

This document has been created by the I MEF and MCI-West CPEN DTS Helpdesk to assist units to have a Compliant DTS program and pass a CGIP Inspection.

Subsection 2 – COMMAND ORGANIZATIONAL DEFENSE TRAVEL ADMINISTRATOR (ODTA)

0201 Are the ODTA’s, FDTA’s, NDEA’s, AO’s, RO’s, SAO’s, and DMM’s appointed in writing via a DD Form 577? Note: Copies of DD Form 577 must be provided to the Inspector.

Reference: MCO 4650.39A, pg 5, par 4b(6)(b)

Inspection: Complete Traveler Information List Report (CTIL), DD forms 577 and training certificates will be reviewed to ensure personnel with DTS permissions are properly appointed via a DD from 577.

Requirement:

- The ODTA must ensure that only properly appointed personnel have permissions in DTS. DD forms 577 must be completed correctly and digitally signed by both the appointing authority (commanding officer or designated individual) and appointee (permission holder). Delegation of Authority letter must be maintained on file and submitted to the LDTA with each request for permissions.
- Pull the CTIL report every month and sort it by “Permissions Levels”, “Non-DTS Entry Agent (T-Enter)”, and “DMM”. Personnel who have permissions, NDEA or DMM access must have a properly completed DD Form 577 on file.
- Maintain the DD form 577 and all training certificates on file for each permission holder. For I MEF and MCI-W-HQ, this generally includes the DD form 577, I MEF Initial DTS training certificate, Traveler Policies 101 (valid for 3 years), and Certifying Officers Legislations (COL Training) (yearly requirement) for AOs. Please see additional training requirements posted on the I MEF DTS website.
- Personnel who are not properly appointed, have detached the unit, or no longer serving in the DTS role shall have their DD form 577 and permissions revoked.

Note: Personnel are considered properly appointed when appointed via the DD form 577 and all training certificates are on file and training is up to date.

0202 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? Note: Copies of the DD Form 577 must be provided to the Inspector.

Reference: MCO 4650.39A, encl 1, chap 2, par 2.

Inspection: CTIL report, DD forms 577 and routing lists will be reviewed to confirm permissions, group and organization access are only granted to personnel have been properly appointed.

Last Name	Organization	Organization Al	Group Access Org	Group Acces	Permis	Approv	NDE	Debt M
ODEL	DM1H141F5203	DM1H	DM1H	DM1H	0,1,3,6	N	N	No
KIRK	DM1H141F5203	DM1H141F520372	DM1H141F520372M	MIG	0,1,5	N	N	No
MILLER	DM1H141F5203	DM1H141F520372	DM1H141F520372M	MIG	0,1,5	N	Y	No
SMITH	DM1H141F5203	DM1H141F520372	DM1H141F520372M	MIG	0,1,2	N	N	No
GARCIA	DM1H141F5203	DM1H141F520372	DM1H141F520372M	MIG	0,1,2	N	N	No
LEWIS	DM1H141F5203	DM1H141F520372	DM1H141F520372M	MIG	0	N	N	No
RAMIREZ	DM1H141F5203	DM1H	DM1H	DM1H	0	N	N	No

Requirement:

- Pull and work the CTIL report every month. Review “Permissions Levels”, “Organization Access”, “Group Access”, “Non-DTS Entry Agent (T-Enter)”, and “DMM”. Only personnel that are properly appointed via a DD form 577 and are up to date on their training requirements can have DTS permissions, Group and Organization access.
- Verify that the DTS permissions are consistent with the DD form 577 appointment.
- Personnel who are not properly appointed, have detached the unit, or no longer serving in the DTS role shall have their DD form 577 and permissions revoked.
- Verify that ROs/AOs/COs are properly inserted in the routing list.
- Travelers who are not serving in any DTS role should not have Group and Organization Access.

0203 Is the ODTA utilizing the Complete Traveler Information List Report to verify traveler profiles are maintained and up to date, specifically e-mail, EFT and GTCC information?

Note: The ODTA must demonstrate how the list is reconciled, how often they do this, provide copies of the report, and indicate actions taken to resolve discrepancies.

Reference: MCO 4650.39A, encl 1, chap 6, par 3.e. and f.

Inspection: Complete Traveler Information List Report will be reviewed to ensure DTS profiles are up to date.

Requirement:

- The CTIL report must be extracted monthly, worked, and annotated with action taken or required action.
- All fields must have up to date information including a valid e-mail, EFT, GTCC information.
- ODTAs must ensure that each traveler has a valid work email (primarily) or personal email, up to date physical and mailing address, EFT and GTCC information. Profiles must be set correctly for GTCC and non-GTCC holders to prevent issues when booking travel.
- Travelers profiles cannot have group or organization access, permissions, or SAO, DMM, NDEA access.
- ODTA must maintain email or unit correspondence when communicating with travelers to update profiles.
- CTIL reports must be on file for two years.

0204 Have by-name standard naval correspondence waiver approval letters been signed by the first O-6 or GS-15 in the supervisory chain for the two authorized waiverable items, 1) AO’s in a grade lower than SNCO or GS-7); 2) LDTA’s and ODTA’s being placed in routing lists? Note: Copies of all waivers must be shown to the Inspector.

Reference: MCO 4650.39A, pg. 6, par 4c

Inspection: The inspector will review DTS Permission Waiver Letters, Complete Traveler Information List Report, DD forms 577, and routing lists to ensure that permission waivers are only approved for AO rank waiver or to allow ODTAs to be on the routing lists as ROs.

Requirement:

- The ODTA must have DTS Permission Waiver Letters on file and provide copies to the LDTA. The waiver must be signed by the first O-6 or GS-15 in the chain and can only wave the rank restriction for AOs or allow and ODTA to be in the routing list as an RO.

Note: Under no circumstance can an ODTA be an AO.

0205 Has the AO and SAO completed the initial annual COL Course prior to appointment and repeated annually (refresher)? Note: Annual refresher training must be completed by the end of the calendar year. Copies of certificates must be shown to the Inspector.

Reference: DoD 7000.14-R, Vol 5, Ch. 5, sect 050304 A.2.

Inspection: Training certificates will be reviewed to ensure all Approving Officials have the Initial and current Annual TAOCO (COL) Training.

Requirement:

- The ODTA must maintain all Initial and Annual Refresher Training COL certificates on file. No COL training gaps are allowed. DTS permissions must be revoked for AOs who do not complete the COL training as required.
- AOs must complete the Initial TAOCO (COL) Training before being appointed via the DD form 577.
- AOs must complete the Annual TAOCO (COL) Refresher Training each calendar year.
- All Initial and Annual Refresher Training COL certificates must be maintained on file.
- All Initial and Annual TAOCO (COL) certificates must be provided to the LDTA.

0206 Are DD Form 577s archived for 6 years and 3 months for all Accountable Official's from date appointments are revoked? Note: Copies of properly revoked DD Form 577s must be shown to the inspector.

Reference: MCO 4650.39A, pg. 5, par 4b(6)(b).

Inspection: All revoked DD forms 577 will be reviewed. This includes ensuring that personnel that were previously appointed have a properly revoked DD form 577.

Requirement:

- Permission holders who are departing the command, or no longer serving in the DTS role must have the DD form 577 revoked by the current appointing authority or designated individual.
- The ODTA must ensure that DTS permissions are removed when an appointee appointment has been revoked.
- The ODTA must ensure all revoked DD forms 577 are maintained on file for six years, three months.

Note: A DD form 577 appointment is considered properly revoked when Section IV (Appointment Termination) is initialed by the appointee and signed by the current appointing authority.

0207 Is the ODTA reconciling the Un-submitted Voucher Report with the AO and Agency Program Coordinator (APC) to verify travelers are submitting their travel vouchers within five working days after the completion of travel? Note: The ODTA must demonstrate they are pulling this report and provide evidence of notifying the AO and APC of outstanding travel voucher in an effort to assist with timely settlement.

Reference: MCO 4650.39A, encl 1, chap 6, par 3.a.

Inspection: Un-submitted Voucher Reports will be reviewed to determine if the ODTA, AO and APC are ensuring that travelers are submitting vouchers within five working days upon completion of travel.

Requirement:

- The Un-submitted Voucher Report must be extracted weekly, worked, and annotated with action taken or required action. Each delinquent case must have unit comments stating what action was taken to close out the voucher.

- Communication (emails) to travelers to submit their voucher must be kept on file for inspection purposes.
- The ODTA must have the worked Un-submitted Voucher Report on file for the current and previous year.

Note: Units must comply with MARADMIN 336/21 to close out unsettled vouchers.

0208 Is the AO and traveler ensuring travel vouchers are submitted within 5 business days of return from travel? Note: The voucher must be created and signed by the traveler within this time.

Reference: MCO 4650.39A, encl 1, chap 1, par 5a(2)(d) and par 11d

Inspection: A random sample of vouchers will be reviewed from the Approved Status Report to determine the unit’s effectiveness in submitted vouchers within 5 business days. The “return date” and “signed date” fields of the report show the time it took for the traveler to submit the voucher upon returning from TAD.

Document Name	Doc #	Trip Type	Trip P	Current Status	Date	Aw	PNR	Doc	Signed Date	Last A	Cur	Departure Da	Return Date
NMPARRISLANO10423_V02	VCH	Temporary Duty Travel (Routine)	TRAININ	ARCHIVE IMAGE ACCEPT	#####		QVQAN	#####	2/28/2023	#####	####	1/4/2023	2/10/2023
AACAMPLEJEUNE011823_V01	VCH	Temporary Duty Travel (Routine)	TRAININ	ARCHIVE SUBMITTED	#####		LKHGY	#####	3/14/2023	#####	####	1/18/2023	2/15/2023
TBCAMPLEJEUNE011823_V03	VCH	Temporary Duty Travel (Routine)	TRAININ	ARCHIVE IMAGE ACCEPT	#####		RHHXA	#####	3/8/2023	#####	####	1/18/2023	2/15/2023
BJBETHESDAMD022623_V01	VCH	Temporary Duty Travel (Routine)	TRAININ	ARCHIVE IMAGE ACCEPT	#####		EKPNA	#####	3/24/2023	#####	####	2/26/2023	3/17/2023

Requirement:

The unit must have effective procedures in place to ensure vouchers are submitted within 5 business days of return from TAD.

- The ODTA and AO must utilize the Unsubmitted Voucher Report to identify personnel who have an approved authorization and have not submitted a voucher upon returning from TAD.
- Contact with each traveler must be made to notify them to complete and sign the DTS voucher within 5 business days. All email traffic must be maintained for inspection purposes.
- If the trip was canceled or the traveler did not travel, the authorization must be cancelled, or a voucher must be submitted to reimburse any fees incurred.
- Comply with the requirements of MARADMIN 336/21 when personnel do not file their voucher within the required timeframe.

0209 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), utilizing the Route Status Report, for approval within two business days after the traveler has signed and submitted the voucher? Note: Commands must demonstrate the process for routing vouchers to ensure command approval is being conducted within this period.

Reference: MCO 4650.39A, encl 1, chap 1, par 5a(2)(e)

Inspection: A random sample of vouchers will be reviewed from the Approved Status Report to determine the unit’s effectiveness in submitting voucher to disbursing, finance office, or FSTS for approval within two business days.

Requirement:

- The ODTA must ensure that vouchers are reviewed, certified, authorized and routed for approval within two business days.
- ODTAs are recommended to pull the Routing Status Report at least once a week to ensure that vouchers are being routed for approval in a timely manner.

- ODTAs must contact reviewing officials that have vouchers pending for action for more than two business days.

0210 Are local debt management procedures established to address all facets of debt collection as outlined in chapter 9? Note: Point of contact for the LDTA and/or DMM shall be included.

Reference: MCO 4650.39A, encl 1, chap 9

Inspection: Debt Management Reports will be reviewed to ensure DMMs are working and ensuring DTS debts are collected as required by current regulations. Units AOs are required to notify travelers who have a DTS debt and provide them with written instructions with the steps to resolve DTS debts and point of contact information of the current DMMs and LDTA.

Requirement:

DMMs

- Debt Management Reports will be reviewed to ensure that DTS debts are being worked. This includes working DTS rejects, contacting travelers with payment procedures, and submitting out of service debts to DFAS.

- DMRs must be on file for two years.

Units

- Units must have written procedures to provide travelers that have DTS debts. Payment options, Due Process timeline, and points of contact information of the DMM and LDTA should be provided to each traveler that incurs a DTS debt.

0211 Is the FDTA utilizing the Approved Status and Budget Transaction Reports to identify and correct rejects and validate accounting transactions?

Note: The FDTA must demonstrate how these reports are reconciled, the frequency the reports are pulled, and demonstrate the validation process for transactions and for any action taken. SMARTS OTO Reports may substitute for the required Budget Transaction Reports.

Reference: MCO 4650.39A, encl 1, chap 6, par 4.a and b

Inspection: The Approved Status Report will be reviewed to ensure DTS rejects have been corrected in a timely manner.

Requirement:

- FDTAs are required to extract the Approved Status Report or DAI reports every two weeks to identify and correct accounting rejects. FDTAs must then coordinate with ODTAs to ensure documents are resubmitted for approval.

- FDTA are required to validate all other accounting transactions.

0212 Is the NDEA uploading a manually (non-DTS generated) prepared and signed copy of the traveler's DD Form 1351-2, Travel Voucher SF 1164, or Local Voucher to DTS?

Reference: DODI 5154.31, Vol. 3, par 030406; MCO 4650.39A, encl 1, chap 1, par 7

Inspection: The Approved Status Report will be utilized to identify all vouchers that have been T-entered. T-entered vouchers will be reviewed to ensure that a manually prepared and signed DD form 1351-2 or OF 1164 is being uploaded to the voucher/local voucher.

Requirement:

- The NDEA is required to upload the manually prepared and signed DD form 1351-2 or OF 1164 for all T-entered vouchers.
- NDEAs will only enter the expenses on the voucher that have been claimed by the traveler on the DD form 1351-2 or OF 1164. Under no circumstance will the NDEA enter expenses not claimed by the traveler.

0213 Has the Commander established DTS check-in (attached) and check-out (detached) procedures to ensure travelers have no outstanding travel advances, un-liquidated vouchers, or debt in DTS upon separation or transfer? Note: Utilize the alpha roster to validate that all accountable personnel have traveler profiles. Copies of check-in and check-out procedures must be provided to the Inspector and the process of checking a traveler out of DTS must be demonstrated to the Inspector.

Reference: MCO 4650.39A, encl 1, par 4b(6)(d)

Inspection: A review of the CTIL report will be done to ensure that only personnel that are currently part of the command are attached to the unit's DTS organization.

Requirement:

- ODTA are required to ensure that only current members of the command are attached to the unit's DTS organization.
- The CTIL report should be reviewed monthly to ensure that only current members of the command are attached to the unit's DTS organization.
- As part of the check-in process, ODTAs are required to attach DTS profiles and ensure that all fields are up to date.
- As part of the check-out process, ODTAs are required to ensure that personnel leaving the command have no unsettled vouchers or open authorizations prior to detaching the DTS profile.