

DTS EPN FY16 #3– Oral Order Confirmation of Approval

Note: BSO LDTAs and FIAR MANAGERS - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO ALL DTS TRAVELERS AND USERS, TO INCLUDE, ODTAS, AO/COS, TRAVEL DOCUMENT PREPARERS/NDEAS, AND TRAVEL SUPERVISORS AND SUPPORT STAFF THROUGHOUT YOUR BSO HIERARCHY.

PURPOSE: This DTS Execution Policy Notice (EPN) requires BSO LDTAs to ensure travelers and supporting DTS administrative personnel are aware that orders are to be approved prior to the trip departure date. We understand that there are urgent/unusual situations and operational circumstances that may require official travel begin/be performed before a written order can be issued. Per JTR 2210-B, under these circumstances an oral order, conveyed by any medium, may be given. When this occurs, the AO must promptly issue a confirmatory written order. This policy notice is to define the expected medium for conveying that oral approval was received by the traveler prior to the trip start date and included in the DTS substantiating records.

OVERVIEW: A FY 2015 Schedule of Budgetary Activity Audit Notice of Finding and Recommendation (NFR) for Transportation of People (TOP) was that travel authorization controls are not operating effectively.

Navy Approving Officials (AOs) are not consistently adhering to the policies and procedures related to the review and approval of travel authorizations by not properly reviewing the line of accounting (LOA) for accuracy or approving travel authorizations timely. Per JTR, 2200 "Travel reimbursement is not authorized when travel is performed before receipt of a written/oral order." Assurance oral orders were issued is necessary.

The NFR states: "Improper approval of travel authorizations increases the risk that obligations with and without advances, respectively, and accordingly the Schedule of Budgetary Activity (SBA), are misstated. Without sufficient and appropriate evidence to support that obligations are properly authorized, the USN cannot substantiate obligated amounts, and accordingly, the SBA."

As a result of this NFR, NAVSUP (TOP Segment Lead) is requiring the following corrective actions be taken to ensure proper justification is included for authorizations that are approved after the trip start date.

ACTIONS Required:

1. Travelers who are unable to complete a travel authorization prior to their trip start date and their Approving Officials who are unable to approve an authorization prior to the trip start date, must complete a justification statement of record or email, and include it as a substantiating record in DTS. The statement or email must be issued from the AO who provided oral approval and must include the following information:
 - a. The circumstances that prevented pre-trip approval
 - b. The trip start date
 - c. The time/date of oral approval

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2. Monthly, the Navy DTS PMO will conduct reviews to identify trips that are approved after trip start date and perform a random sample check to inspect that the written justification statement is included in the traveler's DTS substantiating records.

Contact Navy DTS PMO

DON Consolidated Card Program Management Division

www.navsup.navy.mil/ccpmd

Help Desk Voice Contact Information:

- Phone: 717-605-9367; DSN 430
- Email: navsup_navy_dts_pmo@navy.mil
- *Allow 48 hours to respond