

DTS Permission Management Procedures

I MEF / MCI West (CAMPEN)
Lead Defense Travel Administrator (LDTA)
DTS Tier II Help Desk



I MEF / MCI-West (CAMPEN)
DTS Helpdesk

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Permissions Management Overview:

The Joint Travel Regulations and MCO 4650.39A directs the use of the DTS for official travel. MCO 4650.39A and DODI 5154.31, Volume 3 establishes the roles and responsibilities of the DTS. The Lead Defense Travel Administrator (LDTA) is ultimately responsible for the program management of the system. As part of their responsibilities, the LDTA assigns and monitors permissions for all DTS permission holders.

DTS Permissions Management References:

1. DODI 5154.31, Volume 3 - Defense Travel System
<https://www.defensetravel.dod.mil/Docs/regulations/DTS.pdf>
2. MCO 4650.39A - Defense Travel System
[https://www.imef.marines.mil/Portals/68/Docs/IMEF/DTS/MCO%204650%2039A%20\(DTS%20ORDER\).pdf](https://www.imef.marines.mil/Portals/68/Docs/IMEF/DTS/MCO%204650%2039A%20(DTS%20ORDER).pdf)
3. SECNAV M-5216.5-Change 1 - Department of Navy Correspondence Manual
<https://www.secnav.navy.mil/doni/SECNAV%20Manuals1/5216.5%20%20CH-1.pdf>
4. DoD FMR Vol 1, Chap 9 - Financial Records Retention
https://comptroller.defense.gov/Portals/45/documents/fmr/Volume_01.pdf (Figure 9-1)
5. DoD FMR Vol 5, Chap 5 - Certifying Officers, Departmental Accountable Officials, and Review Officials https://comptroller.defense.gov/Portals/45/documents/fmr/Volume_05.pdf

LDTA Permissions Management Procedures

The I MEF / MCI-West (CAMPEN) DTS Helpdesk is the only entity that grants DTS permissions for all DTS organizations and all sub-organizations of DM1 and DM6187. The Helpdesk will grant DTS permissions upon receiving a properly completed and signed DD form 577 and all required training certificates.

With the assistance of the MSCs G-1/G-8, the DTS Helpdesk will monitor permissions to ensure that only properly appointed personnel have permissions in DTS.

The DTS Helpdesk receives a daily DTS Permissions Change Report that identifies who granted permissions or updated permissions and will ensure that only DTS Helpdesk personnel are granting DTS permissions.

Unit ODTAs found assigning permissions or giving group and organization access will have their permissions revoked.

Unit ODTA Management Procedures

Unit ODTAs are responsible to have on file all DD form 577s and current training certificates for all DTS appointed officials.

Units ODTAs will submit all DTS permissions request to the DTS Helpdesk. Submit the request to DTS helpdesk organizational email. The DTS Helpdesk will take action on all permission requests with 48 hours. MSC ODTA/Helpdesk can require submission of the DD form 577 and training certificates to them before they are submitted to the DTS Helpdesk.

ODTAs will ensure that all DTS permission holders have a current DD form 577 and are current on all DTS training requirements. This will be done by reviewing the Complete Travelers List on a monthly basis. Personnel who do not have a DD form 577 or do not provided updated training certificates will have their permissions revoked. This process is inspected by the CGIP.

ODTAs are responsible to insert permission holders (RO, CO, unit AO) in each of the unit's routing lists. ODTA must review the instructions provided on the I MEF DTS Website labeled [Maintaining The CPEN Routing List](#).

Traveler Profiles

ODTAs are responsible ensure traveler profiles are maintained and updated in accordance with MCO 4650.39a. This requires that ODTAs are only assigning permission level 0 and no group and organizational access.

The screenshot shows the 'Update Person' form with the following fields and annotations:

- Common Data:**
 - SSN: XXXXX3696
 - First Name: NATE
 - Middle Initial: G
 - Last Name: BROWN
 - Organization Name: DM1D1412111104-1/1
 - Email: NATE.BROWN@USMC.MIL (Annotated: Enter a work email. If the account holder does not access the work email frequently, enter a personnel email.)
- User Specific Data:**
 - Organization Access: NoOrgAccess (Annotated: Do not grant Organizational or Group Access.)
 - Group Access: None (Annotated: Grant permission level 0 only. The DTS Helpdesk is the only one authorized to grant DTS permissions 1 – 6 for appointed personnel.)
 - Non-editable Permission Level(s): ☒ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6
 - Editable Permission Level(s): ☒ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6
 - Approval Override: NO
 - Manually Entered Transaction: ☒ Yes ☒ No (Annotated: Ensure all fields are marked no.)
 - Non-DTS Entry Agent (T-Entered): ☒ Yes ☒ No
 - Debt Management Monitor: ☒ Yes ☒ No

Enter a work email. If the account holder does not access the work email frequently, enter a personnel email.

Do not grant Organizational or Group Access.

Grant permission level 0 only. The DTS Helpdesk is the only one authorized to grant DTS permissions 1 – 6 for appointed personnel.

Ensure all fields are marked no.

Required Documents for DTS Permission Holders

1. Digitally signed DD form 577
2. Trax Training described in the Permissions Matrix

3. Certifying Officers Legislation (COL) Initial and Annual Refresher
for unit AOs only
4. I MEF DTS Initial Training Certificate.

Note: A separate DD 577 is required for each DTS role.

DTS Permission waivers

Permission waivers are allowed for the following scenarios. The command must provide a waiver letter signed by the first O-6 in the Appointee's supervisory chain of command.

1. **Rank waiver for Approving Officials.** The waiver must explain why another SNCO/Officer cannot fulfill the billet or why the Marine is a suitable candidate to become an Approving Official.
2. **Permissions waiver to allow an ODTA to be a Reviewing Official.** The waiver must explain why the ODTA is needed to be a Reviewing Official.
An ODTA cannot be appointed as an Approving Official.

How to fill out the DD Form 577:

DD 577 Templates for all DTS roles are provided online on the I MEF DTS Helpdesk website. No other templates or DD 577 versions will be accepted by the DTS Helpdesk.

The DD 577 must be completed as instructed below. Because this form is closely scrutinized by IG, CGIP and MCAAT inspectors, the DTS Helpdesk will reject DD 577s that are not completed correctly.

DD form 577, Blocks 1 - 5

SECTION I - APPOINTEE		
1. NAME (First, Middle Initial, Last and Rank or Grade) John H Smith, SSgt	2. DoD ID NUMBER 1234567891	3. TITLE Approving Official
4. DOD COMPONENT/ORGANIZATION USMC / IMLG / CLR-17	5. ADDRESS (Include ZIP Code, email address, and telephone number with area code and DSN) P O Box 555717 CLR-17 Camp Pendleton, CA 92055 john.h.smith@usmc.mil (760) 763-1111	

Block 1: Contains First, MI, and Last Name and rank or grade. If any information is missing, it is considered invalid. If the Appointee has no middle initial it may be omitted or NMI used instead.

Block 2: This is the DoD ID Number (EDIPI).

Block 3: Templates are pre-populated and should state the DTS role.

Block 4: The DOD Component must specify the appointee's service organization (USMC, Navy) and the unit (CLR-17, MCTSA).

Block 5: Must contain all elements listed in the block header.

Blocks 6-8: Mark Certifying Officer for AOs. All other DTS roles are Departmental Accountable Official.

DD form 577, Blocks 9-16		
SECTION II - APPOINTING AUTHORITY		
9. NAME (First, Middle Initial, Last) Joseph L. Clark	10. TITLE Commanding Officer	11. DOD COMPONENT/ORGANIZATION USMC / I MLG / CLR-17
12. DATE (YYYYMMDD)	13. SIGNATURE	
SECTION III - APPOINTEE ACKNOWLEDGEMENT		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below.		
14. PRINTED NAME (First, Middle Initial, Last) John H Smith, SSgt	15. DATE (YYYYMMDD) (Not earlier than date in Item 12 or 13) 20211015	
16.a. DIGITAL SIGNATURE	16.b. MANUAL SIGNATURE	

Block 9: Contains the first, MI, and last name of the Commander or the person the Commander delegated signature authority to per SECNAV M-5216.5-Change 1. "By Direction" must either be included after the last name if the Appointing Authority has been delegated by the Commander, or it may be included in Block 10.

Block 10: Contains the Appointing Authority's title. If the Commander is signing the appointment it will be "Commander" or "Commanding Officer". "By Direction" may be used in addition to the title, if the Appointing Authority was delegated by the Commander.

Block 11. The Organization of the Appointing Authority

Block 12. May be omitted because the digital signature contains the date signed. If completed, the date must match the date on the digital signature.

Block 13. This must be the Adobe digital signature from the Appointing Authority's Common Access Card (CAC) Certificate. This signature must be captured BEFORE the Appointee's acknowledgement in block 16a.

Block 14. Contains the first, MI, and last name of the Appointee. As stated for block 1, if the appointee has no middle initial it may be omitted or NMI used instead.

Block 15. May be omitted because the digital signature contains the date signed. If completed, the date must match the date on the digital signature.

Block 16.a. This must be the unaltered digital signature from the Appointee's Common Access Card (CAC) Certificate. This signature must be captured AFTER the Appointing Authority's signature.

Block 16.b. Since DTS is an electronic system, all DD 577 signatures will be digital signatures unless an exception is approved by the senior LDTA. There is no exception for AO DD 577s.

Termination of Appointment

When a DTS appointed official PCS, EAS or no longer serves in a DTS role, Section IV of the original DD 577 must be completed to terminate the appointment. This may be a hard copy or digital copy.

Terminations will be maintained by the unit ODTAs.

DD form 577, Blocks 17-21

SECTION IV - APPOINTMENT TERMINATION		
The appointment of the individual named above is hereby revoked.	17. DATE (YYYYMMDD)	18. APPOINTEE INITIALS
19. NAME OF APPOINTING AUTHORITY	20. TITLE	21. APPOINTING AUTHORITY SIGNATURE
DD FORM 577, NOV 2014 PREVIOUS EDITION IS OBSOLETE. Adobe Designer 9.0		

Block 17. The effective date of the termination.

Block 18. The Appointee must initial here to acknowledge the termination. If the Appointee is no longer part of the command, this block should read "not available" or something similar.

Block 19. Contains the name of the current Appointing Authority.

Block 20. Contains the title of the current Appointing Authority.

Block 21. Contains either the Adobe digital signature from the Appointee's Common Access Card (CAC) Certificate or the wet signature of the Appointing Authority.

DTS Permission Matrix and Training Requirements

	May also be:	Shall never be:	DD577 & Training Requirements	Permissions/Access	Who
Traveler	N/A	N/A	TraX Training: About DTS, DTS Travel Documents (DTS 101), and Program & Policies-TDY Travel Policies 101. TraX refresher training every 3 years.	0 : Do NOT assign Org/Group Access	No Contractor
Access to Reports Module	N/A	N/A	IPAC / REA / Comptroller DD577. I MEF Initial DTS Classroom training required for newly appointed personnel. TraX Training: DTA Maintenance Tool: People; Reports. Refresher every 3 years.	0, 1, 5 : Organization and Group Access based on LDTA Determination	Military, Civilian, or Contractor
Non-DTS Entry Agent (NDEA)	LDTA, ODTA, FDTA	AO, SAO, RO, PPR, DMM	NDEA DD577. I MEF Initial DTS Classroom, TraX Training: Training and Programs & Policies - TDY Travel Policies 101. Refresher every 3 years.	0 : Group Access	Military, Civilian, or Contractor
Budget Defense Travel Administrator (BDTA)*	RO, NDEA, PPR, DMM	ODTA, AO, LDTA	BDTA DD577. I MEF Initial DTS Classroom Training for personnel who are newly appointed FDTAs and TraX Training: FDTA - Lines of Accounting/Budgets. Refresher every 3 years.	0,1,3 : Organization Access	Military or Civilian
Finance Defense Travel Administrator (FDTA)	RO, NDEA, PPR, DMM	ODTA, AO, LDTA	FDTA DD577. I MEF Initial DTS Classroom Training for personnel who are newly appointed FDTAs and TraX Training: FDTA - Lines of Accounting/Budgets. Refresher every 3 years.	0, 1, 3, 6 : Organization Access & Group Access	Military or Civilian
Organizational Defense Travel Administrator (ODTA)	NDEA, PPR, RO	LDTA, FDTA, AO, DMM	ODTA DD577. I MEF Initial DTS Classroom Training and TraX Training: Programs & Policies - TDY Travel Policies 101. Refresher every 3 years.	0, 1, 5 : Organization and Group Access	Military or Civilian
Routing Officials	NDEA, FDTA, BDTA, ODTA	AO, DMM	RO DD577. I MEF Initial DTS Classroom Training and TraX Training: Programs & Policies - TDY Travel Policies 101. Refresher every 3 years.	0, 1, 2 : Group Access	Military, Civilian, or Contractor
Certifying Officials - Applies the Certified Stamp on authorizations and/or vouchers.	NDEA, PPR, DMM, BDTA	LDTA, ODTA, FDTA, AO	CO DD577. I MEF Initial DTS Classroom Training and TraX Training: Programs & Policies - TDY Travel Policies 101. Refresher every 3 years.	0, 1, 2 : Organization & Group Access	Military, Civilian, or Contractor
Approving Official (AO) Applies the Approved stamp on authorizations. Applies the Authorized stamp on vouchers on CPEN routing lists. Applies the Reviewed stamp on WWT routing lists.	RO	LDTA, ODTA, FDTA, AO - (On voucher), NDEA, PPR, DMM, BDTA	AO DD577. I MEF Initial DTS Classroom Training, TraX Training: Initial TraX Certifying Officer's Legislation (COL) and Programs & Policies - TDY Travel Policies 101. Annual COL Refresher Training and TraX refresher training every 3 years.	0, 1, 2 : Organization & Group Access	Military E-6 or above Civilian GS7 or above
Post Payment Reviewer (PPR)	LDTA, ODTA, FDTA, BDTA, NDEA, DMM	AO, RO	PPR DD577. Initial TraX Certifying Officer's Legislation (COL) prior to appointment and annual COL refresher.	0, 1 : Access based on LDTA determination. Usually restricted to Disbursing personnel.	Military or Civilian
Lead Defense Travel Administrator (LDTA) : Limited to RDO-West Personnel	NDEA, PPR, DMM	ODTA, AO, FDTA, RO (In a routing list - Other than training RL)	DD577 required for each role with "DM" defined in block 4. Certifying Officer's Legislation (COL) Initial (prior to appointment). The following TraX courses initial and refresher every 3 years. DTA Maintenance Tool: An Overview; DTA Maintenance Tool: Groups; DTA Maintenance Tool: Routing Lists; DTA Maintenance Tool: Organizations; DTA Maintenance Tool: People; Reports	0, 1, 2, 3, 4, 5, 6 : DM-Organization & Group Access, Approval Override, NDEA	Military or Civilian
Debt Management Monitor (DMM)	LDTA	N/A	DD577. Initial and 3 year refresher training via TraX : Debt Management Monitor; DTS Travel Documents (DTS 101); About DTS	0, 6 : Organization & Group Access, DMM	Military or Civilian