

From: Account Manager, TECOM Formal Schools Training Support (FSTS)
To: STUDENT TRAVELER, ORDERS WRITING OFFICIALS AND DISBURSING/FINANCE OFFICERS (DO/FO)
Subject: INSTRUCTIONS FOR MARINES EXECUTING TEMINS IN ROUTE(TEMINS)
Reference: (a) Joint Travel Regulations (JTR)
(b) MARADMIN 575/15 - TECOM FORMAL SCHOOLS TRAVEL SUPPORT (FSTS) PROGRAM GUIDANCE
(c) MARADMIN 635/20 - TRAVEL CLAIM SETTLEMENT PROCEDURES FOR PERMANENT CHANGE OF STATION ORDERS W/ TEMPORARY DUTY UNDER INSTRUCTION

1. Approval Information

This letter contains instructions concerning the use of FSTS funding for student travel. FSTS funding is NOT Authorized for local travel under any circumstances. All provisions set forth in this letter must be adhered to. Funding has been authorized for TDY travel in conjunction with attending the training course identified below. This letter is issued for funding and informational purposes only and is SUBJECT TO THE AVAILABILITY OF FUNDS. THIS LETTER DOES NOT CONSTITUTE AUTHORITY TO EXECUTE TRAVEL IN THE ABSENCE OF A PROPERLY ENDORSED TRAVEL AUTHORIZATION, In accordance with (IAW) reference (a). Funding is limited to reimbursement of lodging, meals and incidental expenses (M&IE) while at the TDY location only.

COURSE: BASIC RECRUITER

CID: M0881C1

CLASS #: 2021002

ISSUE DATE: 20201203

AUTHORIZED TRAVEL DATE: 20210111

FUNDS EXPIRATION DATE: 20210112

GRADUATION DATE: 20210224

SNM: E5



TON/SDN Current FY: PERDIEM TO BE PAID IN DTS

LOA Current FY: TDY portion of TEMINS in route must NOT be settled via the PCS travel claim

TON/SDN Next FY:

LOA Next FY:

ROLES and RESPONSIBILITIES

1. TRAVELER:

a. In order to receive DTS generated correspondences and to avoid payment delays, you must validate/update your DTS Profile information including email address, phone number, banking information (EFT) and government travel charge card (GOVCC) information. If you need assistance updating your DTS profile please contact your local SI, IPAC or DTS travel helpdesk.

b. The DTS authorization is for reimbursement of lodging, meals and incidental expenses (M&IE) while at the TDY location only. DO NOT add transportation or modify the DTS authorization in anyway. When applicable, Scheduled Partial Payments (SPP) will be made via the DTS travel authorization.

c. No later than 10 days prior to departure create your DTS travel authorization for the TEMINS period according to the TECOM funding authorization letter for directed expenses (e.g. Government lodging and meals provided). The DTS authorization is for reimbursement of lodging (if applicable), meals and incidental expenses (M&IE) while at the TDY location only. All transportation requirements and/or expenses are part of the PCS order and must not be added to the DTS authorization.



d. Lodging options and meal entitlements vary depending on the TDY location and the course attended. You should contact the schoolhouse to determine the lodging options, including barracks availability, for your course. IAW reference (a), all lodging reservations must be booked using the travel management company (TMC) via the DTS reservations module. All current lodging policies outlined in reference (a) must be adhered to.

e. Review and print your DTS travel orders prior to checking-out of your command.

f. When detaching from your current command you will receive "PCS Orders" that includes the date you detached from that command. A copy of this order must be uploaded to your DTS TEMINS voucher.

g. Upon graduation, the schoolhouse commander will provide a Reporting/Detaching Endorsement. A copy of this endorsement must be uploaded to your DTS TEMINS voucher. Additionally, the school's S-1/IPAC may provide you with "follow-on" orders to your new PDS. If so, these orders must be uploaded to your DTS TEMINS voucher.

h. You must submit your DTS TEMINS travel voucher within 5 business days after reporting to your new PDS. All orders and any lodging receipts must be uploaded to your DTS TEMINS voucher.

i. Expenses for all transportation and per diem for the time traveling between duty stations must be claimed on your PCS travel voucher filed with your servicing Disbursing/Finance Office. This includes transportation expenses to/from the airport to the TDY location.

2. CURRENT COMMAND S-1/IPAC:

a. The TDY portion for Marines executing TEMINS in-route to the new permanent duty station (PDS) will be completed using the Defense Travel System (DTS).

b. Ensure the member creates a DTS travel authorization for the TEMINS period according to the TECOM funding authorization letter for directed expenses (e.g. Government lodging and meals provided). The DTS authorization is for reimbursement of lodging (if applicable), meals and incidental expenses (M&IE) while at the TDY location only. All transportation requirements and/or expenses are part of the PCS order and must not be added to the DTS authorization.

c. The above listed Marine's DTS profile will be detached from the parent command and attached to DM6105TECOMWWTTEMINS upon approval of the DTS TEMINS authorization.

d. The current command must ensure that all DTS travel authorizations and vouchers for the member's previous travel is submitted as soon as possible and no later than approximately 10 days prior to the Report Date listed above.

e. To ensure the traveler is receiving DTS generated correspondences and to avoid payment delays, the Marines DTS Profile must be reviewed to validate/update email address, phone number, banking information (EFT) and government travel charge card (GOVCC) information.

f. Please contact the TECOM FSTS management office for assistance via email at worldwidetravel@usmc.mil.

3. SCHOOLHOUSE ADMINISTRATION RESPONSIBILITIES:

a. Upon student check-in, review the DTS travel authorization to ensure per diem amounts are correct. If the TDY is in excess of 45 days, assist the member in creating an amendment to change the per diem entitlements when necessary. This will update the



member's scheduled partial payment amount and prevent the member from receiving overpayment. Do not amend the authorization if the TDY is less than 45 days. Changes to per diem will be done when the traveler submits the DTS voucher for final settlement.

b. To gain access to the members profile while still attached to the TECOM TEMINS organization DM6105TECOMWWTTEMINS, Defense Travel Administrators (DTA) must add the members SSN to their group in DTS. The DTA must have permission levels 0, 1, and 5 to add the SSN. The DTA must select "DTA Maintenance Tool" on the main DTS home page. Select "Groups" and select "Add" under "Individual Group Members". The DTA will ensure their "Organization Owner Name" and "Group Name" matches their profile and type in the members SSN. If someone other than a DTA assists the traveler with their voucher, the "Organization Owner Name" and "Group Name" must match the profile of the one assisting the traveler.

c. Ensure the member receives a proper reporting/detaching endorsement prior to detaching from the school.

d. Ensure the member is afforded every opportunity possible to create and submit a DTS travel voucher the day prior to departing the TEMINS location to prevent delays with PCS travel settlement.

e. For assistance contact the TECOM FSTS management office via email at worldwidetravel@usmc.mil

4. GAINING COMMAND S-1/IPAC:

a. Assist the member and ensure traveler submits DTS TEMINS voucher within 5 days of reporting. PCS orders, all orders, lodging receipts and other associated documents must be uploaded into DTS voucher.

b. To gain access to the members profile while still attached to the TECOM TEMINS organization DM6105TECOMWWTTEMINS, Defense Travel Administrators (DTA) must add the members SSN to their group in DTS. The DTA must have permission levels 0, 1, and 5 to add the SSN. The DTA must select "DTA Maintenance Tool" on the main DTS home page. Select "Groups" and select "Add" under "Individual Group Members". The DTA will ensure their "Organization Owner Name" and "Group Name" matches their profile and type in the members SSN. If someone other than a DTA assists the traveler with their voucher, the "Organization Owner Name" and "Group Name" must match the profile of the one assisting the traveler.

c. A copy of the approved DTS voucher must be submitted with the members PCS travel claim showing that TDY entitlements were paid.

d. Contact the FSTS management office when the DTS voucher has been pending Approval for more than 5 business days.

e. Once the DTS travel voucher is approved the members DTS profile will be "detached" from DM6105TECOMWWTTEMINS.

5. DISBURSING OFFICER / FINANCE OFFICER

a. Process travel payments for the PCS portion IAW the references.

b. Reimbursement for per diem and lodging for the TEMINS period extends from the day of arrival at the TDY location through the day before detaching.

c. Ensure the TEMINS portion of the travel has been processed by TECOM. When the TEMINS portion has not been settled and the claim is in a pending status, the DO/FO must contact



TECOM and inform the TECOM FSTS Management Office that the member has the PCS portion of the settlement pending. The DO/FO will hold these claims in the office for 5 business days, pending expedited DTS voucher settlement.

d. Process PCS entitlements as follows:

- 1.) Pay PCS per diem plus transportation for the days prior to reporting to the TEMINS site.
- 2.) Pay PCS per diem from the detach date, from the TEMINS site, through the date of reporting to the new PDS.
- 3.) Pay any other related PCS expenses/entitlements.
- 4.) Ensure entitlements are not duplicated between TEMINS and PCS processed payments.

e. Return all PCS/TEMINS travel packages when the member has not submitted a voucher in DTS for the TEMINS portion. The PCS travel claim will not be settled until the TEMINS voucher is paid.

POC: Any questions should be directed to the TECOM FSTS management office at worldwidetravel@usmc.mil

