

# MARADMIN 045/04



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MSGID/GENADMIN/CMC WASHINGTON DC MRA MI//

SUBJ/POLICY ON IMPLEMENTATION OF THE DEFENSE TRAVEL SYSTEM (DTS)//

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GENTEXT/REMARKS/1. SITUATION. THIS IS A JOINT MARADMIN BETWEEN THE DEPUTY COMMANDANT, M&RA, THE DEPUTY COMMANDANT, P&R AND THE DIRECTOR LP, I&L. THE DTS IS A DOD MANDATED PROGRAM WHICH TRANSFORMS TAD TRAVEL WITHIN THE MARINE CORPS. DTS HAS ACHIEVED INITIAL OPERATING CAPABILITY AND IS READY FOR USMC IMPLEMENTATION.

A. DTS WAS ESTABLISHED TO MEET THE REQUIREMENTS FOR A SINGLE, PAPERLESS TEMPORARY DUTY (TDY) TRAVEL SYSTEM TO BE USED BY ALL TRAVELERS ACROSS THE DEPARTMENT OF DEFENSE (DOD). DTS IS AN ELECTRONIC END-TO-END TRAVEL MANAGEMENT SYSTEM THAT IS TRANSFORMING THE COSTLY AND BURDENSOME PAPER-BASED PROCESSES USED IN TAD TRAVEL INTO A STREAMLINED, INTEGRATED, PAPERLESS SYSTEM. THE NEW TRAVEL SYSTEM REPRESENTS A REVOLUTIONARY APPROACH TO THE WAY TRAVEL ADMINISTRATION IS MANAGED THROUGHOUT THE DOD AND IS DESIGNED TO MORE CLOSELY MIRROR BEST BUSINESS PRACTICES IN THE COMMERCIAL INDUSTRY. ONCE FIELDIED THROUGHOUT THE DOD, DTS WILL PROVIDE THE AUTOMATED MEANS TO MAKE TRANSPORTATION AND LODGING ARRANGEMENTS, ESTIMATE TRAVEL COSTS, AUTHORIZE TRAVEL, OBLIGATE FUNDS, ISSUE TICKETS, PROCESS VOUCHERS FOR REIMBURSEMENTS AND RECONCILIATION, AND GENERATE TRAVEL REPORTS.

B. DTS IS AN EVOLVING TRAVEL REENGINEERING EFFORT. THE INITIAL CAPABILITY OF DTS IS ALREADY DEPLOYED AND OPERATIONAL TODAY AT THIRTY-ONE SITES, SERVING PERSONNEL FROM ALL MILITARY SERVICES AND SOME DEFENSE AGENCIES. THE REMAINING DTS REQUIREMENTS ARE TIME-PHASED AND SCHEDULED TO BE SATISFIED BY ANNUAL UPDATES TO THE DTS WEB PORTAL.

C. TRAVEL SERVICE CONTRACTS WILL BE AWARDED WITHIN EACH REGION USING THE NORTHROP GRUMMAN DEVELOPED WEB PORTAL. UNTIL THE DTS PROGRAM MANAGEMENT OFFICE (PMO) HAS AWARDED COMMERCIAL TRAVEL OFFICE (CTO) GEOGRAPHICAL AREA CONTRACTS, USMC AWARDS OF NEW CTO CONTRACTS OR EXTENSIONS OF EXISTING CTO CONTRACTS WILL INCLUDE A PROVISION THAT THE CTO AGREES TO INTERFACE WITH DTS UPON IMPLEMENTATION OF DTS AT A USMC INSTALLATION.

D. THE DTS FIELDING CONCEPT IS PREDICATED ON FOUR IMPLEMENTATION PHASES: OPERATIONAL ASSESSMENT (OA), PHASE I (PILOT SITES), PHASE II (PRIMARY SITES), AND PHASE III (REMAINING SITES). FULL DOD IMPLEMENTATION IS SCHEDULED TO BE COMPLETED BY 4TH QTR FY06. THE OA

AND PHASE I IMPLEMENTATION HAS BEEN COMPLETED AND AUTHORIZATION HAS BEEN GRANTED TO BEGIN PHASE II/III FIELDING. THE PLANNED MARINE CORPS PHASE II SITES ENCOMPASS MAJOR ORGANIZATIONS AND INSTALLATIONS AND MARINE CORPS DISTRICT HEADQUARTERS. PHASE II SITE FIELDING WILL BE A JOINT EFFORT BETWEEN THE DTS-PMO AND THE USMC, BUT WILL BE FUNDED BY THE DTS-PMO.

2. MISSION. SUCCESSFULLY IMPLEMENT DTS THROUGHOUT THE MARINE CORPS BY USING A TEAM APPROACH SPANNING NUMEROUS FUNCTIONAL AREAS. 3.

ACTION. ORGANIZATIONAL RESPONSIBILITIES ARE SET FORTH BELOW: A. MARCORSYSCOM, IS&I, IS RESPONSIBLE FOR PROGRAM MANAGEMENT AND IMPLEMENTATION OF THE DTS PROGRAM. (POC: MAJ DAVE DIERSEN, DTS PROJECT OFFICER, IS&I, EBUSINESS OFFICE, DSN 278-0970, EMAIL DIERSENDI@MCSC.USMC.MIL AND DONNA PELFREY, DTS PROJECT OFFICER, IS&I EBUSINESS OFFICE, DSN 378-1086, EMAIL PELFREYDK@MCSC.USMC.MIL) B. DIRECTOR, MANPOWER INFORMATION SYSTEM SUPPORT DIVISION (MI) - REPRESENTS THE DEPUTY COMMANDANT FOR MANPOWER AND RESERVE AFFAIRS. MI IS RESPONSIBLE FOR PLANNING, AND DEVELOPING MANPOWER REQUIREMENTS; AND FOR CONTROLLING AND INTEGRATING MANPOWER INFORMATION SYSTEMS FOR BOTH GARRISON AND EXPEDITIONARY ENVIRONMENTS. DIRECTOR MI, SUPPORTED BY DIRECTOR, MANPOWER PLANS AND POLICY DIVISION (MP) AND THE RESERVE AFFAIRS PERSONNEL PLANS AND POLICY DIVISION (RAP) PROVIDES STAFF ACTION FOR MANPOWER MATTERS PERTAINING TO DTS. (POC: MR. MARK WRIGHT, CODE MI, DSN 278-0099, EMAIL WRIGHTM@MANPOWER.USMC.MIL)

C. DEPUTY COMMANDANT FOR PROGRAMS & RESOURCES (DC, P&R) IS REPRESENTED BY THE ACCOUNTING BRANCH (RFA), FINANCE BRANCH (RFF) AND THE BUDGET OPERATIONS BRANCH (RFO). THESE THREE BRANCHES ADVISE AND ASSIST THE PROGRAM SPONSORS, HQMC STAFF OFFICES, COMPTROLLERS, AND MARINE CORPS FIELD OFFICES IN ALL MATTERS RELATING TO ACCOUNTING, FINANCIAL REGULATIONS, MARINE CORPS PAY & ALLOWANCES, AND TRAVEL ENTITLEMENTS. RFO ALSO FACILITATES THE PREPARATION OF OPERATIONS & MAINTENANCE (O&M) APPROPRIATION DATA RELATING TO DTS. (POCS: CW05 DAVID FUQUA, CODE RFF, DSN 224-4981, EMAIL FUQUADG@HQMC.USMC.MIL AND CW05 JANET BERNHARDT, CODE RFA, DSN 223-9823, EMAIL BERNHARDTJS@HQMC.USMC.MIL) (ADD RFO POC)

D. ASSISTANT DEPUTY COMMANDANT, LOGISTICS PLANS, POLICIES, AND STRATEGIC MOBILITY DIVISION (LP) REPRESENTS THE DEPUTY COMMANDANT FOR INSTALLATIONS AND LOGISTICS (DC, I&L). THE LOGISTICS CAPABILITIES CENTER (LPC) IS LP'S FUNCTIONAL CENTER FOR DTS AND ADVISES AND ASSISTS HQMC STAFF OFFICES AND MARINE CORPS FIELD OFFICES IN ALL MATTERS RELATING TO PASSENGER TRANSPORTATION POLICY. LPC ALSO ADVISES AND ASSISTS OTHER SERVICES/AGENCIES ON MARINE CORPS SPECIFIC TRANSPORTATION POLICY. LPC WILL ACT AS THE ASSISTANT CONTRACTING OFFICER'S REPRESENTATIVE (ACOR) FOR THE COMMERCIAL TRAVEL OFFICE (CTO) CONTRACT PORTION OF DTS. (POCS: MAJ "JOE" PAULSON, CODE LPC-4, DSN 225-7762, EMAIL PAULSONJD@HQMC.USMC.MIL AND MS. VICKI FOWLER, CODE LPC-4, DSN 223-9823, EMAIL FOWLERV@HQMC.USMC.MIL)

E. LOCAL COMMANDERS ARE RESPONSIBLE FOR DESIGNATION OF PRIMARY AND ALTERNATE POINTS OF CONTACT AT THEIR GEOGRAPHIC LOCATION FOR ALL ISSUES PERTAINING TO DTS IMPLEMENTATION WITHIN THAT SITE. THESE REPRESENTATIVES ARE IDENTIFIED AS A "LEAD DEFENSE TRAVEL ADMINISTRATOR" OR LDTA. YOUR DESIGNATED LDTA WILL BE RESPONSIBLE FOR ASSEMBLING A CROSS-FUNCTIONAL IMPLEMENTATION WORKING GROUP CONSISTING OF REPRESENTATIVES FROM ADMIN, BUDGET, ACCOUNTING, DISBURSING AND TRANSPORTATION COMMUNITIES. DTS-PMO WILL PROVIDE ON SITE CLASSROOM TRAINING FOR ALL PHASE II LDTAS ON DTS IMPLEMENTATION

PROCEDURES. LTDA TRAINING CONSISTS OF A FOUR DAY TRAINING CLASS AND PROVIDES DETAILED PROCEDURES ON SITE IMPLEMENTATION AND POST DEPLOYMENT OPERATIONS PARAGRAPH 4 BELOW LISTS THE SITES AND DATES SCHEDULED FOR FY04.

1) EACH UNIT WITH A REPORTING UNIT CODE (RUC), WILL ALSO IDENTIFY A PRIMARY AND ALTERNATE ORGANIZATIONAL DTA (ODTA) WHO WILL BE RESPONSIBLE FOR DAY-TO-DAY ADMINISTRATION OF THE DTS. THESE INDIVIDUALS WILL BE THEIR ORGANIZATIONS "TIER ONE" SUPPORT FOR DTS AND TRAINING WILL BE PROVIDED DURING SITE IMPLEMENTATION. ODTAS WILL ALSO ATTEND THE FOUR-DAY DTS-PMO FUNDED TRAINING CLASS.

2) A KEY AREA FOR SUCCESS OF DTS WITHIN THE MARINE CORPS IS THE ESTABLISHMENT OF LOCAL HELP DESKS. THESE HELP DESKS WILL BE THE "TIER TWO" SUPPORT FOR THE GEOGRAPHIC AREA AND WILL INTERACT DIRECTLY WITH THE DTS-PMO "TIER THREE" HELP DESK AND USMC LDTA'S. (THE USMC LDTA IS MR. MARK WRIGHT AND ALTERNATE IS MR. ALAN BERGMAN.) HELP DESK SET-UP AND CONOPS WILL BE PERFORMED AND DETERMINED DURING SITE FIELDING.

3) UNIT COMMANDERS ARE ENCOURAGED TO TAKE ADVANTAGE OF THE DTS WEB BASED TRAINING (WBT) COURSES AVAILABLE AT WWW.DEFENSETRAVEL.OSD.MIL. THE WBT COURSES WILL PROVIDE NEW DTS USERS HANDS ON TRAINING. A DTS DEMONSTRATION IS ALSO AVAILABLE THROUGH THE DTS WEB SITE.

4) DTS REQUIRES THE USE OF A PKI CERTIFICATE FOR DIGITAL SIGNATURE ENCRYPTION. LTDA/ODTA AND OTHER KEY SITE PERSONNEL WILL BE REQUIRED TO OBTAIN A PKI CERTIFICATION FOR SETUP OF DTS. ALL TRAVELERS, ADMINISTRATORS, AND DTS USERS WILL ALSO REQUIRE PKI CERTS FOR USE OF DTS.

#### 4. ADMIN AND LOGISTICS.

A. THE FY04 DTS IMPLEMENTATION SCHEDULE IS AS FOLLOWS: SITE: DATES (INCLUDED INITIAL COMMAND VISIT)

QUANTICO REGION	(NOV 03 - 26 MAR 04)
CAMP LEJEUNE REGION	(FEB 04 - 11 JUN 04)
HENDERSON HALL/NAVY ANNEX	(APR 04 - 23 JUL 04)
COMMARFORLANT	(APR 04 - 30 JUL 04)
ALBANY GA	(MAY 04 - 13 AUG 04)

B. FY05 AND FY06 PHASE II AND III IMPLEMENTATION SCHEDULES ARE TBD AND WILL BE COORDINATED-PROMULGATED VIA SEPCOR.

C. SPECIFIC IMPLEMENTATION REQUIREMENTS/INSTRUCTIONS WILL BE FORTHCOMING AND COORDINATED VIA THE DESIGNATED SITE LDTA.

#### 5. COMMAND AND SIGNAL. POINTS OF CONTACT.

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F. MARCORSSCOM, (IS&I) ALTERNATE USMC LDTA - MR. ALAN BERGMAN DSN 278-0863 EMAIL BERGMANAD.CTR@MCSC.USMC.MIL.//