

FA SC STMT TEXT

- 075 DEFENSE TRAVEL SYSTEM  
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Date Last Revised: 14 MAY 2012
- 075 00 NO SUBCAT FOR THESE STATEMENTS
- 075 00 001 Are Lead Defense Travel Administrators (LDTAs) appointed in writing using a DD Form 577? Are duties clearly defined in the turnover?  
Reference  
MCO 4650.39, PAR 4.b(1),Encl (6)
- 075 00 002 Are Organizational Defense Travel Administrators (ODTAs) appointed in writing using a DD Form 577? Are duties clearly defined in the turnover?  
Reference  
MCO 4650.39, PAR 4.b (2)
- 075 00 003 Are Finance Defense Travel Administrators (FDTAs) appointed in writing using a DD Form 577? Are duties clearly defined in the turnover?  
Reference  
MCO 4650.39, PAR 4.b (3)
- 075 00 004 Are Authorizing/Certifying Officials appointed in writing using a DD Form 577? Are duties clearly defined in the turnover?  
Reference  
MCO 4650.39, PAR 4.b (4)
- 075 00 005 Are Debt Management Monitors (DMMs) appointed in writing using a DD Form 577? Are duties clearly defined in the turnover?  
Reference  
MCO 4650.39, PAR 4.b (9)
- 075 00 006 Are DD form 577's archived for 6 years and 3 months after the Accountable Official no longer holds the position?  
Reference  
MCO 4650.39, PAR 4.b

- 075 00 007 Are permissions only granted to accountable officials who have been appointed via DD Form 577? Are those permission levels consistent with duties outlined on the DD Form 577?  
Reference  
MCO 4650.39, PAR 4.b
- 075 00 008 Have self-authorizing officials (SAO) been designated in writing via DD Form 577?  
Reference  
MCO 4650.39 PAR 4.b (7)
- 075 00 009 Have Non-DTS Entry Agents (NDEA) been designated in writing via DD Form 577?  
Reference  
MCO 4650.39, PAR 4.b (6)
- 075 00 010 Is the unit ensuring all travelers returning from Temporary Additional Duty are submitting a travel voucher within 5 business days of return?  
Reference  
MCO 4650.39, PAR 4b (4)
- 075 00 011 Are local debt management procedures established to address all facets of debt collection to include the waiver process?  
Reference  
MCO 4650.39, PAR 4.b (9)
- 075 00 012 Is the LDTA ensuring that DD forms 577 for Authorizing Officials and Certifying Officers are mailed or sent by encrypted e-mail to DFAS?  
Reference  
MCO 4650.39, PAR 4.b (1)
- 075 00 013 Are copies of travel policies training certificates, retained by the Authorizing Official for the duration of the Authorizing Officials' and Certifying Officers' assignment?  
Reference  
MCO 4650.39, PAR 4.b (1) and 4.b (2)
- 075 00 014 To the greatest extent possible, are appropriate separation of duties maintained within DTS? (Note: the same person may not serve as both as Department Accountable Official (e.g. DTA) and certifying officer for the same type of payments.)  
Reference  
MCO 4650.39, PAR 4.b(1)

- 075 00 015 Are copies of the initial and annual certifying officers legislation course completion certificates maintained by the Authorizing Official and Certifying Officer?  
Reference  
MCO 4650.39, PAR 4.b (4)
- 075 00 016 Is the ODTA retrieving and reconciling the unsubmitted Voucher, Depart Status, Return Status and Self Registration Reports on a weekly basis?  
Reference  
MCO 4650.39, PAR 4.b(2)
- 075 00 017 On a monthly basis, is the ODTA retrieving and reconciling the Basic Traveler Information List against a unit Alpha roster to ensure personnel who are no longer part of the organization have no outstanding documents or debt management issues and have had their profiles detached?  
Reference  
MCO 4650.39, PAR 4.b(2)
- 075 00 018 On a monthly basis, is the ODTA retrieving and reconciling the Complete Traveler Information List against DD Forms 577 on file to monitor profile permissions?  
Reference  
MCO 4650.39, PAR 4.b (2)
- 075 00 019 Is the FDTA retrieving and reconciling the unsubmitted Voucher and Budget Transaction Reports on a bi-monthly basis?  
Reference  
MCO 4650.39, PAR 4.b (3)
- 075 00 020 Is the LDTA conducting training and maintaining rosters for ODTA (initial and annual refresher) and Authorizing Official training?  
Reference  
MCO 4650.39, PAR 4.b (1)
- 075 00 021 Is the LDTA conducting training on procedures to retrieve DTS reports?  
Reference  
MCO 4650.39, PAR 4.b (1)
- 075 00 022 Is the ODTA conducting initial user and annual DTS refresher training and maintaining rosters for the current plus one previous year?

- Reference  
MCO 4650.39, PAR 4.b (2)
- 075 00 023 Has the Commander established DTS check-in and checkout procedures to ensure travelers have no outstanding travel advances, un-liquidated vouchers, or debt in DTS upon separation or transfer?  
Reference  
MCO 4650.39, PAR 4.b (2)
- 075 00 024 Is the AO/CO assuring TAD leave is reported via Marine Online or the Civilian Payroll System (SLACADA)?  
Reference  
MCO 4650.30 PAR 4.b. (4)
- 075 00 025 Are Non-DTS Entry Agents electronically faxing or uploading a completed, signed copy of the traveler's DD Form 1351-2, Travel Voucher or Sub- voucher to DTS?  
Reference  
DODFMR Vol 9, Chap 2, sect 020301.F
- 075 00 026 Did the traveler provide appropriate justification to the AO in the comments field of the authorization, amendment, or voucher for variations from policy and or any substantial variances between the authorized "Should Cost" estimate and the final travel voucher?  
Reference  
DODFMR Vol 9, Chap 2, sect 020302.D
- 075 00 027 Is the AO ensuring all GTCC holders have at a minimum, their rental car, lodging, and commercial transportation expenses paid directly to the GTCC account?  
Reference  
MARADMIN 515-03; MARADMIN 300-04
- 075 00 028 Have MCTFS entries been reported on the unit diary (Pers Tempo, FSA, and DMR)?  
Reference  
MARADMIN 372-07
- 075 00 029 Have written internal control procedures been established to include audit procedures, billet responsibilities and document flow?  
Reference  
MCTFSAPSM Par 110103.b