Agenda

- Profiles
- Permission Levels and Accesses
- User Roles
- Reassign, Detach, Receive, Delete Profile
People - Profiles

• Two ways a profile can be created in DTS:
  – DTA adds individual through DTA Maintenance Tool
  – Traveler submits profile through self registration

• Two types of profiles
  – User: Cannot travel
  – User/traveler*: Requires more information

*User/traveler profile recommended unless user plans on never traveling or is not authorized to travel in DTS
Permission Levels and Accesses

Permission Levels

Access

Organization

Group

Read-Only

0-9
Types of Access

• Organization Access
  – Maintain resources for organizations
  – Hierarchical

• Group Access
  – View, create, and edit travel documents for others
  – Just a list of travelers

• Read-Only Access
  – View but not edit documents
  – Used by auditors and Transportation Officers
User Roles
## User Roles

<table>
<thead>
<tr>
<th>Role</th>
<th>Permission Level</th>
<th>Access</th>
<th>Group</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler</td>
<td>0</td>
<td>no organization access</td>
<td>no group access</td>
<td></td>
</tr>
<tr>
<td>Travel Preparer/Clerk</td>
<td>0</td>
<td>no organization access</td>
<td>group access</td>
<td></td>
</tr>
<tr>
<td>NDEA</td>
<td>0, 2</td>
<td>organization access (optional)</td>
<td>group access (optional)</td>
<td>T-entered stamp (submit voucher for traveler)</td>
</tr>
<tr>
<td>Routing Officials (includes AOs, COs, ROs)</td>
<td>0, 2</td>
<td>organization access (optional)</td>
<td>group access (optional)</td>
<td></td>
</tr>
</tbody>
</table>
### User Roles (continued)

<table>
<thead>
<tr>
<th>Role</th>
<th>Permission Level</th>
<th>Access</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lead DTA</strong></td>
<td>0-6</td>
<td>organization access</td>
<td>group access</td>
</tr>
<tr>
<td><strong>Organizational DTA</strong></td>
<td>0,1,2,5</td>
<td>organization access</td>
<td>group access</td>
</tr>
<tr>
<td><strong>Budget DTA</strong></td>
<td>0,1,3</td>
<td>organization access</td>
<td>no group access</td>
</tr>
<tr>
<td><strong>Finance DTA</strong></td>
<td>0,1,6</td>
<td>organization access</td>
<td>group access</td>
</tr>
</tbody>
</table>
People – Reassign, Detach, Receive, Delete

Main Organization
Site 1

Sub Org 1
Sub Org 2
Sub Org 3

Main Organization
Site 2

Sub Org 1
Sub Org 2

None Org

Detach

*Reassign

**Delete

Receive

*Can only be done by DTA from Main Organization

**Profiles with created documents will remain in None Org for 15 months; all others permanently deleted
Resources

**DTMO Website**
- Access eLearning, instructor resources, and reference materials through Training Resource Lookup Tool

**Travel Explorer (TraX)**
- DTA Manual: Chapter 7 – People
- Distance Learning Course: DTA Maintenance Tool – People

**Travel Assistance Center (TAC)**
- 1-888-Help1-Go (1-888-435-7146)
- 24 hours a day/7 days a week
- Submit a Help Ticket through the Tickets section of TraX

www.defensetravel.dod.mil

www.defensetravel.dod.mil/Passport