



DEFENSE TRAVEL MANAGEMENT OFFICE

RSS Feed: Defense Travel Toolkit

Perform a Group Access Audit (For DTAs)

If you've been a DTA for a while, you're probably familiar with groups and group access. Perhaps you even count GGMRs among your best friends. But did you know that you should conduct periodic audits of who has group access in your organization?

Consider:

- DoD places critical importance on protecting the Personally Identifiable Information (PII) of its personnel.
- Group access lets a person view someone else's travel documents and PII (e.g., bank account information, home address).
- You – the DTA – are responsible for granting or removing the group access of your organization's personnel.

The last thing you want is someone committing a PII violation with group access that you gave them. Here are two ways you can reduce that risk:

- 1) If a person doesn't currently create, edit, or troubleshoot travel documents for another person, revoke their group access.
Random observation 1: We often see group access in the hands of Routing Officials (AOs, ROs, COs). Since they're on a routing list, Routing Officials can view/edit travel documents that route to them, so they don't usually need group access.
Random observation 2: We often see group access in the hands of the "I need to know what's going on" crowd (e.g., supervisors). Instead of giving group access to these folks, you can encourage them to *talk* to their travelers, make them a Routing Official, or give them a DTS report that satisfies their longing for information.
- 2) If a person needs group access to perform their job (e.g., NDEA, Travel Clerk, etc.), find out if they have access to too many group members. Ask the person for a list of travelers they actively support and cross-reference it with the travelers to which they have access. If the person has access to too many travelers, modify the group to remove the extra members or create a new group.

Protect the PII of your organization's travelers: periodically audit the group access of your organization's personnel.

Need a brush-up on groups and group access? Check out the "DTA – Maintenance Tool: Groups" training module in [TraX](#) or the [Defense Travel Administrator's Manual, Chapter 6: Groups](#).