Defense Travel Management Office

DTA Maintenance Tool Refresher - People, Routing Lists, Groups

2011 Connect Seminar

April 2011

For Official Use Only

Agenda

- People
  - Profiles
  - Permission Levels
  - Access
  - User Roles
- Routing Lists
  - Manual Stamps
  - System Generated Stamps
  - Conditional Routing
- Groups
  - Group Access
  - Group Membership
  - Individual Group Membership
  - Global Group Membership

People

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

0-9

Access

Organization

Group

Read-Only

Permission Levels

- Defines who can perform specific tasks within DTS

- Controls accessibility of DTS modules and functions

- DTA assigns to each user in order to access DTS

- Range from 0 to 9

- Must have permission level to grant to another person

    - Permission Levels are exclusive

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Functions and Permission Levels

Functions	Permission Levels
Create/Sign Documents	0
Access DTA Maintenance Tool/<u>View</u> Budget	1
Access Route & Review	2
Delegate Authority	2
Edit Budget and Traveler's EFT data	3
Enter Manual Transactions in Budget	3
Reconcile Centrally Billed Account(s)* *account activation required by CBA DTA*	4

Functions & Permission Levels (continued)

Functions	Permission Levels
Edit Organizations & Routing Lists	5
Edit Groups & People	5
Edit Lines of Accounting	6
Track Due US Vouchers	6
Reserved for PMO, DTMO, TAC and Service/Agency DTAs	7, 8, 9

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Types of Access

- **Organization Access**
  - Maintain <u>resources</u> for organizations
  - Run Reports

- **Group Access**
  - View, create, and edit <u>travel documents</u> for others

- **Read-Only Access**
  - View but not edit documents
  - Used by auditors and Transportation Officers

Organization Access vs. Group Access

Organization Access	Group Access
• **Who:** DTAs • **What:** resources for Orgs and Sub-Orgs • **Where:** DTA Maintenance Tool/Budget Module • **Why:** specifies which people, organizations, routing lists, budgets, LOAs, and groups can be viewed, created and updated	• **Who:** travel preparers/clerks, help desk personnel, NDEAs, DTAs • **What:** documents (authorizations, vouchers, local vouchers) • **Where:** travel module, official travel-others • **Why:** to view, edit and create documents on behalf of someone else

***Read-Only Access**: Used by Auditors and TO's to view but not edit documents*

USER ROLES

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Suggested 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
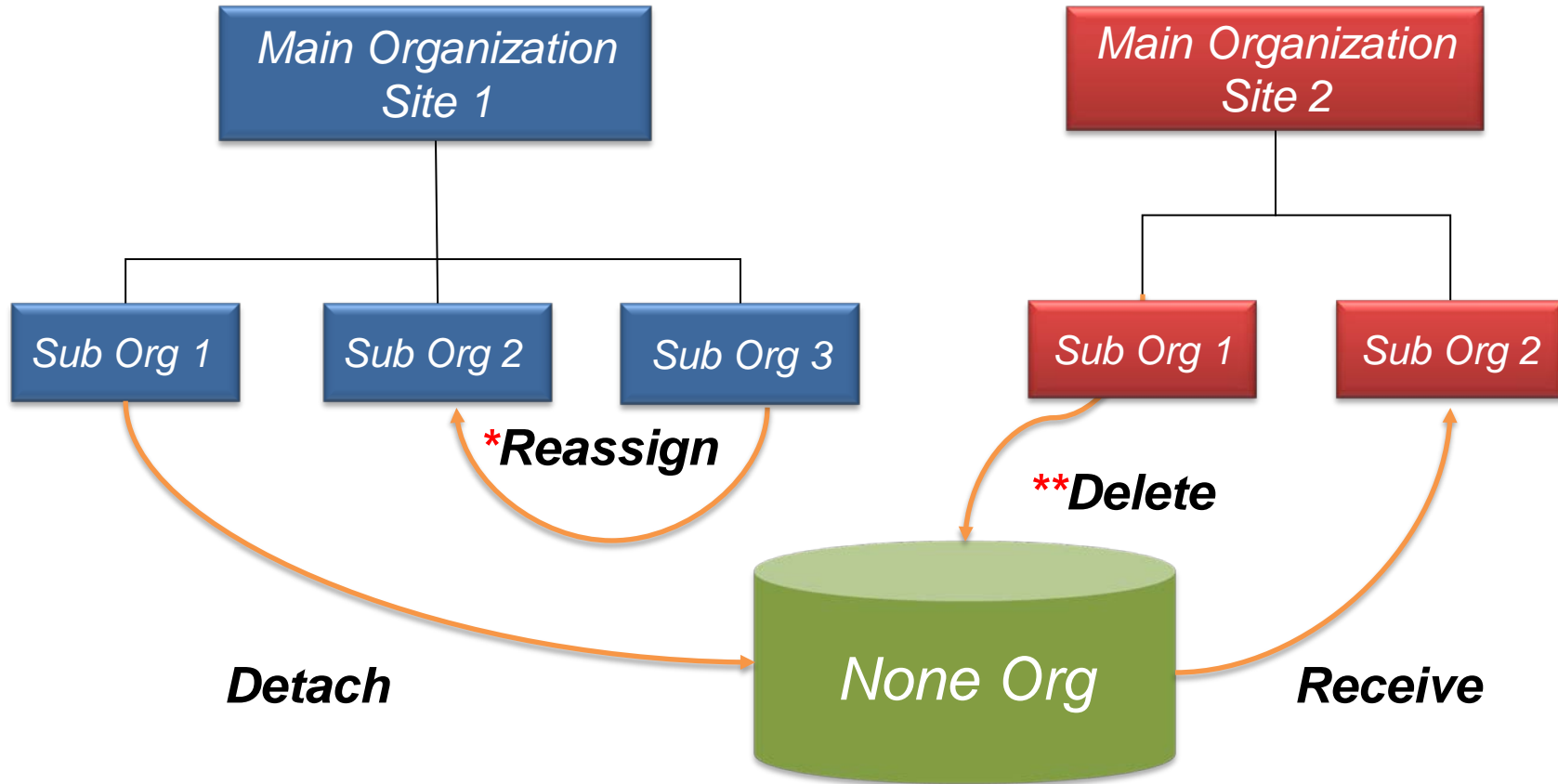- ***Group:*** group access

Budget DTA
- ***Permission Level:*** 0,1,3
- ***Access:*** organization access
- ***Group:*** group access

Finance DTA
- ***Permission Level:*** 0, 1, 6
- ***Access:*** organization access
- ***Group:*** no 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

ROUTING LISTS

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Routing Lists Overview

- Specifies order for electronic processing of documents

- Each organization must have at least one routing list

  - Can have multiple routing lists

- Empty when created

- Labels cannot include ampersands "&" or commas ","

Minimum Routing List Requirements

- All _authorizations_ must include the minimum stamps:

  - **_CTO SUBMIT (Level 2)-_** Routes document to Commercial Travel Office (CTO) when traveler has used Reservation Module

  - **_CTO BOOKED (Level 3)-_** CTO has performed quality checks

  - **_APPROVED (Level 25)-_** Final stamp which indicates obligation has been initiated and traveler is approved to travel

- All _vouchers_ and _local vouchers_ must include:

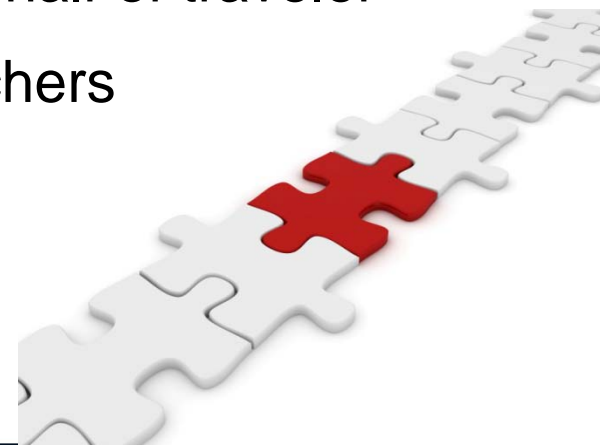 - **_APPROVED (Level 25)-_** AO has accepted claim for reimbursement

Stamps to Initiate Routing

- ## SIGNED

  - – Used by traveler or Travel Clerk
  - – Document stays in DTS Database for 15 months
  - – Initiates electronic routing of document

- ## T-ENTERED

  - – Used by NDEA to submit voucher on behalf of traveler
  - – Only used for Vouchers and Local Vouchers

Manual Routing Stamps

- REVIEWED/AUTHORIZED
  - Document has been examined for accuracy
  - Causes no action except for continued electronic routing

- CERTIFIED
  - Indicates availability of funds has been verified

- APPROVED
  - Used by AO
  - Required on all routing lists for all document types
  - Indicates document has been approved for final processing
  - TA Number assigned
  - Funds allocated in DTS Budget
  - Financial transactions sent
  - Approval sent to ticketing queue of CTO

Manual Stamps Not Included in Routing List

- RETURNED*
  - Used by various ROs
  - Returns document to traveler
  - Used when document needs traveler's attention
  - Traveler must re-sign document to reinitiate routing process

- CANCELLED*
  - Used by various ROs
  - Terminates routing of document
  - De-obligates funds
  - Cancels reservations
  - Cancelled documents can only be viewed
  - Vouchers and local vouchers can not be cancelled

  Stamps should not be included in the routing list

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System-Generated Routing Stamps

- CTO SUBMIT/CTO BOOKED

  – Required for all authorizations with reservations

  – Mandatory for authorizations utilizing reservation module

  – Routing list levels must be consecutive (2 and 3)

  – Confirms held reservations

  – Quality check

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System-Generated Stamps Not in Routing List

- CREATED*
  - Generated when document is first created
  - Indicates document has not yet been stamped SIGNED
  - Causes no action within DTS
  - Does not involve any processing of document

- POS ACK RECEIVED*
  - Acknowledgement of fund obligation from DADS

Stamps should not be included in the routing list

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System-Generated Stamps Not in Routing List

- AUDIT PASS/AUDIT FAIL*
  - Document passed or failed Payment Module audit
  - If document fails audit, email sent to traveler

- PAY LINK*
  - Document copied from DTS to Payment Module database

- VOUCHER SUBMITTED*
  - Awaiting PAID stamp applied upon payment of voucher

Stamps should not be included in the routing list
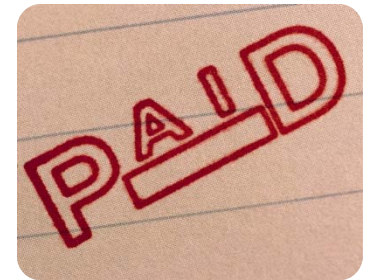
System-Generated Status Codes (continued)

- PAID*
  - Generates when payment remittance generated
  - Email sent to traveler

- REJECT*
  - Indicates obligation or payment has not been made
  - Sends reject email to the DTA ID and traveler

*Stamps should not be included in the routing list

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Sample Routing List

Doc Type	Doc Status	Signature Name	Level	Process Name
AUTH	CTO SUBMIT	CTO SUBMIT	2	BYPASS PNR
AUTH	CTO BOOKED	CTO BOOKED	3	BYPASS PNR
AUTH	REVIEWED	LEAH SMITH	10	
AUTH	REVIEWED	BILL TREMPER	10	
AUTH	APPROVED	ED CULLEN	25	
AUTH	APPROVED	JANET JOSEPH	25	
LVCH	REVIEWED	LEAH SMITH	10	
LVCH	REVIEWED	BILL TREMPER	10	
LVCH	APPROVED	ED CULLEN	25	
LVCH	APPROVED	JANET JOSEPH	25	
VCH	REVIEWED	LEAH SMITH	10	
VCH	REVIEWED	BILL TREMPER	10	
VCH	APPROVED	JANET JOSEPH	25	
VCH	APPROVED	ED CULLEN	25	

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Conditional Routing

- Optional feature allowing Routing element to be skipped if condition does not exist

- Condition is defined using a "PROCESS NAME"

- Examples
  - FOREIGN TRAVEL
  - TRAVEL MODE ROUTE
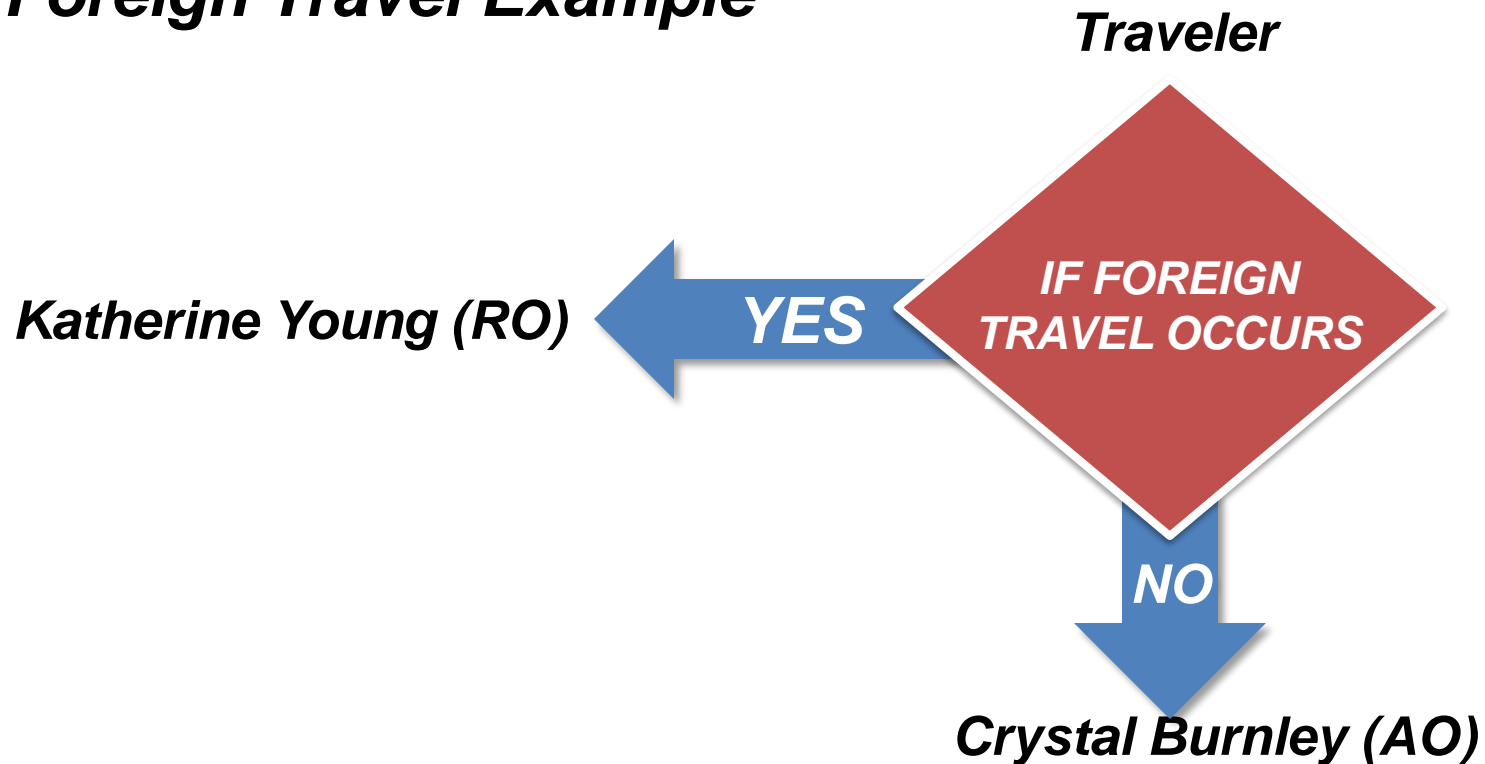 - TRAVELER NUMBER
  - BYPASS PNR
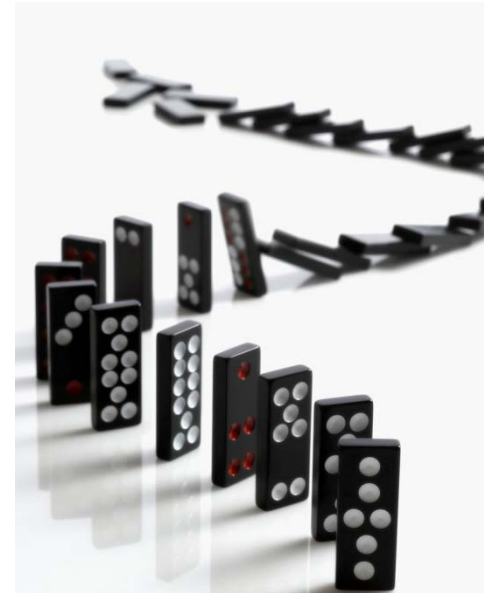
Conditional Routing — Foreign Travel

- Routes document to designated individual based on TDY location (OCONUS only)

Foreign Travel Example

Traveler

Katherine Young (RO) **YES** *IF FOREIGN TRAVEL OCCURS*

NO

Crystal Burnley (AO)

Sample Routing List

Doc Type	Doc Status	Signature Name	Level	Process Name
AUTH	CTO SUBMIT	CTO SUBMIT	2	BYPASS PNR
AUTH	CTO BOOKED	CTO BOOKED	3	BYPASS PNR
AUTH	REVIEWED	KATHERINE YOUNG	10	FOREIGN TRAVEL
AUTH	REVIEWED	CHRIS SAMPSON	10	FOREIGN TRAVEL
AUTH	APPROVED	CRYSTAL BURNLEY	25	
AUTH	APPROVED	MICHAEL HALL	25	
LVCH	REVIEWED	MARTHA CLIFT	10	
LVCH	REVIEWED	JOANNA ALLEN	10	
LVCH	APPROVED	CRYSTAL BURNLEY	25	
LVCH	APPROVED	MICHAEL HALL	25	
VCH	REVIEWED	KATHERINE YOUNG	10	
VCH	REVIEWED	CHRIS SAMPSON	10	
VCH	APPROVED	CRYSTAL BURNLEY	25	
VCH	APPROVED	MICHAEL HALL	25	

GROUPS

Purpose of Groups

- Provides access to travelers documents
  - View, create, edit documents

- Access granted to:
  - Travel preparers/clerks
  - NDEAs
  - DTAs
  - Help desk personnel

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Characteristics of a Group

- List of travelers' names

- No members when first created

- ***NOT*** hierarchical

- Owned by an organization

- Two ways to add members

  - Automatically via **Global Group Membership Rules**

  - Individually via **Individual Group Membership**

Group Access

- Allowed access to only *one* group

- Not needed for travelers to access own documents or for ROs to access documents via Route and Review

Group Membership

- Allows travelers' **documents to be seen** and managed by others

- All travelers are members of at least one group

  - Travelers can be member to as many groups as necessary

Individual Group Membership

- Manual process for adding individual travelers to a group

  – Adding travelers one-by-one

- Only criteria needed is the traveler's SSN

Global Group Membership

Used to make every traveler in an organization members of a specific group

Global Group Membership Requires:

- Name of Organization being added to Group (Member Organization Name)

- Name of Organization that owns the group (Group Organization Owner Name)

- Name of the appropriate group (Group Name)

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Global Group Membership (continued)

Member Organization Name	Group Organization Owner Name	Group Name
DA123ABC456EFG	DA	DA
DA123ABC456EFG	DA123	123
DA123ABC456EFG	DA123ABC	ABC
DA123ABC456EFG	DA123ABC456	456
DA123ABC456EFG	DA123ABC456EFG	EFG

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Summary

- People
  - Profiles
  - Permission Levels
  - Access
  - User Roles

- Routing Lists
  - Manual Stamps
  - System Generated Stamps
  - Conditional Routing

- Groups
  - Group Access
  - Group Membership
  - Individual Group Membership
  - Global Group Membership

Resources

DTMO Website

- Access eLearning, instructor resources, and reference materials through Training Resource Lookup Tool
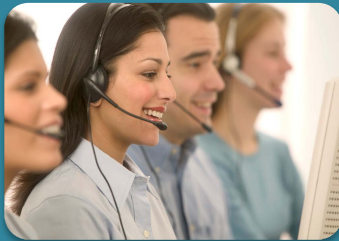 *www.defensetravel.dod.mil*

Travel Explorer (TraX)

- DTA Manual: Chapter 5 – Routing Lists; Chapter 6 – Groups; Chapter 7 – People
- Distance Learning Courses: DTA Maintenance Tool – People, Routing Lists, Groups
  www.defensetravel.dod.mil/Passport

Travel Assistance Center (TAC)

- 1-888-Help1-Go (1-888-435-7146)
- Overseas: Use DSN to dial directly
- 24 hours a day/7 days a week
- Submit a Help Ticket through the Tickets section of TraX