

DTS EPN FY17 #1 – Requirement for Navy BSOs to Review Navy DTS PMO Unsubmitted Voucher Report and Follow Escalation Protocol

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 Defense Travel System (DTS) Execution Policy Notice (EPN) is to mitigate the risk of outstanding/unliquidated DTS travel obligations beyond the proper accounting period by reducing/eliminating the volume of vouchers that remain unsubmitted for more than 5 working days from the scheduled trip end date.

OVERVIEW: A fiscal year (FY) 2015 Schedule of Budgetary Activity (SBA) Audit Notice of Finding and Recommendation (NFR) for Transportation of People (TOP) was that controls over travel voucher submission are not operating effectively. Specifically, for DTS travel vouchers, the Independent Public Accountant (IPA) stated that:

- The United States Navy (USN) lacks sufficient detective controls to timely identify travel vouchers submitted after the required due date.
- Although Navy Budget Submitting Offices (BSOs) are required to run and review an Unsubmitted Voucher Report, this report is only run on a monthly basis and may not detect unsubmitted vouchers until 30 days after the required due date.

The NFR states, “For most BSOs, delivered orders are recorded once the travel voucher is approved. When USN travelers do not submit their travel vouchers within 5 working days, the corresponding accounts payable (i.e., unpaid delivered orders) are not recorded in the general ledger in a timely manner. As a result, delivered and undelivered orders and accordingly Schedule of Budgetary Activity disclosures, may be misstated and these misstatements may not be detected and corrected timely. Without sufficient and appropriate evidence to support that travel vouchers are submitted timely, USN cannot assess whether they are in compliance with DOD regulations.”

*In addition, as per the Navy DTS Business Rules version 3.1 (January 2017) Section 10.1, ‘**A travel mission is not complete** until the traveler has either 1) signed the DTS voucher for approval or 2) completed, signed, and submitted a manually prepared paper or non-DTS generated electronically produced DD Form 1351-2 to their respective travel office/NDEA.’*

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As a result of this NFR, NAVSUP (Office of Primary Responsibility (OPR) for TOP-DTS NFRs) is employing the following corrective actions:

1. The requirement for Navy BSOs to generate and review the DTS Unsubmitted Voucher (USV) Report **DTS EPN FY16 #1** for Action Required #3 and TOP Control Point (CP) 4 is ***no longer required*** starting in March, 2017. This EPN defines the new TOP CP4 requirement in which Navy BSOs will review a Navy DTS PMO provided listing of vouchers for the current FY that are unsubmitted more than 5 working days beyond the trip end date, and requires usage of the escalation protocol contained in paragraph 3, below.
2. Navy DTS PMO will produce and distribute a DTS USV report to each Navy BSO on the ***4th Monday (or the next business day if a holiday) of each month***. This USV report (which will use data from the DTS Report Scheduler USV Report), will list USVs attributable to DTS organizations and travelers of the BSO from the start of the current fiscal year to date in which 6 or more working days have passed since the trip end date.

The report will include the following fields (letters correspond to columns in spreadsheet):

- A. Navy BSO
- B. Navy BSO DTS Organization/Suborganization
- C. Traveler Last Name
- D. Traveler First Name
- E. Traveler Email Address
- F. Travel Authorization Number (TANum)
- G. Document Name
- H. Amount on Authorization
 - The total trip expense amount on the latest version of the authorization at time of DTS USV report generation
- I. Departure Date
- J. (Scheduled) Trip End Date
- K. USV_Report_Date
 - Date DTS Report Scheduler USV Report was generated by Navy DTS PMO
- L. Calendar Days Since Trip End Date
- M. Wkg (Working) Days Beyond Scheduled Trip End Date
 - Number of working (business) days between Trip End Date (Column I) and DTS USV Report Date (Column J).
- N. Days USV in DTS Since Trip End Date
 - USV category assigned based on the number of calendar days beyond trip end date (Column J)
- O. Escalation Results
 - This column is to report results of BSO escalation

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3. Below is the escalation protocol that BSOs are expected to initiate for each listed USV on the report, based on the category assigned in Column N (Days USV in DTS Since Trip End Date). It is the Commands responsibility to determine the appropriate corrective actions for travelers to submit travel claims/vouchers or have trips properly cancelled. However, unsubmitted vouchers 20 or more calendar days beyond the scheduled trip end date will be reported to the Office of Financial Operations (FMO) and Director of Navy Staff (DNS) for review.

Days USV in DTS Since Trip End Date	Escalation Protocol
>5 Wkg Days and <=10 Calendar Days	<p>Contact the traveler to submit their travel claim/voucher as soon as possible. If confirmed that the traveler did not travel, ensure the traveler/traveler's DTS administrative support processes the trip cancellation in DTS and that funds are validated to be de-obligated from the accounting system.</p> <p>Additionally, ensure that travelers are aware that non-action can result in further escalation.</p> <p><i>Note: Trip cancellation and vouchering procedures are NOT to be executed for the sole reason of having an USV removed off the report.</i></p>
>5 Wkg Days and 11-19 Calendar Days	<p>Escalate through the traveler's chain of command as required to have the traveler's unsubmitted voucher resolved.</p> <p>Commands are encouraged to take appropriate actions for repeat offenders not completing their travel mission (Navy DTS Business Rules 3.1, Section 10.1).</p>
>5 Wkg Days and 20+ Calendar Days	<p>Continue to escalate as described in the >5 Wkg Days and 11-19 Calendar Days section above. However, DNS and FMO may contact the BSO leadership to determine the cause of longstanding unsubmitted statuses, the steps being undertaken to remediate, and to assist as required to have the travel claim/voucher submitted and reduce/eliminate future occurrences.</p>

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4. Each listed USV must have results of executed escalation protocol documented in the Escalation Results column (Column O) of the report. The remarks captured in Column O can include:
 - A. Validation that traveler submitted travel claim/voucher and date submitted
 - B. Validation that travel did not occur and trip cancellation was processed in DTS and date processed
 - C. If listed USV is erroneous and a request for removal will be submitted (see paragraph 6 below), enter the following in Column O: *'USV is erroneously listed. Request for removal was/will be submitted on/before mm/dd/yyyy'*, in which mm/dd/yyyy is the date of request for removal submittal to Navy DTS PMO.

In addition, remarks are to be provided in Column O if a listed USV cannot be remediated for a non-DTS system related issue. Enter the following in Column O: *'USV cannot be submitted due to –* and provide reason.

5. Upon completion of the procedures listed in paragraphs 3 and 4, the BSO Lead Defense Travel Administrator (LDTA) (or their alternate) are to ***ensure that all listed USVs for the BSO and documentation/remarks in Column O are contained in a single tab within a single spreadsheet file*** (the original DTS USV report received by the BSO, annotated with comments in Column O, is recommended to be returned). The LDTA (or their alternate) are to apply a digital signature to the spreadsheet file.

The file name for the response report should have the following naming convention: *DNxx_FYxx_MMM_DTS_USV_Review_mmddyyyy*

- MMM: the month the USV report was received by BSO
- mmddyyyy: the date of digital signature application (see below)

Example: DN23_FY17_MAR_DTS_USV_REVIEW_14APR17.xlsx

The digitally signed spreadsheet file is to be emailed to the Navy DTS PMO inbox (navsup_navy_dts_pmo@navy.mil) ***by the 3rd Monday of the next month***, certifying completion. In addition, the BSO Financial Improvement and Audit Readiness (FIAR) Manager is to be cc'd on the email.

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6. Navy DTS PMO is aware that there are erroneous listings on the BSO's DTS USV report attributed to:
 - A. Trip cancelled/CANCELLED travel documents
 - B. Travel authorizations stamped MANUAL ABANDON by the Defense Travel Management Office (DTMO) Travel Assistance Center (TAC)
 - C. Other reasons (e.g., Voucher was submitted (SIGNED/T-ENTERED) but is still listed as a USV on the report/'Create Voucher' link not available for a specific authorization)

BSO Lead Defense Travel Administrators (LDTAs), in collaboration with their FIAR manager(s), can request to have specific USVs not be listed on future reports by using the 'Exclude from Navy DTS PMO DTS USV Report' spreadsheet (which is available on the NAVSUP CCPMD DTS website; see link below). The spreadsheet must contain the following information for each USV requested for removal:

- Organization/Suborganization attributable to the USV and traveler
 - TANum
 - Exclusion Request Reason
 - Request Date
 - Request Point of Contact
 - Full name and role/responsibility of individual requesting exclusion
 - DTMO TAC Help Desk Ticket Number
 - A Help Desk ticket **must** be submitted to Navy DTS PMO in order to:
 - Substantiate that USV is listed erroneously and should be excluded from future reporting
 - Collaborate with DTMO to have erroneous line items removed from the DTS Report Scheduler USV report
- Any request in which a DTMO TAC Help Desk Ticket number is not provided will not result in USV removal from the report.
- De-obligation validation date
 - Date of validation that appropriate funds were de-obligated in the accounting system (if applicable)
 - If Column G is N/A, provide reason
 - If validation of de-obligation is not applicable, provide reasoning (e.g., *'No-cost Government orders did not necessitate funding/obligation'*)

The 'Exclude from Navy DTS PMO DTS USV Report' spreadsheet with new exclusion requests by the BSO is to be sent to the Navy DTS PMO inbox (navsup_navy_dts_pmo@navy.mil) **by the 3rd Monday of the month.**

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7. Navy DTS PMO will be m USV volume and estimated outstanding obligation amount (Amount on Authorization) for each BSO and for Navy monthly to track progress.

Contact Navy DTS PMO

DON Consolidated Card Program Management Division DTS site
https://mynavsup.csd.disa.mil/webcenter/portal/ccpmd_dts

Help Desk Voice Contact Information:

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