MARADMIN 057/08

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Date signed: 01/18/2008 **MARADMIN Number:** 057/08

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MSGID/GENADMIN/MCCDC CG TECOM//
SUBJ/TECOM WORLDWIDE TRAVEL (WWT) ACCOUNT IMPLEMENTAION OF THE DEFENSE
TRAVEL SYSTEM (DTS)//
REF/A/DOC/DOD MANAGEMENT INITIATIVE DECISION 921/-//
REF/B/DOC/MARADMIN 068/05/15 FEB 05// REF/C/DOC/DOD 7000.14-R/-//
REF/D/DOC/JFTR/-//
REF/E/DOC/MARADMIN 455/04/19 OCT 04//
NARR/REF A MANDATES THE USE OF DTS. REF B OUTLINES MARINE CORPS POLICY
ON MANDATORY DTS USE. REF C IS THE DOD FINANCIAL MANAGEMENT REGULATION
(DODFMR). REF D IS THE JOINT FEDERAL TRAVEL REGULATION/JOINT TRAVEL
REGULATION. REF E PROVIDES TECOM WORLDWIDE TRAVEL (WWT) ACCOUNT
GUIDANCE.//
POC/P.O. TAITT/CWO4/TECOM COMPTROLLER DIV/C464/TECOM ACCTG/TEL: DSN
278-5294/ TEL: COMM (703)784-5294/ EMAIL: PETER.O.TAITT@USMC.MIL//
GENTEXT/REMARKS/1. SITUATION. PER REFERENCES A & B, DTS IS THE MANDATED
METHOD BY WHICH TEMPORARY DUTY TRAVEL IS TO BE EXECUTED. THE STANDARD
ACCOUNTING, BUDGET AND REPORTING SYSTEM (SABRS) HAS BEEN USED FOR A
NUMBER OF YEARS TO PROCESS WWT ACCOUNT ORDERS. VARIOUS PROCEDURAL
CONCERNS DELAYED DTS USE FOR THE WWT ACCOUNT, WHICH PROVIDES TEMPORARY
ADDITIONAL DUTY FUNDING FOR MORE THAN 20,000 FUNDED STUDENT TRAVELERS
ANNUALLY. THE TECOM COMPTROLLER DIVISION AND THE DTS PROGRAM
MANAGEMENT OFFICE (PMO) HAVE WORKED TOGETHER TOWARDS A VIABLE PROCESS,
AND STAND READY TO IMPLEMENT DTS ISO TRAVEL FUNDED BY THE WWT ACCOUNT.
  2. MISSION. PROVIDE AMPLIFYING INSTRUCTIONS REGARDING DEFENSE TRAVEL
SYSTEM (DTS) IMPLEMENTATION WITHIN THE TECOM WWT ACCOUNT.
3. EXECUTION.
A. CONCEPT OF OPERATIONS. COMMANDS OF APPROVED STUDENT TRAVELERS WHO
HAVE NOT YET RECEIVED WWT APPROPRIATION DATA WILL UTILIZE DTS TO
PROCESS TRAVEL AUTHORIZATIONS AS OUTLINED BELOW. THOSE STUDENT
TRAVELERS WHO HAVE SABRS-GENERATED APPROPRIATION DATA WILL EXECUTE
ORDERS USING THAT FINANCIAL DATA.
B. TASKS.
(1) TRAINING QUOTA CONTROL MANAGERS (REQUESTORS).
    (A) IAW ESTABLISHED PROCEDURES, SUBMIT REQUESTS FOR STUDENT TRAVEL
TO THE WWT ACCOUNT ORGANIZATIONAL MAILBOX
MAILTO:WORLDWIDE.TRAVEL@USMC.MIL . ENSURE THAT STUDENTS ARE REGISTERED
IN THE MARINE CORPS TRAINING INFORMATION MANAGEMENT SYSTEM (MCTIMS)
PRIOR TO REQUESTING TRAVEL FUNDS. UPON CONFIRMATION OF FUNDS
AVAILABILITY, STUDENT REGISTRATION STATUS, ETC., AN APPROVAL LETTER
(VICE APPROPRIATION DATA) WILL BE FORWARDED FROM THE WWT ACCOUNT
MANAGERS.
    (B) ONCE APPROVAL IS RECEIVED, PROVIDE NOTIFICATION OF APPROVAL TO
THE APPLICABLE ORGANIZATION/INDIVIDUALS.
    (C) IF A STUDENT TRAVELER IS UNABLE TO ATTEND TRAINING, NOTIFY THE
WWT ACCOUNT MANAGERS IMMEDIATELY. THIS IS ESPECIALLY IMPORTANT IF A
DTS AUTHORIZATION HAS ALREADY BEEN APPROVED AND FUNDS HAVE BEEN
OBLIGATED.
(2) LEAD DEFENSE TRAVEL ADMINISTRATOR (LDTA).
    (A) ESTABLISH TECOM WWT ROUTING LIST IN DTS FOR SUPPORTED
ORGANIZATIONS.

   (B) TECOM MUST BE THE LAST STEP IN THE ROUTING LIST (I.E., HAVE THE LEVEL NUMBER OF 30)
(3) ORGANIZATIONAL DEFENSE TRAVEL ADMINISTRATOR (ODTA).
   (A) ENSURE THAT ONLY AUTHORIZED LINE OF ACCOUNTING (LOA) ENTRIES CITING WWT FUNDING EXIST WITHIN YOUR ORGANIZATION.
   (B) DELETE ANY UNAUTHORIZED LOA CITING WWT FUNDS, AND TAKE THE NECESSARY STEPS TO ENSURE THAT ANY EXECUTION CHARGED TO THE ERRONEOUS LOA IS REALIGNED TO THE APPROPRIATE ACTIVITY.
(4) TRAVELER/UNIT TRAVEL CLERK.
   (A) IAW THE REFERENCES AND ESTABLISHED PROCEDURES, CREATE DTS AUTHORIZATION USING THE AUTHORIZED TECOM WWT ROUTING LIST.
   (B) ATTACH SUPPORTING DOCUMENTATION VERIFYING STUDENT STATUS (E.G., MESSAGE FROM APPLICABLE TRAINING QUOTA MANAGER/REQUESTOR).
   (C) PROVIDE UNIT LOA ISO EXPENSES NOT AUTHORIZED UNDER TECOM FUNDING. THIS WILL HELP TO EXPEDITE AUTHORIZATIONS IN CASES WHERE EXPENSES NOT FUNDED BY TECOM WWWT ARE AUTHORIZED BY THE STUDENT TRAVELER'S COMMAND.
   (D) CREATE/SUBMIT PROPER DTS SETTLEMENT VOUCHER IAW TIME FRAMES SET FORTH IN REF C. PROVIDE UNIT LOA AS REQUIRED.
   (E) NOTIFY APPROPRIATE TRAINING QUOTA CONTROL MANAGERS (REQUESTORS) IMMEDIATELY IF UNABLE TO ATTEND TRAINING.
(5) WWT ACCOUNT MANAGERS (TECOM COMPTROLLER). PROVIDE FINANCIAL MANAGEMENT OVERSIGHT OF ALL WWT TRANSACTIONS. ACTIONS INCLUDE, BUT ARE NOT LIMITED TO, THOSE OUTLINED BELOW:
   (1) UPON RECEIPT OF FUNDING REQUEST FROM AUTHORIZED TRAINING QUOTA CONTROL MANAGERS (REQUESTORS), PROVIDE APPROVAL REPONSE FOR REGISTERED STUDENT TRAVELERS. INCLUDE ADDITIONAL FINANCIAL MANAGEMENT INFORMATION AS NEEDED.
   (2) REVIEW DTS AUTHORIZATIONS RECEIVED VIA THE AUTHORIZED ROUTING LIST. FORWARD, CORRECT, OR REJECT THE AUTHORIZATION IAW ESTABLISHED PARAMETERS AND PROCEDURES.
   (3) REVIEW DTS VOUCHERS RECEIVED VIA THE AUTHORIZED ROUTING LIST. FORWARD, CORRECT, OR REJECT THE VOUCHER IAW ESTABLISHED PARAMETERS AND PROCEDURES.
   (4) MONITOR DTS REPORTS IOT IDENTIFY AND CORRECT ERRONEOUS TRANSACTIONS AND CONDUCT TREND ANALYSIS.
C. COORDINATING INSTRUCTIONS. QUOTA CONTROL MANAGERS (REQUESTORS) MUST ENSURE THAT FINANCIAL MANAGEMENT INFORMATION PROVIDED WITH TRAVEL APPROVAL (E.G., RENTAL CAR RESTRICTIONS, EXCESS BAGGAGE INFORMATION)IS PROVIDED TO SUBORDINATE TRAINING COORDINATORS AND/OR THE TRAVELER/UNIT TRAVEL CLERK.
4. ADMINISTRATION AND LOGISTICS.
A. TRAVEL POLICY AND PROCEDURAL INFORMATION CAN BE OBTAINED FROM LOCAL DISBURSING/FINANCE OFFICES AS WELL AS FROM THE LOCAL LDTA. TRAINING AND FURTHER PROCEDURAL GUIDANCE CAN BE FOUND ON THE DTS WEBSITE HTTP://WWW.DEFENSETRAVEL.OSD.MIL/DTS/SITE/INDEX.JSP
B. INSTANCES POTENTIALLY REQUIRING AN EXEMPTION TO THIS GUIDANCE WILL BE IDENTIFIED AND PUBLISHED VIA SEPARATE CORRESPONDENCE.
5. COMMAND AND SIGNAL.
A. WWT ACCOUNT DTS IMPLEMENTATION IS EFFECTIVE IMMEDIATELY.
B. QUESTIONS REGARDING THIS GUIDANCE MAY BE FORWARDED TO THE TECOM COMPTROLLER DIVISION POC.
6. RELEASE AUTHORIZED BY BGEN LASTER, COMMANDING GENERAL, TRAINING AND EDUCATION COMMAND.//