**Inspectors General Checklist**

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| **DEFENSE TRAVEL SYSTEM (DTS) (4650.39)** | | | |
| This checklist applies to all levels and types of commands. | | | |
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| **Functional Area Sponsor**: DC, P&R, RFF | | **Name of Command** |
| **Subject Matter Expert**: Ms. Angela Howard | | **Date** |
| (DSN) 378-9312 (COML) 703-432-9312 | | **Inspector** |
| **Revised**: 5 March 2024 | | **Total Questions: 23**  **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | | |
| Subsection 1 – LEAD DEFENSE TRAVEL ADMINISTRATOR (LDTA) | | | |
| 0101 | Does the LDTA reconcile the Complete Traveler Information List report monthly to ensure permissions and accesses are consistent with the DD Form 577 (DD577) appointment and retain the report as required?  Note: Reconciliation includes verifying information for accuracy, notification records, report annotations and actions taken to resolve discrepancies.  Reference: MCO 4650.39A Ch. 1, par 2.f, Ch. 6, pars1-2 | | |
| Result | Comments | | |
| 0102 | Are all Lead Defense Travel Administrators (LDTA), Organizational Defense Travel Administrators (ODTA), Finance Defense Travel Administrators (FDTA), Budget Defense Travel Administrators (BDTA), Authorizing Officials (AO), Non-DTS Entry Agents (NDEA), Routing Officials (RO), Debt Management Monitors (DMM), and Post Payment Review Officials (PPRO), appointed with a digitally signed DD577 by the commander or their designated representative?  Note: Appointments must be completed using the most current DD577 form version at the time of appointment. Pen changes are not authorized, and records must be accessible for inspection. Assumption of Command letters and Delegation of Authority documents must be retained on file.  Reference: DoDI 5154.31, Vol 3, sect 0303; DoD FMR Vol 5, Ch 1, par 3.5.3.3, Ch 5, sect 4.0, SECNAV-M 5216.5 Ch 2; MCO 4650.39A, pg. 5, par 6.b | | |
| Result | Comments | | |
| 0103 | Are permissions and accesses restricted to individuals appointed via DD Form 577? Does the permission and access align with the appointed role(s) within their designated organization?  Note: Deviation to the permission levels specified in the order is not authorized in adherence to Separation of Duty (SoD) requirements. Personnel with group or organization access outside their designated organization name hierarchy must provide justification. Utilize the Profile Change Report to assist with monitoring permission changes.  Reference: MCO 4650.39A Ch. 2, sects 2-3, Ch. 11, par 2.a | | |
| Result | Comments | | |
| 0104 | Is the LDTA submitting the AO DD577 to DFAS via e-mail?  Note: Provide email with the AO name(s) submitted to DFAS.  Reference: DoD FMR Vol 5, Ch. 5, par 4.2.1.1 | | |
| Result | Comments | | |
| 0105 | Has the commander or designated representative signed the by-name standard naval correspondence waiver approval letters for the two authorized waivable items for personnel that are: 1) AOs in a grade lower than SNCO or GS-7; 2) LDTAs and ODTAs placed in routing lists?  Note: Waiver(s) must be retained and available for review.  Reference: MCO 4650.39A, pg. 6, par 7.c | | |
| Result | Comments | | |
| 0106 | Are DD577s retained for 10 years for all roles from the date of termination?  Note: Provide properly revoked file records for review. The appointee must wet sign/initial or digitally sign the termination section when no longer in the position, form changes/corrections, or prior to detaching the command.  Reference: DoD FMR Vol 1, Ch. 9, sect 2.0, DoD FMR Vol 5, Ch. 5, sect 4.1 | | |
| Result | Comments | | |
| 0107 | Have the LDTA and AO completed the initial Certifying Officer Legislation (COL) training prior to appointment and the COL refresher annually?  Note: Annual refresher training must be completed by the end of the calendar year. Certificates must be provided to the inspector. LDTAs (except contractors) must complete COL training due to the Approval Override authority.  Reference: DoDI 5154.31, Vol 3, par 030301.B; DoD FMR Vol 5, Ch. 5, par 3.4.1.2. | | |
| Result | Comments | | |
| 0108 | Does the LDTA ensure the appointees complete the required training prior to granting permissions and accesses?  Note: Annual refresher training must be completed by the end of the calendar year. Remove permission/accesses for non-compliant personnel. Training certificates must be available for review.  Reference: DoDI 5154.31, Vol 3, par 030302.D, sect 0304; DoD FMR Vol 5, Ch. 5, par 3.5.2 | | |
| Result | Comments | | |
| 0109 | Does the LDTA ensure the Marine Corps Distribution Management Office (DMO) reviewers are inserted into the appropriate DMO authorizations’ routing list?  Note: The LDTA is responsible for coordinating with DMO when this function is completed externally.  Reference: MCO 4650.39A Ch. 1, par 2j | | |
| Result | Comments | | |
| 0110 | Does the LDTA have the Marine Corps Read Only Access (ROA) requests for their organizations and revalidate the access once the form expires?  Note: The maximum authorized access period is one year. A new form must be submitted for ROA that is required past the expiration period indicated on the form. Forms must be provided for review.  Reference: MCO 4650.39A Ch.2, par 2l. | | |
| Result | Comments | | |
| 0111 | Does the DMM reconcile and retain the reports required: 1) Debt Management Report weekly to identify DTS travel debts requiring their action? 2) Approved Status Report weekly to identify Accounts Receivable (A/R) rejects? Do not remove system header data from the report.  Note: 1) DMMs must complete follow-on actions to include but not limited to contacting travelers, payroll collections, out of service debt and waiver processing. 2) Reconciliation includes verifying information for accuracy, notification records, report annotations and actions taken to resolve discrepancies.  Reference: MCO 4650.39A Ch. 6, par 6, Ch. 9 | | |
| Result | Comments | | |
| 0112 | Does the FDTA reconcile the Approved Status Report every two weeks (bi-weekly/bi-monthly) and retain the report as required?  Note: Reconciliation includes verifying all rejects, report annotations and actions taken to resolve rejects and associated notification records. Do not remove system header data from the report.  Reference: MCO 4650.39A Ch. 6, par 4.a | | |
| Result | Comments | | |
| Subsection 2 – ORGANIZATION DEFENSE TRAVEL ADMINISTRATORS (ODTA) | | | |
| 0201 | Are all Organization Defense Travel Administrators (ODTA), Finance Defense Travel Administrators (FDTA), Budget Defense Travel Administrators (BDTA), Authorizing Officials (AO), Non-DTS Entry Agents (NDEA), Routing Officials (RO), Debt Management Monitors (DMM), appointed with a digitally signed DD Form 577 (DD577) by the commander or their designated representative?  Note: Appointments must be completed using the most current DD577 form version at the time of appointment. Pen changes are not authorized, and records must be accessible for inspection. Assumption of Command letters and Delegation of Authority documents must be retained on file.  Reference: DoDI 5154.31 Vol 3, sect 0303; DoD FMR Vol 5, Ch. 1, par 3.5.3.3, Ch. 5, sect 4.0, SECNAV-M 5216.5 Ch. 2, MCO 4650.39A pg. 5, par 6.b | | |
| Result | Comments | | |
| 0202 | Does the ODTA validate permissions and accesses are restricted to appointed personnel? Does the permission and access align with the appointed role(s) within their designated organization?  Note: Deviation to the permission levels specified in the order is not authorized in adherence to Separation of Duty (SoD) requirements. Personnel with group or organization access outside their designated organization name hierarchy must provide justification. Submit requests to the LDTA for permission changes.  Reference: MCO 4650.39A Ch. 1, par 3.f, Ch. 2, sect 2 | | |
| Result | Comments | | |
| 0203 | Is the ODTA inserting the AOs and ROs into the appropriate authorization and voucher routing list?  Note: Conduct routing list maintenance during the monthly CTIL review.  Reference: MCO 4650.39A Ch.1, par 3.d | | |
| Result | Comments | | |
| 0204 | Has the commander or designated representative signed the by-name standard naval correspondence waiver approval letters for the two authorized waivable items for personnel that are: 1) AOs in a grade lower than SNCO or GS-7; 2) LDTAs and ODTAs placed in routing lists?  Note: Waiver(s) must be retained and available for review.  Reference: MCO 4650.39A, pg. 6, par 7.c | | |
| Result | Comments | | |
| 0205 | Are DD577s properly terminated and retained for all roles 10 years from the date of termination?  Note: Provide DD577 records for review. The appointee must wet sign/initial or digitally sign the termination section when no longer in the position, form changes/corrections, or prior to detaching the command.  Reference: DoD FMR Vol 1, Ch. 9, sect 2.0, DoD FMR Vol 5, Ch. 5, sect 4.1 | | |
| Result | Comments | | |
| 0206 | Have the AOs completed the initial Certifying Officers Legislation (COL) training prior to appointment and the COL refresher annually?  Note: Annual refresher training must be completed by the end of the calendar year. Certificates must be provided for review.  Reference: DoDI 5154.31, Vol 3, par 030301.B; DoD FMR Vol 5, Ch. 5, par 3.4.1.2. | | |
| Result | Comments | | |
| 0207 | Does the ODTA receive the traveler and roles required training certificates prior to appointment?  Note: DAO annual refresher training must be completed by the end of the calendar year. Traveler and NDEA training must be completed every three years. All required training certificates must be available for review (excluding AO initial and refresher COL).  Reference: DoDI 5154.31, Vol 3, par 030302.D, DoD FMR Vol 5, Ch. 5, par 3.5.2 | | |
| Result | Comments | | |
| 0208 | Does the ODTA reconcile the Complete Traveler Information List report monthly for the following: 1) Profile information (i.e. SSN, physical address, unit information, etc.), email, Government Travel Charge Card and EFT data, 2) Permissions and accesses are consistent with the DD Form 577 (DD577) appointment and retain the report as required?  Note: Reconciliation includes verifying information for accuracy, notification records, report annotations and actions taken to resolve discrepancies.  Reference: MCO 4650.39A Ch. 1, par 3.b, Ch. 6, pars 1, 3.d | | |
| Result | Comments | | |
| 0209 | Has the commander established check-in procedures to ensure that command personnel are checking-in with the ODTA?  Note: The ODTA must create or receive DTS profiles into the designated organization(s). Verify command personnel rosters such as alpha rosters, HR civilian rosters, morning reports, inbound rosters, etc. against the DTS profiles. Annotate the differences and any corrective action required.  Reference: MCO 4650.39A pg. 5, 6.d, Ch. 3, par 3.b | | |
| Result | Comments | | |
| 0210 | Has the commander established check-out procedures to ensure that command personnel check-out with the ODTA?  Note: The ODTA must verify there are no outstanding travel advances, unsettled authorizations, vouchers, or debt in DTS upon transfer/separation prior to detaching personnel from the command organization(s).  Reference: MCO 4650.39A pg. 5, 6.d, Ch. 3, par 3.a | | |
| Result | Comments | | |
| 0211 | Is the ODTA reconciling the Unsubmitted Voucher Report weekly? Is the ODTA notifying the traveler and Agency Program Coordinator (APC) verify travelers are submitting their travel vouchers within five business days after the completion of travel?  Note: The ODTA must provide evidence of notifying the AO and APC of outstanding travel voucher to assist with timely settlement.  Reference: MCO 4650.39A, Ch. 6, par 3.a. | | |
| Result | Comments | | |
| 0212 | Does the FDTA reconcile the Approved Status Report every two weeks (bi-weekly/bi-monthly) and retain the report as required?  Note: Reconciliation includes verifying all rejects, report annotations, actions taken to resolve rejects, correspondence, and notification records. Do not remove system header data from the report. The FDTA must demonstrate the validation process.  Reference: MCO 4650.39A, Ch. 1, par 4.e, Ch.6, par 4.a, Ch. 11, par 2.b.5 | | |
| Result | Comments | | |
| 0213 | Is the traveler submitting their vouchers within 5 business days of return from travel?  Note: The voucher must be created and signed within the specified period.  Reference: MCO 4650.39A, Ch. 1, pars 5.a.2.d, 11.d | | |
| Result | Comments | | |
| 0214 | Are vouchers routed to their servicing Disbursing or Finance Office for approval within three business days after the traveler signs the voucher?  Note: The only exceptions are those vouchers routed to Formal School Training Support (FSTS) Office. Commands should use the Route Status Report as a tool to monitor routing and documents pending action over three business days.  Reference: MCO 4650.39A, Ch.1, par 5.b.2 | | |
| Result | Comments | | |