

## CHAPTER 3: DTS SITE SETUP

This chapter introduces the flow process, or the sequence that is used to set up the Defense Travel System (DTS) at a site. It discusses how DTS safeguards data through controlled access called *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 DTS Home page by selecting the Contacts link on the left side of the screen.

### 3.2 The DTA Flow Process

The standard DTS setup follows a sequence referred to as the *DTA Flow Process* (Figure 3-1). Each step is addressed in one of the chapters in this manual. Lead Defense Travel Administrators (LDTAs) and Organizational Defense Travel Administrators (ODTAs) need to know how to accomplish each step. This allows them to maintain their site as personnel change and organizations are restructured.

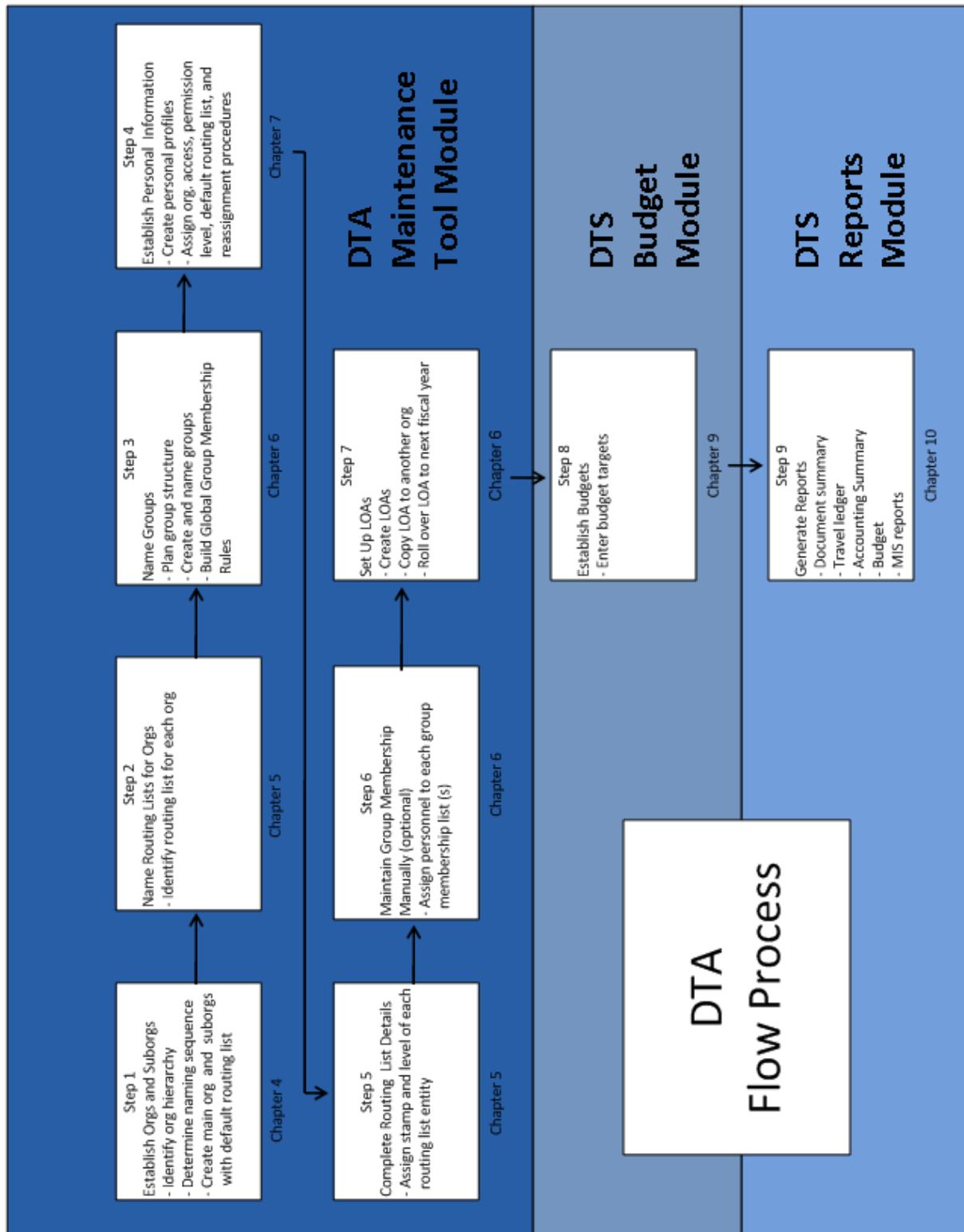


Figure 3-1: DTA Flow Process

### 3.3 DTS Permissions and Users

DTAs can perform more than 200 tasks in DTS, if they have the appropriate permission(s). Such tasks include creating and reassigning personnel, creating and copying lines of accounting (LOAs), and generating reports.

Every DTS user will have permission levels necessary to perform their required tasks. By assigning a permission level to each of the 200 tasks, DTS controls access to the modules and the functions within each module.

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 levels 0 through 6. Table 3-2 illustrates the permission level(s) associated with each role in DTS.

#### 3.3.1 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.	None required (The user must have organization access)
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*
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.	1, 3, 5, 6, 7
* Account activation required		

### 3.3.2 User Roles and Permission Levels

The DTA assigns at least one permission level to each DTS user. If a user has several roles in DTS, that user will receive all permission levels required to perform those tasks. For example, an Authorizing Official (AO) with permission levels 0, 1, and 2 may also be a Budget Analyst with permission levels 0, 1, and 3. This person will have permission levels 0, 1, 2, and 3. Table 3-2 lists 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 (RO)	Performs designated local functions (optional).	Local decision.* May have group access. See local business rules.	No organization access.	0, 1, 2
Approving Official (AO)	Approves travel and voucher payments.	Local decision.* May have group access. See local business rules.	Organization access.	0, 1, 2
Certifying Officer (CO)	Certifies that funds are available.	Local decision.* May have group access. See local business rules.	Organization access.	0, 1, 2
Organizational 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 policy compliance and 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

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

TYPICAL DTS ROLES AND SAMPLE TASKS				
ROLE	TASK	TRAVEL DOCUMENT AND GROUP ACCESS	ORGANIZATION ACCESS	PERMISSION LEVEL(S)
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. Edits some of the preferences and the PSA edits others.	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
Travel Assistance Center (TAC)	Staffs the DTS Tier 3 Help Desk.	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, 9
<p>* It is not necessary to give AOs, COs, or ROs anytime group access to travelers' documents. These officials can view all documents that are routed to them.</p> <p>**Permission level 3 provides users the ability to view and edit electronic fund transfer (EFT) information in a traveler's permanent profile. Local business rules dictate if this permission level is given to the ODTA.</p>				

**PERMISSION LEVEL 0** allows users to access document preparation functions.

**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 particular group of people.

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**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 procedures. 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.

**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.

**RO.** *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.

**CO.** *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 special training that includes Training for Accountable Officials and Certifying Officers (TAOCO). A link to this training is available on the DTMO Web site ([www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)). COs must be appointed in writing (DD-577 form) to serve in this role.

**AO.** *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 special training that includes TAOCO. A link to this training is available on the DTMO Web site ([www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)). AOs must be appointed in writing (DD-577 form) to serve in this role.

**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 also allows users to view and edit EFT information in a traveler's permanent profile.*

**BDTA.** *Creates and maintains budgets for an organization.* This person may create, edit, and remove budgets. The BDTA 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.

**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 suborganizations 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 overpayments that must be repaid to the government.* This user also tracks collection actions within DTS for an organization. The DMM is usually an FDTA. The DMM assists travelers who are in debt to the Government as a result of TDY travel. Their assistance includes 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. Very few users 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 ROs are unavailable, a Service or Agency DTA may use the Edit Approval Override to allow an RO who is not in the routing list to stamp a document. If a budget has insufficient funds, the DTA may use one of the below overrides:

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

**PERMISSION LEVELS 8 AND 9** are reserved for the Operations and Support Contractor, the TAC, DTMO, and PMO-DTS.

### **3.4 DTA Responsibilities**

The Defense Travel Administration is a team of individuals such as DTAs, LDTAs, ODTAs, and FDTAs. The DTA loads and maintains all tables in DTS including organization, group, and permission tables. A DTA may work with LOAs, budgets, reports, and act as a help desk POC. The DTA's responsibilities for a site may include those listed 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, suborganizations, LOAs, and routing lists are identified before deployment.

LDTAs must contact their Service or Agency Representatives, or the DTMO to obtain new permission levels.

An LDTA's responsibilities include those listed below:

- Updating applicable sites and organizations in DTS
- Updating profiles for travelers, ROs, 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
- TO/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, features, travel documents, and personal profiles needed to accomplish their duties. The following three items comprise the DTA's access to DTS:

- *Permission level.* Permission levels 0, 1, 3, and 5
- *Organization access.* Access is given for setup, routing lists, budgets, personal profiles, and groups of their main organizations and all suborganizations
- *Group access.* Anytime access to documents and traveler profiles for a list of travelers, or a group in the organization to which the DTA has access. See Chapter 6 of this manual.

### 3.5 Implementation Overview

Figure 3-2 shows the LDTA's actions for setting up DTS at a site or organization.

**Note:** \*Initial Operating Capability

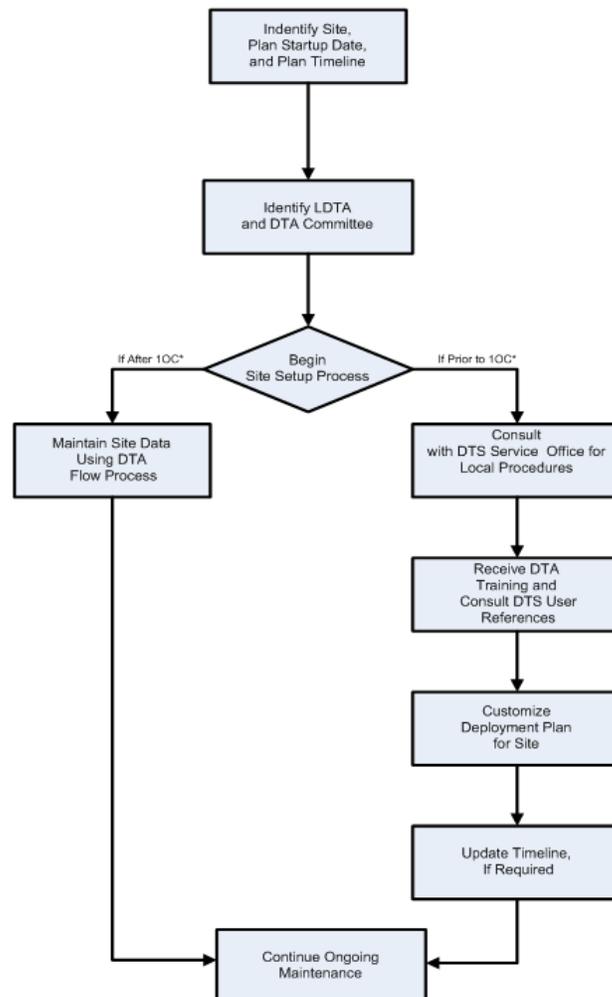


Figure 3-2: DTS Implementation Sequence

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