



United States Department of the Interior

OFFICE OF THE SECRETARY
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FINANCIAL MANAGEMENT MEMORANDUM 2010-020 (Vol.X.M.b)

To: Bureau Assistant Directors for Administration
Bureau Chief Financial Officers

From: Donald Geiger *for Stephen Mattingly*
Acting Director, Office of Financial Management

NOV 9 2010

Subject: GovTrip Federal Agency Travel Administrator Role

GovTrip Federal Agency Travel Administrator (FATA) roles must be managed in a manner as to minimize risk. A FATA must have a good knowledge of the role and its responsibilities. Therefore, all FATAs must be fully trained by identified Bureau and Department GovTrip FATA Leads, or designee, on how to perform the role. A FATA must be approved and assigned the role by each bureau's GovTrip FATA Lead.

Effective immediately, any agency employee or contractor who has not been identified as a GovTrip FATA by their respective Bureau Lead will have FATA access revoked. Bureau Leads should review the number of FATA's in their GovTrip Organizations and limit the role to a maximum of five individuals per GovTrip Organization.

The FATA role is delineated by access levels 5, 6, and 7. For the most part Bureau sub-organizations will be limited to a level 5 FATA role. The level 6 FATA role should be assigned to individuals who have responsibility for loading bureau accounting data and the traveler charge card data (determined by bureau lead) for a GovTrip Organization. There should be no more than two level 7 FATAs in a bureau. Approval of more than two level 7 FATAs must be requested from the Department Lead FATA. This level 7 FATA role is limited to the individual who is responsible for the overall management of the bureau GovTrip Organization.

Bureau Lead FATAs should require existing and new GovTrip FATA to sign a FATA Access Request and Responsibilities Statement ensuring all FATAs have taken the required training and are aware of their responsibilities. These forms will be approved and filed by the Bureau lead responsible for assigning the FATA role.

If FATA role is assigned without the approval of a Bureau Lead an investigation may be launched to determine who assigned the role. As a result, that person may face administrative action in accordance with existing Departmental IT Security Guidance.

cc: Financial Statement Guidance Team
Finance Officers Partnership

GovTrip FATA Role Access and Responsibilities Statement

I acknowledge that I am accepting the role of a Federal Agency Travel Administrator in the GovTrip Electronic Travel System. I understand that I am responsible the organizational integrity of the GovTrip system to include securely maintaining the sensitive information that the FATA role grants to me.

I will not under any circumstances grant access to the FATA role without the approval of one of my bureaus lead GovTrip FATAs.

Signed Name: _____

Printed Name: _____