

Marine Corps Administrative Analysis Team (MCAAT)
DTS FY14

DTS

LDTA Process

1. Does the LDTA maintain a copy of all the DD Forms 577's for their organization and are they consistent with the applicable regulations?

Applies to: DTS
Ref: References: MCO 4650.39

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

2. Is the LDTA ensuring that DD Forms 577 for Certifying Officers are being submitted to DFAS?

Applies to: DTS
Ref: References: MCO 4650.39

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

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3. Are the permission levels and accesses inline with the appointed positions and does an appropriate separations of duties exist?
Note: System permissions must be limited to the absolute minimum to perform their assigned duties.

Applies to: DTS

Ref: References: MCO 4650.39; DoDFMR, Volume 9, Ch. 2, Section 0203; Appendix III to OMB Circular No. A-130

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

4. Has the LDTA established a Tier II Helpdesk with a process to provide assistance to ODTAs and track issues that have been elevated higher?

Applies to: DTS

Ref: References: MCO 4650.39

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
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Comments: Action Required Computed Measure %

Recommended Action:

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5. Has the LDTA ensured that DMO has been properly inserted into all applicable routing lists?

Applies to: DTS
Ref: References: MCO 4650.39

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

6. Has the LDTA created a training curriculum for AO, Reviewing Official, ODTA, FDTA, NDEA, and Traveler while ensuring it is being used at the appropriate levels?Note: Training must supply an overview of travel entitlements, proper travel authorization, regulation review, system review, and other minimum requirements outlined in the MCO.

Applies to: DTS
Ref: References: MCO 4650.39

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
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Recommended Action:

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7. Is the LDTA conducting initial training and annual refresher training for the AO's and ODTAs while maintaining rosters for current plus one year?

Applies to: DTS
Ref: References: MCO 4650.39

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

8. Is the LDTA monitoring their and the ODTA's training rosters while removing system permission when a lapse of the annual training requirements occur?Note: The formal training administered by the ODTA's and LDTAs along with the Certifying Officers Legislation are annual requirements.

Applies to: DTS
Ref: References: MCO 4650.39

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

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ODTA Process

1. Is the ODTA conducting initial and annual refresher traveler training while maintaining a copy of the rosters for current plus one previous year?

Applies to: DTS

Ref: References: MCO 4650.39

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Computed
Measure
%

Comments: Action Required

Recommended Action:

2. Is the ODTA pulling, working, and retaining all the required reports for the mandated timeframes?

Applies to: DTS

Ref: References: MCO 4650.39

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
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3. Has the ODTA established a Tier I Helpdesk with a process to provide assistance to travelers, track issues that have been elevated higher, and made their contact information available in an effective manner? Note: At a minimum the helpdesk will provide DTMO supplied tri-folds, local business rules, access to DTMO web based training, procedural guidance for using DTS, links to all applicable regulations, and a FAQ segment.

Applies to: DTS
Ref: References: MCO 4650.39

- Yes : Complied with standard, 90% or above
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- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure %
 Action Required

Recommended Action:

4. Is the ODTA ensuring that all appointed officials are properly appointed and those appointments are kept on file? Note: Appointments must be maintained for 6 years and 3 months.

Applies to: DTS
Ref: Ref: DODFMR Vol 9, Chapter 2, Section 0203

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
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Recommended Action:

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5. Is the ODTA ensuring that all appointed officials are terminated when they no longer fill that position and those terminations are on file? Note: Terminations must be maintained for 6 years and 3 months.

Applies to: DTS
Ref: Ref: DODFMR Vol 9, Chapter 2, Section 0203

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

6. Is the ODTA ensuring that all the appointed officials in their organization are attending and completing all the required training? Note: Any individual who has had a lapse in training may not hold permissions in DTS.

Applies to: DTS
Ref: References: MCO 4650.39

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
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7. Is the ODTA performing profile maintenance, organizational maintenance, and routing list maintenance? Note: profile maintenance includes scrubbing the complete traveler info list to ensure that no potential conflicts exist.

Applies to: DTS

Ref: References: MCO 4650.39

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
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- None to View : Performing function, no cases to view during analysis period
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Recommended Action:

8. Are the individuals that have been inserted into the routing list consistent with their appointed position? Note: The appointed position must be properly appointed via a DD Form 577.

Applies to: DTS

Ref: References: MCO 4650.39; DoDFMR, Volume 9, Ch. 2, Section 0203

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- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
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9. Does the ODTA have a system in place to ensure that all detaching personnel are settling any open travel claims and detaching them in the system?

Applies to: DTS
Ref: References: MCO 4650.39

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
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Comments: Computed Measure
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Recommended Action:

10. Does the ODTA have a system in place to ensure that all receiving personnel are being received into the organization? Note: If the traveler does not have an account one must be created. If the traveler is attached to a previous organization the ODTA must contact that organization to have them detached.

Applies to: DTS
Ref: References: MCO 4650.39

- Yes : Complied with standard, 90% or above
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11. Is Group Access and Organizational Access only issued to the appropriate people? Note: These people would only include individuals who have a direct role in TAD support or have been appointed via DD Form 577. These people would include APCs, appointed DTS permission holders, and order writers; they would not be travelers in general.

Applies to: DTS
Ref: Ref: DODFMR Vol 9, Section 0203; Privacy Act of 1974

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
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Recommended Action:

12. Does the ODTA have a system in place to monitor the AOs actions where he or she would be able to notify the Commanding Officer of any irregularities?

Applies to: DTS
Ref: Ref: MCO 4650.39

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

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Recommended Action:

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FDTA Process

1. Is the FDTA pulling, working, and retaining the required reports for the required timeframes?

Applies to: DTS

Ref: References: MCO 4650.39

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

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Comments: Action Required

Recommended Action:

2. Is the FDTA ensuring that the budgets and LOA's are entered into DTS correctly and made available to the organizations that require them?

Applies to: DTS

Ref: References: MCO 4650.39; DoDFMR, Volume 9, Ch. 2, Section 0203

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
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3. Is the FDTA ensuring that the funds in DTS are properly certified as available by the comptroller or their designee, and accurately reflect what is in the official accounting system (SABRS)?

Applies to: DTS

Ref: References: Volume 9, Ch. 2, Section 0203

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Computed Measure
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Recommended Action:

AO Process

1. Is the AO maintaining a copy of their DD Form 577, COL training, and Travel Policies Training?

Applies to: DTS

Ref: References: MCO 4650.39

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
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2. Does the AO know who the points of contact for the ODTA, FDTA, LDTA, DMO, Admin, and Disbursing?

Applies to: DTS
Ref: References: MCO 4650.39

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

3. Is the AO ensuring that the travel authorizations are approved prior the commencement of the TAD period?

Applies to: DTS
Ref: References: MCO 4650.39

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
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4. Is the AO ensuring that their travelers are submitting their travel vouchers within 5 business days of returning from travel?

Applies to: DTS
Ref: References: MCO 4650.39

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

5. Is the AO recouping travel advances and or scheduled partial payments from authorizations which concluded and have not been vouchered for over 15 days? Note: This process is facilitated through creating a zero voucher and must be done if the traveler is not responsive to the AO's attempts to have the traveler settle.

Applies to: DTS
Ref: References: MCTIM, Section 5-50201; DoDFMR Volume 9, Ch. 5, Section 050405

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
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- None to View : Performing function, no cases to view during analysis period
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6. Is the AO ensuring that they are authorizing vouchers routed to them in the appropriate timeframe? Note: Unit level Authorizing Officials have 2 business days and Disbursing level Certifying Officers have 3 business days.

Applies to: DTS

Ref: References: MCO 4650.39, & MARADMIN 291/12

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

7. Is the AO ensuring that leave that is annotated on the travel claim is being reflected in MOL?

Applies to: DTS

Ref: References: MCO 4650.39

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

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Recommended Action:

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8. Is the AO ensuring that CTO is being used for all required transportation arrangements?

Applies to: DTS
Ref: References: MCO 4650.39

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
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- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

9. Is the AO ensuring that the standard compact rental car size is utilized? Note: If the a higher class is chosen there must be properly annotated justification as to why it is authorized.

Applies to: DTS
Ref: Ref: JFTR/JTR Appendix O, T4060-B6; , DoDFMR, Vol. 9, Ch. 2, Section 0203

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
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10. Is the AO properly annotating the purpose of the TAD period on the authorization?

Applies to: DTS
Ref: References: JFTR U2020

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

11. Is the AO ensuring that the traveler is annotating the availability of government quarters prior to directing its use and ensuring that it is used to the upmost extent? Note: The AO must ensure that the comments of "government quarters are directed if available" are annotated in the authorization.

Applies to: DTS
Ref: Ref: DoDFMR Volume 9, Ch. 4, Section 0508; JFTR U2560; MCO 4650.39; JFTR U4400

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
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Comments: Action Required Computed Measure %

Recommended Action:

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DMM Process

1. Does the DMM maintain a copy of their DD Form 577?

Applies to: DTS

Ref: References: MCO 4650.39

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

2. Is the DMM monitoring the debt process and taking necessary action to ensure the debts are settled? Note: The DMM must have a system in place to track the debt process.

Applies to: DTS

Ref: References: MCO 4650.39

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
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Recommended Action:

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3. Is the DMM coordinating the waiver of indebtbnss actions with the command, disbursing, and facilitating them in DTS?

Applies to: DTS
Ref: References: MCO 4650.39

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
- No : Not in compliance with standards, 79.99% or less
- None to View : Performing function, no cases to view during analysis period
- Not Applicable : Function doesn't apply to unit

Comments: Action Required Computed Measure %

Recommended Action:

4. Has the DMM established in writing local DMM procedures to address all facets of debt collection to include the waiver process?

Applies to: DTS
Ref: References: MCO 4650.39

- Yes : Complied with standard, 90% or above
- Partially Complied : Complied with standard, 80 through 89.99% accuracy
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Recommended Action:
