Defense Travel Management Office

DTA Maintenance Tool - People

DTA JumpStart @ Connect 2011 Seminar

April 2011

Agenda

- Profiles

- Permission Levels and Accesses

- User Roles

- Reassign, Detach, Receive, Delete Profile

People - Profiles

- Two ways a profile can be created in DTS:
  - DTA adds individual through DTA Maintenance Tool

  - Traveler submits profile through self registration

- Two types of profiles
  - User: Cannot travel

  - User/traveler*: Requires more information

User/traveler profile recommended unless user plans on never traveling or is not authorized to travel in DTS

Permission Levels and Accesses

Permission Levels

0-9

Access

Organization
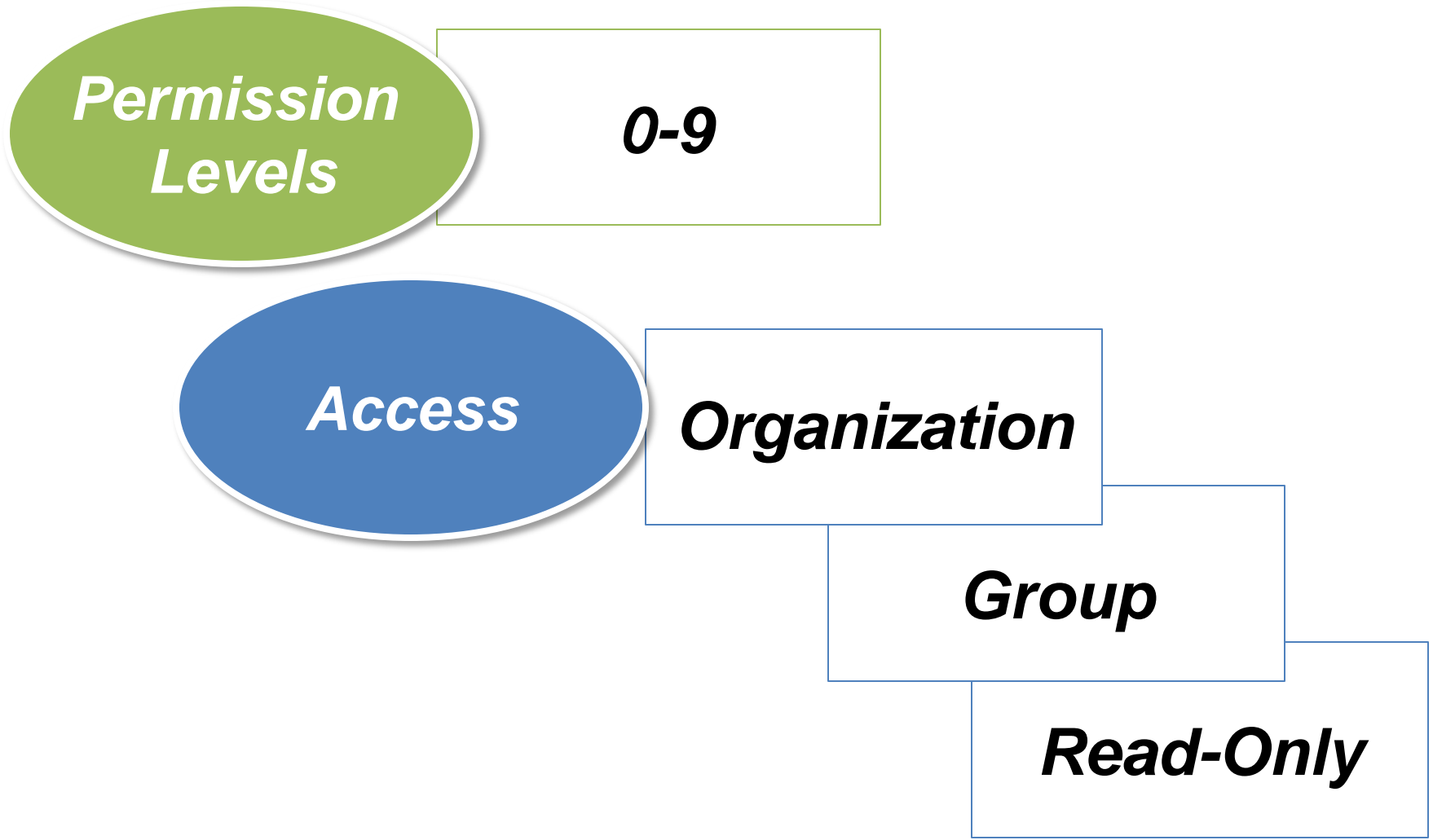
Group

Read-Only

Types of Access

- **Organization Access**

  – Maintain <u>resources</u> for organizations

  – Hierarchical

- **Group Access**

  – View, create, and edit <u>travel documents</u> for others

  – Just a list of travelers

- **Read-Only Access**

  – View but not edit documents

  – Used by auditors and Transportation Officers

User Roles

User Roles

Traveler
- ***Permission Level:*** 0
- ***Access: no*** organization access
- ***Group: no*** group access

Travel Preparer/Clerk
- ***Permission Level:*** 0
- ***Access: no*** organization access
- ***Group:*** group access

NDEA
- ***Permission Level:*** 0
- ***Access: no*** organization access
- ***Group:*** group access
- T-entered stamp (submit voucher for traveler)

Routing Officials (includes AOs, COs, ROs)
- ***Permission Level:*** 0, 2
- ***Access:*** organization access (optional)
- ***Group:*** group access (optional)

User Roles (continued)

Lead DTA
- ***Permission Level:*** 0-6
- ***Access:*** organization access
- ***Group:*** group access

Organizational DTA
- ***Permission Level:*** 0,1,2,5
- ***Access:*** organization access
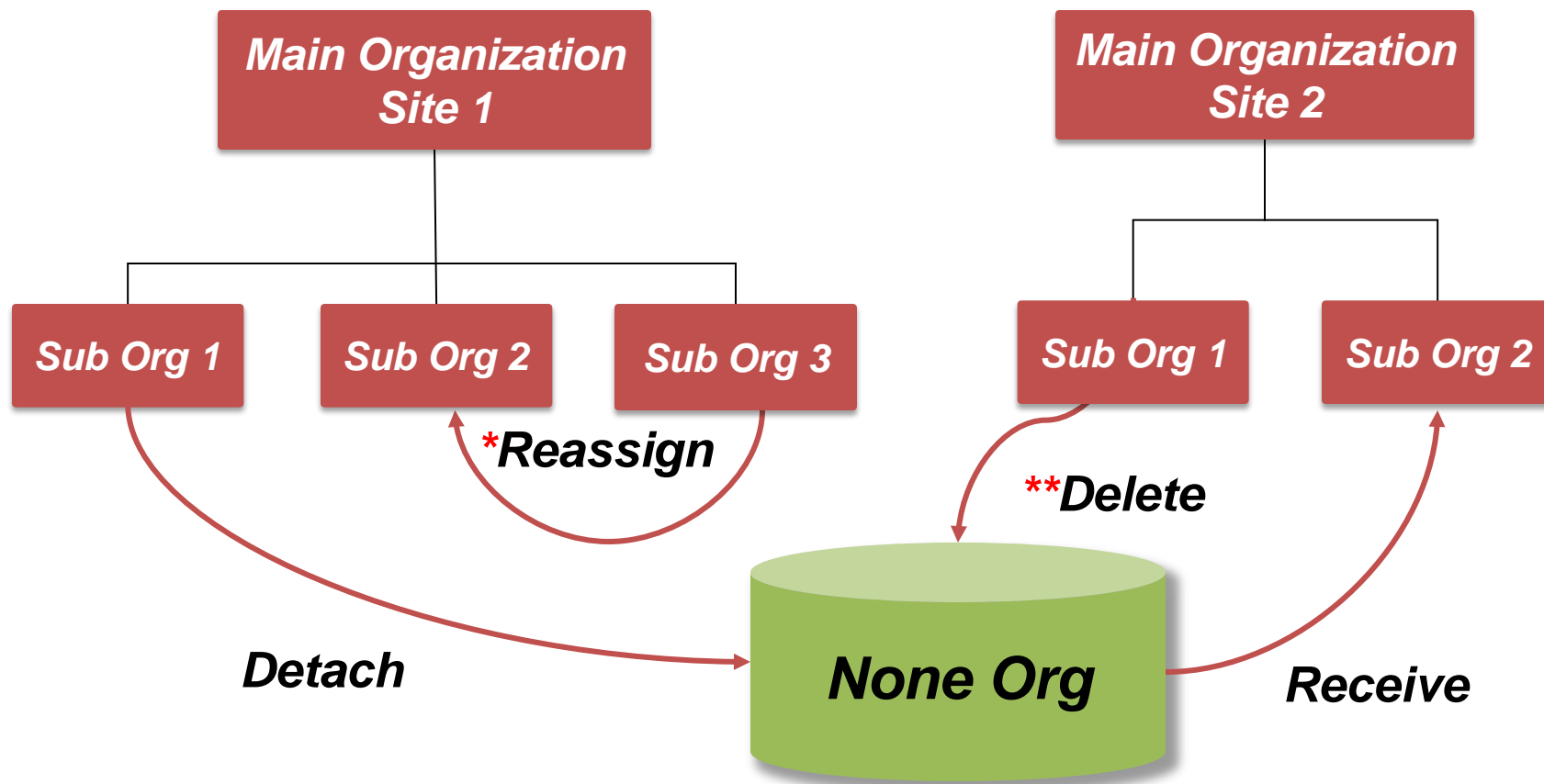- ***Group:*** group access

Budget DTA
- ***Permission Level:*** 0,1,3
- ***Access:*** organization access
- ***Group:*** no group access

Finance DTA
- ***Permission Level:*** 0, 1, 6
- ***Access:*** organization access
- ***Group:*** group access

People – Reassign, Detach, Receive, Delete

Main Organization Site 1

Main Organization Site 2

Sub Org 1 **Sub Org 2** **Sub Org 3**

Sub Org 1 **Sub Org 2**

*Reassign

**Delete

None Org

Detach

Receive

*Can only be done by DTA from Main Organization

** Profiles with created documents will remain in None Org for 15 months; all others permanently deleted

Resources

DTMO Website

- Access eLearning, instructor resources, and reference materials through Training Resource Lookup Tool

www.defensetravel.dod.mil

Travel Explorer (TraX)

- DTA Manual: Chapter 7 – People
- Distance Learning Course: DTA Maintenance Tool – People

www.defensetravel.dod.mil/Passport

Travel Assistance Center (TAC)

- 1-888-Help1-Go (1-888-435-7146)
- 24 hours a day/7 days a week
- Submit a Help Ticket through the Tickets section of TraX