

Defense Travel System - Reserve Travel (DTS-R) DTA Guide



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DTS-R (Reservist)

Organization Setup

DTS Organization Naming Convention

DTS-R is not a separate system from DTS, it's simply a way to differentiate reserve travel from regular travel within DTS.

HQMC RFF has directed that DTS-R organizations (R-Org) follow the standard DTS naming convention but end in an "R" to be distinguishable. These reserve organizations will be referred to as an R-Organization/R-Org throughout this guide.

Reserve traveler profiles (9-digit SSN + R; example 123456789R) will be resident in an R-Org only and shall never be resident in a Non-Reserve Organization (Non-R).

Likewise, non-reserve DTS profiles (9-digit SSN) will not be resident in an R-Org. This is to ensure the unique nature of Reserve Travel is both funded & routed properly.

Example 1: The organization DM6105TECOMHQG1 does not contain an "R" at the end of it and shall not contain any DTS profiles ending in "R".

Example 2: DM6105TECOMHQG1**R** was be created as a Sub-Organization under DM6105TECOMHQG1 because the unit T/O contains 5 IMA billets. The sub-organization DM6105TECOMHQG1**R** shall only contain the "R" profiles of the Marines serving in T/O IMA Billets.

Example 3: An IMA Reservist is activated (ADOS-PCS). Receive the Non-R 9-digit DTS profile into the activating unit's Non-R Organization for any TDY/TAD.

Travel Management Company (TMC) - Formerly Commercial Travel Office (CTO)

Due to contractual obligations, HQMC I&L has directed that reserve travel be handled by the Marine Forces Reserve (MFR) Distribution Management Office (DMO) and Travel Management Company (TMC). When creating an R-Org, access the organization from within the maintenance tool and populate the Commercial Travel Office (CTO) information section with the following data.

GDS: AA-Sabre
PCC: J580

Ticket PCC: J580
Company Code: -J580-DTS MARFORRES

The phone number for Alamo Travel is 1-866-593-5509

Routing Lists - Instructions are for Quantico units ONLY

Standard routing list creation will facilitate the unique nature of reserve travel. The process of creating the routing lists is as follows:

-LDTA copies the DM6105 routing list to the "R" org naming it "QUAN IMA RESERVE 'UNITNAME'" Replace the "UNITNAME" with a simple unit indicator such as MRA. At this point the routing list only contains level 30 voucher and local voucher approval.

-ODTA will click the populate CTO stamps button which will add level 2 "CTO Submit" and level 3 "CTO Booked". The ODTA continues to update the routing list by adding all appointed unit reviewers/approvers for all document types. Once complete, the ODTA will notify the LDTA.

-LDTA will populate MarForRes DMO Personnel for review of authorizations ONLY with conditional stamps at level 4-FOREIGN TRAVEL, 5-OCONUS/CONUS & level 6-TRAVEL MODE ROUTE. LDTA will further update level 6 stamp to add selected CBA transactions as shown below, save the routing list & let the ODTA know it can be used for travel documents.

Level: *	6																								
Process Name:	TRAVEL MODE ROUTE																								
Travel Mode(s): *	<table border="0"><tr><td><input type="checkbox"/> CA</td><td><input type="checkbox"/> CB</td><td><input checked="" type="checkbox"/> CB-C</td><td><input type="checkbox"/> CF</td></tr><tr><td><input checked="" type="checkbox"/> CF-C</td><td><input type="checkbox"/> CF-I</td><td><input type="checkbox"/> CP</td><td><input checked="" type="checkbox"/> CP-C</td></tr><tr><td><input type="checkbox"/> CR</td><td><input checked="" type="checkbox"/> CR-C</td><td><input type="checkbox"/> CV</td><td><input type="checkbox"/> GA</td></tr><tr><td><input type="checkbox"/> GB</td><td><input type="checkbox"/> GP</td><td><input type="checkbox"/> GV</td><td><input type="checkbox"/> PA</td></tr><tr><td><input type="checkbox"/> PM</td><td><input type="checkbox"/> PP</td><td><input type="checkbox"/> PV</td><td><input type="checkbox"/> TB</td></tr><tr><td><input type="checkbox"/> TP</td><td><input type="checkbox"/> TR</td><td><input type="checkbox"/> TV</td><td></td></tr></table>	<input type="checkbox"/> CA	<input type="checkbox"/> CB	<input checked="" type="checkbox"/> CB-C	<input type="checkbox"/> CF	<input checked="" type="checkbox"/> CF-C	<input type="checkbox"/> CF-I	<input type="checkbox"/> CP	<input checked="" type="checkbox"/> CP-C	<input type="checkbox"/> CR	<input checked="" type="checkbox"/> CR-C	<input type="checkbox"/> CV	<input type="checkbox"/> GA	<input type="checkbox"/> GB	<input type="checkbox"/> GP	<input type="checkbox"/> GV	<input type="checkbox"/> PA	<input type="checkbox"/> PM	<input type="checkbox"/> PP	<input type="checkbox"/> PV	<input type="checkbox"/> TB	<input type="checkbox"/> TP	<input type="checkbox"/> TR	<input type="checkbox"/> TV	
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<input type="checkbox"/> TP	<input type="checkbox"/> TR	<input type="checkbox"/> TV																							
<input type="button" value="Update Routing Element"/> <input type="button" value="Cancel"/>																									

Groups

Global Group Membership will follow the standard hierarchy rules except for adding the group DM6167 to the structure. This will allow the MarForRes DMO personnel to look up all travelers with

documents routing through the MarForRes DMO office. Below is the actual group information the LDТА will add.

Group Access Organization Owner Name: DM6167
 Group Access Group Name: MARFORRES

Lines of Accounting

To easily identify the funding appropriation, both the LOA and Budget should have the abbreviation in the label that accurately corresponds to the funding type; IMA, RSRV, ADOS, etc. An example of this is shown below.

See the chart on page 5 for funding types.

Create the LOA without the create a budget box checked. Once all data is entered, save, then validate the LOA data. Once the LOA elements have been validated, use the Link to New Budget "Link" on the right of the LOA label as shown below.

Lines of Accounting(Search Results)

Organization Name: DM6105		Label: 24 IMA				
Include Sub-Organizations: Yes		Unbudgeted LOA(s) Only: No				
Format Map:						
Select to Delete or Rollover	Edit	Organization Name	Label	Shared	Format Map	Link to
<input type="checkbox"/>	Update Copy X-Org Funding	DM6105TECOMHQQ1R	24 IMA AT E	No	SFIS v3.4	New Budget
<input type="checkbox"/>	Update Copy X-Org Funding	DM6105TECOMHQQ1R	24 IMA AT O	No	SFIS v3.4	New Budget
Select All Clear All						
		Delete Selected(on this page)	Rollover Selected (on this page)			

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Budget

The Marine Corps budgets are quarterly, but if you use annual budgets you won't have to worry about travel that crosses quarters potentially having an approval failure due to budget issues.

Remember - Money must be present in the quarter in which the orders are approved, not the quarter in which travel begins.

Traveler Action:

If the MROWS Orders do not specifically state that DTS will be used, DO NOT create DTS Orders.


If the MROWS Orders state DTS will be used, ensure you have been provided a correct funding LOA for use. Contact your ODTA or comptroller for additional guidance.

Reserve Order Type Matrix

The below matrix is a quick guide to determining the proper DTS use for specific types of reserve travel. Find the MROWS order type then read down the column, the green columns are associated with other order types.

The Home Training Center (HTC) is either:

1. An IMA detachment (Where Billet T/O Exists).
2. An SMCR Unit where the Marine is permanently assigned.

Orders Type: 	Inative Duty Training (IDT) Lodging Reimbursement	ACTIVE DUTY TRAINING (Annual Training-AT) Specifically - Performing Active Duty Training at the Home Training Center (HTC)	Active Duty for Operational Support, Active Component (ADOS-AC) Non-PCS*	Active Duty for Operational Support, Reserve Component - (ADOS-RC) Non-PCS*	Concurrent TAD Periods (ADOS AC/RC Orders less than < 179 Days) Non-PCS* TAD Periods Occuring for Short Duration while on Longer-Term TAD Orders	Active Duty for Operational Support, Active Component (ADOS-AC) PCS**	Active Duty for Operational Support, Reserve Component - (ADOS-RC) PCS**	TAD While on PCS** Orders (ADOS AC/RC Orders greater than >179 days) Rule Applies to ADOS-AC & ADOS-RC	School/PME	OFF-SITE IDT
	SMCR and IMA IDT	IMA Specific	Normally < 179 Days Non-PCS*	Normally < 179 Days Non-PCS*	ADOS (RC or AC) Non-PCS*	If > 179 Days PCS**	If > 179 Days PCS**	ADOS (RC or AC) PCS**		
References: MCO 4650.39A MarAdmin 659/18 MarAdmin 651/17 MarAdmin 258/17 IMA Program Handbook v3.1 JTR MCTIM MCO 1001.59A	•When performing IDT at the (HTC) the MCTIM 50110 allows for reimbursement of lodging on the day preceding multiple scheduled drills. •This applies to both SMCR and IMA Reserve Marines who travel more than 50miles to drill at their HTC. •Ref: MFR FO 11000.4B, MCTIM 50110	•IMAs will perform a minimum of 12 days of AT (13 days, including travel) per FY. Ref: JTR Chapter 3 •(Example - IMA Marines Primary Residence is TN, and performs AT @ HTC, i.e. Quantico, VA - MCSCHQR) •SMCR AT are not currently eligible for DTS	•Duty in Support of Active Component • The HTC may be a Select Marine Corps Reserve Unit (or) IMA Organization. This type of Order can apply to both SMCR and IMA Marines. •Reserve personnel augmentation in support of existing and emerging requirements to meet short-term administrative, operational, and exercise support requirements. • Up to 365 or RA approval • Not to exceed 1095 days (3Yrs) in 1460 days (4Yrs) W/O RA approval (MCO 1001.59A)	•Duty in Support of Reserve Component • The HTC may be a Select Marine Corps Reserve Unit (or) IMA Organization. This type of Order can apply to both SMCR and IMA Marines. •Reserve personnel augmentation in support of existing and emerging requirements to meet short-term administrative, operational, and exercise support requirements. • Up to 365 or RA approval • Not to exceed 1095 days (3Yrs) in 1460 days (4Yrs) W/O RA approval (MCO 1001.59A)	• ONLY FOR MROWS ORDERS THAT ARE DTS ELIGIBLE. (Non-DTS eligible MROWS order types must have MROWS modified for an FFA or a DD 1610 typed citing the MROWS funding) • MROWS authorization will be amended to include the new TAD location. It will be funded and routed just as the original authorization was. Be cautious when amending the auth, per diem entitlements reset to full amount and must be re-adjusted and set back to originally authorized amounts as required. •ADOS Short-Tour being performed at the IMA HTC when the Marine lives locally and no per diem entitlements exist during the ADOS period. Use "R" profile but X-Org funds from the supported command and use the supported command's routing.	• Require PCS orders • Considered Permanent Duty Travel (ADOS-AC PDT 1105)	• Require PCS orders • Considered Permanent Duty Travel (ADOS-RC PDT 1108)	• TAD periods during the time a Marine is on Reserve PCS orders • Command will pull in or create an active (Non-R) profile and TAD travel during the PCS period will be conducted in DTS just as an active duty Marine would do.	• Reserve Marine is sent to formal school or PME. Funding is X-Org from MarForRes (DM6167) or M&RA-Reserve Affairs and all routing / approval will flow through the funding organization.	• IDT executed at location other than HTC. • Allowed round trip cost from HTC to offsite IDT location. If travel begins from HTC, full round trip is authorized. If travel begins/ends at primary residence, round trip is authorized NTE cost from HTC to offsite IDT.
Updated 9 Dec 2019										
Defense Travel System Orders?	Local Voucher (no authorization)	Yes	Yes	Yes	Yes			Yes	Yes	NO - DON'T USE DTS
DTS Account/Profile Type	Profile with "R" at end of SSN	Profile with "R" at end of SSN	Profile with "R" at end of SSN	Profile with "R" at end of SSN	Profile with "R" at end of SSN			Profile with SSN only	Profile with "R" at end of SSN	NO - DON'T USE DTS
Profile Belongs In:	HTC DTS "R" Org (IMA "R" Org: Example MCSCHQR) (Reserve Profiles should remain in their HTC org)	HTC DTS "R" Org (IMA "R" Org: Example MCSCHQR) (Reserve Profiles should remain in their HTC org)	HTC DTS "R" Org (Reserve Profiles should remain in their HTC org)	HTC DTS "R" Org (Reserve Profiles should remain in their HTC org)	HTC DTS "R" Org (Reserve Profiles should remain in their HTC org)	For TAD periods during PCS orders, see "TAD While on PCS**" to the right.	For TAD periods during PCS orders, see "TAD While on PCS**" to the right.	TAD Organization	HTC DTS "R" Org (Reserve Profiles should remain in their HTC org)	
TMC (CTO) PCC	N/A	J580-DTS MARFORRES	J580-DTS MARFORRES	J580-DTS MARFORRES	J580-DTS MARFORRES			TAD Organization's TMC	J580-DTS MARFORRES	
DMO	N/A	MFR DMO	MFR DMO	MFR DMO	MFR DMO			TAD Organization's DMO	MFR DMO	
Routing Include MCPRT?	No	Yes - Auth Only	Yes - Auth Only	Yes - Auth Only	Yes - Auth Only			No	Yes	
MROWS Tracking # as Cost Code in LOA?	N/A	Yes	Yes	Yes	Yes	PCS = Permanent Change of Station	PCS = Permanent Change of Station	No	Yes	
Funding Type	1107 (PID T)	1108 Normal Command Fund Flow (PID AI)	1106	1108 (PID Q,3,G, J, CM, F, YRP, INS, IRT/PID Z)	1108 or 1106 (Dependent on original Auth Funding)			Cmd TAD funds (1106, RDT&E, etc.)	1108 Via MarForRes X-Org (or) RA X-Org. G3/5 - PIDs: RPT, CDT, IRR, H RA- PIDs: ISA, IU, IDT, MPR, K2, K, FH	

