

## MARADMIN 029/08



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UNCLASSIFIED//

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MSGID/GENADMIN/CMC WASHINGTON DC MRA MI//

SUBJ/OPERATION AND USE OF THE DEFENSE TRAVEL SYSTEM (DTS)//

REF/A/MSGID:MSG/CMC/YMD:20040202//

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REF/C/MSGID:MSG/CMC/YMD:20050215//

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REF/E/MSGID:CONF/CMC/YMD:20070405//

NARR/REF A IS MARADMIN 045/04, POLICY ON IMPLEMENTATION OF THE DTS. REF B IS MARADMIN 490/04, IMPLEMENTATION OF DTS AND THE FINANCE COMMUNITY. REF C IS MARADMIN 068/05, POLICY ON IMPLEMENTATION OF THE DTS. REF D IS 2007 MCTFS CONFERENCE. REF E IS VOLUME 9 OF THE DOD FINANCIAL MANAGEMENT REGULATION.//

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GENTEXT/REMARKS/1. THIS MARADMIN MANDATES THE USE OF THE DEFENSE TRAVEL SYSTEM (DTS) AND UPDATES COMMANDERS AND MARINES ON ITS IMPLEMENTATION. DTS IS A DOD MANDATED ELECTRONIC TRAVEL SYSTEM THAT HAS BEEN IMPLEMENTED AT 20 OF OUR MAJOR BASES AND STATIONS. IT PROVIDES A SINGLE, STREAMLINED, AND INTEGRATED TRAVEL SYSTEM FOR REQUESTING AND SETTLING TEMPORARY ADDITIONAL DUTY TRAVEL (TAD) AND ENABLES US TO MAXIMIZE EMERGING OPPORTUNITIES WHILE SAVING FISCAL AND MANPOWER RESOURCES. WHILE DTS DOES NOT SUPPORT PCS OR RESERVE TRAVEL, IT MUST BE EXCLUSIVELY USED FOR THE TYPES OF TRAVEL IT SUPPORTS. TO DATE, THE MARINE CORPS HAS INVESTED \$7.6 MILLION IN DTS, BUT A RETURN ON THIS INVESTMENT IS ONLY POSSIBLE WHEN COMMANDERS AND MARINES MAKE IT A POINT TO USE DTS AS THE PRIMARY TAD TRAVEL SYSTEM. REFS A, B, AND C PROVIDE POLICY GUIDANCE ON THE IMPLEMENTATION OF DTS WITHIN THE MARINE CORPS. REF D PROVIDES RECOMMENDATIONS ON COMMAND PROCESS IMPROVEMENTS TO ASSIST IN DTS

USE.

2. THE SUCCESSFUL OPERATION OF DTS REQUIRES COMMITMENT AND CONTINUED DILIGENCE BY ALL. REPRESENTATIVES FROM THE ADMINISTRATIVE, FINANCIAL, AND TRAFFIC MANAGEMENT COMMUNITIES WILL CONTRIBUTE TO MANNING LOCAL HELP DESKS, AS ADDRESSED IN REF A.

MANPOWER AND EFFICIENCY SAVINGS IN TAD ORDER WRITING, MANUALLY ROUTING AND FILING PAPER TRAVEL CLAIMS FOR SETTLEMENT, AND IMPROVED TRAFFIC MANAGEMENT PROCEDURES WILL ENHANCE OUR WAR FIGHTING EFFORTS. AS DETAILED IN REFERENCE E, THE AUTHORIZING OFFICIAL HAS FINAL AUTHORITY TO APPROVE TRAVEL WHEN USING DTS. AUTHORIZING OFFICIALS WILL EXERCISE FISCAL

DISCRETION WHEN APPROVING DTS TRAVEL CLAIMS AND WILL SEEK ASSISTANCE FROM THE FUNCTIONAL AREAS OF TRAFFIC MANAGEMENT, COMPTROLLER/FINANCE, AND ADMINISTRATION WHEN NECESSARY TO EFFECTIVELY PERFORM THEIR DUTIES. ADDITIONALLY, AUTHORIZING OFFICIALS MUST ENSURE DTS TRAVEL CLAIMS ARE ACTED ON EXPEDITIOUSLY THROUGHOUT THE ROUTING AND FINAL APPROVAL PROCESS. THE MOST RECENT DOD METRICS INDICATE MARINE CORPS AUTHORIZING OFFICIALS TAKE AN INORDINATE AMOUNT OF TIME TO APPROVE A DTS TRAVEL CLAIM WHICH, RESULTS IN LESS TIMELY REIMBURSEMENTS TO OUR TRAVELERS. A MORE FOCUSED APPROACH TO DTS

WILL GUARANTEE BENEFITS TO THE MARINE CORPS AND THE TRAVELER.

3. COMMANDERS WILL TAKE THE FOLLOWING ACTIONS:

A. DIRECT THE USE OF DTS FOR TAD AND LOCAL TRAVEL SUPPORTED BY DTS. FAILURE TO FULLY IMPLEMENT DTS WILL RESULT IN A RESTRICTION ON FINANCE AND DISBURSING OFFICE ACCEPTANCE OF PAPER TRAVEL CLAIMS THAT SHOULD HAVE BEEN SETTLED USING DTS.

B. COMMIT RESOURCES FROM THE ADMINISTRATIVE, COMPTROLLER, AND TRAFFIC MANAGEMENT COMMUNITIES TO SUPPORT DTS EFFORTS AND HELP DESK FUNCTIONS TO PROVIDE ASSISTANCE TO DTS USERS.

C. DEVELOP LOCAL BUSINESS RULES TO MEET COMMAND NEEDS AND ENSURE A PRUDENT USE OF FISCAL RESOURCES.

4. OFFICERS IN CHARGE OF FINANCE AND DISBURSING OFFICES ARE DIRECTED NOT TO ACCEPT PAPER TRAVEL CLAIMS THAT COULD HAVE BEEN INITIATED AND SETTLED USING DTS. ANY ORDERS OR CLAIMS INITIATED PRIOR TO THE RELEASE OF THIS MARADMIN MAY CONTINUE TO BE PROCESSED USING THE LEGACY PROCESS.

ADDITIONALLY, EFFECTIVE 1 FEB 08, STANDARD ACCOUNTING BUDGET AND REPORTING SYSTEM (SABRS)

TAD ORDER WRITING CAPABILITES WILL BE RESTRICTED TO ONLY THOSE TYPES OF ORDERS THAT CANNOT BE EXECUTED IN DTS, AND DTS COMPLIANCE WILL BE ADDED TO THE MARINE CORPS

ADMINISTRATIVE ANALYSIS TEAM CHECKLIST.

5. RELEASE AUTHORIZED BY LTGEN R. S. COLEMAN, DEPUTY  
COMMANDANT FOR MANPOWER AND RESERVE AFFAIRS.//