



# RTLTC 2-19

DTS Instructions  
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# RTLTC DTS Setup



- STUDENTS WILL NOT BE ALLOWED TO CHECK IN IF THEY DO NOT BRING A COPY OF THEIR SIGNED DTS AUTHORIZATION
- RTLTC is a unique course requiring your DTS authorization to be completed in a specific way. This will alleviate completely changing the itinerary in the voucher.
- Ensure you begin and end your trip at your duty station and input the following for your multiple destinations.
- Use the following when inputting your itinerary. Select **Morning** for all your times that follow your initial departure from your duty station. For departure upon graduation each Bn knows what works best for their schedule, input a time as necessary.
- **The only flights needed to be booked through DTS are your flight to the course and your flight back to your unit.**



# RTLTC DTS Authorization Locations



1. Phase I: Camp Pendleton, CA (1)
    - August 21st through September 12th 2019
  2. Phase II: Wellton, AZ (Mode of travel: Other)
    - September 12th through October 2nd 2019
  3. Phase III: MCB Hawaii, HI (Mode of travel: Other)
    - October 2nd - 24th 2019
  4. Phase IV: Camp Pendleton, CA (2)
    - October 25th 2019 (Grad date)
- (Skip Booking for Lodging) when entering the reservations tab.
- (Rentals will be “Unit Funded”) No rentals during MCAS Yuma, AZ.



# DTS Entitlements



- When at the “EXPENSES” tab click “PER DIEM ENTITLEMENTS” Using the dates below, adjust Camp Pendleton (1) phase in the following manner.
  1. Phase I: Camp Pendleton, CA
    - A. Toggle off “Group similar days” to expand all travel days.
      1. August 21st through September 12th 2019
      2. Under “Meals” Check “AVAILABLE” and CHECK “BREAKFAST, LUNCH AND DINNER”
        - A. Camp Pendleton based units (1st Recon / RTC) will not receive funding from TECOM for GMR while at Pendleton due to the course beginning on their primary duty station location. (Click Special Meal Rate for \$0.00).
      3. Duty Conditions click
        1. “QUARTERS AVAILABLE”
        2. Training Type: Scroll to “Active Duty Training”
        3. Click “Quarters and Meals” Available
      4. Lodging: \$0.00



# DTS Entitlements CAMP PENDLETON



## Adjust Per Diem Amounts

Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

Adjustment Date Range \*

08/21/2019 - 09/12/2019

### Duty Conditions

Duty conditions affect your lodging and M&IE per diem entitlements.

- Field Conditions
- Quarters Available
- Adverse Effects (Commercial Qtrs)
- Group Travel
- Inactive Duty Training (Local)
- Essential Unit Messing
- Permissive TDY
- Aboard a U.S. Vessel
- Hospital Stay
- Authorized Trip Home

### Training Type

Active duty training

### Quarters and Meals Available \*

- Quarters
- Quarters and Meals
- Commercial Qtrs

### Other Entitlements

LODGING COST (Locality rate: \$160.00)

\$ 0.00

[Currency Converter](#)

M&IE COST (Locality rate: \$71.00)

\$53.25

[Currency Converter](#)



# DTS Entitlements

- When at the “EXPENSES” tab click “PER DIEM ENTITLEMENTS” Using the dates below, adjust Yuma phase in the following manner.
  2. Phase II: MCAS Yuma, AZ
    - A. Toggle off “Group similar days” to expand all travel days.
      1. September 12th – 30th 2019
      2. Under “Meals” Check “Receive Full Rate”
        - a. Due to field conditions no matter what you check it will be \$0.00 for Per Diem
      3. Duty Conditions click
        - a. “Field Conditions”
        - b. Training Type: Scroll to “None”
      4. Set Lodging: \$0.00
      5. October 1st 2019 Edit:
        - a. Meals: Receive Full Rate
        - b. Training Type: Scroll to “Active Duty Training”, Select “Quarters.”
        - c. Set Lodging to \$50.00 for MCAS Yuma billeting. To stage for movement to MCBH, HI



# DTS Entitlements


## YUMA



### Adjust Per Diem Amounts ✕

Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

#### Adjustment Date Range \*

 09/12/2019 - 09/30/2019

Receive Full Meal Rate

Meals Available at TDY Location

Government Meals Provided at TDY Location

Occasional Meals Required

Special Meal Rate

#### Duty Conditions

[Hide Options ▾](#)

Duty conditions affect your lodging and M&IE per diem entitlements.

Field Conditions

Quarters Available

Adverse Effects (Commercial Qtrs)

Group Travel

Inactive Duty Training (Local)

Essential Unit Messing



# DTS Entitlements



- When at the “EXPENSES” tab click “PER DIEM ENTITLEMENTS” Using the dates below, adjust MCB Hawaii, HI phase in the following manner.
  3. Phase III: MCB Hawaii, HI
    - A. Toggle off “Group similar days” to expand all travel days.
      1. October 2nd - 24th 2019
      2. Under “Meals” Check “Receive Full Rate”
      3. Duty Conditions click
        - a. “Quarters Available”
        - b. Training Type: Scroll to “None”
      4. Set Lodging: \$0.00
    - B. See Comments to Approving Official for justifications.





# DTS Entitlements

- When at the “EXPENSES” tab click “PER DIEM ENTITLEMENTS” Using the dates below, adjust Camp Pendleton (2) phase in the following manner.
  4. Phase IV: Camp Pendleton, CA
    - A. Toggle off “Group similar days” to expand all travel days.
      1. October 25th 2019 (Graduation Day)
      2. Under “Meals” Check “AVAILABLE” and CHECK “BREAKFAST, LUNCH AND DINNER”
        1. Camp Pendleton based units (1st Recon / RTC) will not receive funding from TECOM for GMR while at Pendleton due to the course beginning on their primary duty station location. (Click Special Meal Rate for \$0.00).
      3. Duty Conditions click
        1. “QUARTERS AVAILABLE”
        2. Training Type: Scroll to “Active Duty Training”
        3. Click “Quarters and Meals” Available
      4. Lodging: \$0.00



# DTS Entitlements HAWAII



## Adjust Per Diem Amounts

Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

Adjustment Date Range \*

10/02/2019 - 10/24/2019

Receive Full Meal Rate

Meals Available at TDY Location

Government Meals Provided at TDY Location

Occasional Meals Required

Special Meal Rate

### Duty Conditions

[Hide Options](#)

Duty conditions affect your lodging and M&IE per diem entitlements.

Field Conditions

Quarters Available

Adverse Effects (Commercial Qtrs)

Group Travel

Inactive Duty Training (Local)

Essential Unit Messing

Domestic TDY

Abroad U.S. Messing



# DTS Entitlements



- By following the above guidelines the break down should reflect:
  1. Phase I: \$18.90 per day (1<sup>st</sup> Recon/ RTC will not rate due to PDS)
  2. Phase II: \$0 per day
    - a. One Night in MCAS Yuma Lodging: \$50.00/ M&IE: \$55.00.
  3. Phase III: \$138 per day
  4. Phase IV: \$18.90 per day (1<sup>st</sup> Recon will not rate due to PDS)
    - a. Do not modify the travel day, IE date leaving unit, date returning, and flight dates during the class.
    - b. Your First and last Travel Day will reflect 75% of allowed M&IE rate.



# Other Auths and Pre Audits



- Other Authorizations
  1. Click “Add Other Authorization”
  2. Select **Variations authorized.** , Then “Add Selected”.
    - a. This will make changes in location by date and mode of travel throughout the course easier on the voucher.
      - Field Conditions and Variations Authorized Comments: Approved, see comments to approving official.
- Pre-Audit
  - A. Lodging Not Used:
    1. Camp Pendleton, CA: **L5 – Military Lodging**
    2. MCAS Yuma, AZ: **L2 – Mission Requirements**
    3. MCB Hawaii, HI: **L5 – Military Lodging**
  - B. Use comments to Approving Official for justification.
- Screen shots on following slides
  - The following slides depict a screen shot for each phase in order as they will occur. Listed at the top is the location. Ensure all dates for the specific location reflect the same entitlement as depicted by the screenshots.



# Variations Authorized



## Other Authorizations

[+ Add Other Authorization](#)

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official below.

### FIELD CONDITIONS

#### Comments

Reconnaissance Team Leader Course students are under field conditions during training at the training area.

109/1891

[Cancel](#)

[Save](#)

### VARIATIONS AUTHORIZED

[Remove](#)

#### Comments

Reconnaissance Team Leader Course uses MILAIR during movements of the course phases. Variations authorized by the school house to ensure contingencies are met for mission success.

180/1820

[Cancel](#)

[Save](#)



# DTS Voucher



## Comment to approving official:

Reconnaissance Team Leader Course (CID M10NAN2) is an approved formal Training Command POI with course execution taking the instructors and students from Camp Pendleton, CA to Wellton, AZ Barry M. Goldwater training area. The course spends one night in MCAS Yuma for our MIL Air flight to Pearl Harbor Hickam AFB, HI. The course returns to Camp Pendleton, CA at the completion of training. This course scheme of maneuver has been approved from Training Command.



# DTS Issues



Detaching Endorsement will be provided from the SOI (W) regiment showing that there is cost to the government. Follow these directions to a “T” for RTLC 2-19, they have been vetted at TECOM, and are WWT funded as long as the authorization was completed with the WWT Funding Letter attached with SNM listed on the Funding Letter.

We ask that approving officials to reach out to RTLC Staff for questions regarding DTS questions.

The comments to approving official is a statement from the SNCOIC to the approving official to depict the course scheme of maneuver. Training Command G8 is aware our POI supports offsite training. From RTLC 2015 POI “The offsite location is designed to simulate an unfamiliar environment in which a Reconnaissance Marine will operate in”.

RTLC Students, please don’t just put “meals available” for the entire course and change on the back end. Do an honest voucher that depicts the actual cost of the DTS orders rather than surprising TECOM with a voucher astronomically higher than the authorization.



# POC



For any question regarding your DTS please contact:

RTLC SNCOIC

GySgt Owens, Andreas

Work- 760-763-7184

Cell- 910-546-9403

RTLC Course Chief

SSgt Odonnell, Steven

Work 760-763-7184