

CHAPTER 3: DTS SITE SETUP

This chapter introduces the sequence used to set up the Defense Travel System (DTS) at a site. It discusses how DTS safeguards data by controlling access with permission levels and explains DTS user roles. This chapter covers the following topics:

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3.1 DTS Standard Setup

Sites should coordinate DTS setup through their Service Offices or the Defense Travel Management Office (DTMO) agency point of contact (POC). A list of DTS Service Office POCs is available on the DTMO website (<http://www.defensetravel.dod.mil/site/dtsContacts.cfm>).

3.2 The DTA Flow Process

The standard DTS setup follows a sequence referred to as the *DTA Site Set-up Flow Process* (Figure 3-1). Each step is addressed in one of the chapters in this manual.

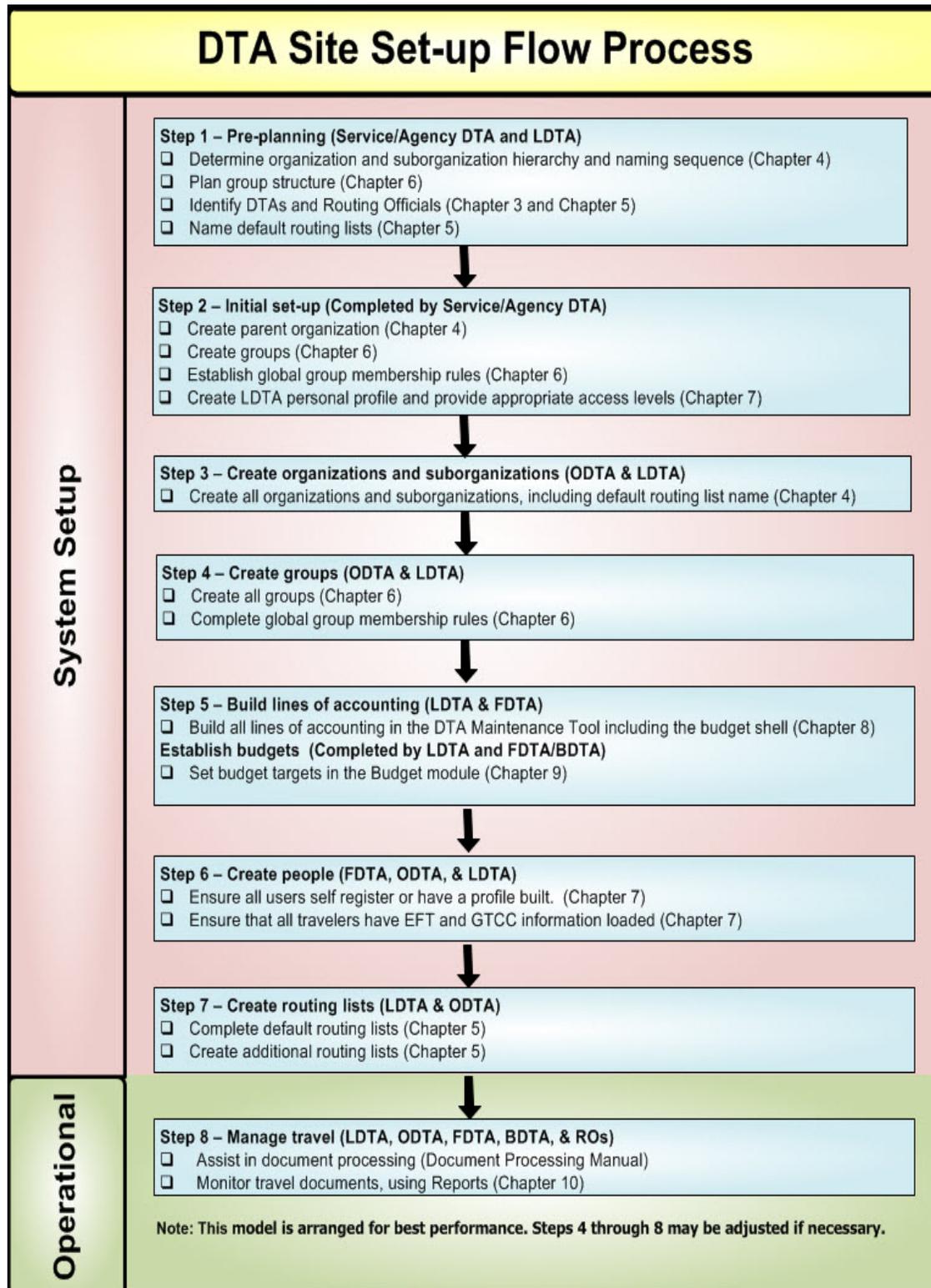


Figure 3-1: DTA Site Set-up Flow Process

3.3 DTS Permissions and Users

DTAs can perform many tasks in DTS, if they have the appropriate permission(s). Such tasks include creating and reassigning personnel, creating, rollover or copying lines of accounting (LOAs), and generating reports.

Every DTS user will have permissions that allow them to complete assigned tasks. By assigning a permission for all tasks, DTS controls access to the modules and the functions.

DTS permission levels range from 0 to 9. Each permission level is exclusive from all the other levels. For example, permission level 7 does not include permissions 0 through 6. Table 3-2 illustrates the permission level(s) associated with roles in DTS.

3.3.1 Permissions and Separation of Duties

Because DTAs must have the permissions that they assign to other users, they will have some permissions that allow them to perform actions that they are prohibited from doing because of the mandate for separation of duties. DTAs who have permissions or a combination of permissions that suggest a conflict with this mandate should check with their service or agency business rules for guidance. Judicious assignment of DTS permissions is among the most trusted obligation that a DTA has. Therefore, to avoid a conflict with the separation of duties mandate, DTAs should check their service or business agency rules when assigning any combination of permissions to other DTS users.

3.3.2 Access to DTS Tools and Functions

Table 3-1 shows the DTS modules and some of the functions associated with each module.

Table 3-1: DTS Tools and Sample Functions

DTS TOOLS AND SAMPLE FUNCTIONS		
MODULE	SAMPLE FUNCTIONS	PERMISSION LEVEL(S)
Document Processing	Sign and stamp authorizations, vouchers from authorizations (referred to as vouchers), local vouchers, amendments, and adjustments; preaudit documents; and create standard reports	0
Budget (View Only)	View budget information and reports.	1
Route and Review	Review, preaudit, stamp, approve, return, and certify documents.	2
Budget	View, add, edit, report, and manage budget information. Request budget reports.	1, 3
Reports	Generate reports for the organizations to which they have access.	0**
Centrally Billed Account (CBA)	Reconcile charge card vendor invoices.	4*
Debt Management	Apply DUE PROCESS stamp, maintain records within the Waiver/Appeal process, initiate voluntary and involuntary payroll deduction when required, and other tasks pertaining to Due U.S. vouchers.	6*
* Account activation required		
**Some reports require additional permissions or other access (e.g., MIS access). See Chapter 10 of this manual.		

Table 3-1: DTS Tools and Sample Functions (continued)

DTS TOOLS AND SAMPLE FUNCTIONS		
Partner System Setup	Maintain information and settings for partner systems to interface with DTS.	None required (This is an assigned role)
DTA Maintenance Tool	Add, edit, and delete organizations, routing lists, groups, user/traveler profiles, and LOAs.	0,1, 3, 5, 6
* Account activation required		
**Some reports require additional permissions or other access (e.g., MIS access). See Chapter 10 of this manual.		

3.3.3 User Roles and Permission Levels

The DTA must assign at least one permission to each DTS user. If a user has several roles in DTS, all permissions required to perform those tasks need to be assigned. For example, an Authorizing Official (AO) with permissions 0, 1, and 2 may also be a Budget Analyst with permissions 0, 1, and 3. This person will need permissions 0, 1, 2, and 3.

Table 3-2 shows some typical DTS roles along with the associated tasks, accesses, and permission levels.

Table 3-2: Typical DTS Roles and Sample Tasks

TYPICAL DTS ROLES AND SAMPLE TASKS				
ROLE	TASK	TRAVEL DOCUMENT AND GROUP ACCESS	ORGANIZATION ACCESS	PERMISSION LEVEL(S)
Traveler	Creates own travel documents. Requests travel reservations.	Personal documents only. No group access.	No organization access.	0
Travel Clerk and Non-DTS Entry Agent (NDEA)	Performs DTS functions on behalf of traveler.	Documents of assigned personnel. Has group access.	No organization access.	0
Resource Adviser and Budget Assistant	Reviews and monitors budget information in DTS.	No group access.	Organization access.	0,1
Routing Official	Performs designated local functions (optional).	Local decision.* May have group access. See local business rules.	No organization access.	0,1,2
Authorizing Official (AO)	Controls the mission, authorizes the trip, and controls funds.	Local decision.* May have group access. See local business rules.	Organization access.	0,1,2
Certifying Officer (CO)	Certifies that funds are available for payment.	Local decision.* May have group access. See local business rules.	Organization access.	0,1,2

Table 3-2: Typical DTS Roles and Sample Tasks (continued)

TYPICAL DTS ROLES AND SAMPLE TASKS				
Organization Defense Travel Administrator (ODTA)	Responsible for the overall travel system for organization.	See local business rules.	Organization access.	0, 1, 2**, 3***, 5
CBA Specialist	Responsible for CBA reconciliation.	Local decision.* Has group access.	Site	0, 4
Budget DTA (BDTA)	Assists FDTA in budgetary and LOA matters and functions as assigned.	Local decision.* Has group access.	Site	0, 1, 3
Finance DTA (FDTA)	Responsible for all financial and budgetary actions at the site.	Local decision.* Has group access.	Site	0, 1, 3, 5, 6
Lead DTA (LDTA)	Responsible for overall travel functions for site.	Local decision.* Has group access.	Site	0, 1, 2**, 3, 4, 5, 6
Service DTA or Agency DTA	Manages information and travel tasks relevant to the specific service or agency. Has override ability.	Has access to a specific service or agency.	Has access to a specific service or agency.	0, 1, 2, 3, 4, 5, 6, 7
Partner System/ Subsystem Administrator (PSA)	Manages data, administers the interface, and allows partner systems to interface with DTS. <i>This is an assigned role.</i>	Has access to a specific service or agency.	Has access to a specific service or agency.	0
DTMO Import/ Export (I/E) Administrator	Manages data and allows partner systems to interface with DTS. May edit some of the preferencesesers.	Has access to all documents and all groups.	Has access to all organizations.	0, 8
Operations & Support Contractor	Manages the database and updates certain DTS tables as needed.	Has access to all documents and all groups.	Has access to all organizations.	0, 1, 2, 3, 4, 5, 6, 7, 8, 9
Travel Assistance Center (TAC)	Provides travel assistance to all DoD travelers 24 hours a day, 7 days a week.	Has access to all documents and all groups.	Has access to all organizations.	0, 1, 2, 3, 4, 5, 6, 7, 8
Program Management Office (PMO-DTS)	Provides project management and technical oversight of DTS.	Has access to all documents and all groups.	Has access to all organizations.	0, 1, 2, 3, 4, 5, 6, 7, 8, 9
Defense Travel Management Office (DTMO)	Provides functional oversight of DTS as well as a single focal point for commercial travel within DoD.	Has access to all documents and all groups.	Has access to all organizations.	0, 1, 2, 3, 4, 5, 6, 7, 8

Table 3-2: Typical DTS Roles and Sample Tasks (continued)

TYPICAL DTS ROLES AND SAMPLE TASKS
<p>* It is not necessary to give AOs, COs, or Routing Officials group access to travelers' documents. These officials can view all documents that are routed to them.</p> <p>** All DTAs with permission level 2 have this permission level <i>only</i> for the purpose of assigning it to Routing Officials.</p> <p>*** Permission level 3 allows users to view and edit electronic fund transfer (EFT) information in a traveler's permanent profile. Local business rules will determine if this permission level is given to the ODTA.</p>

PERMISSION LEVEL 0 lets users access document preparation functions. This permission level is also necessary to access many administrative features.

Traveler. *Anyone who travels on official business for the Department of Defense (DoD) and has a personal profile in DTS.* Travelers can view and update certain fields in their profiles, and create authorizations, group authorizations, vouchers, and local vouchers. Travelers use the SIGNED stamp to initiate document routing. They can only access their own documents. If necessary, a traveler can have group access to view and update the documents of a group of people.

NDEA. *Enters and digitally signs authorizations, group authorizations, vouchers, and local vouchers for travelers.* The DTA must set the NDEA indicator in the personal profile. See Chapter 7 of this manual. The NDEA uses the T-ENTERED stamp on vouchers and local vouchers in accordance with local policies. The T-ENTERED stamp cannot be used on authorizations or group authorizations.

Travel Clerk. *Enters and digitally signs authorizations and group authorizations in DTS for travelers.* When initiating authorizations or group authorizations, the Travel Clerk uses the SIGNED stamp. A signed authorization is simply an administrative document; anyone with access to a traveler's record may sign an authorization for that traveler. Travel Clerks cannot sign vouchers or local vouchers for travelers.

Users. *Interacts with DTS in any role and has a personal profile in DTS.* All users should have permission level 0.

PERMISSION LEVEL 1 grants view-only access to the Budget module and the DTA Maintenance Tool. This access allows users to view an organization's information including routing lists, groups, personnel, and budget information.

Budget Analyst or Resource Adviser. *Views and has access to the Budget module but does not have permission to use all of the features.* These users review and monitor budget information in DTS.

PERMISSION LEVEL 2 allows access to the Route and Review module and to apply appropriate routing stamps to travel documents. The authority to review and approve travel authorizations and payments is restricted to appropriate officials. This authority is in accordance with DoDFMR, Volume 9, Chapter 2: "Permission levels must provide for appropriate separation of duties." LDTAs and DTAs may not approve documents; therefore, they should not be designated as AOs or COs in routing lists.

Routing Official. *Reviews or approves documents in the routing list and applies the appropriate status stamps.* The routing list may include AOs, CBA Specialists, or other users responsible for processing travel documents. See Chapter 5 of this manual.

Certifying Officer. *Certifies the availability of funds for travel.* COs use the Budget module to track travel funds locally and uses the CERTIFIED stamp to indicate that money is available to fund travel. COs must complete required training. Information on training can be found at https://www.defensetravel.dod.mil/Docs/Training/Training_for_Accountable_Officials.pdf. COs must be appointed in writing (DD Form 577) to serve in this role.

Authorizing Official. *Approves travel and obligates funds.* AOs have authority to determine when temporary duty (TDY) travel is necessary to accomplish a mission. They may authorize travel, obligate unit funds, and approve reimbursements. They use the Route and Review module and the APPROVED stamp to obligate funds. AOs must complete required training. Information on training can be found at https://www.defensetravel.dod.mil/Docs/Training/Training_for_Accountable_Officials.pdf. AOs must be appointed in writing (DD Form 577) to serve in this role.

LDTAs and DTAs may not approve documents; therefore, they should not be designated as AOs or COs in routing lists.

PERMISSION LEVEL 3 allows users to perform tasks in the Budget module. These tasks include establishing and maintaining budgets for their organization's LOAs.

This permission level allows users to view and edit EFT information in a traveler's permanent profile.

BDA. *Creates and maintains budgets for an organization.* This person may create, edit, and remove budgets. The BDA is responsible for funds control and complies with local financial policies.

PERMISSION LEVEL 4 allows access to the CBA module.

CBA Specialist. *Performs CBA reconciliation tasks.* CBA Specialists use the CBA module to reconcile invoices for centrally billed airline and rail tickets.

Note: The CBA Specialist is referred to as the Transportation Officer (TO) in the DTS CBA module, though TOs do not always perform CBA reconciliation.

Other Designated Officials. Permission level 4 may be assigned to other individuals with finance or budget responsibilities.

PERMISSION LEVEL 5 allows the DTA to edit organizations, routing lists, groups, and personal information within an organization.

This permission level allows users to print travelers' DTS documents displaying the full SSN. The user's form preference setting for the Print Full SSN option must be updated to Yes. See Appendix A of the DTS Document Processing Manual for more information.

ODTA. *Manages DTS at the organizational level.* ODTAs have access to the administrative tables to set up and maintain their organization's data within DTS.

PERMISSION LEVEL 6 allows a headquarters, base, or site to manage DTS related financial functions.

LDTA. *Coordinates DTS installation for sub-organizations at a site.*

FDTA. *Maintains LOAs.* This user performs finance-related tasks in accordance with the DoD Financial Management Regulation.

Debt Management Monitor (DMM). Tracks any travel related debt that must be repaid to the government. This user also tracks collection actions within DTS for an organization. The DMM is usually the FDTA. The DMM assists travelers who incur a travel related debt as a result of TDY travel. Assistance will include providing guidance for repaying the debt and instructions on how to request a waiver or an appeal. The DMM also tracks the status of debts in DTS until repayment is completed.

PERMISSION LEVEL 7 provides other DTAs with override abilities. Day to day users will not have this permission level.

CBA-DTA. Manages CBAs. This user can add, edit, and deactivate CBAs. They also assign CBA Specialists to CBAs and can withdraw such assignment.

Service or Agency DTA. Manages information and tables relevant to a specific agency or service branch. The DTA can contact the Service or Agency DTA to solve problems in DTS. For example, if all of a site's Routing Officials are unavailable, a Service or Agency DTA may use the Edit Approval Override to allow a Routing Official who is not in the routing list to stamp a document. If a budget has insufficient funds, the DTA may use one of the overrides shown below:

- Authorization Funding Override
- Local Voucher Funding Override
- Voucher Funding Override

PERMISSION LEVEL 8 is reserved for the PMO-DTS, Operations and Support (O&S) Contractor, the DTMO and the TAC. The DTMO and the TAC can not give permission level 8. Requests are to be sent to the PMO-DTS.

PERMISSION LEVEL 9 is reserved for the PMO-DTS and O&S Contractor.

3.4 DTA Responsibilities

The Defense Travel Administrator can be a team of individuals such as LDTAs, ODTAs, and FDTAs. A DTA may work with LOAs, budgets, reports, or act as a help desk POC. The DTA's responsibilities for a site may include those shown below:

- Operate the local help desk
- Process rejects from accounting and disbursing
- Manage travel documents and reports
- Reconcile CBAs
- Maintain training records and plans
- Update training materials
- Maintain LOAs and budgets
- Update personal profiles
- Track traveler debt
- Maintain organizations, routing lists, and groups

3.4.1 LDTA Responsibilities

As the senior DTA at a site, the LDTA is involved in DTS setup from the planning stages. The LDTA ensures that the process is planned and that requirements, such as the organization structure, sub-organizations, LOAs, and routing lists are identified before deployment.

LDTA's must contact their Service or Agency Representatives to obtain new permission levels.

The LDTA's responsibilities may include those listed below:

- Updating applicable sites and organizations in DTS
- Updating profiles for travelers, Routing Officials, and AOs due to permanent change of station or transfers within the main organization
- Maintaining LOAs by fiscal year and ensuring that budgets are set up correctly

3.4.2 Other Administrators

Most managers involved in the organization's current travel process become involved in DTS and have similar responsibilities. Such managers include the following:

- Resource Managers, who manage travel document processing, LOAs and budgets at subordinate levels
- Transportation Officers or CBA Specialists, who manage travel contractor issues, group travel, and CBAs
- Communications and Information Technology Managers, who maintain local area networks
- Security Managers, who oversee firewalls and public key infrastructure (PKI) issues
- Personnel Managers, who manage profile maintenance

3.4.3 DTA Access

The site LDTA grants each DTA access to the DTS modules, travel documents, and personal profiles needed to accomplish their duties. For more information, see Section 3.3.3.

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