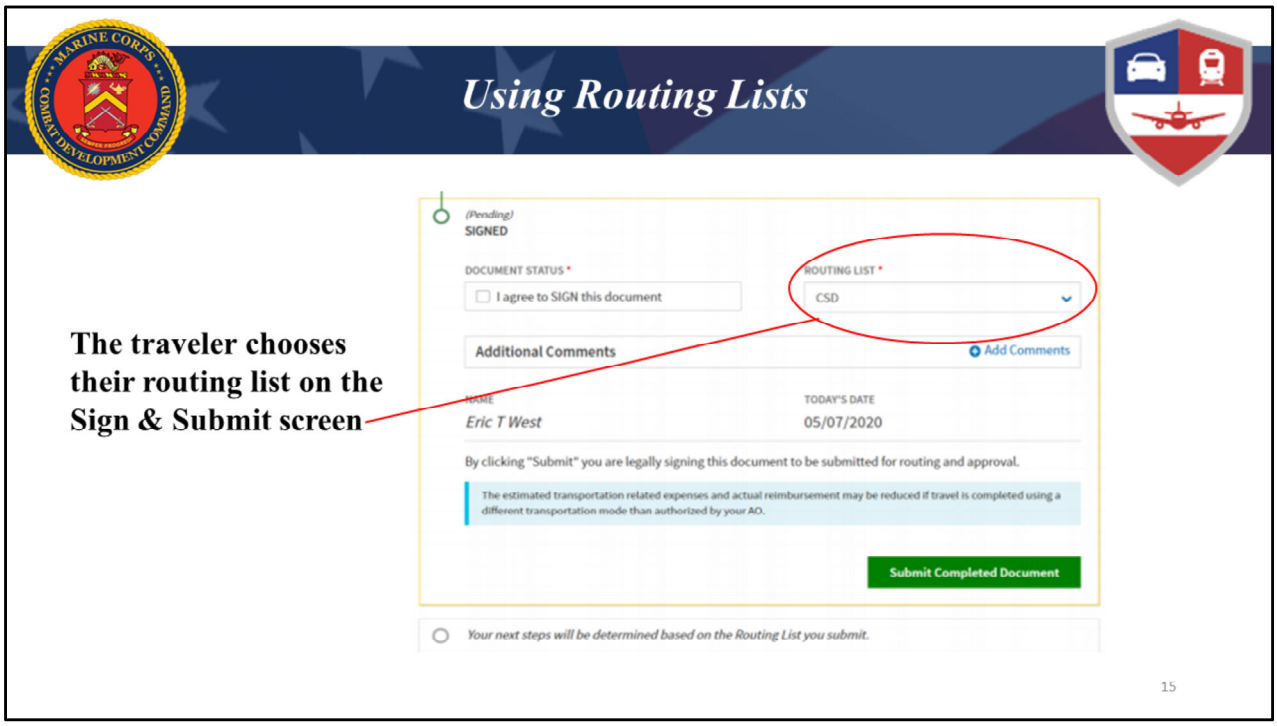
- Note that the ROs are at level 10, the unit AOs are level 20, and the Finance Office AOs are level 30
- This example already has the Filter option set so it can be sorted by any category needed
- For instance; if you wanted to be sure the new AO, Elmer Fudd (red outlines), was added to all document types (Auth, LclVch and Vch) at level 20 on the QUAN TRAINING routing list, I could sort to find him by Signature name (Col E) or Level (Col F). You can also simply look at the report in its entirety to ensure all routing officials are properly placed.

*Bright blue areas show that the AO has the REVIEWED document status on the local voucher/voucher routing lists, as required.

It is a best practice to pull a Routing List List report quarterly to identify incorrect role holders within routing lists, or when there has been a turnover of ODTAs.



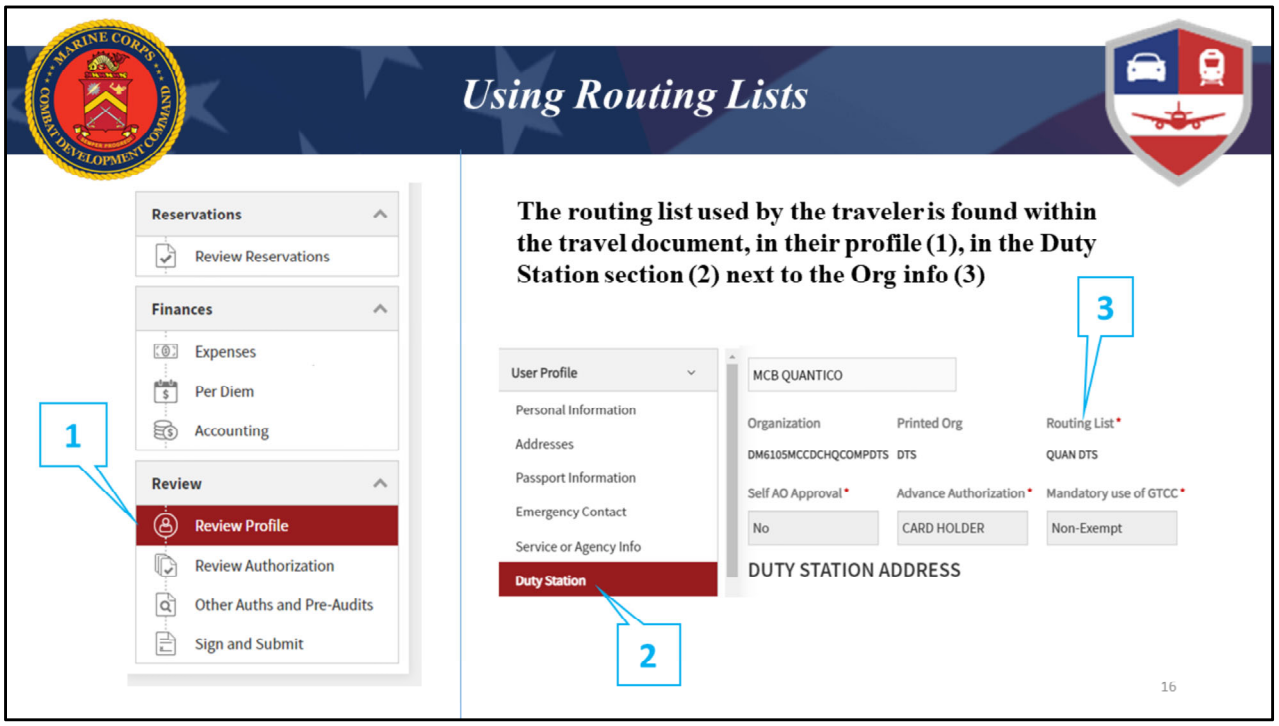
C. LDTA. The LDTAs at the Tier 2 Help Desk add and remove DMO Reviewers to the routing lists



Where does the traveler find the routing list?

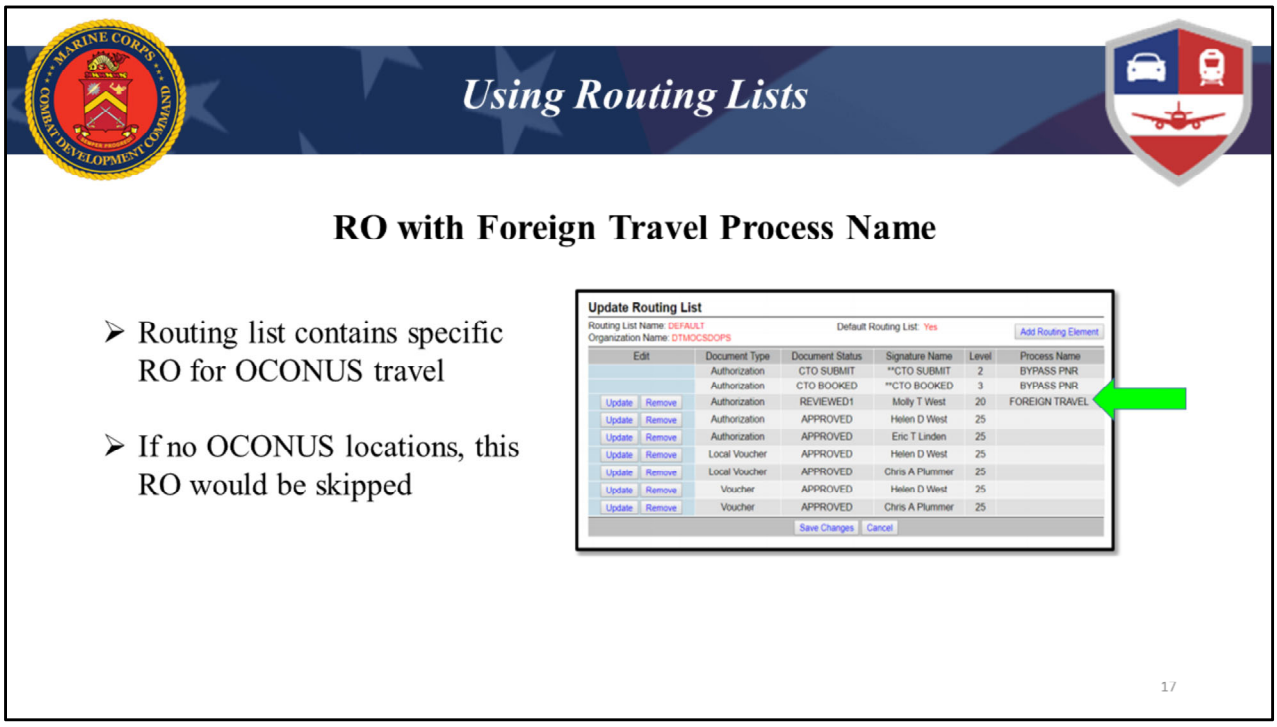
When a traveler creates a travel document in DTS (authorization or voucher), DTS automatically attaches the traveler's Default routing list to it, which is usually the organization's Default routing list. However, the traveler can choose to use a different routing list just by selecting it from the drop down when signing the document (red oval).

Once the traveler signs and submits the document it follows the routing list the traveler chose. To change the routing list after the document starts routing, the travel document must be re-signed. Then the routing process will restart and a new routing list can be chosen or an updated version of the initial routing list will take effect when selecting that routing list.



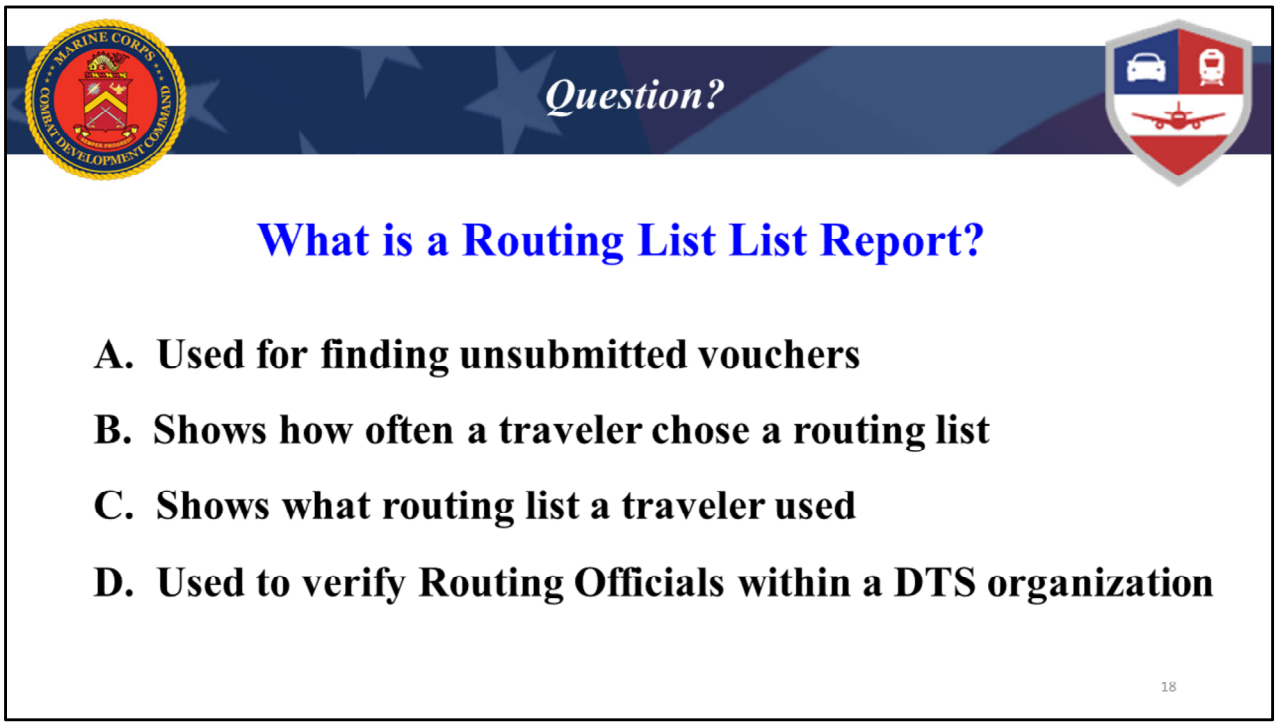
If you ever need to know what routing list a traveler used on a document you can find it by opening their profile within the document itself (1)

Click “Duty Station” (2) and the Routing List chosen for that particular document will show it the right corner (3).



Foreign Travel RO – (green arrow)
In this example, DTS will route documents that contain travel for OCONUS locations to Molly West at level 20 for review (green arrow).

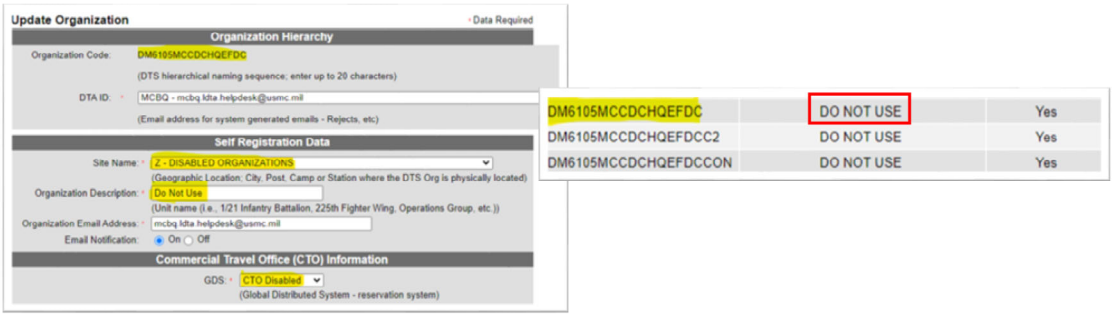
If a document contains no OCONUS locations, the document will skip Molly and go straight to the AO for approval action. If your organization does a lot of foreign travel, you may want to consider a FOREIGN TRAVEL Reviewer.



Answer is D, used to verify Routing Officials within a DTS organization

Other Types of Routing Lists

Disabled Organization will often have an associated "DO NOT USE" routing list



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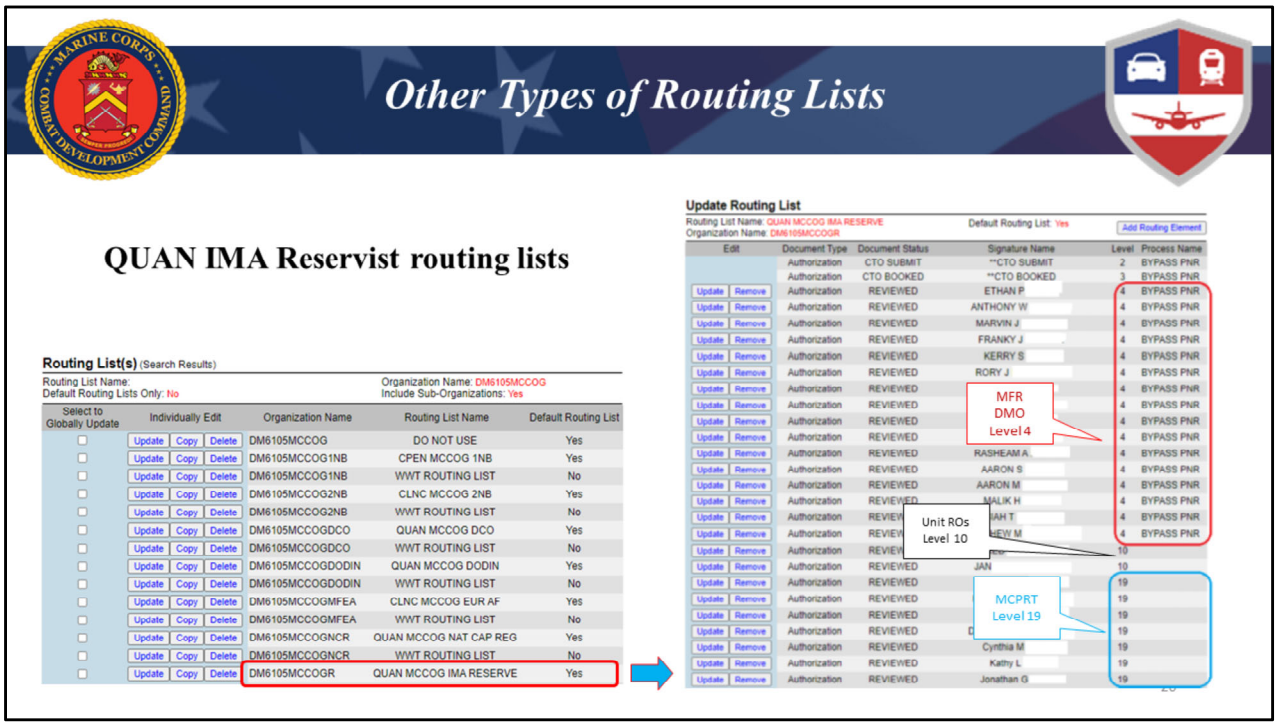
You may have noticed routing lists labeled "DO NOT USE" in your org. These are typically empty routing lists from disabled orgs but sometimes it may be an old routing list that was named incorrectly. On the left you can see an example of what a disabled org looks like (highlighted) in the Maintenance Tool and the corresponding routing list on the right window that is labeled "DO NOT USE".

These routing lists were labeled by an LDTA as "DO NOT USE" and should be treated exactly how it says: **do not use** any of them, they will not function properly even if there are routing officials in them.

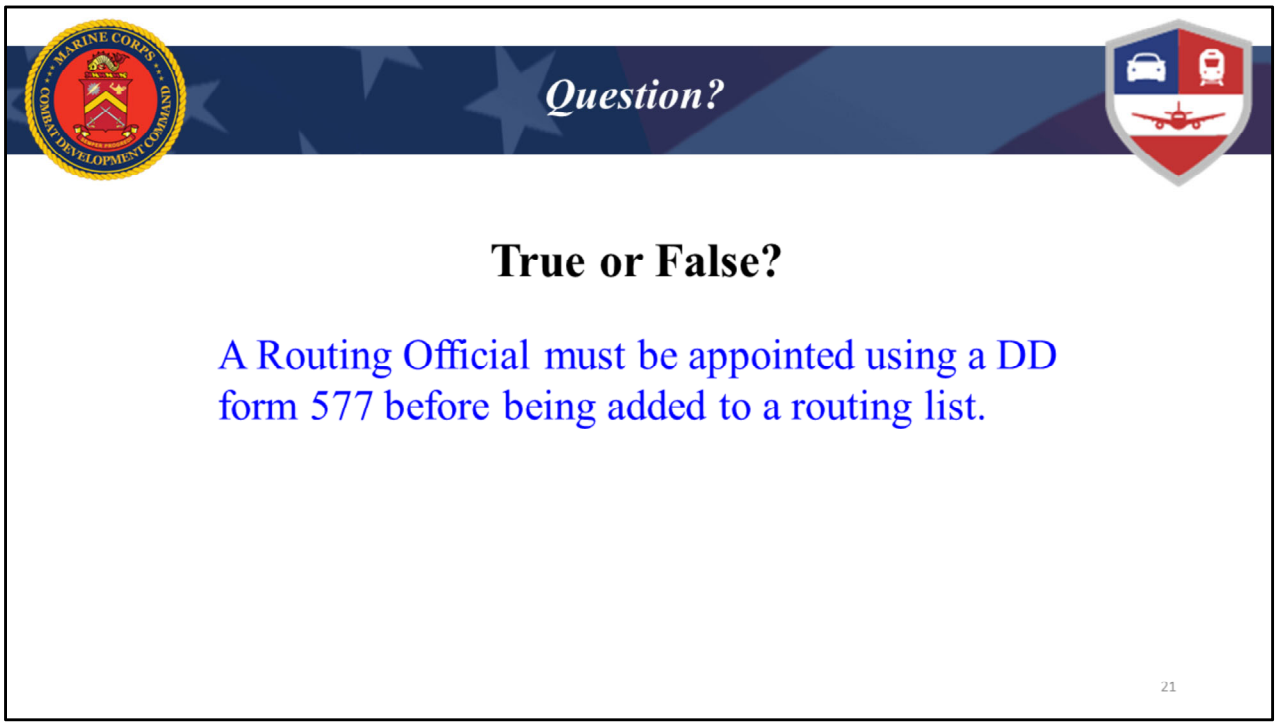


DTS-R orgs may be set up as a sub-org your DTS organization to differentiate reserve travel from regular travel within DTS. This ensures Reserve travel is funded properly. The naming convention is for the organization name to end in an "R", therefore are called "R-orgs" and should contain only Reservists as indicated by the "R" at the end of their SSN.

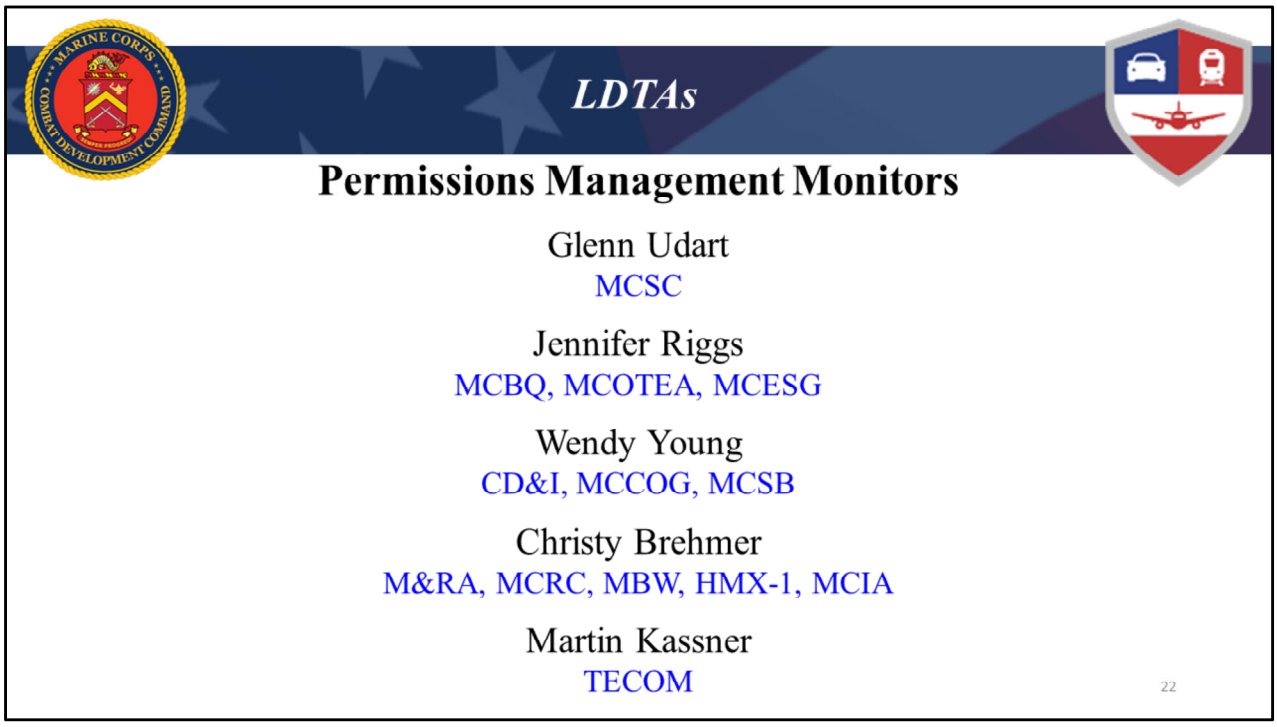
To go with the R-Org, there will be a Reservist routing list labeled with "QUAN IMA RESERVE *org name*". Individual Mobilization Augmentee (IMA) Routing Lists contain MarForRes DMO and Marine Corps Payroll Reconciliation Team (MCPRT) as the last level Reviewers prior to authorization approval, at Level 19 for all DM6105 routing lists.

***The LDTAs will manage updates to the DMO Level 4 and MCPRT Level 19 Reviewing Officials in these routing lists. The ODTA will only manage adding/removing their unit's ROs and AOs in these routing lists.

You can find more information about IMA Reserve orgs on the Reference page of our website in the DTS-R Guide.


Question?
True or False?
A Routing Official must be appointed using a DD form 577 before being added to a routing list.
21

Answer: True.



Here our Permission Management LDTAs at the Tier 2 Help Desk on Quantico along with what DTS orgs they manage, for your reference.

Contact Information

Quantico LDTA / Tier II Help Desk

Monday-Friday

0700 - 1600

(703) 784-2412/2411

MCBQ.LDTA.Helpdesk@usmc.mil

Quantico Travel Management Company (TMC)

Monday-Friday

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