



UNITED STATES MARINE CORPS  
3D MARINE LOGISTICS GROUP  
UNIT 38401  
FPO AP 96380-8401

IN REPLY REFER TO:  
1000  
SSEC

5 SEP 2014

From: Commanding General, 3d Marine Logistics Group  
To: Lead Defense Travel Administrator, III Marine Expeditionary Force Disbursing Office

Subj: WAIVER OF RANK REQUIREMENT FOR DEFENSE TRAVEL SYSTEM APPROVING OFFICIAL POSITION

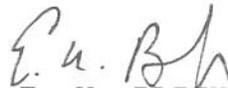
Ref: (a) MCO 4650.39

Encl: (1) DD Form 557 AO  
(2) Certifying Officer Legislation Training Certificate  
(3) Travel Policies Training Certificate

1. Per reference (a), Approving Officials (AO) appointed within the Defense Travel System (DTS) shall be a Staff Noncommissioned Officer or civilian equivalent (GS-7) or above and be appointed in writing by the Commander using the DD Form 577. They must also complete initial and annual Certifying Officer Legislation training and a one-time Travel Policies training.

2. The current AO, Mrs. Maria Hayden, has vacated her position as the 3d Marine Logistics Group Executive Secretary, and HM3 PaulJames Johnson will be filling in her position until a suitable civilian replacement can be hired. Due to the limited number of personnel within the Command Deck, the rank requirement for the following service member has been waived: HM3 PaulJames Johnson XXX-XX-9800.

3. Enclosures (1) through (3) are provided for the above named individual in order to allow the Tier II DTS Helpdesk to process their permissions and provide the required initial DTS Official training.

  
E. W. BLIGH  
Chief of Staff  
Acting

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