MANUAL

DefenseTravel Management Office

DTA Manual, Chapter 3: DTS Site Setup

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Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
1.0	04/25/18	Defense Travel Management Office (DTMO)	Changed format, updated language & screenshots	All
1.1	06/22/18	DTMO	Updated URLs to “https” vs. “http”	Throughout
1.2	08/12/19	DTMO	Updated Local Contacts for links Updated URL Table 3.2	Page 2 Page 10
1.3	09/12/19	DTMO	Updated URL for Appendix L	Page 5
1.4	11/06/20	DTMO	General review and update Added DTMO DTS user roles link Added DTMO website training links	All Section 4 Section 5
1.5	11/13/20	DTMO	Changed Table of Content format Updated Table 3-1	Page 2 Page 8
1.6	01/22/20	DTMO	Updated delete profile PL	Section 4
1.7	07/08/22	DTMO	Re-formatted, added new template Updated screen shots and added new wording	All Throughout

Chapter 1: Introduction

The *Defense Travel System (DTS)* supports DoD's requirements for Temporary Duty (TDY) (i.e., authorizations and vouchers) and local travel (i.e., local voucher). The Component, Site POC, or Lead DTA identifies the site name and accomplishes the framework or organization structure in DTS (based upon their DoD organization) by following the defined **DTA Site Setup Process** (Figure 3-1).

DTS regulates entry of modules and available functions by using access and permission level controls. The Component, Site POC, or Lead DTA determines who at the site requires specialized access and defines the user roles within a *User* or *User/Traveler* profile by assigning the proper permissions, organization and/or group access, and role indicators.

Note: When establishing roles, DTAs should assign only the necessary permissions and access at the lowest level to perform required duties. Follow your Local Business rules for managing and tracking DTS role assignments and revocations.

This document discusses in detail setting up DTS for a site and will benefit the Defense Travel Administrator's (DTAs).

Chapter 2: DTS Standard Setup

DTS organizations are connected to a Site, hierarchical, require specific formatting, and certain individuals require organization access for oversight.

Below is the description of a site and main organization.

- **Site**. A site in DTS is a geographic location and consists of main organizations. A site may consist of organizations from a single Component or may consist of many, as in a Joint Command.
- **Main Organization**. The main organization is the highest level of an organization's DTS naming sequence. A site can contain multiple main organizations.

The routing lists, groups, profiles, LOAs, and budgets all associate to an organization. The basic setup is one organization, one default routing list, one group, assigned profiles, one LOA and budget with funds to support travel. The organization structure must be configured correctly to allow user access, document and reservation processing, trip approval, and travel reporting.

If you need to setup a new organization, you should coordinate through your Component's DTS Office or the Defense Travel Management Office (DTMO) point of contact (POC) before building data in DTS. A list of DTS Service Office POCs is available on the DTMO website at *https://www.travel.dod.mil/Support/Local-Level-Travel-Assistance/*.

DTS Resources available on the DTMO website include:

- DTA Manual Chapters 1-12 and the Appendices
- DTS Guides 1 – 5
- DoD DTS Best Practices Guide
- Information Papers and Trifolds
- Web-based training in TraX

To learn more about DTS, the many DTMO supported travel programs, and obtain training resources, visit the DTMO's website at *https://www.travel.dod.mil/*.

Chapter 3: The DTA Site Setup Process

There is specific sequence to follow when setting up DTS as outlined in the **DTA Site Set-up Flow Process** (Figure 3-1). The DTA Manual, Chapters 4 – 12 address each step in much more detail. After establishing a new organization, you should track documents to completion using reports available in the *DTS Report Scheduler*.

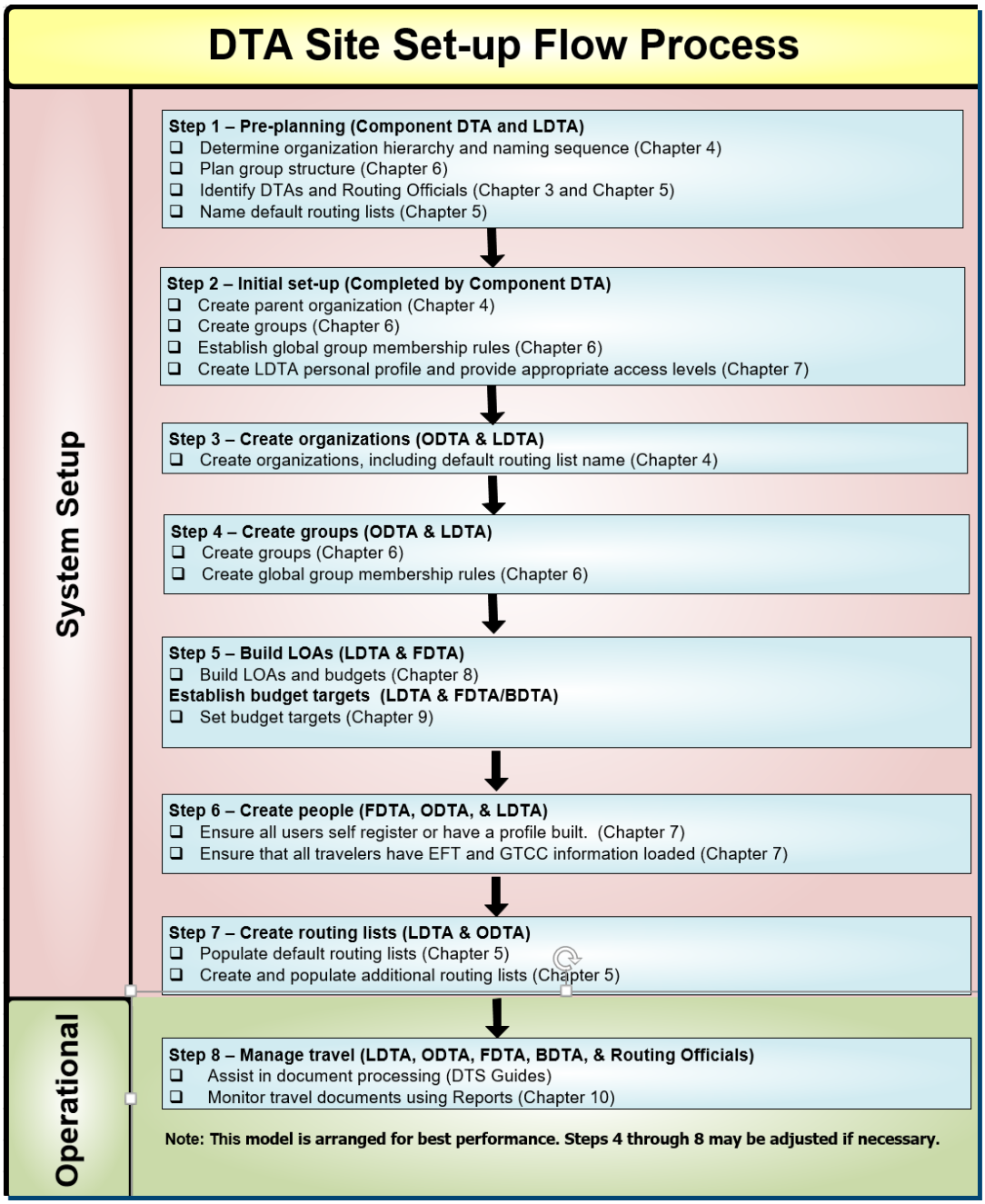

Figure 3-1: DTA Site Setup Process

Chapter 4: DTS Roles, Permission Levels, Accesses and Modules

The DTS *User* or *User/Traveler* profile is assigned to a single organization and has at least permission level zero which allows DTS access. Roles other than a traveler, travel clerk or NDEA require more than one permission level to perform system actions.

This section discusses the different DTS roles and how the controls work together to allow an individual to perform their designated duties.

4.1 DTS Roles

Many people use DTS for various purposes. The DTMO website provides an overview of DTS roles available at *https://www.travel.dod.mil/Programs/DoD-Travel-Systems/Defense-Travel-System/*. Below are the key local roles and their functions in DTS which 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 include the 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 authorizations 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). They use DTS to:
    - ***LDTA**: Set up and maintain financial (lines of accounting [LOAs] and budgets) and non-financial (organizations, routing lists, groups, and personal profiles) 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

  ***Note**: DTS restricts LDTAs and ODTAs from deleting a personal profile from the system. For more information on DTS profiles, see the *DTA Manual, Chapter 7: People*.

- **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. What an individual can accomplish in DTS (e.g., approving travel documents, creating routing lists, rolling over LOAs) varies depending on their assigned permission level(s). Each role performs 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 permissions from 0 to 6 as well.

Key points about 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 in combination with permission level 5 and/or permission level 6*
  - 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 Action
  - 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 access to the DTA Maintenance Tool to support non-financial organization assets*: sub-organizations, routing lists, groups, and personal profiles in combination with permission level 1*
  - 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

*Required organization access as well.

Key Note 1: 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 use it to perform system actions.

Key Note 2: DoD mandates that DTAs maintain a reasonable separation of duties. There is no strict definition, so each Component must determine how to adhere to this DoD FMR requirement.

Due to 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

Along with 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 Profile Setup

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 PERMISSION LEVELS				
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

TYPICAL DTS ROLES, SAMPLE TASKS, ACCESSES AND PERMISSION LEVELS				
Roles	**Typical Tasks**	**Group Access?**	**Organization Access?**	**PLs**
Authorizing Official (AO)	Reviews 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.	Yes	Yes, at Component level	0, 1, 2**, 3, 4, 5, 6, 7
Partner System/ Subsystem Admin	Can approve travel documents without being on a routing list.	Yes	Yes, at organization level	0
DTMO Import/ Export Admin	Manages the local DTS/partner system interface settings. This is an assigned role.	Yes	Yes, at organization level	0, 8
Travel Assistance Center (TAC)	Manages the partner DTS / partner system interface at the DoD level.	Yes	Yes, at DoD level	0-8
Operations & Support Contractor	DoD-wide help desk; provides travel assistance 24/7.	Yes	Yes, at DoD level	0-9

TYPICAL DTS ROLES, SAMPLE TASKS, ACCESSES AND PERMISSION LEVELS				
Roles	**Typical Tasks**	**Group Access?**	**Organization Access?**	**PLs**
DTS Program Management Office	Manages the DTS functions, maintains DTS tables and databases.	Yes	Yes, at DoD level	0-9
DTMO	Provides project management and technical oversight of DTS.	Yes	Yes, at DoD level	0-9
* 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.				

Key Note: 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 to 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

DTS TOOLS AND SAMPLE FUNCTIONS		
Module	**Sample Functions**	**Permission Levels**
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*, 6
DTA Maintenance Tool (for other DTS maintenance)	Add, edit, and delete organizations, routing lists, and groups. Create, detach and receive personal profiles.	1*, 5
DTA Maintenance Tool (People)	Delete personal profiles.	8, 9
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 DTA Manual, Chapter 10: Reports.		

Chapter 5: Additional DTA Responsibilities

In addition to the main duties listed in Table 3-2, you may find that you also serve as a DTS subject matter expert for your organization. Additional responsibilities may include (not an inclusive list):

- Manage travel documents and run reports for your organization
- Operate or advise the local help desk when issues occur
- Help resolve rejects from the accounting and disbursing systems
- Support travel compliance (internal and/external audit findings)
- Manage a training program
    - Create or update training and/or reference materials to include local procedures. See the DTMO website for access to resources and applications such as:
        - The *DoD Travel Training and Resource Center* to download guides, manuals, information papers, and trifolds, related to DTS and travel.
        - The *DTMO Passport* portal to log into the TraX application (available 24/7) to take web-based training (WBT's) related to DTS and travel.
        - The *Joint Travel Regulations (JTR)*, which implements policy and law to establish travel and transportation allowances for Uniformed Service members, Department of Defense (DoD) civilian employees, and those traveling at the DoD's expense.
        - The *DoDI 5154.31* establishes policies for Travel Program, Government Travel Charge Card (GTCC) and DTS.
    - Deliver training
    - Maintain training plans and records
        - Incorporate your Local Business rules into the training plan.
        - Obtain a copy of employees completed training certificates from TraX or other training system.

Chapter 6: DTS Setup

In order to implement DTS at a site proper planning is essential. The Site POC or Senior LDTA should work with the Component Representative to develop an action plan that contains primary tasks, timelines, responsible offices, and key personnel.

6.1 Lead DTA Actions

The Site POC or Senior LDTA actions may include:

- Coordinating with the Component on organization naming sequence, DTA ID and reject email, and TMC support.
- Ensuring a defined process is in place and identifies and tracks to completion all required constructs, such as the organization structure, routing lists, groups, and LOAs, before implementing DTS.
- Communicating with the other administrators regarding required actions and deadlines.
- Communicating with supervisors and travelers on required actions and DTS start date.

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.

Note: Follow your Local Business rules for managing and tracking DTS role assignments and revocations.

6.2 Other Administrators Actions

Most managers involved in the organization's current travel process become involved in the DTS setup and have similar responsibilities. It is a good idea to inform them early as possible about DTS, so they can plan accordingly.

The Site POC or LDTA will need to provide implementation details and deadlines to these managers which include:

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

Chapter 7: The DTA Manual: Contents & Links

DTA MANUAL CHAPTER: TOPIC	URL (SELECT OR CUT & PASTE)
Chapter 1: DTS Overview	https://media.defense.gov/2022/May/11/2002994773/-1/-1/0/DTA_1.PDF
Chapter 2: DTS Access	https://media.defense.gov/2022/May/11/2002994797/-1/-1/0/DTA_2.PDF
Chapter 3: DTS Site Setup	https://media.defense.gov/2022/May/11/2002994799/-1/-1/0/DTA_3.PDF
Chapter 4: Organizations	https://media.defense.gov/2022/May/11/2002994824/-1/-1/0/DTA_4.PDF
Chapter 5: Routing Lists	https://media.defense.gov/2022/May/11/2002994853/-1/-1/0/DTA_5.PDF
Chapter 6: Groups	https://media.defense.gov/2022/May/11/2002994838/-1/-1/0/DTA_6.PDF
Chapter 7: People	https://media.defense.gov/2022/May/11/2002994837/-1/-1/0/DTA_7.PDF
Chapter 8: LOAs	https://media.defense.gov/2022/May/11/2002994836/-1/-1/0/DTA_8.PDF
Chapter 9: Budgets	https://media.defense.gov/2022/May/11/2002994835/-1/-1/0/DTA_9.PDF
Chapter 10: Reports	https://media.defense.gov/2022/May/11/2002994832/-1/-1/0/DTA_10.PDF
Chapter 11: MIS Administration	https://media.defense.gov/2022/May/11/2002994834/-1/-1/0/DTA_11.PDF
Chapter 12: ROA Administration	https://media.defense.gov/2022/May/11/2002994833/-1/-1/0/DTA_12.PDF

DTA MANUAL APPENDIX: TOPIC	URL (SELECT OR CUT & PASTE)
Appendix A: Self-Registration	https://media.defense.gov/2021/Nov/15/2002893136/-1/-1/0/DTA_APP_A.PDF

Appendix B: Acronyms	https://media.defense.gov/2021/Nov/15/2002893141/-1/-1/0/DTA_APP_B.PDF
Appendix C: Definitions	https://media.defense.gov/2021/Nov/15/2002893143/-1/-1/0/DTA_APP_C.PDF
Appendix E: Emails	https://media.defense.gov/2021/Nov/15/2002893222/-1/-1/0/DTA_APP_E.PDF
Appendix F: Import / Export Module	https://media.defense.gov/2021/Nov/15/2002893234/-1/-1/0/DTA_APP_F.PDF
Appendix G: Error Codes	https://media.defense.gov/2021/Nov/15/2002893232/-1/-1/0/DTA_APP_G.PDF
Appendix J: Help Process	https://media.defense.gov/2021/Nov/15/2002893231/-1/-1/0/DTA_APP_J.PDF
Appendix K: DTS Tables	https://media.defense.gov/2021/Nov/15/2002893230/-1/-1/0/DTA_APP_K.PDF
Appendix L: Reorganizations	https://media.defense.gov/2021/Nov/15/2002893229/-1/-1/0/DTA_APP_L.PDF
Appendix M: Ranks and Grades	https://media.defense.gov/2021/Nov/15/2002893228/-1/-1/0/DTA_APP_M.PDF
Appendix N: Country Codes	https://media.defense.gov/2021/Nov/15/2002893227/-1/-1/0/DTA_APP_N.PDF
Appendix Q: Org Naming Sequence	https://media.defense.gov/2021/Nov/15/2002893226/-1/-1/0/DTA_APP_Q.PDF
Appendix R: LOA Formats	https://media.defense.gov/2021/Nov/15/2002893225/-1/-1/0/DTA_APP_R.PDF