

Riggs CIV Jennifer A

From: Kenney CIV John P <john.kenney@usmc.mil>
Sent: Tuesday, April 5, 2022 11:02 AM
Cc: Kassner CIV Martin A; Oliver CIV Jerry M; Riggs CIV Jennifer A; Udart CIV Glenn A; Young CIV Wendy M
Subject: FW: DTS updates
Attachments: MARADMIN 486 21.pdf; MCO 4650.39A.pdf; Obligate Submit 5 April.xlsx
Signed By: john.kenney@usmc.mil

Good morning ODTAs and FDTAs,

Please see below from RFF regarding documents with double "Oblig Submitted" stamps. Bottom line is send them to use so we can get the process moving. Even if you've sent them to us in the past, resend them since there is a new process outlined below.

R/S,

John Kenney
Branch Head, Travel Support Branch
DC CD&I, FM Division
DTS LDTA for Quantico & MBW, CD&I HL3 GTCC APC
703-784-2411/2412
Marine Corps Base Quantico > Resources > Defense Travel System (DTS)
(marines.mil)

-----Original Message-----

From:
Sent: Tuesday, April 5, 2022 10:52 AM
To:
Subject: DTS updates

Good morning,

I'm aware there is conflicting responses to your JIRA/TAC tickets concerning documents stuck in Obligate Submit. If you have a document stuck in Obligate Submit in DTS, first look to see if there was a SABRS LOA on the authorization that was approved and received a "Pos Ack". If so then that obligation should've been converted to DAI. If that SABRS LOA was then removed on the voucher and a Prior Year or Current Year DAI LOA was added, this will cause the voucher to get stuck in Obligate Submit. You'll typically see 2 Obligate Submit stamps on the Digital Signature Page of the voucher. Do not put tickets in to JIRA or TAC. Follow these steps:

1. Send the TANUMS to me the LDTA so we can forward them to RFF and they will have the DMDC reject them. When they

reject them, DMDC also sends a request to TAC to Manually Abandon them.

2. If the voucher NEVER had a prior payment, create a new authorization and voucher using the PY DAI LOAs that should already be loaded in DTS. If they are not loaded, FDTAs use the DTS Label Report to load the PY LOAs.

3. If the voucher was partially paid on the SABRS line, you will follow the procedures in the DTS MCO Chap 3 Voucher Process When Document Must Be Abandoned to get the travelers paid the remainder of their entitlements.

We are receiving a "What's Out" Report from TAC, a USMC Pending Report from DAI and we are of course pulling the Approved Status Report from DTS. There are still some that are getting missed. I've attached the documents that I've sent to DMDC today. If you have a document stuck in Obligate Submit that is not on this spreadsheet, please let your LDTA know so we can get these moving for you.

There are other reasons for documents stuck in Obligate Submit, such as a debt that doesn't have an open record in DAI, or there was an obligation from PY that was converted but the obligation amount was different when the voucher was processed. The DAI Helpdesk has to manually adjust DAI so the voucher can process. We are tracking those as well but we have to work with the Helpdesk to get the amounts corrected and resubmitted. I receive a report a couple times a week for these and they usually get adjusted the same day unless there are funds that need to be distributed. But we are tracking them and working them so no need to submit tickets for these.

V/R

HQMC P&R RFF
Marine Corps Service Rep for DTS

AMPLIFYING GUIDANCE ON THE DEFENSE TRAVEL SYSTEM TRANSITION TO THE DEFENSE AGENCY INITIATIVE AND THE FISCAL YEAR CROSSOVER

Date Signed: 9/17/2021 | MARADMINs Number: 486/21

MARADMINs : 486/21

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MARADMIN 486/21

MSGID/GENADMIN/CMC WASHINGTON DC PR//

SUBJ/AMPLIFYING GUIDANCE ON THE DEFENSE TRAVEL SYSTEM (DTS) TRANSITION TO THE
DEFENSE AGENCY INITIATIVE (DAI) AND THE FISCAL YEAR CROSSOVER//

REF/A/MCO 4650.39A//

REF/B/DTA MANUAL//

NARR/REF (A) IS THE MARINE CORPS DEFENSE TRAVEL SYSTEM ORDER (MCO) 4650.39A
WHICH DIRECTS THE IMPLEMENTATION AND DAY-TO-DAY MANAGEMENT OF THE DTS PROGRAM.
REF (B) IS THE DEFENSE TRAVEL MANAGEMENT OFFICE DEFENSE TRAVEL ADMINISTRATORS
MANUAL WHICH PROVIDES ADMINISTRATIVE GUIDANCE FOR THE OPERATION OF THE DEFENSE
TRAVEL SYSTEM//

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GENTEXT/REMARKS/1. Purpose. The Marine Corps is transitioning to the Defense
Agencies Initiative (DAI) Business Management System on 1 October 2021, which
coincides with the Fiscal Year (FY) crossover. This MARADMIN outlines specific
actions required by all travelers utilizing the Defense Travel System (DTS) to
ensure a successful transition and FY crossover of travel related events.

2. Background. Refs (a) and (b) provide administrative and financial guidance
required for the DTS in loading Lines of Accounting (LOA) as well as creating
and managing the internal DTS budget.

3. Action. Effective upon release of this MARADMIN, the following actions are
required:

3.a. Commanders. Due to the numerous complexities involved in the conversion to DAI and simultaneous cross over of funding to the next FY, it is highly recommended that travel be limited to mission essential travel only.

3.a.1. Travelers that have completed travel and have not yet submitted a travel voucher must do so in time for the voucher to process prior to 1200 (EST) 30 September 2021, or the traveler will experience a significant delay of payment. Vouchers submitted after 30 September will not be processed and split disbursed until the migration has completed and DAI is online following FY crossover.

3.a.2. When completing a DTS Authorization that is executed cross-FY, do not include Standard Accounting, Budgeting, and Reporting System (SABRS) and DAI Standard Financial Information Structure (SFIS) LOAs within the same travel authorization. The only LOA in a current year DTS Authorization should be the FY21 SABRS LOA.

3.a.3. Should travel cross FYs and extend over the transition period, all DTS authorizations that use SABRS LOAs will end at 1200 (EST), 30 September 2021 with "In Place" per diem being used for the last day. Travelers must contact the Travel Management Company (TMC) to ensure the round-trip ticket is purchased and inclusive of the true return date.

3.a.3.a. In order to capture the cross-FY return flight obligation in SABRS against FY21, the traveler must manually add a Ticketed Expense citing the ticket number provided by TMC within the current year FY21 DTS Authorization. If computer assets are available, travelers may submit a DTS voucher for this period.

3.a.3.b. Travel authorizations prepared prior to 30 September 2021 for travel on or after 1 October 2021 require additional action. These travel authorizations will cite a FY22 SABRS LOA. DTS will allow the authorization to route through the appropriate routing list, allow an authorizing official to approve the authorization, and tickets will be purchased for flights. However, this document will not process any further. The FY22 SABRS LOA will reject and needs to be amended to select the FY22 DAI SFIS LOA. Once the authorization is rejected, on or after 14 October 2021, travelers must amend the authorization removing the FY22 SABRS LOA and add the DAI SFIS LOA. The traveler will sign and route the document to the appropriate routing list. This process will enable the traveler to submit a voucher upon completion of travel.

3.a.3.c. Travel authorizations prepared on or after 1 October 2021 will cite the DAI SFIS LOA.

3.a.3.d. Vouchers for travel that cross over the FY, in conjunction with the DAI transition, will require comments to be made in the "Comments to the Approving Official" section on the DTS signature page.

3.a.3.d.1. Vouchers for TDY trips that include cross FY travel and end on 30 September 2021 will require comments indicating: "This voucher is in support of cross-FY travel and is being submitted due to the transition to DAI. A

subsequent travel voucher must be submitted for the remainder of the entitlement. In place per diem was selected to ensure 100% per diem remains in effect”.

3.a.3.d.2. Subsequent Vouchers for the cross FY TDY, which end on or after 1 October 2021 will cite the Originating Travel Authorization (TA) Number of the voucher ending 30 September 2021 in comments to the approving official. The TA Number is a 6 digit alpha numeric designation for the voucher located in the “My Travel Documents” section of the traveler’s DTS Home screen.

3.a.3.d.3. The following comments are required for these vouchers: “This voucher is in support of cross-FY travel and is being submitted due to the transition to DAI. In place per diem was selected to ensure 100% per diem remains in effect. The TA Number for the travel ending 30 September 2021 is XXXXXX”.

3.a.3.e. Travel authorizations that are already in effect for travel that crosses the FY and DAI transition should be amended following the procedures identified in sections 3.d.4 and 3.e.3 to avoid reservation cancellation of the return flight.

3.b. Lead Defense Travel Administrators (LDTA) and Organizational Defense Travel Administrators (ODTA).

3.b.1. Leverage DTS reports (such as the Unsubmitted Voucher Report and the Approved Authorization Report) to monitor all travel events and provide Commanders information to keep them abreast of authorizations and vouchers during this critical period.

3.b.2. LDTAs and ODTAs shall contact their respective Government Travel Charge Card (GTCC) Agency Program Coordinators (APC) for actions that may be required for travelers that did not resolve unsubmitted travel vouchers and may result in delinquent GTCC accounts.

3.b.2.a. APC’s will place GTCC accounts affected by this transition in a Mission Critical status, due to possible delayed payments to travelers.

3.b.2.b. Additional consideration should be given to raising credit limits if needed.

3.b.3. Provide the information contained in this MARADMIN to all interested parties and provide assistance to all involved in the travel process.

3.b.4. All authorizations citing FY22 SABRS LOA will reject and need to be amended to select the FY22 DAI SFIS LOA. Several actions will be required.

3.b.4.a. It is imperative that a Traveler Status Report be utilized to monitor travel authorizations that are prepared prior to 30 September 2021 citing the FY22 SABRS LOA.

3.b.4.b. Travelers are to be contacted to ensure required actions are taken to remove the FY22 SABRS LOA from the these travel authorizations; the authorizations are amended to add the DAI SFIS LOA; and that the traveler signs the amended authorization. Until this action is taken, travel authorizations

that utilize a Distribution Management Office (DM) Centrally Billed Account (CBA) cannot be processed and the credit card vendor paid; travelers must take action on this requirement as soon as they can to avoid delinquency on the CBA account.

3.c. Financial Defense Travel Administrators (FDTA). Per refs (a) and (b), FDTAs are responsible for loading LOAs in DTS.

3.c.1. In order to prepare travel authorizations prior to 30 September 2021 for travel on or after 1 October 2021, additional action is required.

3.c.1.a. Create a FY22 SABRS LOA by rolling over a FY21 SABRS LOA as in previous Fiscal Years. Only roll over one FY21 SABRS LOA for those travelers that need to travel during the transition. Do not roll over all FY21 SABRS LOAs. The FY22 SABRS LOA must be loaded in DTS. This allows authorizations to route through the appropriate routing list, allows an authorizing official to approve the authorization, and allows tickets to be purchased for flights.

3.c.1.b. The primary key to entering DAI LOA data correctly into DTS is to use the SFIS v3.4 10 X 20 format to convert DAI Project, Organization, Expenditure, and Task (POET) information into a DTS DAI SFIS LOA. The DAI POET to SFIS v3.4 10 x 20 crosswalk will be via a DAI Oracle Based Intelligence Enterprise Edition (OBIEE) report provided to each Command via separate correspondence.

3.d. Unit Approving Officials.

3.d.1. Ensure vouchers are prepared, submitted, and reviewed for approval NLT 1200 (EST), 30 September 2021 for any travel that has been completed without a voucher being submitted by the traveler.

3.d.2. For future travel, ensure travelers submit a voucher immediately upon their return. Any completed travel that has not had a travel voucher processed prior to 1200 (EST), 30 September 2021, will cause a significant delay of payment that may impact payment of the traveler's Government Travel Charge Card account.

3.d.3. Prior to approving the voucher, ensure it does not contain a SABRS and DAI SFIS LOAs in the same travel authorization.

3.d.4. Should your unit have travel extending over the transition period, all SABRS authorizations will end at 1200 (EST), 30 September 2021 with the use of "In Place" per diem for the last day.

3.d.4.a. Travelers must contact the TMC in order to ensure the round-trip ticket is purchased and inclusive of the true return date. If computer assets are available, you may have travelers submit a DTS voucher for this period.

3.d.4.b. Travel authorizations prepared prior to 30 September 2021 for travel on or after 1 October 2021 require additional action. These travel authorizations will cite a FY22 SABRS LOA. DTS will allow the authorization to route through the appropriate routing list, allow an authorizing official to approve the authorization, and tickets will be purchased for flights. However, this document will not process any further. The FY22 SABRS LOA will reject and

needs to be amended to select the FY22 DAI SFIS LOA. Once the authorization is rejected, on or after 14 October 2021, travelers must amend the authorization removing the FY22 SABRS LOA and adding the DAI SFIS LOA. The traveler will sign and route the document to the appropriate routing list. This process will enable the traveler to submit a voucher upon completion of travel.

3.d.4.b.1. Vouchers for TDY trips that include cross FY travel and end on 30 September 2021 will have comments indicating: "This voucher is in support of cross-FY travel and is being submitted due to the transition to DAI".

3.d.4.b.2. A subsequent travel voucher must be submitted for the remainder of the entitlement. Ensure "In Place" per diem was selected to ensure 100% per diem remains in effect.

3.d.4.b.3. Subsequent Vouchers for the cross FY TDY, which end on or after 1 October 2021 will have the Originating Travel Authorization (TA) Number of the voucher ending 30 September 2021 cited in comments to the approving official. The TA Number is a 6 digit alpha numeric designation for the voucher located in the "My Travel Documents" section of the traveler's DTS Home screen.

3.d.4.b.4. The following comments must be made for these vouchers: "This voucher is in support of cross-FY travel and is being submitted due to the transition to DAI. In place per diem was selected to ensure 100% per diem remains in effect. The TA Number for the travel ending 30 September 2021 is XXXXXX".

3.d.4.c. Travel authorizations prepared on or after 1 October 2021 will cite the DAI SFIS LOA.

3.e. Traveler.

3.e.1. If you have completed travel and have not submitted a travel voucher, do so immediately in accordance with DoD FMR Volume, 3, Chapter 8, Joint Federal Travel Regulations, MCO 4650.39A.

3.e.2. For future travel, immediately submit a voucher upon your return. Any completed travel that has not had a travel voucher processed prior to 30 September 2021, will cause you to experience a significant delay of payment.

3.e.3. Should you have travel extending over the transition period, all SABRS authorizations will end at 1200 (EST), 30 September 2021 with the use of "In Place" per diem for the last day. Travelers must contact the TMC in order to ensure the round-trip ticket is purchased and inclusive of the true return date. If computer assets are available, you may submit a DTS voucher for this period.

3.e.3.a. Travel authorizations prepared prior to 30 September 2021 for travel on or after 1 October 2021 require additional action. These travel authorizations will cite a FY22 SABRS LOA. DTS will allow the authorization to route through the appropriate routing list, allow an authorizing official to approve the authorization, and tickets will be purchased for flights. However, this document will not process any further. The FY22 SABRS LOA will reject and

needs to be amended to select the FY22 DAI SFIS LOA. Once the authorization is rejected, on or after 14 October 2021, travelers must amend the authorization removing the FY22 SABRS LOA and adding the DAI SFIS LOA. The traveler will sign and route the document to the appropriate routing list. This process will enable the traveler to submit a voucher upon completion of travel.3.e.3.a.1. Vouchers that end on 30 September 2021 must contain comments indicating: "This voucher is submitted due to travel that crosses over the FY and in conjunction with the transition to DAI. In place per diem was selected to ensure 100% per diem remains in effect".

3.e.3.a.2. Vouchers that end on or after 1 October 2021 will have the TA Number of the voucher ending 09/30/2021 placed in comments to the approving official. The TA Number is a 6 digit alpha numeric designation for the voucher located in the "My Travel Documents" section of the traveler's DTS Home screen.

3.e.3.a.3. The following comments must be made for these vouchers: "This voucher is in support of cross-FY travel and is being submitted due to the transition to DAI. In place per diem was selected to ensure 100% per diem remains in effect. The TA Number for the travel ending 30 September 2021 is XXXXXX".

3.e.3.b. Travel authorizations prepared on or after 1 October 2021 will cite the DAI SFIS LOA.

3.f. Marine Reserves. The following is applicable to the Marine Corps Reserves.

3.f.1. Reservists using DTS for travel and per diem do not need to modify MROWS orders. The transition to DAI will not impact the generation of MROWS.

3.f.2. MROWS order writers will ensure that any MROWS Orders commencing in FY21 and cross into FY22 are appropriately written to their intended end date in FY22. MROWS requirements (ADOS, AT, SCHOOL/PME, etc) for duty commencing between 1-24 October 2021 are to be submitted, routed, fund approved, and authenticated NLT 30 September 2021 IOT ensure Marines receive their due pay and allowances in a timely manner.

3.f.3. Separate correspondence will be released to address Reservist on MROWS orders not using DTS.

4. Additional guidance will be passed as it becomes available.

5. Pertinent content of this MARADMIN will be incorporated in reference (a) during the next update.

6. This MARADMIN is applicable to the Marine Corps Total Force.

7. Release authorized by SES Edward C. Gardiner, Assistant Deputy Commandant for Programs and Resources.//

TANUM

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2J1DTR
2J3CT0
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2J8W60
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2LKU3E
2JWZVL
2JNMAM
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2J640G
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2ID6XK
2IHUIW
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2K99LF
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2IZDBJ
2JJ23X
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2J2TIL
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2IRTLZ
2IRUE8
2IUI7N
2IXX9J
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2IYY81
2IYZ20
2J07XD
2J116K
2J13PL
2J1MZO
2J3X6R
2J4431
2J5NBV
2J89M9
2J8W6Y
2JBXCB
2JCE1L
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2JENPF
2JENPN
2JFAL9
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2JGOE2
2JHSKI
2JIMNL
2JJ1FR
2JJ1JO
2JJ25X
2JJ2AL
2JJ2B5
2JJ2CQ
2JJ6TD

2JJKOS
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2JKHEA
2JKHFN
2JKJHO
2JKW5G
2JKXLA
2JL3T0
2JL5SM
2JLPRQ
2JMFMF
2JMGF6
2JMGFG
2JMNVE
2JN9TK
2JNO73
2JNSSC
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2JSC67
2JSDC9
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2JT8WA

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