

Defense Travel System (DTS)

Reviewing Official /Authorizing Official Training (Open to all)

Monday-Wednesday, 26-28 June 2023 (0900-1700)

Post Theater@3245 Aberdeen Blvd, APG, MD

Note: **This training DOES NOT replace any Mandatory training in TRAX.** This training builds on the foundation established in the web-based training class, “The DTS Approval Process,” which introduced basic navigation and orientation skills for Authorizing Officials (AOs) who review and approve DTS travel documents. This in person session takes that one step further, presenting the philosophy, thought processes, and working aids necessary to do a thorough and methodical review of DTS travel documents. This class provides instruction on how to create travel documents (authorizations, vouchers, and local vouchers) in the Defense Travel System (DTS). This training provides an overview of an Authorizing Official's roles and responsibilities and contains partial checklists of actions to take when processing authorizations and vouchers in DTS.

CITIBank A/OPC Training (only DTAs)

Wednesday, 28 June 2023 (0800-1600)

Mallette Training Facility (MTF) @6008 Jayhawk Road BLDG 6008 (2nd Floor Room 25) APG, MD

This course is intended to take you through the day in the life of an APC and will cover some of the program parameters and responsibilities associated with the role of an APC, as well as all of the standard functions that would be used by an APC. Some of the topics to be covered are online applications, using bulk forms, searching for card accounts, account maintenance, creating a new user profile, explanation of the 5 standard DoD reports, how to run a report, how to modify a report, and how to export, and subscribe to a report.

Defense Travel System (DTS)

Defense Travel Agency (DTA) Refresher Training (only DTAs)

Thursday, 29 June 2023 (0900-1200)

Post Theater@3245 Aberdeen Blvd, APG, MD

- Lead DTA (LDTA). Oversees the actions of all of an organizations or a site's DTAs. Can perform any of the functions listed below as needed.
- Organization DTA (ODTA). Performs the non-financial administrative functions that allow an organization's travelers and Reviewing Officials to execute travel in DTS. This includes, but is not limited to, creating, and maintaining organizations, personal profiles, routing lists, and groups.
- Finance DTA (FDTA). Performs financial functions within DTS. This includes setting up an organization's Lines of Accounting (LOAs) and budgets and tracking the obligation and expenditure of travel funds.
- Budget DTA (BDTA). Helps the FDTA set up and maintain an organization's budgets.

Other administrative roles support CBA, Debt Management. and Compliance Tool. For more on roles, see the DTMO website for DTS User Roles and the DTA Manual, Chapter 3.

Defense Travel System (DTS)

Finance/Budget Defense Travel Agency (F/B-DTA)

Training (Open to all)

Thursday, 29 June 2023 (1300-1700)

Post Theater@3245 Aberdeen Blvd, APG, MD

This training will cover the basis of functions of Finance/Budget Defense Travel Administrator (F/BDTA). The F/BDTA can be one or more person(s) in the budget, resource management, accounting or finance functions who is responsible for assisting in the management and support of the DTS at the organizational and/or installation level as designated by the responsible commander. The F/BDTA responsibilities include: Manage and support the DTS at the organizational and/or installation level. Manage travel data by reconciling periodically the official accounting system with the DTS. Allocate funds to the appropriate DTS budget module after funds have been certified as available by comptroller, or designated representative. Ensure lines of accounting (LOAs) are properly established and maintained in the authorizing official's DTS budget module, labeled in a clear and easy to understand manner, with the fiscal year included in the first two positions of the LOA label. Prevent violations of the Antideficiency Act by adhering to sound funds control and accounting practices. In accordance with Volume 5, Chapter 11, paragraph 110203, retain a file of approved letters of appointment for authorizing officials appointed as certifying officials for travel claims at the organizational and/or installation level supported by the F/BDTA. The F/BDTA must provide a letter signed by the installation or activity commander to the appropriate disbursing office(s) stating that all authorizing officials acting as certifying officials for travel claims have been appointed and delegated in writing in accordance with Volume 5, Chapter 33. This requirement does not apply if the disbursing office can be provided with the capability to verify electronically that certifying officials for electronic vouchers have been duly appointed in writing. Ensure that access permission levels and routing schemes within DTS provide for review and approval of travel authorizations and payments only by the appropriate official(s). Permission levels must provide for appropriate separation of duties. Initiate debt collection action to recover monies owed to the United States by travelers.

Defense Travel System (DTS)

Finance DTA (FDTA). FDTAs manage the financial aspects of DTS for the organization and in accordance with 31 U.S.C. 1341 (also known as the “Antideficiency Act”) adhere to sound funds control and accounting practices.

Usually, Finance DTAs:

1. Establish and maintain lines of accounting.
2. Allocate funds to the Budget module as soon as funds are available.
3. In accordance with DoD Component guidelines, reconcile the budget module with the organization’s official accounting system.

Budget DTA (BDTA). Usually, BDTAs:

1. Update DTS budget targets
2. In accordance with DoD Component guidelines, reconcile the budget module with the organization’s official accounting system.

Acronyms as follows:

- **AO - Authorizing Official**
- **RO - Reviewing Official**
- **CO - Certifying Official**
- **LDTA - Lead Defense Travel Administrator**
- **ODTA - Organizational Defense Travel Administrator**
- **FDTA - Finance Defense Travel Administrator**
- **BDTA - Budget Defense Travel Administrator**
- **CBA-S - Centrally Billed Account Specialist**
- **DMM - Debt Management Monitor**