

INTELLIGENCE DEPARTMENT DTS RESPONSIBILITIES BRIEF

By:

Carolyn Dickinson

Laura Watts

Andreka Thomas

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DTS RESPONSIBILITIES

- ✕ Overview
 - + Traveler Responsibilities
 - + CTO Requirements
 - + IBF Responsibilities

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DTS RESPONSIBILITIES

✖ Traveler's Responsibilities

- + All travelers need to complete the required training as outlined in Training Slides.
 - ✖ DTS (Basic) – About DTS
 - ✖ DTS (Basic) – DTS Travel Documents
 - ✖ DTS (Special Topic) – Constructed Travel
 - ✖ Programs & Policies – City Pair Program
 - ✖ Programs & Policies – Rental Car Program
 - ✖ Programs & Policies – Travel Card Program (Travel Card 101)
 - ✖ Programs & Policies – Travel Policies

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DTS RESPONSIBILITIES

✖ Traveler's Responsibilities

- + Travelers need to give at least 5 days for processing of DTS travel authorizations. If another activity is paying for your trip, and we have to cross org or release you, additional time may be needed to coordinate with the paying activity.
- + Reservations in DTS may be made between 0630 and 1130 on Monday – Thursday. Reservations made after the noon hour or on Friday's, may “fall” out of the system before the authorization can be signed. There is a 24 hour self cancellation feature in DTS.
- + Government Credit Card (GCC) information and personal accounts:
 - ✖ Ensure that IBF is notified of expired cards and the updated card information is submitted prior to traveling. If your card expires while TAD please submit updated information prior to creating your voucher.

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DTS RESPONSIBILITIES

✖ Traveler's Responsibilities (Cont.)

- + Ensure that you check with your Branch or Division DTS POC's to get the appropriate projection line number for your travel. If your trip is not budgeted for, other projected trips will have to be used to compensate for this travel.
- + IBF must have your DTS TAD request form signed and approved before we can review your trip in DTS. Mr. Silver must review and sign your DTS TAD request along with your Branch Head, Division Chief and Admin Chief. A copy of your DTS itinerary is required as well.
- + Notify IBF via e-mail that you have an authorization, voucher or local voucher ready for review prior to signing.

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DTS RESPONSIBILITIES

✖ Traveler's Responsibilities (Cont.)

- + Vouchers must be submitted within 5 working days of return from travel. All receipts to include airfare, must be uploaded or faxed prior to voucher approval.
- + Do not sign your authorization or voucher before it is reviewed by IBF. When you need travel documents reviewed, provide an e-mail to:
 - + Carolyn Dickinson @ carolyn.dickinson@usmc.mil
 - + Laura Watts @ laura.watts@usmc.mil
 - + Andreka Thomas @ andreka.thomas@usmc.mil

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DTS RESPONSIBILITIES

✖ Traveler's Responsibilities (Cont.)

- + If the traveler decides, for any reason, not to execute a trip, they are required to inform IBF immediately of cancellation via email.
- + If the traveler uses a credit card other than his issued GOVCC-I, please advise IBF via e-mail prior to submitting your voucher. This will ensure that your payment requests are submitted correctly.
- + If changes to your itinerary occur during your travel, call 1-866-433-9427. This is the 24 hour emergency assistance line for SATO.

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✖ CTO Requirements

- + Airline, rental car and lodging reservations must be selected, and the authorization must be signed within 24 hours of selection or reservations will self-cancel.
- + Traveler's credit card must be activated prior to tickets being issued.

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DTS RESPONSIBILITIES

✖ IBF's Responsibilities

- + Ensure that DTS TAD requests are properly filled out, signed and the appropriate projection line number is used.
- + Review and ensure that all authorizations and vouchers are filled out correctly and accurately prior to signing and/or approval.
- + Notify travelers of any discrepancies or changes that need to be made prior to signing.
- + Retrieve and print out traveler's itinerary to ensure that airline, rental car and lodging reservations are correct and valid prior to departure of traveler.

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✖ IBF's Responsibilities (Cont.)

- + Review authorizations to ensure that when POV/Rental car are utilized as primary mode of travel, that a Constructed Travel Worksheet (CTW) is completed and uploaded in the authorization.
- + Review and ensure that all vouchers contain receipts to support expenses.
- + Track all authorizations and vouchers to ensure timely processing and payments occur.
- + Provide DTS training to all new personnel and assist with problems with the DTS program when they arise.
- + Maintain folders on all personnel who travel, to include personal data, training certificates, etc.
- + Update GCC information and personal accounts as required in travelers main profile.

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✖ IBF's Responsibilities (Cont.)

+ NEW ROUTING PROCESS:

- ✖ Beginning 1 Aug 2011, IBF will be adding a Review Stamp prior to approval.
- ✖ All authorizations and vouchers will route to IBF personnel for review after reservations are made through CTO.
- ✖ This process will be transparent to the traveler, but will ensure that a minimum of two staff members will be “officially” reviewing all travel documents as recommended by Appendix O of the JFTR.

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✖ Comments

- + Having IBF review all authorizations and vouchers before being signed by travelers, has prevented errors and ensure that the travel documents were processed and paid in a timely manner.
- + The timeframe for making reservations in DTS is based upon the history of issues experienced by some travelers. Example: DTS may show the reservations that the traveler selected when creating the authorization, but the actual reservations cancelled out due to the authorization not being reviewed and signed within the 24 hour period.

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✕ Comments (Cont.)

- + Requiring the projection line numbers enables IBF to keep an accurate account of funding used by each Branch and allows funds to be moved back and forth between Divisions for redistribution if necessary. This also allows the Division Chiefs to ensure that each Branch is accurately projecting their travel requirements.
- + Obtaining approval from the Branch Head, Division Chief, Admin Chief and Mr. Silver, aides in the accountability of members, as well as providing oversight of travel costs.

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✘ Comments (Cont.)

- + Any discrepancies, errors or missing information in the travel documents, will require the AO (IBF) to return the travel document to the traveler for corrections. This will add additional time to the process to have reservations made, and/or more importantly, reimbursements received in a timely manner. IBF will not be responsible for adding, changing, deleting or correcting any information in the travel documents.

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- ✕ Comments (Cont.)

- + Use of GSA Airline City Pair Program flights:

- ✕ Per Defense Travel Regulation – Part 1, Chapter 103, Pars A2 & B2, GSA Airline City Pair flights will be utilized unless the following exception(s) exist:
 - ✱ Space on scheduled flights is not available to accomplish the mission;
 - ✱ The contractor's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours;