



## Self-Authorizing Officials in DTS

### Introduction

If you travel frequently, and often-on short notice, your organization may designate you as a *Self-Authorizing Official (SAO)* to expedite authorization approval. Per the [DTS Regulations](#) (authorized by DoDI 5154.31, volume 3) as a SAO, you can approve your own authorizations; however, to protect itself from undue risk of fraud, DoD stipulates that SAOs may not approve any of their own travel documents that contain a request for a payment. To ensure compliance with this regulation, DTS requires another Authorizing Official (AO) to approve any SAO authorization that includes a request for scheduled partial payments (SPPs) or travel advances (or both), as well as all vouchers.

*\*In this information paper, "you" are the SAO.*

### SAO Set-Up

When your organization designates you as a SAO, a DTA must perform the setup, so you can approve your own trips (with the limitations noted above).

The DTA updates your personal profile in the following ways:

- Grants you permission level 2 (Figure 1, Indicator 1), so you can access the **Trips Awaiting Action** module.

**User Specific Data**

Organization Access: DTMOCS D

Group Access: DTMOCS D --Organization Owner Name  
CSD --Group Name

Non-editable Permission Level(s):

Editable Permission Level(s):  0  1  2  3  4  5  6  7  8  9

Approval Override:  Yes  No

Manually Entered Transaction:  Yes  No

Non-DTS Entry Agent (T-Entered):  Yes  No

Debt Management Monitor:  Yes  No

**It may take up to a day to propagate a user to specific groups in the BI and Reporting Tool, depending on permission levels.**

DTA's BI Advanced Reporting Access: No

BI Advanced Reporting Access: NO

Self-AO Approval:  Yes  No

User ID: u9605000006 [Reset User ID](#)

Figure 1: User Specific Data (Personal Profile)

- Selects the **Yes** radio button to grant **Self-AO Approval** (Figure 1, Indicator 2), which allows you to approve your own authorizations.

**SAO Set-Up**  
(continued)

The DTA creates a routing list that includes, at a minimum:

- You as the AO for travel documents that you may approve.
- Another AO for travel documents that you may not approve.

The DTA’s primary options are to:

- Add you as an AO to your organization’s main routing list that you use for all travel.
- Build a new routing list that you will use only when you need to act as a SAO. This routing list must also include other AOs to approve all documents that you may not.

**Note:** Follow your local business rules on SAO routing list setup, and the granting and tracking DTS role access.

You can find more details on profiles and routing lists in the [DTA Manual, Chapter 7: People](#) and the [DTA Manual, Chapter 5: Routing Lists](#).

**Verify SAO Set-Up**

Before you create an authorization and try to act as a SAO, you should verify that the setup is complete. Here is how to check:

- **Permission level 2:** From the **DTS Dashboard**, select your name in the upper-right corner, (Figure 2, Indicator 1). When the information screen displays, review your list of **Permissions** includes permission level 2 (Figure 2, Indicator 2).

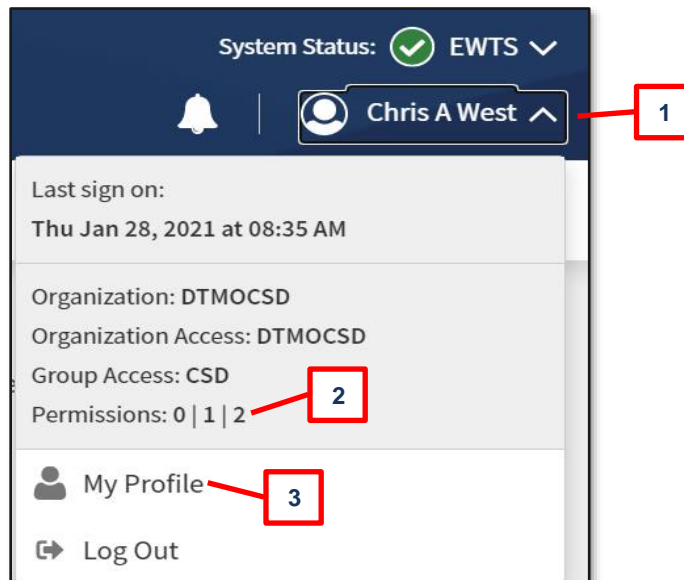


Figure 2: DTS Dashboard (Current Session Info)

- **Self AO Approval access:** Below **Permissions**, select **My Profile** (Figure 2, Indicator 3). When your profile opens, select **Duty Station** (Figure 3, Indicator 1). When the **Duty**

**Verify  
SAO  
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(continued)**

**Station** screen opens, verify the **Self AO Approval** option is set to **Yes** (Figure 3, Indicator 2).

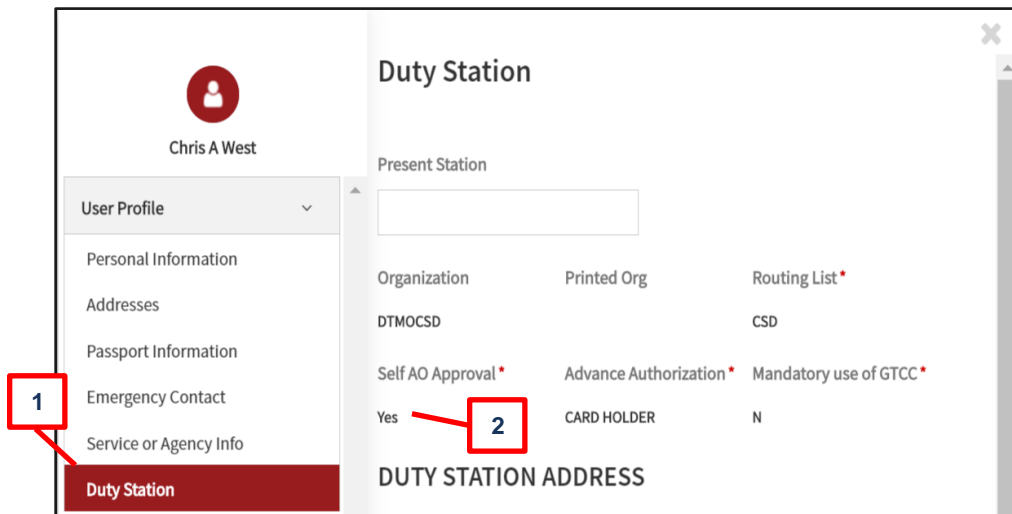


Figure 3: My Profile (Duty Station Information)

- **Check the routing list:** From the **DTS Dashboard**, select **Travel Tools** (Figure 4, Indicator 1) to display a drop-down list. On it, select **Routing Chain Lookup** to open the **Look Up Routing Chain** screen (Figure 5).

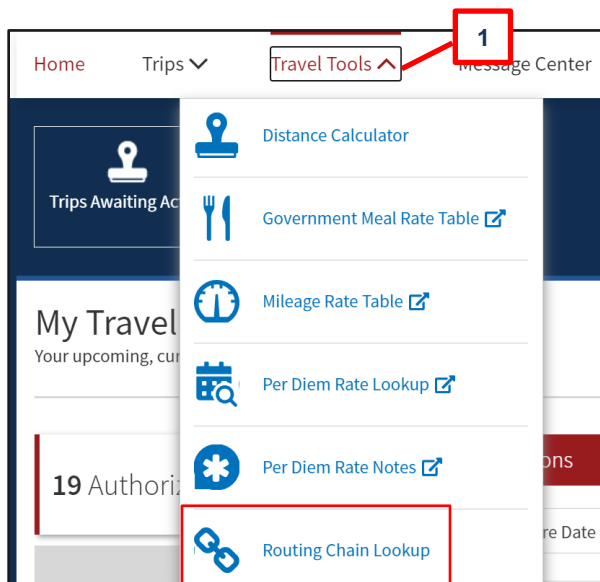


Figure 4: Travel Tools Screen

**Verify  
SAO  
Set-Up  
(continued)**

**Routing Chain Lookup**  
Select an organization to view your routing list chain of command so you know where your document needs to go.

Organization: DTMOCS D (1)      Routing List: CSD (2)

**Authorization Routing List**

STATUS	STATUS ISSUER	LEVEL	PROCESS NAME
APPROVED	Chris A Plummer Chris A West Helen D DTMO (3) Helen D West	25	
CTO BOOKED	**CTO BOOKED	3	BYPASS_PNR
CTO SUBMIT	**CTO SUBMIT	2	BYPASS_PNR

**Voucher Routing List**

STATUS	STATUS ISSUER	LEVEL	PROCESS NAME
APPROVED	Chris A Plummer Chris A West Helen D West	25	

**Local Voucher Routing List**

STATUS	STATUS ISSUER	LEVEL	PROCESS NAME
APPROVED	Chris A Plummer Chris A West	25	

Figure 5: Look Up Routing Chain Screen

- Select the **Organization** (Figure 5, Indicator 1) and **Routing List** (Figure 5, Indicator 2) you should be on to see the routing list details. The routing list, at a minimum, should reflect you (Figure 5, Indicator 3) and at least one other person who can apply the **APPROVED** status for authorizations.

**Note:** The routing list details should always include multiple AOs for all document types to prevent processing delays, especially for documents you may not approve.

**Approving  
Your Own  
Authorization**

Once the DTA completes the setup, create your authorization. You will process the document (e.g., itinerary, reservations, and expenses) as normal, but select the routing list that includes you as one of the AOs. After you apply the **SIGNED** stamp, the document starts routing. You can approve the trip immediately, unless one or both of the following are true:

- Your trip contains reservations that requiring Travel Management Company (TMC) support, which will take up to 24 hours to complete.
- Your routing list includes reviewers who must take action prior to approval. The amount of time it takes the document to route to you depends upon the number and speed of the reviewers.

## Approving Your Own Authorization (continued)

\*For more information about creating authorizations, see [DTS Guide 2: Authorizations](#).

DTS emails you when the authorization is available for approval. When you are ready, access DTS, and do the following:

1. From the **DTS Dashboard**, select **Trips Awaiting Action**, then open the authorization from the document listing.
2. Carefully review the trip\*, particularly the **Review Trip <document type>** and the **Other Auths and Pre Audits** screens. Make sure you justify any **Pre Audit** flags. Also, if anything requires correction, do so before proceeding to the **Digital Signature** screen.
3. On the Digital Signature screen:
  - a. Make sure **APPROVED** displays in the **Document Status** field.
  - b. Make sure the correct routing list displays in the **Routing List** field.
  - c. Enter any necessary **Additional Comments**.
  - d. Select **Submit Completed Document**.
  - e. Select **Confirm and Continue**.

\*When you review your trip, give the same care as you would for any other travel document, ensuring policy compliance and travel justifications where warranted.

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## Resources

The DTMO website provides a number of travel resources. To see the full list, go to the main [Training](#) page and search the [Training Search Tool](#). Below are some references:

- [Joint Travel Regulations \(JTR\)](#)
- [DTS Regulations](#) (authorized by DoDI 5154.31, volume 3)
- [GTCC Regulations](#) (authorized by DoDI 5154.31, volume 4)
- The [Desktop Guide for Authorizing Officials](#)
- The [Authorizing Official Checklist and Instructions](#) trifold
- Web based training classes available through the [Travel Explorer \(TraX\)](#)
  - TDY Travel Policies 101
  - U. S. Government Rental Car Program
  - The DTS Approval Process
  - COL Training (Initial and Refresher)
  - Vital Skills for Authorizing Officials, Vital Skills for Authorizing Officials: Applied, and Vital Skills for Authorizing Officials: Assessment

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## A Final Word on SAO Appointments

Every organization is responsible for deciding who needs to be a SAO, when to make such designations, and when to remove them. There is no regulatory requirement for an organization to have SAOs.