**USMC DTS Functional Area Checklist (4650.39A)  
Reference Interpreter Packet**

*Compiled for: Functional Area Managers / LDTAs / ODTAs*

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**How to use this packet**

For each FAC item, this packet lists the question, the references exactly as presented in the FAC, then provides expected documentation (evidence) and practical tips for managers to key on during prep.

**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

Notes:

* Header information must remain unaltered. Reconciliation
* includes ensuring permissions and accesses align with DD Form 577
* appointments , are consistent with separations of duties, and ensuring no
* duplicate or missing EFT information. Report must be annotated of
* discrepancies and actions taken. Retention is for current plus previous
* calendar year.
* Reference: MCO 4650.39A Ch. 1, par 2.f ; Ch. 2 , par 2; Ch. 6, par 1-2
* Result Comments

Expected documentation to support this item:

* Assumption of Command or Delegation letter, if applicable
* Change tickets/logs for profile updates
* DD577 mapping to permissions
* Digitally signed DD577 for each role (LDTA/ODTA/AO/RO/NDEA/DMM/PPRO/etc.)
* Roster mapping roles to orgs and permissions
* Traveler profile export (redacted) showing EFT and permissions

Manager tips (key points):

* Ensure appointment pre-dates performance of duties
* Limit org access; justify cross-org permissions in writing
* Prohibit duplicate or missing EFT entries
* Retain DD577s for 10 years per policy
* Use current DD577 form version; no pen-and-ink changes

**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

Notes:

* Appointments must be completed using the most current DD577
* form version at the time of appointment . Pen changes are not
* authorized . DD Form 577s must be digitally signed by commander or
* designated representative and the appointee . Personnel with group or
* organization access outside their designated organization must provide
* justification. DD Form 577s must be retained for 10 years. Assumption
* of Command letters and Delegation of Authority documents must be
* retained on file.
* 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 2 of 6 Reference: 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

Expected documentation to support this item:

* Assumption of Command or Delegation letter, if applicable
* Digitally signed DD577 for each role (LDTA/ODTA/AO/RO/NDEA/DMM/PPRO/etc.)
* Roster mapping roles to orgs and permissions

Manager tips (key points):

* Ensure appointment pre-dates performance of duties
* Retain DD577s for 10 years per policy
* Use current DD577 form version; no pen-and-ink changes

**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

Notes:

* Provide email with the AO name(s) submitted to DFAS .
* Reference: DoD FMR Vol 5, Ch. 5, par 4.2.1.1 ; MCO 4650.39a, Ch . 1,
* par 2.c.
* Result Comments

Expected documentation to support this item:

* Assumption of Command or Delegation letter, if applicable
* Change-log or SOP for routing maintenance
* Correspondence with travelers/DFAS on delinquent debts
* Debt Management Report and Approved Status Report
* Digitally signed DD577 for each role (LDTA/ODTA/AO/RO/NDEA/DMM/PPRO/etc.)
* Evidence of payroll collections or out-of-service debt processing
* Org chart linking travelers to AOs/ROs
* Roster mapping roles to orgs and permissions
* Screenshots or exports of routing lists

Manager tips (key points):

* Ensure appointment pre-dates performance of duties
* Ensure fallback AO/RO coverage for leave/PCS periods
* Maintain auditable trail of contacts and resolutions
* Maintain separation of duties; avoid self-approval
* Retain DD577s for 10 years per policy
* Run DMR at least weekly and document actions
* Use current DD577 form 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

Notes:

* Waiver(s) must be retained and available for review .
* Reference: MCO 4650.39A, par 4.c.
* Result Comments

Expected documentation to support this item:

* Appointment/training records if roles are implicated
* Policy citations (as listed in FAC references)
* SOP/executive procedures describing how the unit complies
* Screenshots, reports, or logs demonstrating performance

Manager tips (key points):

* Align artifacts to specific FAC language (must/shall/retention/frequency)
* Annotate actions taken and responsible roles
* Preserve headers/metadata on system reports

**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

Notes:

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

Expected documentation to support this item:

* COL/annual training certificates for appointed roles
* Change-log or SOP for routing maintenance
* Org chart linking travelers to AOs/ROs
* SOP detailing training requirements by role
* Screenshots or exports of routing lists
* Training tracker with due dates and completion dates

Manager tips (key points):

* Ensure fallback AO/RO coverage for leave/PCS periods
* Initial training should pre-date appointment
* Maintain separation of duties; avoid self-approval
* Validate refresher cycle aligns with calendar-year requirement

**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

Expected documentation to support this item:

* COL/annual training certificates for appointed roles
* SOP detailing training requirements by role
* Training tracker with due dates and completion dates

Manager tips (key points):

* Initial training should pre-date appointment
* Validate refresher cycle aligns with calendar-year requirement

**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

Notes:

* The LDTA is responsible for coordinating with DMO when this
* function is completed externally.
* Reference: MCO 4650.39A Ch. 1, par 2 .j.
* Result Comments

Expected documentation to support this item:

* Change-log or SOP for routing maintenance
* Org chart linking travelers to AOs/ROs
* Screenshots or exports of routing lists

Manager tips (key points):

* Ensure fallback AO/RO coverage for leave/PCS periods
* Maintain separation of duties; avoid self-approval

**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

Notes:

* 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 2 .l.
* Result Comments

Expected documentation to support this item:

* Appointment/training records if roles are implicated
* Policy citations (as listed in FAC references)
* SOP/executive procedures describing how the unit complies
* Screenshots, reports, or logs demonstrating performance

Manager tips (key points):

* Align artifacts to specific FAC language (must/shall/retention/frequency)
* Annotate actions taken and responsible roles
* Preserve headers/metadata on system reports

**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

Notes:

* 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. Do not remove system header data from the
* report.
* Reference: MCO 4650.39A Ch. 6, par 6 ; Ch. 9 .
* Result Comments

Expected documentation to support this item:

* COL/annual training certificates for appointed roles
* Correspondence with travelers/DFAS on delinquent debts
* Debt Management Report and Approved Status Report
* Evidence of payroll collections or out-of-service debt processing
* SOP detailing training requirements by role
* Training tracker with due dates and completion dates

Manager tips (key points):

* Initial training should pre-date appointment
* Maintain auditable trail of contacts and resolutions
* Run DMR at least weekly and document actions
* Validate refresher cycle aligns with calendar-year requirement

**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 )

Notes:

* Reconciliation includes verifying all rejects , report annotations and
* actions taken to resolve rejects and associated notification reco rds. 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 )

Expected documentation to support this item:

* Correspondence with travelers/DFAS on delinquent debts
* Debt Management Report and Approved Status Report
* Evidence of payroll collections or out-of-service debt processing

Manager tips (key points):

* Maintain auditable trail of contacts and resolutions
* Run DMR at least weekly and document actions

**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

Notes:

* Reconciliation includes verifying and annotating the following:1)
* information for accuracy; Profile information, SSN, address, unit
* information, GTCC duplication, EFT data, etc. 2) Ensuring permission
* 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 4 of 6 levels are consistent with DD Form 577 appointments and that
* appropriate separation of duties are maintained.
* Reference: MCO 4650.39A , Ch. 1, par 3.b.,f.; Ch. 2, par 2 ; Ch. 6 , par
* 3.d.
* Result Comments

Expected documentation to support this item:

* Assumption of Command or Delegation letter, if applicable
* Change tickets/logs for profile updates
* DD577 mapping to permissions
* Delinquency reports and APC coordination emails
* Digitally signed DD577 for each role (LDTA/ODTA/AO/RO/NDEA/DMM/PPRO/etc.)
* Roster mapping roles to orgs and permissions
* SOP for split disbursement and delinquency handling
* Traveler GTCC policy acknowledgments
* Traveler profile export (redacted) showing EFT and permissions

Manager tips (key points):

* Coordinate regularly with APC; align DTS profiles with GTCC accounts
* Document split disbursement defaults
* Ensure appointment pre-dates performance of duties
* Limit org access; justify cross-org permissions in writing
* Prohibit duplicate or missing EFT entries
* Retain DD577s for 10 years per policy
* Use current DD577 form version; no pen-and-ink changes

**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

Notes:

* Appointments must be completed using the most current DD577
* form version at the time of appointment. Pen changes are not
* authorized. DD Form 577s must be digitally signed by commander or
* designated representative and the appointee. Personnel with group or
* organization access outside their designated organization must provide
* justification. DD Form 577s must be retained for 10 years. Assumption
* of Command letters and Delegation of Authority documents must be
* retained on file.
* Reference: 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

Expected documentation to support this item:

* Assumption of Command or Delegation letter, if applicable
* Change-log or SOP for routing maintenance
* Digitally signed DD577 for each role (LDTA/ODTA/AO/RO/NDEA/DMM/PPRO/etc.)
* Org chart linking travelers to AOs/ROs
* Roster mapping roles to orgs and permissions
* Screenshots or exports of routing lists

Manager tips (key points):

* Ensure appointment pre-dates performance of duties
* Ensure fallback AO/RO coverage for leave/PCS periods
* Maintain separation of duties; avoid self-approval
* Retain DD577s for 10 years per policy
* Use current DD577 form version; no pen-and-ink changes

**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

Notes:

* Conduct routing list maintenance during the monthly C omplete
* Traveler Information List review.
* Reference: MCO 4650.39A , Ch.1, par 3.d .
* Result Comments

Expected documentation to support this item:

* Change-log or SOP for routing maintenance
* Org chart linking travelers to AOs/ROs
* Screenshots or exports of routing lists

Manager tips (key points):

* Ensure fallback AO/RO coverage for leave/PCS periods
* Maintain separation of duties; avoid self-approval

**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

Notes:

* Waiver(s) must be retained and available for review.
* Reference: MCO 4650.39A, par 4.c.
* Result Comments

Expected documentation to support this item:

* Appointment/training records if roles are implicated
* Policy citations (as listed in FAC references)
* SOP/executive procedures describing how the unit complies
* Screenshots, reports, or logs demonstrating performance

Manager tips (key points):

* Align artifacts to specific FAC language (must/shall/retention/frequency)
* Annotate actions taken and responsible roles
* Preserve headers/metadata on system reports

**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 ?

Notes:

* Annual refresher training must be completed by the end of the
* calendar year. Certificates must be provided for review .
* Reference: 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 ?
* Note: DAO a nnual refresher training must be completed by the end of
* the calendar year . Notify LDTA to remove permission/accesses for non
* compliant personnel. Traveler and NDEA training must be completed
* every three years. Training certificates must be available for review. This

Expected documentation to support this item:

* Assumption of Command or Delegation letter, if applicable
* COL/annual training certificates for appointed roles
* Change tickets/logs for profile updates
* Change-log or SOP for routing maintenance
* DD577 mapping to permissions
* Digitally signed DD577 for each role (LDTA/ODTA/AO/RO/NDEA/DMM/PPRO/etc.)
* Org chart linking travelers to AOs/ROs
* Roster mapping roles to orgs and permissions
* SOP detailing training requirements by role
* Screenshots or exports of routing lists
* Training tracker with due dates and completion dates
* Traveler profile export (redacted) showing EFT and permissions

Manager tips (key points):

* Ensure appointment pre-dates performance of duties
* Ensure fallback AO/RO coverage for leave/PCS periods
* Initial training should pre-date appointment
* Limit org access; justify cross-org permissions in writing
* Maintain separation of duties; avoid self-approval
* Prohibit duplicate or missing EFT entries
* Retain DD577s for 10 years per policy
* Use current DD577 form version; no pen-and-ink changes
* Validate refresher cycle aligns with calendar-year requirement

**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

Notes:

* 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 a nd any corrective action required.
* Note: The ODTA must verify there are no outstanding travel advances,
* unsettled authorizations, vouchers, or debt in DTS prior to
* transfer/separation .
* Reference: MCO 4650.39A , par 4.b.( 6)(d); Ch. 3, par 3.
* Result Comments

Expected documentation to support this item:

* Change tickets/logs for profile updates
* Correspondence with travelers/DFAS on delinquent debts
* DD577 mapping to permissions
* Debt Management Report and Approved Status Report
* Emails or notifications sent to travelers/AOs for overdue items
* Evidence of payroll collections or out-of-service debt processing
* Sample vouchers showing submission and approval timestamps
* Traveler profile export (redacted) showing EFT and permissions
* Voucher timeliness/aging report

Manager tips (key points):

* Escalate chronic offenders; document outreach
* Limit org access; justify cross-org permissions in writing
* Maintain auditable trail of contacts and resolutions
* Measure timeliness in business days (exclude weekends/holidays)
* Prohibit duplicate or missing EFT entries
* Run DMR at least weekly and document actions

**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

Notes:

* The ODTA must provide evidence of notifying the AO and APC of
* outstanding travel voucher s to assist with timely settlement.
* Reference: MCO 4650.39A, Ch.6, par 3.a. ; par 5.a.
* Result Comments

Expected documentation to support this item:

* Change-log or SOP for routing maintenance
* Delinquency reports and APC coordination emails
* Emails or notifications sent to travelers/AOs for overdue items
* Org chart linking travelers to AOs/ROs
* SOP for split disbursement and delinquency handling
* Sample vouchers showing submission and approval timestamps
* Screenshots or exports of routing lists
* Traveler GTCC policy acknowledgments
* Voucher timeliness/aging report

Manager tips (key points):

* Coordinate regularly with APC; align DTS profiles with GTCC accounts
* Document split disbursement defaults
* Ensure fallback AO/RO coverage for leave/PCS periods
* Escalate chronic offenders; document outreach
* Maintain separation of duties; avoid self-approval
* Measure timeliness in business days (exclude weekends/holidays)

**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?

Notes:

* 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
* 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?
* Note: The voucher must be created and signed within the specified
* period.
* Reference: MCO 4650.39A, Ch.1, par 5 .a.(2)(d); par 11.d
* Result Comments

Expected documentation to support this item:

* Correspondence with travelers/DFAS on delinquent debts
* Debt Management Report and Approved Status Report
* Emails or notifications sent to travelers/AOs for overdue items
* Evidence of payroll collections or out-of-service debt processing
* Sample vouchers showing submission and approval timestamps
* Voucher timeliness/aging report

Manager tips (key points):

* Escalate chronic offenders; document outreach
* Maintain auditable trail of contacts and resolutions
* Measure timeliness in business days (exclude weekends/holidays)
* Run DMR at least weekly and document actions

**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

Notes:

* 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

Expected documentation to support this item:

* COL/annual training certificates for appointed roles
* Change-log or SOP for routing maintenance
* Emails or notifications sent to travelers/AOs for overdue items
* Org chart linking travelers to AOs/ROs
* SOP detailing training requirements by role
* Sample vouchers showing submission and approval timestamps
* Screenshots or exports of routing lists
* Training tracker with due dates and completion dates
* Voucher timeliness/aging report

Manager tips (key points):

* Ensure fallback AO/RO coverage for leave/PCS periods
* Escalate chronic offenders; document outreach
* Initial training should pre-date appointment
* Maintain separation of duties; avoid self-approval
* Measure timeliness in business days (exclude weekends/holidays)
* Validate refresher cycle aligns with calendar-year requirement