DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

075   DEFENSE TRAVEL SYSTEM
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075 00   NO SUBCAT FOR THESE STATEMENTS

075 00 001   Are Lead Defense Travel Administrators (LDTAs) appointed in writing using a DD Form 577?
Reference
 MCO 4650.39A, ENCL (1), CHAP 1, PAR 2

075 00 002   Are Organizational Defense Travel Administrators (ODTAs) appointed in writing using a DD Form 577?
Reference
MCO 4650.39A, ENCL (1), CHAP 1, PAR 3

075 00 003   Are Finance Defense Travel Administrators (FDTAs) appointed in writing using a DD Form 577?
Reference
MCO 4650.39A, ENCL (1), CHAP 1, PAR 4

075 00 004   Are Authorizing/Certifying Officials appointed in writing using a DD Form 577?
MCO 4650.39A, ENCL (1), CHAP 1, PAR 5

075 00 005   Are Debt Management Monitors (DMMs) appointed in writing using a DD Form 577?
Reference
MCO 4650.39A, ENCL (1), CHAP 1, PAR 10

075 00 006   Are DD form 577's archived for 6 years and 3 months after the Accountable Official no longer holds the position?
Reference
MCO 4650.39A, PAR 4.B(6)(B)

075 00 007   Are permissions granted only to individuals who have been appointed via DD Form 577? Are those permission levels consistent with duties outlined on the DD Form 577?
Reference
MCO 4650.39A, ENCL (1), CHAP 2, PAR 3 AND 5

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075 00 008   Have self-authorizing officials (SAO) been designated in writing via DD Form 577?
Reference
MCO 4650.39A, ENCL (1), CHAP 1, PAR 12

075 00 009   Have Non-DTS Entry Agents (NDEA) been designated in writing via DD Form 577?
Reference
MCO 4650.39A, ENCL (1), CHAP 1, PAR 7

075 00 010   Is the Authorizing Official and traveler ensuring travel vouchers are submitted within 5 business days of return from travel?
Reference
MCO 4650.39A, ENCL (1), CHAP 1, PAR 5 and 11

075 00 011   Are local debt management procedures established to address all facets of debt collection to include the waiver process?
Reference
MCO 4650.39A, ENCL (1), CHAP 9

075 00 012   Is the LDTA ensuring that DD forms 577 for Authorizing Officials and Certifying Officers are mailed or sent by encrypted e-mail to DFAS?
Reference
MCO 4650.39A, ENCL (1), CHAP 1, PAR 2.C

075 00 013   Is the LDTA ensuring DTS training is available and provided to all supported commands?
Reference
MCO 4650.39A, ENCL (1), CHAP 5

075 00 014   To the greatest extent possible, are appropriate separation of duties maintained within DTS? (Note: the same person may not serve as both as Department Accountable Official (e.g. DTA) and Certifying Officer for the same type of payments.)
Reference
MCO 4650.39A, PAR 4.B(6)(C)

075 00 015   Has the AO completed the initial and annual Certifying Officers Legislation Course?
Reference
MCO 4650.39A, ENCL (1), CHAP 1, PAR 5.A

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075 00 016   Is the ODTA retrieving and reconciling the Unsubmitted Voucher, Depart Status, Pending Airline Cancellation and Complete Traveler Information List Reports on a reoccurring basis as required?
Reference
MCO 4650.39A, ENCL (1), CHAP 6, PAR 3

075 00 017   Is the ODTA retrieving and reconciling the Complete Traveler Information List Report against a unit alpha roster to ensure personnel who are no longer part of the organization have no outstanding documents or debt management issues, and have had their profiles detached?
Reference
MCO 4650.39A, ENCL (1), CHAP 6, PAR 3.D

075 00 018   Is the LDTA retrieving and reconciling the Complete Traveler Information List against DD Forms 577 on file to monitor profile permissions on a monthly basis?
Reference
MCO 4650.39A, ENCL (1), CHAP 6, PAR 2

075 00 019   Is the FDTA retrieving and reconciling the Approved Status and Budget Transaction Reports as required?
Reference
MCO 4650.39A, ENCL (1), CHAP 6, PAR 4

075 00 020   Is the LDTA and/or ODTA conducting training and maintaining rosters for current plus two previous years?
Reference
MCO 4650.39A, ENCL (1), CHAP 5, PAR 2 AND 3

075 00 021   Has the Commander established DTS check-in and checkout procedures to ensure travelers have no outstanding travel advances, un-liquidated vouchers, or debt in DTS upon separation or transfer?
Reference
MCO 4650.39A, PAR 4.B(6)(D)

075 00 022   Is the Commander ensuring TAD leave is reported via Marine Online or the Civilian Payroll System (SLDCADA)?
Reference
MCO 4650.39A, PAR 4.B(6)(E)

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075 00 023   Are Non-DTS Entry Agents electronically faxing or uploading a completed, signed copy of the traveler's DD Form 1351-2, Travel Voucher or SF 1164, Local Voucher to DTS?
Reference
MCO 4650.39A, ENCL (1), CHAP 1, PAR (7) AND DODFMR Vol 9, Chap 2, sect 020301.F

075 00 024   Did the traveler provide appropriate justification to the AO in the comments field of the authorization, amendment, or voucher for variations from policy and or any substantial variances between the authorized "Should Cost" estimate and the final travel voucher?
Reference
DODFMR VOL 9, CHAP 2, SECT 020302.D

075 00 025   Is the traveler making payment for all travel card charges directly to the travel card vendor via split-disbursement as part of the traveler's voucher reimbursement?
Reference
DODFMR VOL 9, CHAP 3, SECT 031007

075 00 026   Have MCTFS entries for appropriate travel entitlements been reported on the unit diary (Pers Tempo, FSA, and DMR)?
Reference
MARADMIN 372-07

075 00 027   Have written internal control procedures been established that include audit procedures, billet responsibilities, and document flow?
Reference
MCTFSAPSM PAR 110103.B

075 00 028   Have by-name standard naval correspondence waiver approval letters been signed by the first 0-6 or GS-15 in the supervisory chain for AOs (lower in the grade of SNCO or GS-7) or for LDTAs and ODTAs placed in routing lists?
Reference
MCO 4650.39A, PAR 4.C

075 00 029   Are command Authorization Officials ensuring vouchers are stamped "reviewed" (meaning have been authorized by the unit AO) within two (2) business days after being signed by the traveler?
Reference
MCO 4650.39A, ENCL (1), PAR 5.A(2)(E)

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075 00 030   Are local commands ensuring all vouchers are routed to their servicing Disbursing or Finance Office (the only exceptions are those vouchers routed to Formal School Training Support (FSTS) Office) for approval?
Reference
MARADMIN 291/12