



MYTRAVEL TIPS

Unassigned Personnel



Overview

DoD Employees sometimes transition between activities or agencies. To avoid travel booked on the wrong line of accounting or until budget is loaded; there is a designated group for travelers during transition periods between agencies.

Scenario: Employee is Transitioning from Organization 'A' to Organization 'B'

I am transitioning to DMDC from DTMO due to a new assignment and will require travel once situated. What do I need to do during my transition period to prepare for future travel?

DID YOU KNOW?

You will be able to create requests during the transition period, however, request cannot be submitted.

Attachment #1 – How do I prevent travel for users transitioning between agencies?

1. Coordinate with your current Travel Manager. TM's will need to update your Travel Profile to remove the Travel Wizard option.

Role(s)

Travel Wizard User Request User Request Approver Expense User Expense Approver Authorized Support Contact

Role(s)

Travel Wizard User Request User Request Approver Expense User Expense Approver Authorized Support Contact

2. Travel Mangers will need to assign the traveler to the Unassigned Personnel Group.

Expense and Invoice Settings

Is a Test User?

Country (Always United States) **UNITED STATES**

State/Province **Select one**

Employee Group - Level 1 **1 (DOD) Department of Defens**

Employee Group - Level 2 **2 (DHRA) Defense Human Res**

Employee Group - Level 3 **3**

Employee Group - Level 4 **4**

Employee Group - Level 5 **5**

Employee Group - Level 6 **6**

LOA List **TEST ORG**

C/E/O **(C) C - Civilian**

Rank/Grade **AD-00**

Branch of Service **NA**

Reimbursement Currency **US, Dollar**

Ledger **DEFAULT**

Cash Advance Account Code

Cash Advance Balance

Default Language **English (United States)**

Type to search by:
 Text Code
 (Code) Text
 (DHRA) Defense Human Resources Activity
 (OSD) Office of the Secretary of Defense
Unassigned Personnel

Expense and Invoice Settings

Is a Test User?

Country (Always United States) **UNITED STATES**

State/Province: Select one

Employee Group - Level 1: **1 (DOD) Department of Defens**

Employee Group - Level 2: **2 Unassigned Personnel**

Employee Group - Level 3: **3**

Employee Group - Level 4: **4**

Employee Group - Level 5: **5**

Employee Group - Level 6: **6**

Employee Group - Level 7: **7**

LOA List: **1 TEST ORG**

C/E/O: **(C) C - Civilian**

Rank/Grade: **AD-00**

Branch of Service: **NA**

Self Approval: **Yes**

Reimbursement Currency: **US, Dollar**

Ledger: **DEFAULT**

Cash Advance Account Code:

Cash Advance Balance:

BI Manager:

Default Language: **English (United States)**

3. Travel Managers will need to assign the Unassigned Personnel LOA List to the traveler

Expense and Invoice Settings

Is a Test User?

Country (Always United States) **UNITED STATES**

State/Province: Select one

Employee Group - Level 1: **1 (DOD) Department of Defens**

Employee Group - Level 2: **2 Unassigned Personnel**

Employee Group - Level 3: **3**

Employee Group - Level 4: **4**

Employee Group - Level 5: **5**

Employee Group - Level 6: **6**

Employee Group - Level 7: **7**

LOA List: **1 TEST ORG**

C/E/O: **(C) C - Civilian**

Rank/Grade: **AD-00**

Branch of Service: **NA**

Self Approval: **Yes**

Reimbursement Currency: **US, Dollar**

Ledger: **DEFAULT**

Cash Advance Account Code:

Cash Advance Balance:

BI Manager:

Type to search by:

Text Code

(Code) Text

(DD21WHS RRM) RRM

(DD1SCO) SCO

(DD1SDEF) SDEF

TEST ORG

TEST ORG 2

(DD68TRM) TRM

* Unassigned Personnel

(DD1UPR) UPR

Request Approvers Request Preferences

Save Save and New Cancel

Expense and Invoice Settings

Is a Test User?

Country (Always United States) **UNITED STATES**

State/Province: Select one

Employee Group - Level 1: **1 (DOD) Department of Defens**

Employee Group - Level 2: **2 Unassigned Personnel**

Employee Group - Level 3: **3**

Employee Group - Level 4: **4**

Employee Group - Level 5: **5**

Employee Group - Level 6: **6**

Employee Group - Level 7: **7**

LOA List: **1 Unassigned Personnel**

C/E/O: **(C) C - Civilian**

Rank/Grade: **AD-00**

Branch of Service: **NA**

Self Approval: **Yes**

Reimbursement Currency: **US, Dollar**

Ledger: **DEFAULT**

Cash Advance Account Code:

Cash Advance Balance:

BI Manager:

Default Language: **English (United States)**

Attachment #2 – I have moved to a new agency but do not have the ability to access Travel Wizard for submit a request. What do I do?

- 1. Notify your newly assigned Travel Manager and inform them you are unable to submit requests or access the Travel Wizard.**
- 2. Travel Mangers will need to assign you to your new travel group.**

Expense and Invoice Settings

Is a Test User?

Country (Always United States) **UNITED STATES**

State/Province: Select one

Employee Group - Level 1: **1 (DOD) Department of Defens**

Employee Group - Level 2: **2 Unassigned Personne**

Employee Group - Level 3: **3**

Employee Group - Level 4: **4**

Employee Group - Level 5: **5**

Employee Group - Level 6: **6**

LOA List: **1 Unassigned Personnel**

C/E/O: **(C) C - Civilian**

Rank/Grade: **AD-00**

Branch of Service: **NA**

Self Approval: **Yes**

Reimbursement Currency: **US, Dollar**

Ledger: **DEFAULT**

Cash Advance Account Code:

Cash Advance Balance:

BI Manager:

Type to search by:

Text Code

(Code) Text

(DHRA) Defense Human Resources Activity

(OSD) Office of the Secretary of Defense

Unassigned Personnel

Expense and Invoice Settings [Approvers](#) [Expense Preferences](#) [Expense Delegates](#) [Personal Car](#)

Is a Test User?

Country (Always United States) [h?](#) UNITED STATES

State/Province Select one

Employee Group - Level 1 1 (DOD) Department of Defens

Employee Group - Level 2 2 (OSD) Office of the Secretary

Employee Group - Level 3 3

Employee Group - Level 4 4

Employee Group - Level 5 5

Employee Group - Level 6 6

Employee Group - Level 7 7

LOA List 1 Unassigned Personnel

C/E/O (C) C - Civilian

Rank/Grade AD-00

Branch of Service NA

Self Approval [h?](#) Yes

Reimbursement Currency US, Dollar

Ledger DEFAULT

Cash Advance Account Code

Cash Advance Balance

BI Manager

Default Language English (United States)

3. Travel Managers will need to assign an LOA List to the traveler

Expense and Invoice Settings [Approvers](#) [Expense Preferences](#) [Expense Delegates](#) [Personal Car](#)

Is a Test User?

Country (Always United States) [h?](#) UNITED STATES

State/Province Select one

Employee Group - Level 1 1 (DOD) Department of Defens

Employee Group - Level 2 2 (OSD) Office of the Secretary

Employee Group - Level 3 3

Employee Group - Level 4 4

Employee Group - Level 5 5

Employee Group - Level 6 6

Employee Group - Level 7 7

LOA List 1 Unassigned Personnel

C/E/O (C) C - Civilian

Rank/Grade AD-00

Branch of Service NA

Self Approval [h?](#) Yes

Reimbursement Currency US, Dollar

Ledger DEFAULT

Cash Advance Account Code

Cash Advance Balance

BI Manager

Type to search by:
 Text Code
 (Code) Text
 (DD21WHS OSS) OSS
 (DD01PFPA) PFPA
 (DD65PFPA) PFPA
 (DD21WHS RRMCM) RRMCM
 (DD01SCO) SCO
 (DD01SDEF) SDEF
 TEST ORG
 TEST ORG 2

Request Approvers [Request Preferences](#)

Save Save and New Cancel

Expense and Invoice Settings [Approvers](#) [Expense Preferences](#) [Expense Delegates](#) [Personal Car](#)

Is a Test User?

Country (Always United States) [h?](#) UNITED STATES

State/Province Select one

Employee Group - Level 1 1 (DOD) Department of Defens

Employee Group - Level 2 2 (OSD) Office of the Secretary

Employee Group - Level 3 3

Employee Group - Level 4 4

Employee Group - Level 5 5

Employee Group - Level 6 6

Employee Group - Level 7 7

LOA List 1 TEST ORG

C/E/O (C) C - Civilian

Rank/Grade AD-00

Branch of Service NA

Self Approval [h?](#) Yes

Reimbursement Currency US, Dollar

Ledger DEFAULT

Cash Advance Account Code

Cash Advance Balance

BI Manager

Default Language English (United States)

4. Once assigned, Travel Managers need to re-check the Travel Wizard box in your profile.

Role(s)

Travel Wizard User Request User Request Approver Expense User Expense Approver Authorized Support Contact

Role(s)

Travel Wizard User Request User Request Approver Expense User Expense Approver Authorized Support Contact