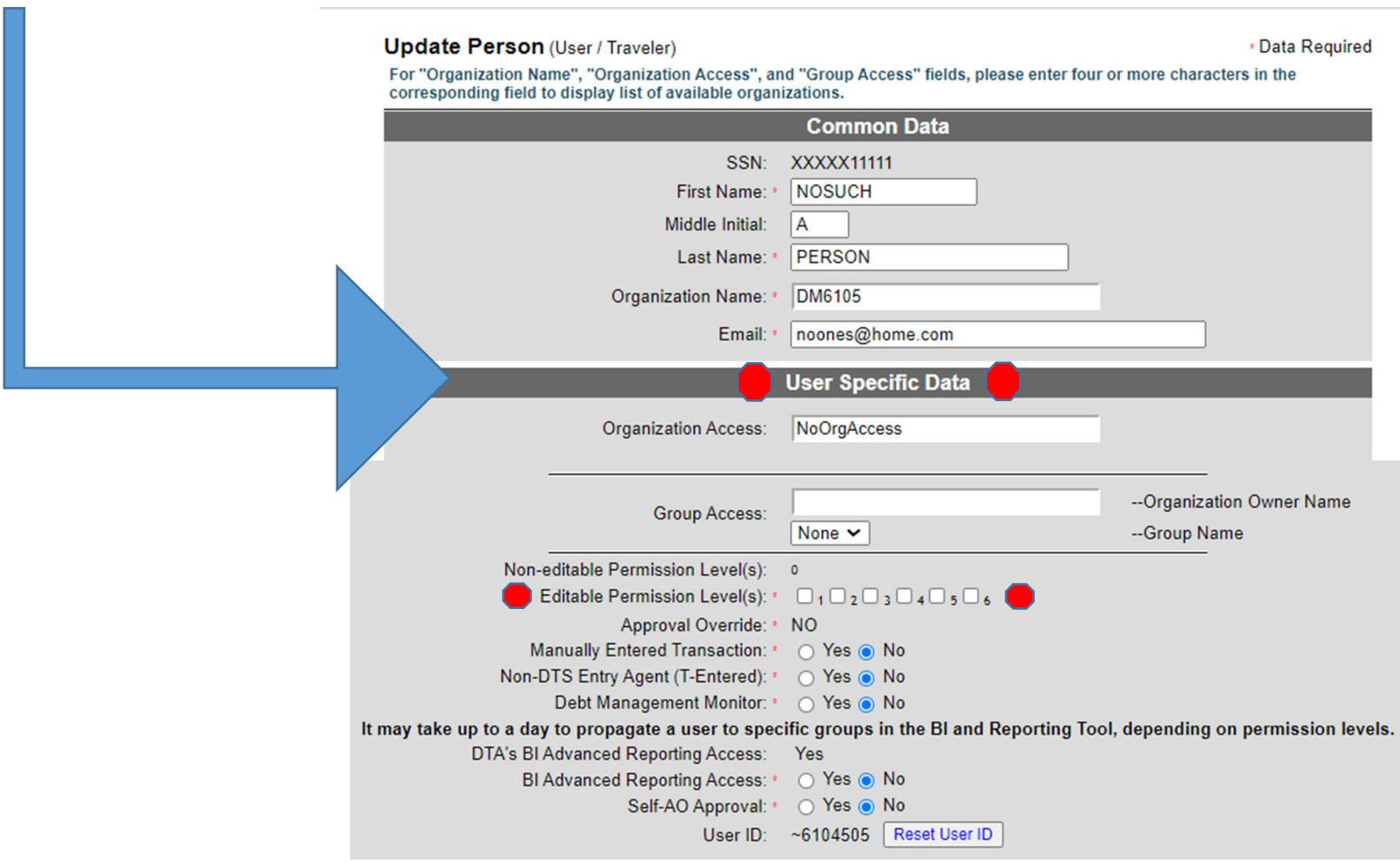


ODTA PERMISSION GRANTING AUTHORITY: An ODTA is **NOT** authorized to adjust any field in the **User Specific Data** section of the profile PERIOD! A recent software update now populates permissions level 0 requiring no action by an ODTA in the **User Specific Data** section. User initiated Self-Registration auto-populates permission level “0” and remains the preferred method of creating profiles for individuals with a CAC.

The **User Specific Data** section should look like the example shown below. ODTA’s are **NOT** authorized to assign Organization Access (or) Group Access – LEAVE THOSE FIELDS BLANK.



Update Person (User / Traveler) * Data Required

For "Organization Name", "Organization Access", and "Group Access" fields, please enter four or more characters in the corresponding field to display list of available organizations.

Common Data

SSN: XXXXX11111

First Name: * NOSUCH

Middle Initial: A

Last Name: * PERSON

Organization Name: * DM6105

Email: * noones@home.com

User Specific Data

Organization Access: NoOrgAccess

Group Access: --Organization Owner Name

--Group Name

Non-editable Permission Level(s): 0

☒ Editable Permission Level(s): * ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☒

Approval Override: * 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: Yes

BI Advanced Reporting Access: * ☐ Yes ☒ No

Self-AO Approval: * ☐ Yes ☒ No

User ID: ~6104505 [Reset User ID](#)

If additional access is needed, contact the LDTA for guidance. ODTA’s are **NOT** authorized to make any additional changes in the **User Specific Data** section, specifically:

1. Do NOT give Organization Access; Leave it blank. If the words “No Org Access” are present in the block, it is OK to save the profile. If you receive the error: Field “Organization Access has an Invalid Organization”, click inside the organization access field, click “X” on the far right of the field to remove the field data, then “Save” the profile.
2. Do NOT give “Group Access” or assign a “Group Name”; Leave both fields.
3. Do NOT place a checkmark to the left of any number in the Editable Permission Level(s) section.
4. Do NOT click “Yes” on any item with a Yes/No option. Note: ALWAYS verify the Non-DTS Entry Agent (T-Entered) button is set to “No” upon Check-In.
5. **WARNING:** ODTA’s risk losing permissions if unauthorized access is assigned. ODTA’s will be notified by their permission manager via email if any violation occurs.

UPDATING/POPULATING A TRAVELER (or) USER PROFILE

1. The profile should be immediately updated upon receiving the profile into an organization ensuring the traveler can perform travel should the need arise. Familiarize yourself with the below steps to ensure a proper profile update/cleansing is performed upon an initial join.
2. Duty Station Data is auto populated upon receiving the profile. The information is populated with data resident in the unit Organization which can be located utilizing the maintenance tool dropdown functions. Contact the LDTA if you are unfamiliar with updating incorrect information, you can disable all travel functions for your command if maintenance is not performed correctly.
3. The General Traveler Data* and Personal Data sections should both reflect the physical address from which the traveler commutes daily to the Permanent Duty Station (PDS)/Place of Duty (POD). DTS populates the city name from the Personal Data section when a travel indicates travel began or ended at their Residence. The same logic applies to the Duty Station and DTS must reflect the location an individual physically reports to work on a daily basis (PDS/POD).
4. Accurate Duty Station & Residence locations are required. DTS uses them to calculate travel entitlements when travel begins/ends from either selected location.
5. For Traveler profiles, ODTA's can update email address, name to match users CAC (when name change is official), General Traveler Data, Personal Data, Duty Station & GTCC Information. Avoid using special characters (* - / & @. , #) etc., when populating addresses & unit information. If unable to update GTCC Info, contact the LDTA for assistance.
6. For Non-Traveler (User) profiles, ODTA's can update email address, name to match users CAC (when name change is official).
7. All Military personnel, Government & NAF employees are required to receive DTS payments via electronic funds transfer (EFT).

*If EFT is not mandated by law, normally for Invitational & Witness travelers not employed by the government, the profile should be populated with a valid mailing address in the General Traveler Data section in the event a paper check needs to be sent. The EFT radio button should also be checked "no" for these individuals.

CREATING NEW ORGANIZATIONS/SUB-ORGANIZATIONS

Do not create any new Organizations/Sub-Organizations without first consulting your assigned permission manager. Our office will normally create new organizations after a discussion with you and your leadership. This process has become very complicated and like you, we would like to ensure your travelers can perform travel when an organization is built.

ELECTRONIC FUNDS TRANSFER (EFT), TRAVELERS DOES NOT HAVE ACCESS TO DTS

For travelers WITHOUT access to DTS, the ODTA should contact the LDTA for assistance.

ADDING / CHANGING / REFRESHING ELECTRONIC FUNDS TRANSFER (EFT) & GTCC INFORMATION, TRAVELER HAS ACCESS TO DTS

Traveler does not currently have EFT/GTCC information in their profile (or) changes banking/financial institution*.

1. Traveler logs into DTS, clicks drop down arrow next to name in the upper right corner.
2. Select "My Profile", click on "EFT and Credit Card Accounts" link shown on left side of screen.
3. Enter either checking or savings account information (NOT BOTH). If traveler has a GTCC account, ensure the information is accurate and expiration date is valid, click the "SAVE" button*.

*Note: Changing EFT information only affects documents created from the moment AFTER you click the "SAVE" button in step 3 above. Any document in a created status will require the EFT information to be refreshed within the document itself by following steps 6-9 in the EFT Return scenario.

EFT RETURN EMAIL RECEIVED, TRAVELER HAS ACCESS TO DTS.

Traveler receives DTS email labeled “Notice of Payment Return for Invalid EFT Account Information”.

1. Traveler logs into DTS, clicks drop down arrow next to name in the upper right corner.
2. Select “My Profile”, click on “EFT and Credit Card Accounts” link shown on left side of screen.
3. Verify checking account & routing (or) savings account & routing information already resident in the fields is valid. If not, enter either a correct checking account & routing (or) savings account & routing information (NOT BOTH). If you have a GTCC account, take a moment to ensure the information is accurate and expiration date is valid, click the “SAVE” button.
4. Once EFT/GTCC information is updated, traveler amends authorization/voucher and explains why amendment is being created, i.e. "EFT return in the amount of (\$ dollar amt). EFT/GTCC information on DTS profile has been updated".
5. Traveler clicks continue, DTS creates the amendment and DTS will display the "Review Authorization/Voucher" page. DO NOT MAKE ANY ADJUSTMENTS TO YOUR DOCUMENT OTHER THAN THOSE LISTED IMMEDIATELY BELOW – If the EFT return was for an authorization, contact your ODTA to see if rescheduling the partial payments is required.
6. From the Review Authorization/Voucher page, click "Review Profile" (left side of document).
7. Click "Open Profile".
8. Click "EFT and Credit Card Accounts" (left side of document).
9. Click "Refresh" (shown in Blue directly above current EFT/GTCC information) which will update the stand alone profile from within the authorization/voucher with EFT/GTCC information resident on the main DTS profile.
10. Click on the "Financial Summary" link (left side of document) and DTS will re-calculate the authorization/voucher totals resulting in the EFT return dollar amount identified in the original email as “Net to Traveler”.
11. Traveler continues through normal voucher signing process.

ASSUMPTION OF COMMAND LETTER AND DELEGATION OF SIGNATURE AUTHORITY.

The Assumption of Command Letter must be submitted to the LDTA when a Change of Commander occurs. Existing Delegation of Appointment Authority (DOAA) Letters are automatically cancelled when a Change of Command occurs. The “Commander” must appoint all personnel filling a role in DTS unless such authority is delegated in writing. If used, DOAA Letters must be submitted to the LDTA. Personnel with delegated appointing authority must have the words “By Direction” next to (or) under their printed name in block 9 of the DD Form 577 prior to electronically signing the form. Refer to SecNav M-5216.5 CH-1 (16 May 2018), Chapter 2 (Keyword “Signature Authority”).

DTS APPOINTMENTS USING THE DD FORM 577.

General - DD577's located on the Quantico DTS Helpdesk website have blocks 3, 6, 7 & 8 pre-populated with verbiage required by MCO 4650.39A. Additional verbiage/references may be added if local policy dictates. Contact the Quantico DTS Helpdesk prior to adding additional information to these fields. An Official NAME CHANGE of an appointee requires re-appointment. To prevent a lapse in permissions, ensure the effective date of termination & re-appointment are equal (or) separated by one calendar day and submitted to the LDTA together. Example: Termination & Re-Appointed both with an effective date of 28 Aug 2023 (or) Termination effective date 28 Aug 2023 & Re-Appointed effective 29 Aug 2023.

Approving Officials MUST complete the online TraX training course labeled “DTS Approver (COL/TAOCO) – Initial TAOCO (COL) Training” prior to appointment. The course certificate is valid for 1 year, example: if completed on 3 Mar 2019, it expires 2 Mar 2020. The COL certificate must accompany the Approving Officials DD Form 577 when submitted to the LDTA. The AO should read the Treasury publication “Now that you’re a Certifying Officer”. Ref: DoDFMR Vol 5 (July 2021), Chapter 5, par 3.4.1.

It is recommended all required training be completed prior to appointment. The MCO requires all training except for the COL/TAOCO to be completed within 90 days of the appointment date listed in block 13 of the DD Form 577.

The ODTA is responsible for accurately populating data in blocks 1, 2, 4**, 5*, 9, 10, 11 & 14. For an individual who is a Contractor, the word “Contractor” or the abbreviations “Contr” or “Ctr” are acceptable for the required grade in block 1.

*If an employee is a full-time teleworker with no DSN phone number, or has only a Govm’t Cell Phone, next to the commercial number listed type the words “No DSN #”.

**Improperly populating block 4 of the DD577 can result in insufficient access to perform the intended DTS role. Too much access may unintentionally expose PII to personnel without a need to know. By default, role holders are granted permission to the organization in which their profile is resident by the LDТА, limiting PII exposure to personnel in that organization only. If that organization happens to be a sub-organization, the role holder can be given a higher level of access if their job requires it and the DD577 reflects the requirement. To determine proper access, have a discussion with the Lead Defense Travel Administrator (LDТА) at the Quantico DTS Helpdesk that handles permissions for your unit prior to populating block 4.

Dates are not required when digitally signed. The "Appointing Authority" must appoint an individual before the "Appointee" accepts their appointment.

The ODTA must ensure the Traveler (or) User Profile is resident in the proper organization prior to sending the LDТА a DD577 to avoid permission assignment delays. Role holders MUST have their official email address in their profile while permissions are active. The ODTA MUST maintain a copy of the original appointment DD577 accepted by the LDТА. That copy will be used by the ODTA to terminate/revoke the appointment and maintained by the ODTA for 10 years following the date of termination. Any DD Form 577 deemed to be invalid/improper and NOT accepted by the LDТА should be destroyed/discarded. Accurate records/file management should be established and maintained by the ODTA.

TRACKING REQUIRED TRAINING.

The Quantico DTS Helpdesk website lists required training for all DTS roles. The ODTA is responsible for tracking role holder training expiration dates and must inform role holders at least 90 days in advance of training expiration. This notification allows for completion of the required training prior to experiencing a lapse in permissions. Approving Officials must annually complete the “DTS Approver (COL/TAOCO) – Initial (or) Refresher TAOCO (COL) Training”.

POPULATING ROUTING LISTS & CREATING ROUTING LISTS

The ODTA is responsible for properly adding personnel to their routing lists (to include TECOM WWT routing lists) once permissions have been given by the LDТА. Contact the LDТА if you are a new ODTA and need assistance populating and understanding this task since it can be confusing. TECOM WWT approves any authorization and voucher with their funding, but their policy requires the routing list contain at least one level of traveler unit/command review.

Unit/Command Reviewers (RO) and Approvers (AO) should be inserted as a “REVIEWER” for TECOM WWT Authorizations & Vouchers to authorize/allow rental cars if/when funded by a traveler’s command LOA. The stamp number should be consistent with the number currently used for AO’s in the commands regular routing lists (Normally level 20 – 25). You can have multiple levels of review in the TECOM WWT routing lists just as you have in your normal unit/command routing lists. TECOM WWT does NOT have local vouchers populated in their routing lists because they do not fund local travel.

Do not remove any level 4, 5 or 6 reviewers from your routing lists. The Quantico DTS Helpdesk will manage these individuals. These individuals are from the Distribution Management Office (DMO) and required to be in your routing lists for foreign travel airfare and when utilizing a Centrally Billed Account (CBA) for airfare.

Commands should appoint their Foreign Clearance Specialist (FCS) as a DTS reviewer and insert them into their routing lists. When adding/updating your FCS, use the “Process Name” drop-down and select “FOREIGN TRAVEL. Selecting the stamp of “FOREIGN TRAVEL” will apply conditional routing for a document. If no foreign country location(s) is resident in the document, it skips the FCS level of review. The conditional routing stamp prevents your organization’s FCS from having to review documents that do not contain foreign travel.

Meeting DoD Foreign Clearance Guide requirements is mandatory for all foreign country travel requirements. Before a traveler books overseas travel, they should visit the Department of State (DOS) "Travel Advisories" webpage for detailed travel advisories on foreign countries. The Department of State "Smart Traveler Enrollment Program" (STEP) makes it easy to receive alerts if a travel advisory is issued for a particular destination. It also makes it easier for the DOS to reach you in an emergency abroad. An additional reference is SECNAV M-5510.30C (24 Jan 2020).

It is recommended the ODTA not create new routing lists without first contacting their permission manager at the LDТА Helpdesk. Our goal is to minimize the number of routing lists contained in an organization to avoid redundancies and the overall maintenance burden.

PROPER TERMINATION OF THE DD FORM 577 & CLEARING ROUTING LISTS

1. Remove the individual from all routing lists while the profile is attached to your command. Once the profile is detached, you cannot use the global Add/Remove feature, forcing you to remove the individual manually from all routing lists.
2. INDIVIDUAL REMAINS WITH THE COMMAND: Ensure you have removed the individual from all routing lists to include WWT. If the individual holds a Non-DTS Entry Agent (T-Entered) role, ensure the radio button is set to "No". Detach and immediately rejoin the profile to automatically clear any Org/Group Access along with any numbered permissions.
3. INDIVIDUAL IS NOT REMAINING WITH THE COMMAND: Ensure you have removed the individual from all routing lists to include WWT. If the individual holds a Non-DTS Entry Agent (T-Entered) role, ensure the radio button is set to "No". Detach the profile which will automatically clear any Org/Group Access along with any numbered permissions once detached – Do NOT Rejoin.
4. Locate the copy of the original appointment DD577 accepted by the LDТА and used to grant permissions.
5. All blocks in section IV must be complete (except block 17 if digitally signed) or the termination is improper. DFAS will not accept improperly terminated DD Form 577's. The current appointing authority can terminate the DD Form 577 if the original appointing authority is no longer with the command.
6. If the person is still with your command, it is proper for you to obtain their Electronic Signature (ELSig) or initials in block 18. Complete all remaining blocks in section IV and submit the termination to the LDТА.
7. If the person is no longer with your command, populate the date in block 17 and enter the words "Not Available for Signature" in block 18, Complete all other blocks in section IV and submit the termination to the LDТА.
8. If you use Share Point (S/P) as your document storage, ensure section IV is properly completed as directed in the above steps and upload the terminated form to the site. Open/View the form posted to the site to ensure the complete/proper termination was uploaded. If a previously improper termination was posted, ensure you remove it from S/P and replace it with the proper termination for audit purposes.
9. The ODTA must maintain the terminated/revoked appointment for 10 years following the date of termination.

MONITORING AND RESOLVING THE DTS UN-SUBMITTED VOUCHER REPORT FOR YOUR ORGANIZATION

You are required to contact travelers appearing on the report and track settlement of their voucher in accordance with MarAdmin 336-21. We recommend at a minimum, establishing a permanent (Tracking) MS Excel Spreadsheet by copying and transferring information appearing on your weekly report to your master list. Add a column showing the voucher settlement/approval date. You must still retain the weekly report when pulled since it is an IG inspectable item.

Once the voucher is signed, it will fall off the unsubmitted voucher report BUT you are still required to track the voucher until the approved stamp is received. Therefore, the simplest way we have found to maintain visibility is to work off the permanent tracking MS Excel Spreadsheet you created.

SELF-REGISTRATION EMAIL NOTIFICATIONS

ODТА's must act on a Self-Registration Request within 24 hours of receiving the registration notification email. Failure to act will result in the LDТА rejecting the request. These emails are sent to the email address on file in the "Organization" profile. To populate a new ODTA or SMB email address, do the following.

1. Do NOT make changes to any other fields than the one listed below. If you believe they are incorrect, please consult the LDTA prior to changing.
2. Select “Organizations” under the DTA Maintenance Tool dropdown.
3. Enter the name of the Organization/Sub-Organization you wish to update, click enter.
4. Click the “Update” button.
5. Within the “Self-Registration Data” fields, enter the new ODTA’s official email address and turn “On” email notifications.
6. Save the change.
7. Exit the organization menu from within the maintenance tool.

OBTAINING NATO ORDERS WHEN REQUIRED

1. Follow the normal DTS order creation and approval process.
2. The AO is responsible for providing a signed copy of NATO orders to the traveler.
3. Visit the DOD Foreign Clearance Guide (FCG) on the pentagon.mil website.
4. Agree to enter the site.
5. Complete the APACS Profile Request.
6. Once APACS access is granted, access the FCG site and select the country being visited from the left menu.
7. Look in “**Section I: GENERAL ENTRY REQUIREMENTS**” for a link labeled [NATO Form - Word](#) (or) [NATO Form - PDF](#).
8. Complete the form, obtain the AO signature & provide to traveler.
9. Traveler must maintain a copy of the orders on their person while in a travel status.