



Marine Corps Access Request Form

Requestor Information

Last Name, First Name

Email Address

Installation/Activity

DTS Organization

Access Requested

Duration Requested (One Year maximum)

Lead Defense Travel Administrator (LDTA) Information

Last Name, First Name

Email Address

Title

Telephone

Role

Select the role below that describes your job function:

Travel auditor

Debt collections/management

Disbursing clerk

DTS Analyst

CDS System

Analyst Accountant

Partner System specialist

Accounting Technician

Financial Analyst

Military/Civilian Pay Technician

CBA Specialist/Transportation officer

Other

Select the level below that describes your primary responsibility

Service

Major Command

Unit Headquarters

Installation

Provide a detailed explanation below why access is required outside of primary support area:

Justifications

ROA requests must be substantiated as necessary to accomplish work.

Check all that apply:

Auditing DTS travel payments

Researching travel advances

Clear problem disbursement

Researching DTS debts

Researching refunds receivables

Research Transactions by Others (TBOs)

Researching unmatched Disbursements

Research rejects to certify payments

Research full line of accounting in DTS

Match DTS CBA charges

Reconcile DTS transactions

Reconciling pay and entitlements

Clearing Negative Unliquidated Obligations (NULOs)

Provide a detailed justification to substantiate access is required to perform official government duties:

Requestor Signature

LDTA Signature