**USMC DTS FAC 4650.39A — Reference-Integrated Packet (v2)**

*Includes paraphrased, cited pulls from MCO 4650.39A, DTS Regulations, DoD FMR, and JTR*

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**Item 0101: Does the LDTA pull, reconcile and retain the Complete Traveler**

**References (as listed in FAC):**

* MCO 4650.39A Ch. 1, par 2.f
* Ch. 2 , par 2
* Ch. 6, par 1-2
* Result Comments

**Reference pulls (paraphrased & cited):**

* Appointments must be made on DD Form 577 (digital or wet signature as applicable); signed appointments and revocations retained 6 years + 3 months after termination. [DTS Regs 030301–030304; DoD FMR Vol 5, Ch.5]
* Maintain separation of duties and limit officials in routing lists while preserving accuracy. [MCO 4650.39A, Ch.1 §4.a(2)(d–f)]

**Expected documentation:**

* Policy citations noted above
* SOP/executive procedures
* Screenshots/reports/logs proving performance

**Manager tips:**

* Align artifacts to must/shall/retention/frequency
* Preserve headers/metadata; annotate actions & owners

**Item 0102: Are all necessary or required roles (LDTA s, Organizational Defense**

**References (as listed in FAC):**

* DoD DTS Regulations , sect 0303
* DoD FMR Vol 5, Ch 1, par
* 3.5.3
* Ch 5 , sect 4.0
* SECNAV -M 5216.5 Ch 2
* MCO 4650.39A, par
* 4.b.(6)(b)
* Ch. 2, sects 2 -3
* Ch. 11, par 2.a.
* Result Comments

**Reference pulls (paraphrased & cited):**

* Appointments must be made on DD Form 577 (digital or wet signature as applicable); signed appointments and revocations retained 6 years + 3 months after termination. [DTS Regs 030301–030304; DoD FMR Vol 5, Ch.5]
* Maintain separation of duties and limit officials in routing lists while preserving accuracy. [MCO 4650.39A, Ch.1 §4.a(2)(d–f)]

**Expected documentation:**

* Policy citations noted above
* SOP/executive procedures
* Screenshots/reports/logs proving performance

**Manager tips:**

* Align artifacts to must/shall/retention/frequency
* Preserve headers/metadata; annotate actions & owners

**Item 0103: Is the LDTA submitting the AO DD577 to DFAS via e -mail?**

**References (as listed in FAC):**

* DoD FMR Vol 5, Ch. 5, par 4.2.1.1
* MCO 4650.39a, Ch . 1,
* par 2.c.
* Result Comments

**Reference pulls (paraphrased & cited):**

* Appointments must be made on DD Form 577 (digital or wet signature as applicable); signed appointments and revocations retained 6 years + 3 months after termination. [DTS Regs 030301–030304; DoD FMR Vol 5, Ch.5]
* Maintain separation of duties and limit officials in routing lists while preserving accuracy. [MCO 4650.39A, Ch.1 §4.a(2)(d–f)]

**Expected documentation:**

* Assumption/Delegation letters (if applicable)
* DMM weekly DMR/ASR pulls
* Debt waiver/appeal artifacts and outcomes
* Digitally signed DD 577s for all roles
* Roster mapping roles to orgs/permissions
* Traveler/DFAS correspondence & payroll collection evidence

**Manager tips:**

* Appointment dates must pre-date duties
* Document actions and dates; track 30-day thresholds
* Handle OOS debts ≥ $225 per FMR
* Retain DD 577s for 6 years + 3 months post-termination
* Use current DD 577 version; no pen-and-ink changes

**Item 0104: Have by -name standard naval correspondence waiver approval letters**

**References (as listed in FAC):**

* MCO 4650.39A, par 4.c.
* Result Comments

**Reference pulls (paraphrased & cited):**

* Apply DTS Regs user-role responsibilities and MCO business rules; cite applicable JTR and DoD FMR sections noted in the FAC references. [DTS Regs 0301–0306; MCO 4650.39A, Ch.3]

**Expected documentation:**

* Policy citations noted above
* SOP/executive procedures
* Screenshots/reports/logs proving performance

**Manager tips:**

* Align artifacts to must/shall/retention/frequency
* Preserve headers/metadata; annotate actions & owners

**Item 0105: Have the LDTA and AO completed the initial Certifying Officer Legislation**

**References (as listed in FAC):**

* DoD DTS Regulations , par 030301 , B
* DoD FMR Vol 5, Ch.
* 5, par 3.4.1.2 .
* Result Comments

**Reference pulls (paraphrased & cited):**

* Appointments must be made on DD Form 577 (digital or wet signature as applicable); signed appointments and revocations retained 6 years + 3 months after termination. [DTS Regs 030301–030304; DoD FMR Vol 5, Ch.5]
* Maintain separation of duties and limit officials in routing lists while preserving accuracy. [MCO 4650.39A, Ch.1 §4.a(2)(d–f)]

**Expected documentation:**

* Policy citations noted above
* SOP/executive procedures
* Screenshots/reports/logs proving performance

**Manager tips:**

* Align artifacts to must/shall/retention/frequency
* Preserve headers/metadata; annotate actions & owners

**Item 0106: Does the LDTA ensure the appointee s complete the required training**

**References (as listed in FAC):**

* DoD DTS Regulations , par 030302 .D
* sect 0304
* DoD FMR
* Vol 5, Ch. 5, par 3.5.2
* MCO 4650.39A Ch. 2, par 3 .
* Result Comments

**Reference pulls (paraphrased & cited):**

* Appointments must be made on DD Form 577 (digital or wet signature as applicable); signed appointments and revocations retained 6 years + 3 months after termination. [DTS Regs 030301–030304; DoD FMR Vol 5, Ch.5]
* Maintain separation of duties and limit officials in routing lists while preserving accuracy. [MCO 4650.39A, Ch.1 §4.a(2)(d–f)]
* Roles must meet minimum training (see DTS Regs Table 2); COL training per DoD FMR. Maintain attendance rosters current + two years. [DTS Regs Table 2; MCO 4650.39A, Ch.5 §§1–4]

**Expected documentation:**

* SOP detailing training by role
* Training certificates by role (incl. COL where required)
* Training tracker (due/completed)

**Manager tips:**

* Align refresher cycles with policy (component/JTR/FMR)
* Initial training before appointment

**Item 0107: Does the LDTA ensur e the Marine Corps Distribution Management Office**

**References (as listed in FAC):**

* MCO 4650.39A Ch. 1, par 2 .j.
* Result Comments

**Reference pulls (paraphrased & cited):**

* Appointments must be made on DD Form 577 (digital or wet signature as applicable); signed appointments and revocations retained 6 years + 3 months after termination. [DTS Regs 030301–030304; DoD FMR Vol 5, Ch.5]
* Maintain separation of duties and limit officials in routing lists while preserving accuracy. [MCO 4650.39A, Ch.1 §4.a(2)(d–f)]

**Expected documentation:**

* Policy citations noted above
* SOP/executive procedures
* Screenshots/reports/logs proving performance

**Manager tips:**

* Align artifacts to must/shall/retention/frequency
* Preserve headers/metadata; annotate actions & owners

**Item 0108: Does the LDTA have Marine Corps Read Only Access (ROA) requests**

**References (as listed in FAC):**

* MCO 4650.39A Ch.2 , par 2 .l.
* Result Comments

**Reference pulls (paraphrased & cited):**

* Appointments must be made on DD Form 577 (digital or wet signature as applicable); signed appointments and revocations retained 6 years + 3 months after termination. [DTS Regs 030301–030304; DoD FMR Vol 5, Ch.5]
* Maintain separation of duties and limit officials in routing lists while preserving accuracy. [MCO 4650.39A, Ch.1 §4.a(2)(d–f)]

**Expected documentation:**

* Policy citations noted above
* SOP/executive procedures
* Screenshots/reports/logs proving performance

**Manager tips:**

* Align artifacts to must/shall/retention/frequency
* Preserve headers/metadata; annotate actions & owners

**Item 0109: Does the DMM reconcile and retain the reports for current plus previous**

**References (as listed in FAC):**

* MCO 4650.39A Ch. 6, par 6
* Ch. 9 .
* Result Comments

**Reference pulls (paraphrased & cited):**

* Retrieve CTIL monthly; review for permission alignment to current DD 577s and duplicate/missing EFT entries. Retain reports for the current and previous year. [MCO 4650.39A, Ch.6 §§1–3]
* Appointments must be made on DD Form 577 (digital or wet signature as applicable); signed appointments and revocations retained 6 years + 3 months after termination. [DTS Regs 030301–030304; DoD FMR Vol 5, Ch.5]
* Maintain separation of duties and limit officials in routing lists while preserving accuracy. [MCO 4650.39A, Ch.1 §4.a(2)(d–f)]
* DMM retrieves Debt Management Reports weekly; traveler has 30 days to repay before payroll collection; OOS debt handling ≥ $225 follows DoD FMR. [MCO 4650.39A, Ch.9; DTS Regs 030403]

**Expected documentation:**

* DMM weekly DMR/ASR pulls
* Debt waiver/appeal artifacts and outcomes
* Traveler/DFAS correspondence & payroll collection evidence

**Manager tips:**

* Document actions and dates; track 30-day thresholds
* Handle OOS debts ≥ $225 per FMR

**Item 0110: Does the FDTA reconcile the Approved Status Report every two weeks**

**References (as listed in FAC):**

* MCO 4650.39A Ch. 6, par 4.a .
* Result Comments
* Subsection 2 – ORGANIZATION DEFENSE TRAVEL ADMINISTRATORS (ODTA )

**Reference pulls (paraphrased & cited):**

* Retrieve CTIL monthly; review for permission alignment to current DD 577s and duplicate/missing EFT entries. Retain reports for the current and previous year. [MCO 4650.39A, Ch.6 §§1–3]
* Appointments must be made on DD Form 577 (digital or wet signature as applicable); signed appointments and revocations retained 6 years + 3 months after termination. [DTS Regs 030301–030304; DoD FMR Vol 5, Ch.5]
* Maintain separation of duties and limit officials in routing lists while preserving accuracy. [MCO 4650.39A, Ch.1 §4.a(2)(d–f)]

**Expected documentation:**

* Policy citations noted above
* SOP/executive procedures
* Screenshots/reports/logs proving performance

**Manager tips:**

* Align artifacts to must/shall/retention/frequency
* Preserve headers/metadata; annotate actions & owners

**Item 0201: Does the ODTA pull, reconcile and retain the Complete Traveler**

**References (as listed in FAC):**

* MCO 4650.39A , Ch. 1, par 3.b.,f.
* Ch. 2, par 2
* Ch. 6 , par
* 3.d.
* Result Comments

**Reference pulls (paraphrased & cited):**

* Appointments must be made on DD Form 577 (digital or wet signature as applicable); signed appointments and revocations retained 6 years + 3 months after termination. [DTS Regs 030301–030304; DoD FMR Vol 5, Ch.5]
* Maintain separation of duties and limit officials in routing lists while preserving accuracy. [MCO 4650.39A, Ch.1 §4.a(2)(d–f)]

**Expected documentation:**

* Policy citations noted above
* SOP/executive procedures
* Screenshots/reports/logs proving performance

**Manager tips:**

* Align artifacts to must/shall/retention/frequency
* Preserve headers/metadata; annotate actions & owners

**Item 0202: Are all necessary or required roles (ODTAs, FDTAs, BDTAs, AOs,**

**References (as listed in FAC):**

* D oD DTS Regulations, 0303
* DoD FMR , Vol 5, Ch. 5, par
* 4.0
* SECNAV -M 5216.5 Ch. 2
* MCO 4650.39A , par 4.b.( 6)(b)
* Result Comments

**Reference pulls (paraphrased & cited):**

* Appointments must be made on DD Form 577 (digital or wet signature as applicable); signed appointments and revocations retained 6 years + 3 months after termination. [DTS Regs 030301–030304; DoD FMR Vol 5, Ch.5]
* Maintain separation of duties and limit officials in routing lists while preserving accuracy. [MCO 4650.39A, Ch.1 §4.a(2)(d–f)]

**Expected documentation:**

* Policy citations noted above
* SOP/executive procedures
* Screenshots/reports/logs proving performance

**Manager tips:**

* Align artifacts to must/shall/retention/frequency
* Preserve headers/metadata; annotate actions & owners

**Item 0203: Is the ODTA inserting the AOs and ROs into the appropriate**

**References (as listed in FAC):**

* MCO 4650.39A , Ch.1, par 3.d .
* Result Comments

**Reference pulls (paraphrased & cited):**

* Appointments must be made on DD Form 577 (digital or wet signature as applicable); signed appointments and revocations retained 6 years + 3 months after termination. [DTS Regs 030301–030304; DoD FMR Vol 5, Ch.5]
* Maintain separation of duties and limit officials in routing lists while preserving accuracy. [MCO 4650.39A, Ch.1 §4.a(2)(d–f)]

**Expected documentation:**

* Policy citations noted above
* SOP/executive procedures
* Screenshots/reports/logs proving performance

**Manager tips:**

* Align artifacts to must/shall/retention/frequency
* Preserve headers/metadata; annotate actions & owners

**Item 0204: Has the commander or designated representative signed the by -name**

**References (as listed in FAC):**

* MCO 4650.39A, par 4.c.
* Result Comments

**Reference pulls (paraphrased & cited):**

* Apply DTS Regs user-role responsibilities and MCO business rules; cite applicable JTR and DoD FMR sections noted in the FAC references. [DTS Regs 0301–0306; MCO 4650.39A, Ch.3]

**Expected documentation:**

* Policy citations noted above
* SOP/executive procedures
* Screenshots/reports/logs proving performance

**Manager tips:**

* Align artifacts to must/shall/retention/frequency
* Preserve headers/metadata; annotate actions & owners

**Item 0205: Have the AOs completed the initial Certifying Officers Legislation (COL)**

**References (as listed in FAC):**

* D oD DTS Regulation s, 030301.B
* DoD FMR , Vol 5, Ch. 5,
* par 3.4.1.2.
* Result Comments
* This checklist outlines the general elements needed for the day -to-day administration and
* operations of this function area. Additiona lly, this checklist provides guidelines for internal
* evaluations and standardized criteria for the conduct of inspections. Commands must also fully
* comply with all applicable references.
* Page 5 of 6 0206 Does the ODTA receive and retain the appointees required training within
* two weeks of their appointment ?

**Reference pulls (paraphrased & cited):**

* Appointments must be made on DD Form 577 (digital or wet signature as applicable); signed appointments and revocations retained 6 years + 3 months after termination. [DTS Regs 030301–030304; DoD FMR Vol 5, Ch.5]
* Maintain separation of duties and limit officials in routing lists while preserving accuracy. [MCO 4650.39A, Ch.1 §4.a(2)(d–f)]
* Roles must meet minimum training (see DTS Regs Table 2); COL training per DoD FMR. Maintain attendance rosters current + two years. [DTS Regs Table 2; MCO 4650.39A, Ch.5 §§1–4]

**Expected documentation:**

* Assumption/Delegation letters (if applicable)
* Digitally signed DD 577s for all roles
* Roster mapping roles to orgs/permissions
* SOP detailing training by role
* Training certificates by role (incl. COL where required)
* Training tracker (due/completed)

**Manager tips:**

* Align refresher cycles with policy (component/JTR/FMR)
* Appointment dates must pre-date duties
* Initial training before appointment
* Retain DD 577s for 6 years + 3 months post-termination
* Use current DD 577 version; no pen-and-ink changes

**Item 0207: Has the commander established check -in/check -out procedures to**

**References (as listed in FAC):**

* MCO 4650.39A , par 4.b.( 6)(d)
* Ch. 3, par 3.
* Result Comments

**Reference pulls (paraphrased & cited):**

* Apply DTS Regs user-role responsibilities and MCO business rules; cite applicable JTR and DoD FMR sections noted in the FAC references. [DTS Regs 0301–0306; MCO 4650.39A, Ch.3]

**Expected documentation:**

* Policy citations noted above
* SOP/executive procedures
* Screenshots/reports/logs proving performance

**Manager tips:**

* Align artifacts to must/shall/retention/frequency
* Preserve headers/metadata; annotate actions & owners

**Item 0208: Does the ODTA reconcil e the Unsubmitted Voucher Report weekly and**

**References (as listed in FAC):**

* MCO 4650.39A, Ch.6, par 3.a.
* par 5.a.
* Result Comments

**Reference pulls (paraphrased & cited):**

* Retrieve CTIL monthly; review for permission alignment to current DD 577s and duplicate/missing EFT entries. Retain reports for the current and previous year. [MCO 4650.39A, Ch.6 §§1–3]
* Appointments must be made on DD Form 577 (digital or wet signature as applicable); signed appointments and revocations retained 6 years + 3 months after termination. [DTS Regs 030301–030304; DoD FMR Vol 5, Ch.5]
* Maintain separation of duties and limit officials in routing lists while preserving accuracy. [MCO 4650.39A, Ch.1 §4.a(2)(d–f)]
* Travelers submit vouchers within 5 business days after return; unit AO 'reviews' within 2 business days; vouchers approved/returned within 3 business days after command review. [MCO 4650.39A, Ch.1 §§5.a(2)(d–f) & 5.b(2)]
* ODTA pulls Unsubmitted Voucher Report weekly and reconciles with AOs/APCs to enforce timeliness. [MCO 4650.39A, Ch.6 §3.a]

**Expected documentation:**

* Notifications to travelers/AOs for overdues
* Sample vouchers with submission/approval timestamps
* Voucher timeliness/aging report

**Manager tips:**

* Count in business days (exclude weekends/holidays)
* Escalate and document chronic offenders

**Item 0209: Does the FDTA reconcile the Approved Status Report every two weeks**

**References (as listed in FAC):**

* MCO 4650.39A, Ch.1, par 4.e .
* Ch.6, par 4.a .
* Ch.11, par
* 2.b.(5)
* Result Comments
* This checklist outlines the general elements needed for the day -to-day administration and
* operations of this function area. Additiona lly, this checklist provides guidelines for internal
* evaluations and standardized criteria for the conduct of inspections. Commands must also fully
* comply with all applicable references.
* Page 6 of 6 0210 Are traveler s submitting their vouchers within 5 business days of return
* from travel?

**Reference pulls (paraphrased & cited):**

* Retrieve CTIL monthly; review for permission alignment to current DD 577s and duplicate/missing EFT entries. Retain reports for the current and previous year. [MCO 4650.39A, Ch.6 §§1–3]
* Appointments must be made on DD Form 577 (digital or wet signature as applicable); signed appointments and revocations retained 6 years + 3 months after termination. [DTS Regs 030301–030304; DoD FMR Vol 5, Ch.5]
* Maintain separation of duties and limit officials in routing lists while preserving accuracy. [MCO 4650.39A, Ch.1 §4.a(2)(d–f)]
* Travelers submit vouchers within 5 business days after return; unit AO 'reviews' within 2 business days; vouchers approved/returned within 3 business days after command review. [MCO 4650.39A, Ch.1 §§5.a(2)(d–f) & 5.b(2)]
* ODTA pulls Unsubmitted Voucher Report weekly and reconciles with AOs/APCs to enforce timeliness. [MCO 4650.39A, Ch.6 §3.a]

**Expected documentation:**

* Notifications to travelers/AOs for overdues
* Sample vouchers with submission/approval timestamps
* Voucher timeliness/aging report

**Manager tips:**

* Count in business days (exclude weekends/holidays)
* Escalate and document chronic offenders

**Item 0211: Are vouchers routed to their servicing Disbursing or Finance Office for**

**References (as listed in FAC):**

* MCO 4650.39A, Ch.1 , par 5.b. 2
* Result Comments

**Reference pulls (paraphrased & cited):**

* Travelers submit vouchers within 5 business days after return; unit AO 'reviews' within 2 business days; vouchers approved/returned within 3 business days after command review. [MCO 4650.39A, Ch.1 §§5.a(2)(d–f) & 5.b(2)]
* ODTA pulls Unsubmitted Voucher Report weekly and reconciles with AOs/APCs to enforce timeliness. [MCO 4650.39A, Ch.6 §3.a]
* Configure routing lists to maximize accuracy with backups; DMOs review but AOs decide; maintain SoD. [MCO 4650.39A, Ch.1 §§3.d–e, 6.a–b]

**Expected documentation:**

* Notifications to travelers/AOs for overdues
* Org chart linking travelers to AOs/ROs
* Routing list exports/screens
* SOP/change-log for routing maintenance
* Sample vouchers with submission/approval timestamps
* Voucher timeliness/aging report

**Manager tips:**

* Count in business days (exclude weekends/holidays)
* Enforce separation of duties; avoid self-approval
* Escalate and document chronic offenders
* Maintain backups on each routing level

**Appendix — Sources Used (authoritative)**

* MCO 4650.39A, Defense Travel System (24 Feb 2014) — esp. Ch.1 (roles), Ch.2 (permissions), Ch.5 (training), Ch.6 (reports), Ch.9 (debt).
* Defense Travel System (DTS) Regulations (Dec 27, 2023), §§0301–0306; Tables 1–2 (appointments, training; receipts $75 threshold; AO/CO/DAO duties).
* DoD FMR Vol 5, Ch.5 (Certifying Officers/DAOs; appointments via DD 577; responsibilities; pecuniary liability).
* DoD FMR Vol 9 (Travel Policy) and JTR (latest) for baseline travel entitlements and policy cross-references.