

## MARADMIN 617/06

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FM CMC WASHINGTON DC (UC)

TO AL MARADMIN (UC)

MARADMIN **617/06**

MSGID/GENADMIN/CMC WASHINGTON DC CMC//

SUBJ/MAKING THE DEFENSE TRAVEL SYSTEM (DTS) MORE COST EFFECTIVE//

REF/A/JFTR VOLUME 1//

REF/B/JTR VOLUME 1//

REF/C/JTR VOLUME 2//

POC/MR. TIM VANDAGRIFF/GS13/HQMC, IL, LPD/TEL:COMM 703 695-7765

/EMAIL:TIMOTHY.VANDAGRIFF@USMC.MIL//

GENTEXT/REMARKS/1. THIS IS A COORDINATED I&L, M&RA, P&R, AND MARCORSYSCOM MESSAGE. THE IMPLEMENTATION OF THE DEFENSE TRAVEL SYSTEM (DTS) HAS GREATLY IMPROVED OUR ORDER WRITING AND TRAVEL VOUCHER PROCESSES. ADDITIONALLY AND BY DESIGN, DTS PROVIDES TRAVELERS A MYRIAD OF AIR TRAVEL AND RENTAL CAR OPTIONS WHILE GRANTING BROAD AUTHORITY TO AUTHORIZING OFFICIALS (AO) WHEN APPROVING TRAVEL AUTHORIZATIONS FOR OFFICIAL GOVERNMENT BUSINESS AS DETAILED IN APPENDIX O OF REFS (A) AND (B).

2. DTS CAPABILITY IS NOT INTENDED TO ACCOMMODATE SELECTIONS BASED PURELY ON PERSONAL CONVENIENCE OF THE TRAVELER WITH NO REGARD FOR COSTS.

SELECTIONS SHOULD BE MADE ON COST COMPARISONS. IT REMAINS DOD AND USMC POLICY TO MEET TRANSPORTATION REQUIREMENTS BY USING THE MOST COST EFFECTIVE COMMERCIAL AND OR ORGANIC TRANSPORTATION RESOURCES TO THE MAXIMUM

EXTENT PRACTICAL UNLESS THERE IS A DOCUMENTED NEGATIVE MISSION IMPACT.

3. THE DEFAULT PROCESS FOR DTS PLACES THE BURDEN FOR ENSURING COST EFFECTIVE TRAVEL SELECTIONS ON AO(S). AO(S) ARE REQUIRED TO REVIEW TRAVEL

REQUESTS TO ENSURE THE MOST COST EFFECTIVE AIRFARE AND RENTAL CAR SELECTIONS

ARE MADE THAT WILL MEET MISSION REQUIREMENTS. TO FULLY DETERMINE COST EFFECTIVE TRAVEL SELECTIONS, AO(S) SHOULD CAREFULLY REVIEW ORIGIN AND DESTINATION AIRPORT SELECTIONS. AIRFARE PRICES MAY VARY CONSIDERABLY IN

AREAS SERVED BY MULTIPLE AIRPORTS, E.G., WASHINGTON D.C., CHICAGO, DALLAS/FORT WORTH, DETROIT, HOUSTON, LOS ANGELES, NEW YORK AND SAN FRANCISCO.

COMPARISON OF FARES AT ALL AVAILABLE AIRPORTS IS ONE FACTOR TO BE CONSIDERED

IN ASSESSING THE OVERALL TRIP COST. THE FOLLOWING ARE TWO EXAMPLES THAT

HIGHLIGHT THE SIGNIFICANCE IN AIRFARE COST DIFFERENTIALS:

A) THE GOVERNMENT CITY PAIR UNRESTRICTED FARE (ROUNDTRIP CALCULATION) WASHINGTON D.C. TO ST. LOUIS, MO IS \$1132 FOR TRAVEL FROM REAGAN

NATIONAL COMPARED TO \$298 FOR TRAVEL FROM BALTIMORE WASHINGTON

INTERNATIONAL.

B) THE FARE FROM WASHINGTON D.C. TO TAMPA, FL, IS \$718 FOR TRAVEL FROM REAGAN

NATIONAL COMPARED TO \$198 FOR TRAVEL FROM BALTIMORE WASHINGTON INTERNATIONAL.

4. IAW REFS (A) AND (B), APPENDIX P, TRAVELERS MAY USE THE DEPARTURE AND

ARRIVAL AIRPORT THAT BEST SUITS THEIR NEEDS IN AREAS/LOCATIONS WITH MULTIPLE

AIRPORTS, EXCEPT WHEN THE AO DETERMINES, AFTER CONSIDERING THE MOST COST

EFFECTIVE ROUTING AND TRANSPORTATION MEANS, THAT A SPECIFIC AIRPORT SHOULD

BE USED. THE FINAL DECISION OF AIRPORT USE RESTS ON MISSION REQUIREMENTS

AND LOCALLY ESTABLISHED WRITTEN BUSINESS RULES. AO(S) WILL CONSIDER TOTAL

AIRFARE COSTS, TRAVEL COSTS TO/FROM LOCAL AIRPORTS, PARKING, ETC. WHILE

ORIGIN AND DESTINATION AIRPORT SELECTION IS A KEY FACTOR IN COMPUTING OVERALL

TRIP COSTS, THERE ARE ADDITIONAL FACTORS THAT COULD CONTRIBUTE TO INCREASED

TRAVEL COSTS: BOOKING DIRECT FLIGHTS OVER LESS EXPENSIVE FLIGHTS WITH CONNECTIONS,

NOT USING GOVERNMENT NEGOTIATED CAPACITY CONTROLLED FARES, AND SIMPLY SELECTING

HIGHER COST TRANSPORTATION FOR WHAT APPEARS TO BE PERSONAL CONVENIENCE. AGAIN, TRAVELERS AND AO(S) MUST CONSIDER TOTAL COST IN EXECUTING

OFFICIAL TRAVEL.

5. TO ASSIST AO(S) THROUGH THESE OFTEN COMPLEX ROUTING DECISIONS, THE FOLLOWING

OPTIONS ARE RECOMMENDED TO HELP ENSURE WE ARE TRAVELING IN THE MOST COST EFFECTIVE

MANNER.

A) OPTION ONE: INSTALLATIONS REVISE THEIR DTS LOCAL BUSINESS RULES TO INCORPORATE

THE TRAFFIC MANAGEMENT OFFICES (TMO) INTO THE DTS ROUTING PROCESS FOR REVIEW PRIOR

TO APPROVAL BY AO(S). OUR TMO(S) AND THEIR PARTNERS IN OUR RESPECTIVE COMMERCIAL

TRAVEL OFFICES (CTO) ARE TRAINED IN THE USE OF GOVERNMENT AIR FARES, RENTAL CAR

AGREEMENTS, GSA CITY PAIR PROGRAM AND EXCEPTIONS TO THE USE OF THE CITY PAIR

PROGRAM. THEY ALSO FACILITATE THE MANDATORY USE OF THE AIR MOBILITY COMMAND'S

PROCURED CHANNEL AIRLIFT (PATRIOT EXPRESS) FOR OCONUS TRAVEL PER REF (C), CHAPTER

103. TMO(S)/CTO(S) ALREADY PROVIDE THIS EXPERTISE FOR TRADITIONAL TRAVEL (NON-DTS

GENERATED TRAVEL) AND ARE AVAILABLE TO ASSIST AO(S) WITH A MORE COMPLETE ASSESSMENT

OF TRAVEL OPTIONS WITH AN OVERALL GOAL TO APPROVE THE MOST COST EFFECTIVE TRAVEL

THAT MEETS MISSION REQUIREMENTS. AS AO(S) EXERCISE FINAL APPROVAL AUTHORITY AND

HOLD PECUNIARY LIABILITY FOR APPROVALS, WE WOULD ANTICIPATE THEY WILL BALANCE THE TMO/CTO RECOMMENDATIONS WITH MISSION REQUIREMENTS WHEN MAKING TRAVEL DECISIONS.

B) OPTION TWO: CHANGE LOCAL BUSINESS RULES TO HAVE OFFICIAL TRAVEL BOOKED THROUGH THE CTO ASSISTANCE FUNCTIONALITY IN DTS BY CLICKING "REQUEST ASSISTANCE IN BOOKING FLIGHT." WHILE THIS FUNCTIONALITY GREATLY LIMITS USER SELECTION, IT DOES ENSURE TRAVEL IS CONDUCTED AT THE LOWEST OVERALL COST AND MIRRORS ROUTES AND SELECTIONS HISTORICALLY APPROVED THROUGH TRADITIONAL TRAVEL SERVICES.

C) OPTION THREE: INSTALLATIONS EXERCISE ADDITIONAL OR ALTERNATIVE MEASURES TO ENSURE COST EFFECTIVE TRAVEL THROUGH ESTABLISHMENT OF LOCAL BUSINESS RULES.

6. A RECENT MARINE CORPS INSPECTOR GENERAL REPORT AND OTHER INTERNAL AUDITS SUGGEST USERS ARE SELECTING, AND AO(S) ARE APPROVING, HIGHER COST AIRFARE THAN WOULD HAVE HISTORICALLY BEEN PROCURED THROUGH TRADITIONAL TRAVEL SERVICES. LEFT UNCHECKED, THESE SELECTIONS NOT ONLY OFFSET THE COST ADVANTAGES OF THE DTS ORDER WRITING AND VOUCHER PROCESS, BUT NEGATE OUR COLLECTIVE RESPONSIBILITY TO EXECUTE TRAVEL IN THE MOST COST EFFECTIVE MANNER AND IAW FEDERAL TRAVEL DIRECTIVES.

7. THE INSTALLATION TMO(S) STAND READY TO ASSIST COMMANDERS AND AO(S) REGARDING TRAVEL POLICY. TMO(S) ARE AVAILABLE TO PROVIDE TRAINING TO AO(S) UPON REQUEST BY THE COMMAND. ADDITIONALLY, TMO(S) RECOGNIZE THAT AO(S) HAVE BROAD AUTHORITY TO APPROVE TRAVEL AS DETAILED IN APPENDIX O OF REFS (A) AND (B); THEREFORE, TMO'S WILL NOT DENY TRANSPORTATION REQUESTS THAT FALL WITHIN THE AO(S) DISCRETIONARY AREA. THEY CAN MAKE AO(S) AWARE, HOWEVER, WHEN MORE COST EFFECTIVE OPTIONS ARE AVAILABLE THAN THOSE INITIALLY SELECTED.

8. DTS HAS MADE GREAT STRIDES IN IMPROVING OUR TAD PROCESSES AND WE FULLY SUPPORT THE ONGOING IMPLEMENTATION EFFORTS AS OUTLINED IN A NUMBER OF OSD MEMORANDUMS. WE MUST CONSIDER THE OPTIONS OUTLINED ABOVE TO ENSURE COMPLIANCE AND MAXIMIZE THE BENEFITS OF DTS TRAVEL.//