

## DTS EPN FY19 #1.1A – Requirement for Navy Defense Travel System (DTS) Non-DTS Entry Agents (NDEAs) to Use a Checklist for All (Applied 'T-ENTERED' Stamp) Vouchers

**Note: MAJCOM LDTAs and BSO FIAR MANAGERS - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO ALL ODTAS, AOs, NDEAs, TRAVEL SUPERVISORS, AND SUPPORT STAFF THROUGHOUT THE MAJCOM HIERARCHY AND ENSURE ONGOING AWARENESS AND COMPLIANCE BY FUTURE NDEAs.**

**PURPOSE:** This DTS Execution Policy Notice (EPN) requires Navy DTS NDEAs to use an NDEA/T-ENTERED voucher checklist prior to submitting a DTS voucher on behalf of a traveler to verify if a DD Form 1351-2 (1351-2) is required, and if so, that the 1351-2 is complete, signed, and dated by the traveler, with an affixed/attached submission date and recipient name (as per NAVADMIN 156\_17), and is uploaded into the Substantiating Documents section of the DTS voucher.

An NDEA is defined as any individual who submits vouchers electronically in the system on behalf of a traveler by applying the 'T-ENTERED' stamp.

**BACKGROUND:** DTS vouchers submitted by NDEAs with missing, unsigned/undated, or incomplete 1351-2's result in improper travel payment assessments by the Defense Finance and Accounting Service (DFAS) Postpay Review & Analysis program. The program, which audits sampled DTS vouchers to assess improper travel payment rates, reports findings related to vouchers with 1351-2 related errors are in Navy's top 5 improper DTS travel payment errors each review period. If a 1351-2 is missing or is unsigned/undated, the entire DTS voucher payment is deemed improper by DFAS, significantly increasing the Navy's total improper travel payment rate. DFAS also cited Navy on incomplete 1351-2's. This includes forms with a blank privately-owned conveyance (POC) block, rendering any claimed/reimbursed mileage portion of the travel payment as improper.

The Office of the Under Secretary of Defense (Comptroller) Office of the Deputy Chief Financial Officer has mandated Service/Agencies develop corrective action plans to remediate improper travel payments. NAVSUP (the Office of Primary Responsibility (OPR) for Navy DTS improper travel payments) is tasked to enact corrective action(s), which are as follows, to ensure NDEAs upload complete, signed, and dated 1351-2s:

### Action Required:

1. Navy DTS NDEAs are to use a standard DTS NDEA/T-ENTERED voucher checklist to verify if a DTS voucher submitted on behalf of a traveler requires a 1351-2, and if so, has the 1351-2 been:
  - Submitted using the latest available version of the 1351-2.
  - Fully completed, signed and dated by the traveler.
  - Had a submission date and recipient name affixed/appended.
  - Uploaded into Substantiating Documents in the DTS voucher.

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2. Navy DTS PMO does not require a completed checklist to be retained or uploaded into Substantiating Documents section of the DTS voucher. However, Commands can amandate checklists to be individually completed and retained/uploaded at their discretion.
3. Attached to this EPN is the latest version (1.1) of the Navy DTS PMO's standardized NDEA/T-ENTERED DTS Voucher Checklist. This checklist may be modified to include Command specific business rules/polices.
4. Quarterly, a random sampling of DTS vouchers T-ENTERED by NDEAs from each MAJCOM/BSO will be reviewed by Navy DTS PMO at minimum for 1). an uploaded, traveler signed and dated 1351-2, 2). affixed submission date and receipt information, and 3). submission of the travel claim/voucher within 5 working days. Error findings for 1 and 2 will infer ineffective use of a NDEA/T-ENTERED voucher checklist by the submitting NDEA.

### **Contact Navy DTS PMO**

DON Consolidated Card Program Management Division

[https://my.navsup.navy.mil/webcenter/portal/ccpmd\\_dts](https://my.navsup.navy.mil/webcenter/portal/ccpmd_dts)

### **Help Desk Voice Contact Information:**

- Email: [navsup\\_navy\\_dts\\_pmo@navy.mil](mailto:navsup_navy_dts_pmo@navy.mil)

# Navy DTS PMO NDEAT-ENTERED DTS Voucher Checklist

Effective 21 June 2019 Version 1.1

TANUM:

## Requirement of a DD Form 1351-2 (1351-2/Travel Voucher or Subvoucher):

Is DTS voucher <b>T-ENTERED</b> for a traveler claiming original/adjusted official travel allowances? If <b>Yes</b> , <b>continue</b> . If <b>No</b> , <b>stop</b> .	
Is 1351-2 uploaded in Substantiating Documents and is latest version of the Form? If <b>Yes</b> , <b>continue</b> . If <b>No</b> , <b>stop</b> . (Latest version: <a href="https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1351-2.pdf">https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1351-2.pdf</a> )	

## Completion of 1351-2 (Fill out checklist only if above two items are marked 'Yes')

Block(s)	Block Title(s)	Item to Check	Complete?
1	Payment	X placed for payment type & X placed in 'Pay the following reimbursement...' and \$ value of split disbursement to GTCC (if applicable).	
2-4	Name, Grade, and SSN	Has printed/typed last, first, middle initial name, grade, and SSN of traveler.	
5	Type of Payment	X placed for TDY, and any other applicable box.	
6.a-e	Address	Has mailing and email address of traveler.	
7	Phone number	Has contact phone number of traveler.	
8	Travel Order/Authorization Number	Has the TANUM of the DTS authorization/trip the DD Form 1351-2 & DTS voucher are for.	
9	Previous Government Payments/Advances	Has the total amount of non-ATM travel advances and/or scheduled partial payments received by the traveler (if \$0, 'NONE').	
11	Organization/Station	Has Name/Location of PDS.	
15.a.	<b>Itinerary-Year</b>	<b>Has calendar year(s) of travel.</b>	
15.a-b	<b>Itinerary-ARR/DEP Dates &amp; Locations</b>	<b>Has all TDY ARR/DEP dates and locations. Locations are explicit and exact (e.g., if TDY at U.S. Installation, Installation name is listed).</b>	
15.c.	Itinerary-Means/Mode of Travel	Has the proper symbols* of means/modes of transportation between location(s).	
15.d	Itinerary-Reason for Stop	Has proper symbols * indicating reason for stop at location(s).	
15.e.	Itinerary-Lodging Cost	Has the lodging cost claimed for reimbursement at applicable locations. <i>Taxes are not included for non-foreign OCONUS locations.</i>	
15.f.	POC Miles	Has any mileage traveled by a POC (mileage should <i>not</i> be claimed separately in Block 18)	
16	<b>POC Travel</b>	<b>Has an X in OWN/OPERATE or PASSENGER if traveler traveled by POC. If claiming mileage b/c traveler's POC used, OWN/OPERATE must have X.</b>	
17	Duration of Travel	X placed in the proper duration of travel box.	
18.a-d	<b>Reimbursable Expenses</b>	<b>Has ALL expenses claimed for reimbursement, including non-CBA purchased Commercial Air/Rail.</b>	
19	Government/Deductible Meals	Has dates and number of any deductible meals (see JTR Table 2-18)	
20.a.	<b>Claimant Signature</b>	<b>Has a wet/digital signature by the traveler.</b>	
20.b	<b>Date</b>	<b>Has a signature date by the traveler on/after TDY return (not needed if 20.a. has a digital signature with a legible date).</b>	
29	Remarks (if required)	Has any additional information about the TDY and/or travel claim.	
	<b>Submission/Received Date</b>	<b>Date form was submitted by the traveler is on/attached to the 1351-2, along with the printed name of who received the 1351-2.</b>	

*\*Review Instructions on back of DD Form 1351-2 for definition and usage of itinerary symbols*

## Completed 1351-2 matches/supports voucher and is uploaded in DTS:

<b>Info. in 1351-2 Blocks 15-19 match/support itinerary, entitlements, and expenses in DTS Voucher</b>	
<b>1351-2 has been uploaded in Substantiating Documents section of Expenses screen.</b> Uploaded document assigned 'Form 1351-2 (DoD Traveler Voucher)' document type and Submit Date entered matches submission/received date on/attached to 1351-2.	