

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

NGOH-HRO-TD

28 June 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: HRO Policy # 21-021, Unliquidated Defense Travel System (DTS) Documents

1. **Purpose.** This policy prescribes corrective actions for unliquidated DTS documents for Ohio National Guard employees and AGR Soldiers performing travel funded by AGR and Technician training and travel funds managed by the Human Resources Office (HRO).

2. **Unliquidated DTS Documents.** Unliquidated DTS documents are travel vouchers that have not been finalized (e.g. trip canceled with no action, voucher not submitted within five working days after completion of travel). HRO will take the following steps to notify travelers of unliquidated DTS documents and provide the corrective actions necessary to bring the unliquidated documents to a proper resolution:

a. **Step 1.** A Human Resources Development (HRD) specialist will send the traveler an email with a 14-calendar day suspense in which to take corrective action and respond to the HRD POC on the email.

b. **Step 2.** The Director of HRO, or the Deputy, will send a second email to the traveler and the traveler's supervisor with a 14-calendar day suspense in which to take corrective action and respond to those listed on the email.

c. **Step 3.** HRO will notify the Chief of Staff (CoS) of the unliquidated DTS document and the CoS, or his designee, will send a third email to the traveler and the traveler's supervisor with a courtesy copy sent to the Director of HRO. The third notification will afford the traveler a 7-calendar day suspense in which to take corrective action and respond to those listed on the email. The traveler's chain of command may initiate disciplinary action for failure to respond to the request and failure to resolve the unliquidated DTS document.

3. Please direct any questions to Mrs. Brittney Newberry, Human Resources Development Supervisor, at (614) 336-7453.

FOR THE ADJUTANT GENERAL:



JOSEPH F. LOGAN, Col, ANG
Director of Human Resources

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