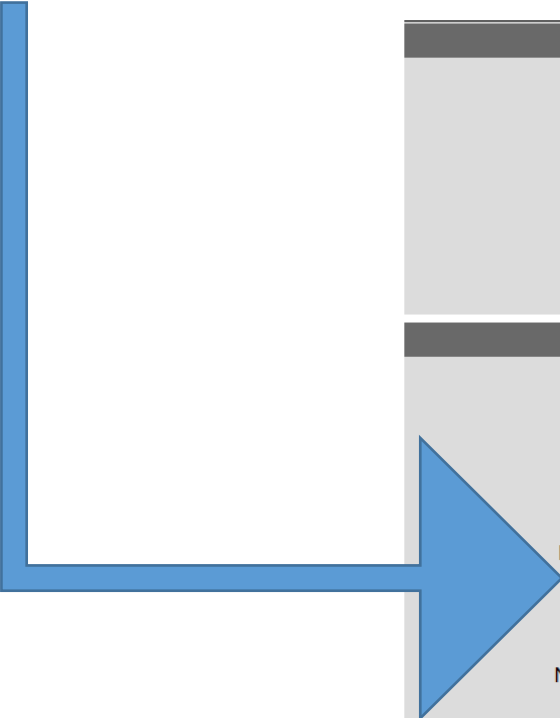


ODTA PERMISSION GRANTING AUTHORITY: An ODTA is **NOT** authorized to give “Organization Access:” (or) “Group access:” and can **ONLY** assign permission level “0”.

For Traveler & User profiles, ODTA’s can Grant/Place a check-mark to the left of zero “0” within the **Editable Permission Level(s)** under the **User Specific Data** section of the profile when building a new (or) receiving a self-registration profile. Other than adding a zero “0”, 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.**



Common Data	
SSN:	XXXXX1111
First Name: *	NOSUCH
Middle Initial:	A
Last Name: *	PERSON
Organization Name: *	DM6105MCCDCHQCOMPDS
Email: *	noones@home.com

User Specific Data	
Organization Access:	
Group Access:	--Organization Owner Name None v --Group Name
Non-editable Permission Level(s):	
Editable Permission Level(s): *	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6
Approval Override: *	NO
Manually Entered Transaction: *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Non-DTS Entry Agent (T-Entered): *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Debt Management Monitor: *	<input type="radio"/> Yes <input checked="" type="radio"/> 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: *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Self-AO Approval: *	<input type="radio"/> Yes <input checked="" type="radio"/> No
User ID:	~4936745 Reset User ID

General Traveler Data

If additional access is needed, contact the installation LDTA and submit the proper DD Form 577. 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 check-mark to the left of any number in the **Editable Permission Level(s)**, except zero “0”.
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.

UPDATING/POPULATING A TRAVELER (or) USER PROFILE

1. The profile should be immediately updated upon receiving the profile into an organization. This ensures the traveler is able to perform travel immediately should the need arise.
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. 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.
4. For Non-Traveler (User) profiles, ODTA's can update email address, name to match users CAC (when name change is official).
5. 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).
6. These locations are used in the calculation of entitlements when travel begins/ends from either location selected.
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 persons.

ADDING/CHANGING/REFRESHING ELECTRONIC FUNDS TRANSFER (EFT) INFORMATION FOR TRAVELERS WITH ACCESS TO DTS.

Note: For travelers without access to DTS, the ODTA should contact the LDTA for assistance.

Scenario 1. - Traveler does not currently have EFT information in 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), click the "SAVE" button.
- *Note: Changing EFT information only affects documents created from the moment AFTER you click the "SAVE" button in step 3. Any documents in a created status will require the EFT information to be refreshed within the document itself. Follow steps 6 – 9 below, substitute Authorization/Voucher where appropriate.

Scenario 2. - 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. Enter either checking or savings account information (NOT BOTH), click the "SAVE" button.
4. Once EFT information is updated, traveler amends voucher and explains why amendment is being created, i.e. "EFT return in the amount of (\$ dollar amt). EFT information on DTS profile has been updated".
5. Traveler clicks continue, DTS creates the amendment and DTS will display the "Review Voucher" page.
6. From the Review 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 voucher with EFT information resident on the main DTS profile.
10. Click on the "Financial Summary" link (left side of document) and DTS will re-calculate the 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.

APPOINTING PERSONNEL TO PERFORM A ROLE IN DTS USING THE DD FORM 577.

The “Commander” must appoint all personnel filling a role in DTS unless such authority is delegated in writing. Refer to SecNav Instruction 5216.5 (June 2015), Chapter 2 (Keyword “Signature Authority”). Delegation of Appointing Authority (DOAA) Letters must be submitted to the LDТА. Assumption of Command Letters must be submitted to the LDТА when a change in Commander occurs if the unit is utilizing DOAA Letters. Personnel with delegated appointing authority must have the words “By Direction” next to (or) under their printed name in block 9, prior to electronically signing the form.

Prior to appointment, Approving Officials MUST complete the online TraX training course labeled “AO/RO – Training for Accountable Officials and Certifying Officers (Initial COL) or (Annual COL Refresher)”. 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 LDТА. The AO should read the Treasury publication “Now that you’re a Certifying Officer”. Ref: DoDFMR Vol 5 (June 2019), Chapter 5, par 050304.A.

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. 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 delays in permission assignment. 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 must be maintained by the ODTA for 10 years following the date of termination. To avoid later confusion, any copy of the form NOT accepted should be discarded. Accurate records/file management should be established and maintained by the ODTA.

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 LDTA.
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 LDTA.
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.

POPULATING ROUTING LISTS

The ODTA is responsible for properly adding personnel to their routing lists (to include TECOM WWT) once permissions have been given by the LDTA. Contact the LDTA if you are a new ODTA and need assistance populating and understanding this task since it can be confusing. TECOM WWT solely approves both authorization and voucher but their policy requires the routing list contain at least one level of traveler unit/command review. Unit/Command AO's should be inserted as a "REVIEWER" for TECOM WWT Authorizations & Vouchers in order to authorize/allow rental cars if/when funded by the travelers command. 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.

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) are resident in the document, it skips the FCS level of review. This 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 travelers book 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).

RECEIVING SELF-REGISTRATION EMAIL NOTIFICATIONS.

Self-Registration notification emails are sent to the email address on file in the "Organization" profile. To populate a new ODTA 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 on the pentagon.mil website.
4. Agree to enter the site.
5. Select the country being visited.
6. Look in **"Section I: GENERAL ENTRY REQUIREMENTS"** for a link labeled [NATO Form - Word](#) (or) [NATO Form - PDF](#).
7. Complete the form, obtain the AO signature & provide to traveler.
8. Traveler must maintain a copy of the orders on their person while in a travel status.