

## Maintaining the CPEN and WWT Routing List

To be in compliance with MARADMIN 291/12, the Regional Disbursing Office-West requires that units utilize the **CPEN** routing list to route DTS documents for approval. The **WWT Routing List** is utilized to route DTS documents to TECOM FSTS for approval.

The **CPEN** routing list should be the only routing list utilized to route authorizations and vouchers for approval. If units require additional routing lists to route documents, additional routing list can be created and **must start with CPEN** (example: **CPEN S-1**). Additional routing lists must be kept to a minimum. Routing lists that do not comply with this naming requirement will be deleted.

### Routing List Instructions for ODTAs

- The **CPEN** routing list must be set as the default routing list in each traveler's profile.
- Personnel must be inserted in the routing list based on their appointment (DD 577). For example: Reviewing Officials cannot be inserted to Approve DTS documents.
- Routing lists must be kept updated to avoid routing delays.

#### Authorizations

- **Do not utilize, update, or remove levels 5, 6, and 7. These levels are reserved for DMO Reviewers.**
- Update the CPEN routing list updated with authorization ROs/COs/AOs as required by your unit.
- **CPEN Routing List:** Unit AOs must be level 25 with the **Approved** stamp.
- **WWT Routing List:** One RO (optional) and the Unit AOs must be level 25 with the **Authorized** stamp.
- **WWT Routing List:** Do not insert personnel to apply the Certified stamp.

#### Vouchers and Local Vouchers

- Update the CPEN routing list with voucher ROs/COs/AOs as required by your unit.
- **CPEN:** Unit AOs must be level 25 with the **Authorized** stamp.
- **WWT** (vouchers only): One RO (optional) and the Unit AOs must be level 25 with the **Authorized** stamp. Do not insert personnel to apply the Certified stamp.

**ODTAs will NOT insert unit personnel to approve local vouchers or vouchers for any reason. Only disbursing or TECOM Approving Official are authorized to approve vouchers. Unit AOs found to be approving local vouchers or vouchers will have their permissions revoked by the LDTA.**

### DTS Help Desk Responsibilities

- The DTS help desk will update the DM1 and DM6187, CPEN and WWT routing lists with DMO ROs level 5, 6, and 7.
- The DTS help desk will update all CPEN routing lists with level 30 disbursing AOs.
- TECOM will update the WWT routing lists with level 30 AOs.

**For questions on the maintenance of the CPEN and WWT Routing List please contact the DTS Help Desk**

Help Desk phone number: (760) 763-7152

## CPEN Routing List Example

[illegible]

## WWT Routing List Example

[illegible]

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Help Desk phone number: (760) 763-7152