

MARADMIN 490/04



Date signed: 11/08/2004 **MARADMIN Number:** 490/04

R 081000Z NOV 04

FM CMC WASHINGTON DC (uc)

TO AL MARADMIN (uc)

MARADMIN

BT

UNCLASSIFIED

MARADMIN 490/04

MSGID/GENADMIN/CMC WASHINGTON DC RFF//

SUBJ/IMPLEMENTATION OF THE DEFENSE TRAVEL SYSTEM (DTS) AND THE

/FINANCE COMMUNITY//

REF/A/MSG CMC WASHINGTON/DC MRA MI 022030ZFEB04//

AMPN/REF A IS MARADMIN 045-04//

RMKS/1. THIS MESSAGE IS LABELED MARADMIN XXX-04 FOR ID PURPOSES.

THIS IS A JOINT MARADMIN BETWEEN THE DEPUTY COMMANDANT, M&RA; THE

DEPUTY COMMANDANT, P&R; THE DEPUTY COMMANDANT, I&L; AND THE CG

MARCORSYSCOM.

2. PURPOSE. THIS MESSAGE ESTABLISHES POLICY REGARDING THE IMPLEMENTATION AND MAINTENANCE OF THE DEFENSE TRAVEL SYSTEM (DTS).

3. BACKGROUND. THE DTS IS A WEB BASED, DOD MANDATED SYSTEM WHICH TRANSFORMS THE TAD TRAVEL PROCESS. DTS HAS ACHIEVED INITIAL OPERATING CAPABILITY AND IS BEING IMPLEMENTED MARINE CORPS WIDE.

SEE REF A FOR DETAILS. AS DTS HAS BEEN IMPLEMENTED AT EACH SITE,

INSTALLATION COMMANDERS HAVE RECOGNIZED THE NEED FOR CLOSE INVOLVEMENT BY THE FINANCE COMMUNITY AT BOTH THE COMPTROLLER (COMPT)

AND DISBURSING/FINANCE OFFICE (FO/DO) LEVEL. THIS MARADMIN DESIGNATES THE FINANCE COMMUNITY AS THE LEAD DEFENSE TRAVEL ADMINISTRATION (LDTA) FOCAL POINT AT EACH INSTALLATION AND DETAILS

SPECIFIC DUTIES REQUIRED OF THE COMPT/DO/FO FOR THE IMPLEMENTATION

AND FOLLOW-ON MAINTENANCE OF DTS.

4. SUCCESSFUL IMPLEMENTATION OF DTS REQUIRES ACTIVE PARTICIPATION

BY REPRESENTATIVES OF THE COMMAND AND THE FUNCTIONAL AREAS

OF
ADMINISTRATION, TRAFFIC MANAGEMENT, AND COMPT/FINANCE. ALL
OF THESE
AREAS MUST HAVE REPRESENTATION AND BE INVOLVED DURING
INITIAL
IMPLEMENTATION AND FOLLOW-ON MAINTENANCE. A LDTA IS
NECESSARY TO
COORDINATE THIS EFFORT. THE COMPT/DO/FO'S EXPERIENCE WITH
PAY AND
ACCOUNTING SYSTEMS, EXPERTISE IN TRAVEL REGULATIONS,
FAMILIARITY
WITH DEBT MANAGEMENT, ESTABLISHED WORKING RELATIONSHIPS
WITH
SERVICED UNITS, AND KNOWLEDGE OF THE OVERALL TRAVEL PROCESS
MAKE THE
FINANCE COMMUNITY A LOGICAL CHOICE FOR LEADING THE DTS
EFFORT AT THE
INSTALLATION LEVEL. A COMMON LDTA AT THE INSTALLATION LEVEL
PROVIDES AN EFFICIENT AVENUE FOR PASSING AND RECEIVING
INFORMATION
TO AND FROM THE HEADQUARTERS LEVEL AND SHARING INFORMATION
ENTERPRISE WIDE. THE LDTA WILL PROVIDE THE INSTALLATION
WITH A
PERMANENT TRAINING CELL WHICH WILL BE SCHOOL TRAINED ONCE
DTS
TRAINING IS INCORPORATED INTO THE FINANCIAL MANAGEMENT
SCHOOL
CURRICULUM.

5. POLICY. EFFECTIVE WITH THE RELEASE OF THIS MARADMIN THE
COMPTROLLER/FINANCE OFFICES WILL BE THE DESIGNATED LDTAS
FOR BASES
AND STATIONS. DISBURSING OFFICES FOR THE FSSGS ARE
DESIGNATED AS
THE LDTA FOR THE OPERATING FORCES. THIS GUIDANCE ALSO
APPLIES TO
COMMANDS THAT HAVE COMBINED DISBURSING AND FINANCE OFFICES.

6. COMPTROLLER DUTIES:

- A. ESTABLISH AND MONITOR TRAVEL BUDGET IN DTS.
- B. LOAD ACCOUNTING DATA INTO DTS.
- C. PERFORM THE ACCOUNTING AND BUDGET PORTION OF THE HELP
DESK
FUNCTION.
- D. DISSEMINATE AND SUPPORT TRAVEL POLICY THROUGHOUT THE
COMMAND.

7. FINANCE/DISBURSING OFFICE DUTIES:

- A. AS THE DESIGNATED LDTA, ASSEMBLE A CROSS-FUNCTIONAL
IMPLEMENTATION WORKING GROUP CONSISTING OF REPRESENTATION

FROM

ADMIN, BUDGET, ACCOUNTING, DISBURSING, AND TRANSPORTATION COMMUNITIES.

B. PERFORM DTS ADMINISTRATION AND MAINTENANCE.

C. PERFORM DEBT MANAGEMENT AND DEBT COLLECTION.

D. PERFORM THE FINANCE PORTION OF THE HELP DESK FUNCTION.

E. TRAIN DTAS.

8. CAMP S.D. BUTLER FINANCE OFFICE (APPLIES TO ALL MARINE CAMPS

ON OKINAWA) AND 3D FSSG DISBURSING OFFICE: EACH INSTALLATION WILL

HAVE ONE LDTA ONLY. IN OKINAWA THE LDTA WILL FALL UNDER THE CAMP

BUTLER COMPTROLLER AND WILL PERFORM THE DUTIES OUTLINED IN PARAGRAPH

6 FOR CAMP BUTLER. THE CAMP BUTLER LDTA WILL COORDINATE WITH THE 3D

FSSG DISBURSING OFFICE WHO WILL BE THE FOCAL POINT FOR III MEF AND

ITS MAJOR SUBORDINATE COMMANDS. THE III MEF DISBURSING OFFICE WILL

PERFORM THE DUTIES OUTLINED IN PARAGRAPH 7 ABOVE FOR III MEF AND

MAJOR SUBORDINATE COMMANDS AND WILL COORDINATED BETWEEN THE CAMP

BUTLER LDTA AND THE III MEF OPERATIONAL UNITS.

9. ADDITIONAL INSTRUCTIONS AND INFORMATION WILL BE PUBLISHED AS

NECESSARY, TO INCLUDE DEBT MANAGEMENT PROCEDURES.

ADDITIONAL DTS

INFORMATION CAN BE FOUND AT: WWW.DEFENSETRAVEL.OSD.MIL

10. POC AT CMC P&R-RFF IS CWO5 FUQUA, DSN 224-4981,

EMAIL: FUQUAD@HQMC.USMC.MIL //