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*Defense Travel System*

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DTA Manual, Chapter 3: DTS Site Setup

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## Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
1.0	4/25/18	Defense Travel Management Office (DTMO)	Change format, updated language & screenshots	All
1.1	6/22/18	DTMO	Update URLs to “https” vs. “http”	Throughout
1.2	8/12/19	DTMO	Update Local Contacts Link; Update Table 3.2	Page 2 Page 10

## 1 Introduction

This chapter discusses how you can set up the DTS at a site. It discusses how DTS safeguards data by controlling access with permission levels and explains DTS user roles.

## 2 DTS Standard Setup

You should coordinate DTS setup through your Component's DTS Office 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 at <https://www.defensetravel.dod.mil/site/localSupport.cfm>

## 3 The DTA Site Setup Process

The standard DTS setup sequence is the *DTA Site Setup Process* (Figure 3-1). Chapters in the DTA Manual fully cover each process step.

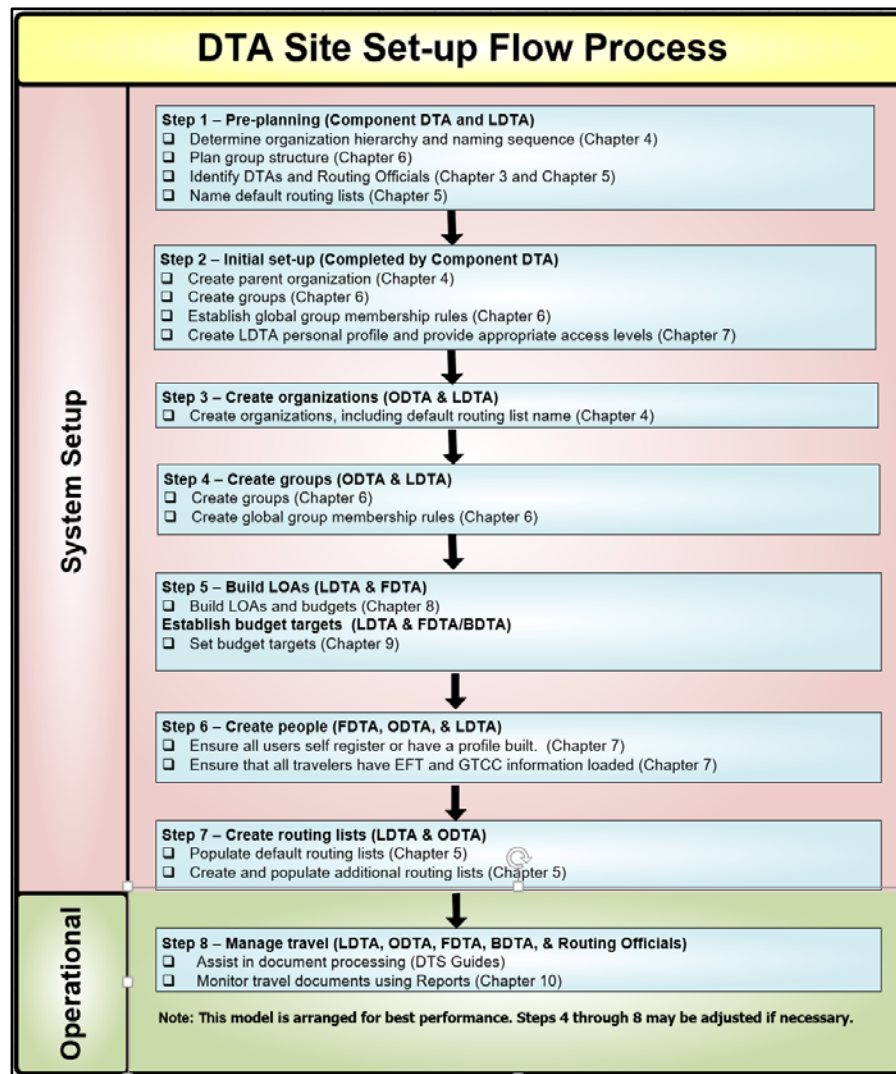


Figure 3-1: DTA Site Setup Process

## 4 DTS Roles, Permission Levels, Accesses, and Modules

### 4.1 DTS Roles

Many people use DTS for various purposes. Although we can't list them all here, some of the key local roles, and their reasons for being in DTS include:

- **Traveler.** Performs official travel for DoD. Travelers generally use DTS to create, update, and submit their own travel documents (e.g., authorizations, vouchers and local vouchers).
- **Travel Clerk and Non-DTS Entry Agent (NDEA):** These roles create, update, and submit documents for travelers who cannot access DTS. The main difference between them is that a NDEA can sign a voucher for a traveler, while a travel clerk cannot.

- **Routing Officials.** The most common Routing Officials are Authorizing Officials (AOs), Certifying Officers (COs), and Reviewing Officials (ROs). They use DTS to:
  - Review travel documents
  - Return incorrect travel documents to the traveler for correction
  - Approve travel orders and payment claims (AO)
  - Certify funds availability (CO)
  - Cancel authorizations when trips are cancelled
  
- **Defense Travel Administrators (DTAs).** DTA roles include Lead DTAs (LDTAs), Organization DTAs (ODTAs), Finance DTAs (FDTAs), and Budget DTAs (BDTAs). DTAs use DTS to:
  - **LDTA:** Set up and maintain financial (lines of accounting [LOAs] and budgets) and non-financial (personal profiles, organizations, routing lists, groups) assets for a site or senior organization
  - **ODTA:** Set up and maintain non-financial assets for one or more organizations
  - **FDTA:** Set up and maintain financial assets for one or more organizations
  - **BDTA:** Help a FDTA Set up and maintain DTS budgets
  
- **Debt Management Monitor (DMM).** Uses DTS to track travel-related debt that the traveler must repay to the Government. The DMM is usually an FDTA who tracks collection actions in DTS for their organizations until the debt is satisfied.

## 4.2 Permission Levels and Separation of Duties

DTS controls access to its modules and functions with permission levels. The tasks a person can accomplish in DTS (e.g., approving travel documents, creating routing lists, rolling over LOAs) vary depending on their assigned permission levels. Each role must perform different tasks, so each role requires different permission levels.

DTS permission levels range from 0 to 9. Each is exclusive of the rest, which means that if you have a level 7, you do not necessarily have all permissions from 0 to 6 as well. Key points about the available permission levels are:

- **Permission level 0**
  - Allows you to access DTS and create travel documents
  - All DTS users need it
  
- **Permission level 1**
  - Allows you to access the DTA Maintenance Tool\*
  - Allows you to access the Budget module in view-only mode
  - All DTAs need it
  
- **Permission level 2**
  - Allows you to access to Trips Awaiting Access
  - All Routing Officials need it
  
- **Permission level 3**
  - Allows you to access the Budget module in edit mode
  - Allows you to view and edit financial information in a traveler's personal profile (if you can access the DTA Maintenance Tool)
  - All FDTAs and BDTAs need it
  
- **Permission level 4**
  - Allows you to access the CBA module\* to reconcile CBA invoices
  - CBA Specialists (CBA-Ss) need it
  
- **Permission level 5**
  - Allows you to maintain non-financial organization assets\*: suborganizations, routing lists, groups, and personal profiles
  - ODTAs need it
  
- **Permission level 6**
  - Allows you to maintain one or more organizations' LOAs\*
  - Allows you to access the Debt Management module
  - FDTAs and DMMs need it

- **Permission level 7**
  - Provides the ability to sign travel documents without being on the routing list.
  - This permission level is reserved for Component-level managers (aka, Component DTAs)
  
- **Permission levels 8 and 9**
  - Provides unique maintenance abilities
  - These permission levels are reserved for program managers at the DoD level

\*Requires organization access as well.

**Important note:** As a DTA, if you need to give a permission level to (or take it away from) another person, that permission level must be in your DTS personal profile. In other words, to give someone permission level 4, you must have a permission level 4, even if you don't actually need to reconcile CBA invoices.

Please note that DoD has mandated that DTAs maintain a reasonable separation of duties. There is no strict definition, so each Component must determine how to adhere to this DoD mandate.

Because of the "must have it to give it" manner of assigning permission levels, you may have permission levels that put you in conflict with the DoD mandate. If you believe you have permission levels you should not, check your Component or local business rules for guidance.

### 4.3 Organization and Group Access

In addition to permission levels, personnel need special accesses to use certain DTS tools. Although other types of access exist, the most common ones are:

- **Organization access.** Gives the holder the ability to modify an organization's DTS assets, such as organizations, routing lists, groups, profiles, LOAs, and budgets. It also allows the holder to run DTS reports.
  
- **Group access.** Gives the holder the ability to access certain travelers' DTS documents.

### 4.4 Putting it all Together

Table 3-1 shows some typical DTS roles along with their associated tasks, required accesses, and recommended permission levels.



Table 3-1

TYPICAL DTS ROLES, SAMPLE TASKS, ACCESSES, AND				
Roles	Typical Tasks	Group Access?	Organization Access?	PLs
Traveler	Create their own travel documents.	None	None	0
Travel Clerk	Create travel documents for a traveler.	Yes	None	0
Non-DTS Entry Agent (NDEA)	Sign vouchers for a traveler.	Yes	None	0
Authorizing Official (AO)	Review documents, approve, return, or cancel them.	Local decision*	None	0,2
Reviewing Official (RO)	Reviews documents, signs or returns them.	Local decision*	None	0,2
Certifying Official (CO)	Reviews documents, signs or returns them.	Local decision*	None	0,2
Lead DTA (LDTA)	Manages all organization assets at the local or higher level.	Local decision*	Yes, at site level	0, 1, 2**, 3, 4, 5, 6
Organization DTA (ODTA)	Manages non-financial assets (profiles, routing lists, organizations, groups) at the local level.	Local decision*	Yes, at organization level	0, 1, 2**, 3***, 5
Finance DTA (FDTA)	Manages financial assets (LOAs and DTS budgets) at the local level.	Local decision*	Yes, at organization level	0, 1, 3, 6
Budget DTA (BDTA)	Manages ONLY DTS budgets at the local level.	Local decision*	Yes, at organization level	0, 1, 3
CBA Specialist	Responsible for CBA reconciliation at the local level.	Local decision*	Yes, at organization level	0, 4
Component DTA	Manages travel for a service or agency. Can approve travel documents without being on a routing list.	Yes	Yes, at Component level	0, 1, 2**, 3, 4, 5, 6, 7
Partner System/ Subsystem Admin	Manages the local DTS/partner system interface settings. <i>This is an assigned role.</i>	Yes	Yes, at organization level	0
DTMO Import/ Export Admin	Manages the partner DTS / partner system interface at the DoD level.	Yes	Yes, at organization level	0, 8
Travel Assistance Center (TAC)	DoD-wide help desk; provides travel assistance 24/7.	Yes	Yes, at DoD level	0-8
Operations & Support Contractor	Manages the DTS functions, maintains DTS tables and databases.	Yes	Yes, at DoD level	0-9
DTS Program Management Office	Provides project management and technical oversight of DTS.	Yes	Yes, at DoD level	0-9
DTMO	Provides functional oversight of DTS and a focal point for commercial travel in DoD.	Yes	Yes, at DoD level	0-9
<p>* Optional: Only needed to see documents that haven't been routed to them or to serve a help desk function.  ** Optional: Only needed to assign it to Routing Officials; giving it may cause separation of duties concerns.  *** Optional: Only needed to view/edit electronic fund transfer (EFT) information in permanent profiles.  **** Optional: Giving it may cause separation of duties concerns.</p>				

**A final thought:** Many people perform multiple roles in DTS – for example, a travel clerk that also performs DTA duties. Such people require permission levels and

accesses to perform all their assigned duties. Although you need to do your best to assign each person all the permission levels they need to perform their duties, be sure to adhere to your Component or local separation of duties directives. If you do spot a conflict, work with your chain of command to resolve it. Judicious assignment of DTS permissions is one of the most trusted obligations that you have.

#### 4.5 DTS Modules, Functions, and Permission Levels

Table 3-2 shows the common DTS modules, as well as some of the functions associated with each, and the required permission levels to access them.

Table 3-2

<b>DTS TOOLS AND SAMPLE FUNCTIONS</b>		
<b>Module</b>	<b>Sample Functions</b>	<b>Permission Levels</b>
My Travel Documents	Access DTS. Sign and stamp DTS travel documents (authorizations, vouchers, local vouchers, and group authorizations).	0
Reports	Generate most DTS reports.	0*
Budget (View Only)	View budget information and reports.	1
Trips Awaiting Action	Review documents and sign, approve, return, or cancel them.	2
Budget (Edit)	View, add, edit, and manage budget information. Request budget reports.	1, 3
Centrally Billed Account (CBA)	Reconcile Government travel charge card vendor invoices.	4*
DTA Maintenance Tool (for DTS LOA maintenance)	Add, edit, and delete LOAs.	1*, 5, 6
DTA Maintenance Tool (for all other DTS maintenance)	Add, edit, and delete organizations, routing lists, groups, and personal profiles.	1*, 5
Debt Management	Track and process travel debts incurred through DTS, initiate payroll deduction, and run debt management reports.	6*
*Running report may require additional permissions or other access (e.g., MIS access). See Chapter 10 of this manual.		
** Also requires organization access.		

## 5 Additional DTA Responsibilities

In addition to the duties listed above, as a DTA, you may find that you also serve as a DTS subject matter expert for your organization. As such, your duties may include additional responsibilities, such as those shown below (not an inclusive list):

- Operate or advise the local help desk
- Process rejects from accounting and disbursing
- Manage travel documents and reports
- Manage the training function (especially as regards subjects related to DTS)  
Create or update training and/or reference materials
- Deliver training
- Maintain training records and plans

## 6 DTS Set-up

### 6.1 LDTA Responsibilities

When a site is first fielding DTS, the senior LDTA at that site is involved in DTS setup from the planning stages. The LDTA ensures a planned process is in place and identifies all required constructs, such as the organization structure, required LOAs, groups, and routing lists before deployment.

In the unlikely situation that a LDTA must obtain new permission levels to accomplish any of these duties, the LDTA must contact a senior LDTA or their Component Representative to award them.

The LDTA must also grant each subordinate DTA the correct permission levels and accesses to allow them to enter and work with DTS modules, travel documents, and personal profiles to accomplish their assigned duties.

### 6.2 Other Administrators

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

- 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.

## 7 The DTA Manual: Contents & Links

DTA MANUAL CHAPTER: TOPIC	URL (SELECT OR CUT & PASTE)
Chapter 1: DTS Overview	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_1.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_1.pdf</a>
Chapter 2: DTS Access	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_2.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_2.pdf</a>
Chapter 3: DTS Site Setup	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_3.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_3.pdf</a>
Chapter 4: Organizations	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_4.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_4.pdf</a>
Chapter 5: Routing Lists	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_5.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_5.pdf</a>
Chapter 6: Groups	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_6.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_6.pdf</a>
Chapter 7: People	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_7.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_7.pdf</a>
Chapter 8: LOAs	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_8.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_8.pdf</a>
Chapter 9: Budgets	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_9.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_9.pdf</a>
Chapter 10: Reports	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_10.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_10.pdf</a>
Chapter 11: MIS Administration	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_11.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_11.pdf</a>
Chapter 12: ROA Administration	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_12.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_12.pdf</a>

DTA MANUAL APPENDIX: TOPIC	URL (SELECT OR CUT & PASTE)
Appendix A: Self-Registration	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_A.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_A.pdf</a>
Appendix B: Acronyms	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_B.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_B.pdf</a>
Appendix C: Definitions	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_C.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_C.pdf</a>
Appendix E: Emails	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_E.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_E.pdf</a>
Appendix F: Import / Export Module	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_F.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_F.pdf</a>
Appendix G: Error Codes	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_G.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_G.pdf</a>
Appendix J: Help Process	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_J.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_J.pdf</a>
Appendix K: DTS Tables	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_K.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_K.pdf</a>
Appendix L: Reorganizations	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_L.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_L.pdf</a>
Appendix M: Ranks and Grades	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_M.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_M.pdf</a>
Appendix N: Country Codes	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_N.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_N.pdf</a>
Appendix Q: Org Naming Sequence	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_Q.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_Q.pdf</a>
Appendix R: LOA Formats	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_R.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_R.pdf</a>