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**Subject:** FW: IMPORTANT!! Utilization of DTS for Marines Executing TEMINS Orders  
**Attachments:** MARADMIN 635\_20 (TEMINS Procedures\_Travel Claim Settlement).PDF;  
TEMINSFundingLetter.pdf

**Subject:** FW: IMPORTANT!! Utilization of DTS for Marines Executing TEMINS Orders

Good morning ODTAs,

Please read the below e-mail and attachments. This process has been occurring for a short time already but it has increased in scope. Make sure you inform your travelers and all who are involved in the travel and PCS processes. If you have any questions, contact our office.

R/S,

John Kenney  
Head, Travel Support Branch  
Quantico DTS Helpdesk/LDTA/MCCDC GTCC HL3 APC  
CD&I/MCCDC Comptroller Division  
3100 Range Rd  
Quantico, VA  
COM 703-784-2412/2411 DSN 278  
<https://www.quantico.marines.mil/Defense-Travel-System-DTS/>

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**From:** Lundberg CIV Trisha L <[trisha.lundberg@usmc.mil](mailto:trisha.lundberg@usmc.mil)>  
**Sent:** Friday, December 11, 2020 9:50 AM  
**To:**  
**Cc:**  
**Subject:** IMPORTANT!! Utilization of DTS for Marines Executing TEMINS Orders

Good Morning LDTA's

\*\*\*\*\*PLEASE DISEMINATE\*\*\*\*\*

Please review the attached MARADMIN regarding Marines executing TDY in Route in conjunction with PCS orders (also known as TEMINS).

DTS is now being utilized as the vehicle to establish the financial obligation in the accounting system, schedule 30 day partial payments (SPP), and allow for final reimbursement of per diem entitlements while a Marine is attending a formal school in conjunction with executing PCS orders. The authorization is created for lodging and M&IE ONLY, while the transportation is still coordinated (outside of DTS) with the local DMO as with any PCS move.

January is a BIG month for Marines executing travel for Special Duty Assignments (SDA). I have listed the reporting dates for these schools below. We are anticipating over 230 Marines executing TEMINS orders. Because the use of DTS was approved in the last few months, very few are familiar with the new processes. We are requesting your support to push this email out to your S1's and S3's in order to better support the Marine that is executing travel.

I have also attached a copy of what a TEMINS Funding Letter looks like which contains instructions and guidance beginning with the Marine, to include the current command, the schoolhouse, the gaining command and finally the disbursing/finance offices. It is similar to the traditional TECOM Funding Letter, but the Subject Line does have "TEMINS" included. Please review.

Please encourage Marines to begin the authorization as soon as possible. Transportation is not to be booked! If there are flights in the authorization, we will have to stamp the authorization "Return" to have the flights removed which will delay the approval process.

If your units have any questions, please have them escalate to the LDTA/ODTA. If the ODTA/LDTA is unable to assist, please email our SMB: [worldwidetravel@usmc.mil](mailto:worldwidetravel@usmc.mil)

Thank you very much for your support.

MSG – MCB Quantico ~ Reports January 3rd  
Drill Instructor – San Diego ~ Reports January 5th  
Drill Instructor – Parris Island ~ Reports January 8th  
Basic Recruiter – San Diego ~ Reports January 11th

Regards,

Trisha Lundberg (Lane)  
Deputy Branch Head  
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703-432-1999