

MARADMIN 068/05



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FM CMC WASHINGTON DC (UC)

TO AL MARADMIN (UC)

UNCLASSIFIED//

MARADMIN 068/05

MSGID/GENADMIN/CMC WASHINGTON DC/MRA MI//

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

REF/A/MSG/CMC/022030ZFEB2004//

REF/B/MSG/CMC/081000ZNOV2004//

REF/C/DOC/OSD/YMD:20041018//

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 MANAGEMENT INITIATIVE DECISION 921.//

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GENTEXT/REMARKS/1. THIS IS A JOINT MARADMIN BY THE DEPUTY

COMMANDANTS FOR M&RA, P&R, AND I&L.

2. PURPOSE. IN ADVANCE OF THE OFFICIAL MCO REGARDING DEFENSE TRAVEL SYSTEM (DTS) POLICY AND PROCEDURES, THIS MESSAGE AMPLIFIES EXISTING POLICY GUIDANCE REGARDING THE IMPLEMENTATION, USE AND MAINTENANCE OF DTS.

3. BACKGROUND. THE DTS WAS ESTABLISHED TO PROVIDE A SINGLE TEMPORARY DUTY TRAVEL SYSTEM FOR USE BY ALL TRAVELERS ACROSS THE DEPARTMENT OF DEFENSE (DOD). DTS IS AN ELECTRONIC, ALL ENCOMPASSING TRAVEL MANAGEMENT SYSTEM THAT IS TRANSFORMING THE COSTLY AND BURDENSOME PAPER-BASED PROCESSES USED IN TEMPORARY ADDITIONAL DUTY (TAD) TRAVEL INTO A STREAMLINED, INTEGRATED, PAPERLESS SYSTEM. REFERENCES A AND B ANNOUNCED IMPLEMENTATION OF THE DTS AND SET FORTH POLICIES IN REGARD TO THIS PROGRAM. REF B MAKES CLEAR THE LEVELS OF COMMAND PARTICIPATION REQUIRED FOR A SUCCESSFUL IMPLEMENTATION OF DTS. REF C DIRECTS THE MANDATORY USE OF DTS UPON FULL FIELDING.

4. DISCUSSION. THE DTS REPLACES EXISTING TAD TRAVEL PROCESSES AND SOFTWARE PRODUCTS, MAXIMIZES THE USE OF WEB TECHNOLOGY, AND OPERATES IN AN ELECTRONICALLY SECURE ENVIRONMENT. AS INDICATED IN REF C IT IS DOD'S OBJECTIVE THAT, UPON FULL DTS IMPLEMENTATION, COMPONENTS WILL NO LONGER USE PAPER-BASED OR OTHER LEGACY TAD TRAVEL PROCESSES UNLESS THE TYPE OF TRAVEL IS NOT SUPPORTED BY DTS. WITH THE EXCEPTION OF GROUP TRAVEL AND TRAVEL REQUIRING A CASH ADVANCE, ALL TAD TRAVEL BEING PERFORMED BY MARINE CORPS TRAVELERS, BOTH MILITARY AND CIVILIAN, IS SUPPORTED BY DTS. THE MARINE CORPS HAS INVESTED \$3.2 MILLION IN THE IMPLEMENTATION OF DTS AND WILL ONLY REALIZE A RETURN ON THIS INVESTMENT FROM USE OF THE SYSTEM. ADDITIONALLY, BY USING DTS COMMANDERS WILL BE ABLE TO TAKE FULL ADVANTAGE OF EMERGING OPPORTUNITIES AND AVOID NEEDLESS COSTS THAT ARE ASSOCIATED WITH SUPPORTING THE TRAVEL FUNCTION TODAY.

5. ACTION. UPON DECLARATION OF DTS INITIAL OPERATING CAPABILITY (IOC) AT EACH LOCATION, COMMANDS WILL HAVE DTS FULLY FIELDING WITHIN

90 DAYS AND CEASE USE OF EXISTING TAD TRAVEL PROCESSES WITHIN THE CAPABILITIES OF DTS. FOR THOSE SITES THAT HAVE ALREADY DECLARED IOC, THIS 90-DAY PERIOD COMMENCES AS OF THE DATE OF THIS MARADMIN. SHOULD EXTENUATING CIRCUMSTANCES OCCUR THAT PREVENT FIELDING WITHIN 90 DAYS, A WAIVER TO THIS POLICY MUST BE REQUESTED FROM DC, M&RA, (MI). REQUESTS FOR WAIVERS WILL CONTAIN ALL PERTINENT FACTS AND CIRCUMSTANCES THAT IMPACTED THE DTS FIELDING PROCESS SO THAT HQMC CAN ASSIST IN RESOLVING ANY ISSUES. THIS HQTRS (RF) WILL SET INTO PLACE A MONITORING PROCEDURE FOR TRACKING DTS USAGE AND DTS NON-USAGE BY COMMAND. THE MONITORING PROCEDURE WILL ALSO TRACK THOSE DUPLICATIVE DFAS COSTS BEING INCURRED ASSOCIATED WITH NON-DTS USAGE BY COMMAND.//