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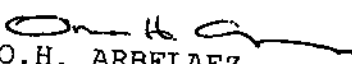
IN REPLY REFER TO:
7200
Memo 01/13
18 Dec 13

MEMORANDUM

From: Lead Defense Travel Administrator, I MEF/MCIWEST-HQ
To: I MEF/MCIWEST-HQ DTS Certifying and Accountable Officials
Subj: ELECTRONIC SIGNATURES ON DD FORMS 577 (DTS APPOINTMENTS)
Ref: (a) DODFMR, Vol. 5
(b) MCO 4650.39

Encl: DFAS-IN/JFD memo of Mar 1, 2012

1. Ref. (a) establishes the DD form 577 to appoint and terminate appointments of certifying officers and departmental accountable officials. Ref. (b) is the DTS MCO that defines the applicable DTS roles for the Marine Corps.
2. The enclosure clarifies the requirement for DD forms 577 for certifying officers to be electronically signed by both the appointee and appointing authority.
3. To standardize the submission of DD forms 577 for DTS roles, effective **Jan 01, 2014** the Help Desk will only allow DD forms 577 that have been digitally signed by both the appointee and appointing authority **for all DTS roles**. DD forms 577 must be submitted via the OMB: imefdtshelpdesk@usmc.mil.
4. Additionally, DD forms 577 for certifying officers must be forwarded to DFAS-IN/JFD. The Help Desk will consolidate and submit the DD forms 577 for certifying officers to DFAS as required by the enclosure.
5. Any questions related to this memorandum may be directed to Help Desk via email: imefdtshelpdesk@usmc.mil or, phone: (760)763-7152/7154/7157.


O.H. ARBELAEZ



DEFENSE FINANCE AND ACCOUNTING SERVICE

8809 EAST 56TH STREET
INDIANAPOLIS, INDIANA 46249

DFAS-IN/JFD

March 1, 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Guidance on Submission of DD Form 577

Reference: DoDFMR Volume 5, Chapter 33, Paragraphs 330601 and 330602


This memorandum is to clarify the process of submitting a DD 577 and what type based on certifying activity.

When certifying payments on electronic vouchers, (e.g., Defense Travel System (DTS)), a certifying official should submit the PDF DD Form 577 with electronic signatures via email to dfas-incddd577@dfas.mil.

When manually certifying payments on vouchers (pen signature required for certification), certifying officials are required to submit a DD Form 577 with wet signatures. A PDF of the form may be submitted via email to dfas-incddd577@dfas.mil; however, the original DD Form 577 with the original signatures must be sent via postal service (certified mail is recommended) to the address listed at the end of this memorandum.

In the event a certifying official will certify both electronic and manual vouchers, it is permitted to submit one DD Form 577. The form must contain both electronic signatures and wet signatures. A PDF copy must be scanned then submitted via email to dfas-incddd577@dfas.mil. The original, with the wet signatures, must follow via postal service (certified mail is recommended) to the address listed at the end of this memorandum.

Any questions related to this policy guidance may be directed to Ms. Cheryl Coleman via email: cheryl.coleman@dfas.mil or Commercial (317) 212-6137.


John P. Campbell
Director, Disbursing Operations

www.dfas.mil
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Mailing Address for paper DD577s:

**Defense Finance and Accounting Service - Indianapolis
Disbursing Operations DFAS-IN/JFD
Attention: Ms. Kimberly Buntin
8899 East 56th Street
Indianapolis, IN 46249**

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