

**USMC AUTOMATED DEBT MANAGEMENT PROCESS FOR THE
DEFENSE TRAVEL SYSTEM EFFECTIVE
17 Nov. 2008**

Ref: (a) DTS publication "Debt Management Monitor Roles and Responsibilities" (DMM-R&R, Version 2.3)
(b) Department of Defense Financial Management Regulation, Vol. 9 (DoDFMR, Vol. 9)

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1. Information. This document summarizes changes to the debt management process within the Defense Travel System (DTS) and the Marine Corps Total Force System (MCTFS). These changes are reflected in reference (a), which is the DTS publication describing the DTS debt management process. Reference (b) is the Department of Defense regulation that details use of DTS for official temporary duty travel. These procedures will be used when DTS settlements result in an amount due the U.S. and will be used in conjunction with reference (a).

2. Background. On occasion, settlement of a travel voucher may result in a negative balance, or balance "Due U.S." An example of when an overpayment may occur is when an audit reveals a traveler is overpaid a reimbursable expense such as lodging. These procedures outline the process that will be used when the settlement of a claim results in an overpayment. **This update describes changes to the payroll collection process for Marines only, which are highlighted in bold.** All other procedures remain the same.

3. Duties. Each organization that has the authority to expend travel funds will appoint a Debt Management Monitor (DMM). At the discretion of the installation/senior commander, DMM duties may be centralized in one location. Commands that choose to centralize the DMM duties must ensure that the centralized DMM has the necessary organizational access to allow them to monitor all traveler records within the organization(s) they support. As detailed in reference (b), the DMM will be responsible for all DTS debt related activity, to include: identifying, collecting, tracking, and recording of the debt in all related automated systems. The DMM will coordinate debt collection with the following:

a. Accounting Officer - Standard Accounting Budgeting and Reporting System representative (SABRS) as required.

**USMC AUTOMATED DEBT MANAGEMENT PROCESS FOR THE
DEFENSE TRAVEL SYSTEM EFFECTIVE
17 Nov. 2008**

b. Disbursing/Finance Officer - Marine Corps Total Force System (MCTFS) representative as required.

c. Civilian Personnel Office - Defense Civilian Pay System (DCPS) representative as required.

d. Defense Finance & Accounting Service, Army, Air Force, Navy, and other DoD agencies as required.

4. Identifying Debt. The following methods may be used in identifying DTS claims with a negative (Due U.S.) balance:

a. Travelers receive a notification identifying Due U.S. travel voucher settlements. The notification consists of an email received by the traveler upon approval of the voucher by the Approving Official or AO. The AO and the DMM also receive a notification when the Due US voucher is approved.

b. The DMM will have the ability to retrieve Debt Management reports (DMRpt) from DTS using the DMM Gateway. These reports will be available as a pre-defined report option under the "DMM Gateway" accessed by selecting the "DMM" menu bar option of the DTS main menu after login. The DMM will retrieve the DMRpt on a daily basis. Each traveler has 30 days to repay the overpaid amount before payroll collection action is initiated (payroll collection should be discouraged). The 30 days begins when the Authorizing Official approves the voucher and the traveler receives the DTS email notification of the indebtedness.

5. Accounts Receivable (AR) entry in SABRS. The process for creating the AR in SABRS is automatic and occurs when a Due U.S. voucher is approved.

6. Overpayment \$10 or Less (All travelers, military and civilian). Refer to reference (a) for detailed guidance.

7. Overpayment of more than \$10; Direct Remittance (collection process) of indebted amount, Military and Civilian Travelers.

a. DTS sends email notification to a traveler advising the traveler of an overpayment when the voucher is stamped "Approved" by the AO. The email notifies the traveler, AO, organizational reject email address, and DFAS-Indianapolis of the indebtedness and contains instructions to the traveler for

**USMC AUTOMATED DEBT MANAGEMENT PROCESS FOR THE
DEFENSE TRAVEL SYSTEM EFFECTIVE
17 Nov. 2008**

remitting payment. The traveler will mail the remittance to the address indicated in the email.

b. The remittance will be received and processed by DFAS-Indianapolis. After processing, DFAS-Indianapolis will send an Advice of Collection (AOC) to DTS, the traveler, and the DMM, notifying them that the collection has been processed. The notification to the traveler and the DMM will be in the form of an email. The DMM will then follow the procedures outlined in reference (a).

8. Collection process for Service Members (other than a Marine) and Government Civilian Travelers, overpayment is more than \$10 (if \$10 or less see paragraph 6 above).

a. Debt Management Payroll Collection (DMPC) report. If the traveler has not repaid the outstanding amount within the first 30 days after notification, the DMM will request a payroll collection. The DMM will initiate payroll collection by preparing a Debt Management Payroll Collection report (DMPC) following the instructions outlined in reference (a). The DMPC report will be forwarded to the appropriate payroll system. DTS determines the appropriate payroll system based on the traveler's profile.

b. DTS will automatically update to reflect collections as notifications of collection are received from DFAS-Indianapolis as indicated in reference (a). The process is complete when notice of final collection is received from the payroll office and DTS is updated to reflect that the total amount of the indebtedness has been collected.

9. Collection Process for a U.S. Marine, overpayment is more than \$10 (if \$10 or less see paragraph 6 above).

a. **These procedures are for payroll collections for Marines only. Procedures for civilian travelers and other service members are outlined elsewhere in this document, and in reference (a). If the Marine has not repaid the outstanding amount within the first 27 days after notification, the Marine traveler will be notified by a 2nd email which is automatically generated by DTS. The 2nd email notification indicates that the Marine traveler's pay account will be automatically debited for the outstanding amount in 5 days.**

**USMC AUTOMATED DEBT MANAGEMENT PROCESS FOR THE
DEFENSE TRAVEL SYSTEM EFFECTIVE**

17 Nov. 2008

b. Upon receipt of the 27 day email notification the DMM will enter the DMM module in DTS and apply the "Due Process Served" stamp. At this point the payroll collection will automatically be forwarded to the MCTFS for collection from the Marine's pay.

Note: Applying the "Due Process Stamp" is temporary and will be removed with the implementation of a December '08 release to DTS.

c. The DMM may initiate a payroll collection prior to the 27th day email notification if earlier collection is required due to separation from the Marine Corps or for other reasons. See reference (a) for procedures to initiate the payroll collection before the 27th day.

d. The DMM may terminate the collection process by accessing the DMM module of the DTS and following the procedures outlined in reference (a).

e. The Marine's commanding officer may request a liquidation of the indebtedness. If the Marine's End of Current Contract (ECC) is of sufficient length to support a monthly reimbursement schedule, the servicing DO/FO will prepare a disbursing diary entry using the TTC for Check Liquidation of Indebtedness.

f. If the Marine's ECC is not of sufficient length to support a monthly reimbursement schedule, the request to liquidate will be returned with the appropriate explanation.

10. Marine separated before collection is complete. If the Marine is separated before full collection is accomplished, the servicing finance or disbursing office (FO/DO) will ensure collection is accomplish at the time of final settlement.

11. Marine separated before payroll collection is initiated. The servicing FO/DO will contact the DMM to determine if there are any outstanding DTS travel debts, if so, the DO/FO will take collection action upon final settlement. To facilitate the collection process upon separation the servicing FO/DO's should request read only access (ROA) to DTS records in order to determine if there are outstanding DTS debts at the time of final settlement. The DMM can assist FO/DO's in getting ROA access.

**USMC AUTOMATED DEBT MANAGEMENT PROCESS FOR THE
DEFENSE TRAVEL SYSTEM EFFECTIVE
17 Nov. 2008**

12. Waiver of indebtedness requested. All travelers have the right to request a waiver of the indebted amount. Waivers will be requested and processed outside of DTS. However, DTS will be updated by the DMM to reflect the waiver request and to track the request. See reference (a) for detailed guidance regarding updating DTS to reflect waiver action.

13. Process complete. The collection process is complete when the full amount has been collected and the DMM sees that the DTS record reflects the full collection or the debt has been transferred to out of service debt, waived, and/or written off.

14. Waiver Processing. Travelers may request a waiver of a DTS related debt. The following steps will be taken when the traveler requests a waiver:

a. Traveler notifies the DMM of their desire to request a waiver.

b. The DMM provides supporting documentation to the traveler. Supporting documentation consists of:

(1) Printed copy of the DTS voucher showing the indebtedness.

(2) A copy of the DTS email notification of indebtedness.

c. Marine travelers will take the following actions:

i. Submit the DTS debt documentation to their administrative center which will assist in the completion of a waiver application.

ii. The administrative center will submit the waiver application to the servicing DO/FO.

iii. The DO/FO will endorse the waiver application and provide a copy to the DMM.

iv. The DO/FO will forward the completed waiver application to DFAS-Indianapolis.

**USMC AUTOMATED DEBT MANAGEMENT PROCESS FOR THE
DEFENSE TRAVEL SYSTEM EFFECTIVE
17 Nov. 2008**

v. The DMM will update DTS to reflect that a waiver package has been submitted.

vi. Upon receipt of the completed waiver application from DFAS-Indianapolis, the DO/FO will provide a copy to the DMM.

vii. The DMM will update DTS to reflect the final waiver action and will scan or fax a copy into DTS for retention as a file within the "Substantiating Records" section of DTS. The waiver action is now complete.

d. Civilian travelers will take the following actions:

i. Submit the DTS debt documentation to the civilian payroll office which will assist in the completion of a waiver application.

ii. Upon completion of the waiver application, civilian travelers must provide the DMM with a copy of the completed application.

iii. The civilian payroll office will forward the completed waiver application to DFAS-Indianapolis.

iv. Upon receipt of the completed waiver application from DFAS-Indianapolis, the civilian payroll office will provide a copy to the DMM.

v. The DMM will update DTS to reflect the final waiver action and will scan or fax a copy into DTS for retention as a file within the "Substantiating Records" section of DTS. The waiver action is now complete.