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

DTS-R

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 follow the standard naming convention but end in an "R" to be distinguishable. These reserve organizations will be referred to as "R-Orgs" throughout this guide.

Reserve traveler profiles (9-digit SSN + R; ex 123456789R) will be resident in "R-Orgs" only and should never be resident in a non R-Org.

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 funded and routed properly.

Example 1: DM6105MCCDCHQCDDCG is the parent organization and should not contain any "R" profiles.

Example 2: DM6105MCCDCHQCDDCGR will be created as a Sub-Organization under DM6105MCCDCHQCDDCG because the T/O contains 5 IMA billets. The sub-organization DM6105MCCDCHQCDDCGR will only contain "R" profiles for only those IMA Marines.

Example 3: An IMA Reservist is activated (ADOS-PCS). Then a non-reserve 9-digit DTS profile, in the activating unit's non R-Org would be utilized for any TDY/TAD.

Travel Management Company (TMC)-(known as CTO in the org setup)

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). The information to populate these fields is contained below.

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

Standard routing lists facilitate the unique nature of reserve travel. The routing lists will include the MFR DMO with the "BYPASS PNR" process name. They will also include the Marine Corps Payroll Reconciliation Team (MCPRT) as the last level review prior to authorization approval (Level 19 for all DM6105 R-Orgs). 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 populate CTO stamps and update all appointed unit reviewers/approvers for all document types. The ODTA will notify the LDTA when that task is complete.

-LDTA will populate the DMO names into the authorization document type, at level 4 for DM6105 and level 10 for DM6167, with the "BYPASS PNR" process name.

-LDTA will populate MCPRT reviewers in the authorization document type, for DM6105 this is at level 19 for DM 6105 R-Orgs.

Groups

Global Group Membership follows the standard hierarchy with the exception that DM6167 should be added because it will allow the MFR DMO to look up all travelers whose documents will flow through that office. Below is the actual group information to add.

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

Lines of Accounting and Budgets

Below is the recommended process for the FDTA to follow when creating the Line of Accounting (LOA) and Budget. Please read the below LOA Pre-work, Lines of Accounting and Budget sections fully prior to attempting an LOA/Budget creation.

LOA Pre-work

-Print a LOA 10x20 and fill in the fields with your Accounting & Budget folks.
-Agree on a naming label for the LOA. You cannot reuse a Budget naming label; so if you don't get it right just live with it until next fiscal year. If you make corrections on top of corrections this will only make a mess. LOA's will pull from ANY DTS Budget with the same data elements and if there are more than one budget - it could pull from both (DTS is evolving & new system changes could change this system behavior down the road.)

Lines of Accounting

1108 FUNDING:

Build the Line of Accounting and "Uncheck" the box labeled "Create Budget". You have to create the budget manually after the LOA is created; see **Budget** section below. The OCSOC for 1108 appropriation is 2101 for Officer and 2102 for Enlisted. Recommend using OFF or ENL in the LOA label).

For LOA Account 5: CC (cost code), use: ######MROWS

Populating the cost code in this manner will draw the traveler's attention to the field where they are required to edit the LOA within their authorization/orders and enter their unique MROWS tracking number when creating their authorization. NOTE: If the MROWS Orders do not specifically state that DTS will be used, DO NOT create DTS Orders.

1106 FUNDING (ADOS-AC / REGULAR 1106 O&M FUNDING):

Build the Line of Accounting and "Uncheck" the box labeled "Create Budget". You have to create the budget manually after the LOA is created; see **Budget** section below.

For LOA Account 5: CC (cost code), use: ######MROWS

Populating the cost code in this manner will draw the traveler's attention to the field where they are required to edit the LOA within their authorization/orders and enter their unique MROWS tracking number when creating their authorization. NOTE: If the MROWS Orders do not specifically state that DTS will be used, DO NOT create DTS Orders.

1107 FUNDING (IMA IDT LODGING REIMBURSEMENT):

Build the Line of Accounting and "Uncheck" the box labeled "Create Budget". You have to create the budget manually after the LOA is created; see **Budget** section below.

For LOA Account 5: CC (cost code), use: #######MROWS

Populating the cost code in this manner will draw the traveler's attention to the field where they are required to edit the LOA within their authorization/orders and enter their unique MROWS tracking number when creating their authorization. <u>NOTE</u>: If the MROWS Orders do not specifically state that DTS will be used, DO NOT create DTS Orders.

Budget

Once the LOA is created and saved, click the "New Budget" link on the right side.

Organization Name: DM6105MCCDCHQCOMPDTS
Include Sub-Organizations: No
Format Map: MC 1, 8/1/2001

Label: 15 OFF IMA TRAV
Unbudgeted LOA(s) Only: No

Select to Delete or Rollover	Edit			Organization Name	Label	Shared	Format Map	Link to
☐	Update	Copy	X-Org Funding	DM6105MCCDCHQCOMPDTS	15 OFF IMA TRAV	No	MC 1, 8/1/2001	New Budget
Select All Clear All								

Delete Selected(on this page) | Rollover Selected (on this page)

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After clicking the "New Budget" link, the following page appears. Change the FY, all other information should auto-populate as shown below, click "Save".

Select Budget Type

Format Map : MC 1, 8/1/2001

Fiscal Year : 2015

Organization : DM6105MCCDCHQCOMPDTS

⬆ Enter the organization or click on the icon to select a value

A SHARED BUDGET ITEM CAN BE ACCESSED AND WILL FUND EVERY MATCHING LOA (10X20) IN THE ORGANIZATION OR SUBORDINATE ORGANIZATION IN THE ORGANIZATION HIERARCHY. EACH TIME A FUND ACTION IS INITIATED FOR AN LOA, DTS WILL CHECK AND INITIATE THE FUND ACTION FOR LOCAL BUDGET ITEMS AND SHARED BUDGET ITEMS CONTAINED IN PARENT ORGANIZATION(S).

Budget Label : 15 OFF IMA TRAV   ☐ Shareable

⬆ Enter in the format: YY XXXXXXXXXXXX

Budget Type : ⦿ Quarterly ○ Annual

SAVE   CANCEL

Add Quarterly money and change the Budget Account 5: CC (cost code), use an asterisk: *****

Account 5

CC (12) : [*]

Note: The asterisk will serve as a wildcard that will allow each unique MROWS tracking number in the LOA cost code field to process against the budget that has the "*****". Using the asterisk will eliminate the need to create a separate LOA/Budget for each individual.

Click "Save".

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 has to 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 the steps below are taken prior to signing the authorization/orders:

1. After adding the LOA to the authorization, select the 3 dots to the right of LOA and then select "Edit".
2. Scroll down to Account 5 and in the "CC" block where you will see: #######MROWS
3. Replace the seven pound signs (#######) with the 7 digit MROWS tracking number BUT leave the word "MROWS" at the end. Ensure you have a total of 12 digits (7 numbers and the word MROWS), then save the changes.

   EXAMPLE ONLY: If the hypothetical MROWS tracking number is 1234567, replace the seven #s with 1234567 resulting in "1234567MROWS" in the CC block.

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:	Inactive 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
References:	SMCR and IMA IDT	IMA Specific	Normally < 179 Days	Normally < 179 Days	ADOS (RC or AC)	If > 179 Days	If > 179 Days	ADOS (RC or AC)		
MCO 4650.39A MarAdmin 659/18 MarAdmin 651/17 MarAdmin 258/17 IMA Program Handbook v3.1 JTR MCTIM MCO 1001.59A			Non-PCS*	Non-PCS*	Non-PCS*	PCS**	PCS**	PCS**		
	•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	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.	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)			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	PCS = Permanent Change of Station	PCS = Permanent Change of Station	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	No	Yes
MROWS Tracking # as Cost Code in LOA?	N/A	Yes	Yes	Yes	Yes			No	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, IUC, IDT, MPR, K2, K, FH	