

Document History for Army Business Rules for DTS, Appendix A

Section	Date	Version	Author	Description of Activity
3.1 Contract Support	1 Oct 10		DTSA	Added language describing roles, training requirements and appointment of contract support personnel.
3.2 Non-DTS Entry Agent (NDEA)				Moved NDEA from Certifying Officer and Accountable Official Roles to Non-Accountable Official Roles
3.2.2 Non-DTS Entry Agent (NDEA)	1 Oct 10		DTSA	Added contractor to list of persons able to serve as NDEA.
4.1 Appointing DTS Support Personnel, General Instructions	4 Oct 10		DTSA	Moved general instructions for appointing COs and DAOs from the Army Business Rules for DTS (ABRDTS) main document to this appendix.
4.1.1 Appointing DTS Support Personnel, General Instructions				Added guidance concerning the appointment process and the appointment termination process.
4.1.2 Appointing DTS Support Personnel, General Instructions				Added guidance concerning appointment of foreign nationals abroad.
4.1.4 Appointing DTS Support Personnel				Added guidance that distribution of DD Form 577 is in accordance with DoDFMR, Vol. 5, Ch. 33, 3306.
4.1.6.1 Separation of Duties	4 Oct 10		DTSA	Added guidance that requests for exception to the separation of duties policy for HQDA organizations are made through the DTS-Army Office, and that requests for exception must include recommendations to compensate for the loss of internal control.

Section	Date	Version	Author	Description of Activity
4.1.6.2 Separation of Duties	4 Oct 10		DTSA	Added clarification that the same person must not sign at more than one step in a documents routing.
4.1.6.3 Separation of Duties				Added restriction against contract support personnel serving as routing officials.
4.2 Language for DD Form 577	4 Oct 10		DTSA	Added guidance that language for the appointed roles should be inclusive if an appointee is serving in more than one role.
2.1 Authorizing Official	13 Oct 10		DTSA	Added language that AOs should be appointed in a dual-hat role as authorizing official/certifying officer (AO/CO).
1.1 Introduction	21 Oct 10		DTSA	Removed reference to a letter of designation concerning pecuniary liability for DAOs.
1.3 Introduction				Added reference to the requirement for appointing officials to review appointment documents annually IAW DoDFMR, Volume 5, Chapter 33, 330601.
1.4 Introduction				Added guidance concerning prohibition on appointing contractors as certifying officers or departmental accountable officials (DAOs). Added guidance that appointments of contract support personnel must be made using a memorandum of appointment.
4.0 Appointing DTS Support Personnel	21 Oct 10		DTSA	Changed the reference for DD Form 577 from DoDFMR, Vol. 5, Ch. 33, 330501 to 330601. Removed references to a letter of designation for DAOs.

Section	Date	Version	Author	Description of Activity
Title Page	26 Nov 10		DTSA	Added guidance that substantive changes are denoted by blue text and an asterisk preceding the text.
4.2.4 DFAS-Army Lead Defense Travel Administrator (DFAS-Army LDTA)				Renamed the role from Site Lead Defense Travel Administration to DFAS-Army Lead Defense Travel Administrator. Changed the short name from Site Lead DTA to DFAS-Army LDTA.
4.2.4.2 DFAS-Army Lead Defense Travel Administrator (DFAS-Army LDTA)				Refined DFAS-Army LDTA role description.
4.2.5 Finance Defense Travel Administrator (FDTA)				Changed designation of FDTA from finance defense travel administration to finance defense travel administrator.
4.2.6 Organization Defense Travel Administrator (ODTA)				Changed designation of ODTA from Organization Defense Travel Administration to Organization Defense Travel Administrator.
4.2.7 Organization Lead Defense Travel Administrator (Organization LDTA)	26 Nov 10		DTSA	Changed designation of Organization LDTA from Organization Lead Defense Travel Administration to Organization Lead Defense Travel Administrator.
Document	1 Dec 10		DTSA	Revised document numbering.
2.1.3 Authorizing Official (AO)	1 Dec 10		DTSA	Revised references for additional information concerning AO requirements and responsibilities.

Section	Date	Version	Author	Description of Activity
2.2.2 Certifying Officer (CO)	1 Dec 10		DTSA	Added references for additional information concerning CO requirements and responsibilities to include DoDFMR, Vol. 5, Ch. 33 and Vol. 9, Ch. 2.
2.3.1 Debt Management Monitor (DMM)				Removed specific reference to DTS for DMM responsibilities since DMMs also work non-DTS travel debts. Added reference for additional information concerning DMM requirements and responsibilities to include DoDFMR, Vol. 5, Ch. 33. Removed reference to Army Business Rules for DTS.
2.4.1 Finance Defense Travel Administration (FDTA)				Added guidance that finance defense travel administration is one or more persons in the budget, resource management or accounting and finance office of an organization.
2.4.2 Finance Defense Travel Administration (FDTA)				Refined requirements for persons serving as FDTA.
2.4.3 Finance Defense Travel Administration (FDTA)				Added references for additional information concerning FDTA requirements and responsibilities to include DoDFMR, Vol. 5, Ch. 33 and Vol. 9, Ch. 2.
2.5.2 Routing Official (RO)	1 Dec 10		DTSA	Added reference to DoDFMR, Vol. 5, Ch. 33 for additional information concerning RO requirements and responsibilities. Added guidance that the Army does not use the CERTIFIED stamp.

Section	Date	Version	Author	Description of Activity
2.6.2 Self-Authorizing Official (SAO)	1 Dec 10		DTSA	Added reference to DoDFMR, Vol. 5, Ch. 33 and Vol. 9, Ch. 2 for additional information concerning SAO requirements and responsibilities.
3.2.2 Non-DTS Entry Agent (NDEA)				Removed reference to input of trip requests since NDEAs should not be appointed simply to input trip requests.
3.2.5 Non-DTS Entry Agent (NDEA)				Added reference to DoDFMR, Vol. 9, Ch. 2 for additional information concerning NDEA requirements and responsibilities.
4.1.1 Appointing DTS Support Personnel, General Instructions				Added reference to DoDFMR, Vol. 5, Ch. 33, 3306. Revised the reference to DoDFMR, Vol. 9, Ch. 2.
4.1.3 Appointing DTS Support Personnel, General Instructions				Added requirement for contract support personnel to complete accountable official and certifying officer training prior to appointment.
4.2 Language for DD Form 577				Added guidance for requesting exception to the separation of duties requirement.
4.2.2.2 Certifying Officer (CO) or Authorizing Official/Certifying Officer (AO/CO)				Moved guidance on exception to separation of duties to 4.2, Language for DD Form 577.
4.2.3.2 Debt Management Monitor				Changed the document reference from Debt Management Monitor Roles and Responsibilities to Guide to Managing Traveler-Incurred Debt.
4.2.9.2 Self Authorizing Official (SAO)	1 Dec 10		DTSA	Moved guidance on exception to separation of duties to 4.2, Language for DD Form 577.

Appendix A

Appointing Certifying Officers, Departmental Accountable Officials and Contract Support Personnel

Substantive revisions are denoted by blue font and an asterisk preceding the text.

1.0 Introduction

*1.1 Army Business Rules for Defense Travel System (DTS), Appendix A, provides guidance for appointing Army certifying officers and departmental accountable officials (DAOs) using DD Form 577. Guidance is also provided for appointing contract support personnel to DTS support roles. For additional details on certifying officers and accountable officials, refer to Army Business Rules for DTS, 8.0.

1.2 All digital signatures in DTS are made using DoD Public Key Infrastructure (PKI) digital certificates.

*1.3 IAW DoDFMR, Volume 5, Chapter 33, 330601, appointing officials must review appointment documents annually, at a minimum, for validity and currency.

*1.4 Contractors and contract support personnel may not be appointed as certifying officers or departmental accountable officials (DAOs) (including routing officials). They also may not be appointed to a DTS support role using a DD Form 577. Refer to Non-Accountable Official Roles in this appendix.

2.0 Certifying Officer and Departmental Accountable Official Roles

2.1 Authorizing Official (AO)

2.1.1 Authorizing Officials (AOs) approve travel authorizations. AOs must ensure that the arrangements are in compliance with travel policy and that should-cost estimates are reasonable and consistent with mission requirements prior to approval. The AO must also ensure that the proper line(s) of accounting (LOAs) are applied to travel authorizations, particularly when the AO is responsible for more than one line of accounting. An AO cannot approve a travel authorization when the should-cost estimate exceeds the amount of funds available for the line of accounting. Should this occur, AOs can contact FDTA for further guidance and/or obtain an increase of funds in the DTS budget.

*2.1.2 When an AO approves an authorization that includes a request for a non-ATM advance and/or scheduled partial payment, a voucher

from authorization, or a local voucher; their approval results in a disbursement of funds. In doing so, the AO acts as a certifying officer (CO) for the disbursement and must be trained and appointed as a CO in accordance with the DoDFMR. **These persons serve as authorizing official/certifying officers (AO/CO).**

*2.1.3 For additional information concerning AO [requirements and responsibilities](#), refer to DoDFMR, Volume 5, Chapter 33, [330202 - 330204](#), [330302](#), [3305](#), [3306](#) and Volume 9, Chapter 2, [020301](#), [2020301-A](#) and [020301-C](#).

2.2 Certifying Officer (CO)

2.2.1 Certifying officers (COs) certify payment documents and forward them for disbursement. Travel documents involving disbursement of funds must be approved by a CO. Travel authorizations that include non-ATM advances and/or scheduled partial payments, as well as vouchers from authorizations and local vouchers, require the approval of a CO. Transportation officers serve as COs when they certify centrally billed account invoices for payment. When an appointment as CO ends, the appointment must be revoked in writing and the user's access to additional functions must be removed by reducing the person's permission and access to the lowest level required to perform their remaining duties.

*2.2.2 For additional information concerning CO [requirements and responsibilities](#), refer to DoDFMR, Volume 5, Chapter 33, [330202 - 330204](#), [330302 - 330303](#), [3304](#), [3306](#), [3307](#) and DoDFMR, Volume 9, Chapter 2, [020301-D](#).

2.3 Debt Management Monitor (DMM)

2.3.1 Debt Management Monitor (DMM) tracks and provides assistance concerning DUE U.S. overpayment and collection actions. The responsibilities include; ensuring the traveler has been served due process notification, providing instructions to the traveler and the AO on the waiver/appeal process, providing instructions to the traveler on how to make payment, coordinating with DFAS/Accounting concerning accounts receivable (A/R) and/or any waiver response from DFAS, initiating payroll collection when required, initiating out of service Debt processing when required and monitoring all DTS travel debt utilizing the Debt Management Report.

2.3.2 Effective 1 January 2009, responsibility for managing travel debt transitioned from DFAS/Army DTA personnel to Army commands/organizations. Finance Defense Travel Administration (FDTA) personnel serve as debt management monitors.

*2.3.3 For additional information concerning DMM responsibilities and requirements, refer to DoDFMR, Volume 5, Chapter 33, 330202 – 330204, 330302, 3305, 3306 and DoDFMR, Volume 9, Chapter 2, 020301, 020301-A and Guide to Managing Traveler-Incurred Debt.

2.4 Finance Defense Travel Administration (FDTA)

*2.4.1 FDTA can be one or more persons in the budget, resource management, or accounting and finance office for an organization. FDTA must comply with all applicable financial policies and procedures for monitoring funds.

*2.4.2 FDTA personnel must also be familiar with the DoDFMR, JFTR/JTR, especially Appendix O (Simplified Entitlements), and other DoD and Army finance, accounting and travel policies and procedures.

*2.4.3 For additional information concerning FDTA requirements and responsibilities, refer to DoDFMR, Volume 5, Chapter 33, 330201 – 330204, 330302, 3305 3306 and Volume 9, Chapter 2, 020301, 030201-A and 020301-B. For additional information on DTS financial processes and procedures, refer to the DTS Financial Field Procedures Guide.

2.5 Routing Official

2.5.1 A routing official is a person assigned to an electronic routing list to review travel documents prior to approval. These persons are sometimes referred to as reviewers. The routing list may include budget/resource management personnel, intermediate supervisors, personnel who perform a quality assurance function, transportation office personnel, and/or others responsible for examining and/or applying data to travel documents prior to approval and certification. The APPROVED stamp locks the document.

*2.5.2 For additional information concerning routing official requirements and responsibilities, refer to DoDFMR, Volume 5, Chapter 33, 330202 – 330204, 330302, 3305, 3306, 330801-A and 330801-B.

****Note: The Army does not use the CERTIFIED stamp. DTS perform a certification of funding availability using the DTS Budget Module. DTS travel documents are certified when the authorizing official/certifying officer stamps the document CERTIFIED.***

2.6 Self-Authorizing Official (SAO)

2.6.1 Blanket travel orders are not supported under DTS. DTS is based on submitting a travel voucher for each travel authorization. Individuals who previously traveled under blanket travel orders may be appointed as self-authorizing officials (SAOs). If so appointed, these persons may approve their

own travel authorizations (unless a non-ATM advance or scheduled partial payment (SPP) is included). An SAO *may not* approve his/her own voucher from authorization or local voucher.

[*2.6.2 For additional information concerning SAO requirements and responsibilities, refer to DoDFMR, Volume 5, Chapter 33, 330202 – 330204, 330302, 3305, 3306 and Volume 9, Chapter 2, 020301, 020301-A and 020301-E.](#)

3.0 Non-Accountable Official Roles

***3.1 Contract Support**

Contract support personnel may provide DTS support to users/travelers within the scope of the contractual agreement and consistent with constraints imposed by the government. Army contract support personnel must complete accountable official and certifying officer training and be appointed in writing using a memorandum of appointment. DD Form 577 is used to appoint certifying officers and DAOs.

3.2 Non-DTS Entry Agent (NDEA)

3.2.1 An NDEA provides administrative support to travelers. The NDEA is identified using the DTS user profile. NDEAs have access to the T-ENTERED stamp for digitally signing travel vouchers. Appropriate group access must be granted for access to travel documents for the travelers the NDEA supports. DTA provides the special access required by an NDEA.

[*3.2.2 An NDEA is a military member, DoD civilian employee or contractor designated in writing for input of travel claims for reimbursement in the DTS for travelers without reasonable access to DTS \(refer to DoDFMR Volume 9, Chapter 2\). If the NDEA signs a voucher, the traveler must provide a signed DD form 1351-2 and supporting documentation to the NDEA. An NDEA must not be used as a routine for travelers with access to DTS.](#)

3.2.3 The original paper voucher and all appropriate substantiating documents shall be electronically attached the voucher for review, as required, and to satisfy the 6 years and 3 months document retention requirement.

3.2.4 For internal control, the Non-DTS Entry Agent (NDEA) shall not be part of any routing list.

[*3.2.5 For additional information concerning NDEA requirements and responsibilities, refer to DoDFMR, Volume 9, Chapter 2, 020301-F.](#)

4.0 Appointing DTS Support Personnel

4.1 General Instructions

*4.1.1 Certifying officer and departmental accountable official responsibilities are defined in DoDFMR Volume 5, Chapter 33, and Volume 9, Chapter 2. **Certifying officers (COs) and DAOs must be appointed in writing by the head of the DoD component (Secretary of the Army) or designee.** The appointments are made using DD Form 577 dated January 2004 or later (DoDFMR Volume 5, Chapter 33, Paragraph 330601). General instructions for completion of DD Form 577 are listed on page 2 of the form. Additional instructions completing DD Form 577 for Army personnel are included in this appendix. At the end of the appointment (e.g., when the official is leaving the organization or no longer performs the function), the appointment must be revoked in writing, using DD Form 577. When appointments are revoked, permissions and access must be reduced to the minimum level required for the user to complete required tasks. DoDFMR, Volume 5, Chapter 33, 3306 and Volume 9, Chapter 2, 0203, provide additional information concerning appointment of DoD certifying officers and DAOs.

*4.1.2 Individuals eligible for appointment as certifying officers or DAOs within the U.S. must be U.S. citizens. Refer to DoDFMR, Volume 5, Chapter 33, 330204 concerning appointment of foreign local nationals abroad as certifying officer or DAO. Contractors and contract support personnel may not be appointed as certifying officers or DAOs. Refer to Army Business Rules for DTS.

*4.1.3 Army certifying officers, DAOs and contract support personnel must complete accountable official and certifying officer training prior to appointment and granting of special permissions and access. This training is available at the DTMO Web site.

*4.1.4 DoDFMR Volume 5, Chapter 33, requires that heads of DoD Components (or their designees) shall appoint certifying officers and DAOs. The appointee signs DD Form 577, Appointment/Termination Record. **Distribution of the DD Form 577 is in accordance with DoDFMR, Volume 5, Chapter 33, 3306.**

4.1.5 In some cases, personnel who serve in DTA may serve in more than one role, for example FDTA and LDTA). In these cases, all of the assigned roles and responsibilities shall be noted in Block 14 of DD Form 577.

4.1.6 Separation of Duties. For internal control certain duties must be separated.

*4.1.6.1 An individual may not serve in DTA and also as an approval authority (AO, AO/CO, or SAO) for travel documents. Exception may be granted on a case-by-case basis in writing with express written approval by the ACOM, ASCC, or DRU (formerly the MACOM) headquarters of the organization in question. **HQDA organizations request exception to the separations of duties policy through the DTS-Army Office. The request for**

exception must include recommendations to compensate for the loss of internal control.

*4.1.6.2 Except in the case of an SAO, the same person must not sign a travel document at more than one step in a documents routing. An SAO may not approve his/her own travel settlement.

*4.1.6.3 An NDEA or contractor shall not be part of any routing list.

***4.2 Language for DD Form 577**

Specific language is provided for use with DD Form 577 for appointment of Army certifying officers and DAO. When personnel serve more than one role, the language should be inclusive of the roles for the appointee. **The separation of duties requirement must be adhered to. Requests for exception to the separation of duties requirement may be granted on a case-by-case basis, in writing, with express written approval by the ACOM, ASCC, or DRU (formerly the MACOM) headquarters of the organization in question. HQDA organizations may request exception to the separations of duties policy through the DTS-Army Office. The request for exception must include recommendations to compensate for the loss of internal controls.**

4.2.1 Authorizing Official (AO)

4.2.1.1 In block 13, mark "X" at ACCOUNTABLE OFFICIAL.

4.2.1.2 In block 14, enter: Authorizing Official. Approve DTS travel authorizations. **You may not concurrently serve in another accountable position, such as Defense Travel Administration (DTA). Exception under is on a case-by-case basis with express written approval by the ACOM, ASCC, or DRU (formerly MACOM) headquarters. You may not approve your own local voucher, voucher, or travel authorization that includes disbursement of funds. Only an SAO may approve his or her own travel authorization. Unless you are also appointed as a Certifying Officer, you do not have authority to certify travel documents for payment.**

4.2.1.3 In block 15 enter: DoDFMR, Volume 5, Chapter 33; Volume 9, Chapter 2.

Note: Refer to Certifying Officer or Authorizing Official/Certifying Officer (AO or AO/CO) for an Authorizing Official who also serves as a Certifying Officer.

***4.2.2 Certifying Officer (CO) or Authorizing Official/Certifying Officer (AO/CO)**

4.2.2.1 In block 13, mark "X" at CERTIFYING OFFICER.

4.2.2.2 In block 14, enter: Approve DTS travel authorizations, local vouchers, and vouchers. As a certifying officer, you are responsible for certifying travel documents prepared under DTS for payment in accordance with appropriate travel policy. For a Transportation Officer who certifies invoices for payment, enter: Approve centrally billed account invoices for payment. As a certifying officer, you are responsible for certifying centrally billed account invoices for payment in accordance with appropriate travel policy. **You may not concurrently serve as a deputy disbursing officer to any DSSN, cashier, paying agent, collection agent, change fund custodian, imprest fund cashier, or in any other accountable position involving the management of DTS. You may not approve your own local voucher or voucher.**

4.2.2.3 In block 15 enter: DoDFMR Volume 5, Chapter 33; Volume 9, Chapter 2.

4.2.3 Debt Management Monitor (DMM)

4.2.3.1 In block 13, mark "X" at ACCOUNTABLE OFFICIAL.

4.2.3.2 In block 14, enter: Debt Management Monitor or Finance Defense Travel Administrator/Debt Management Monitor. Responsible for providing assistance, tracking, and recovery of funds concerning DUE U.S. overpayment and collection actions. (Refer to the Guide to Managing Traveler-Incurred Debt at the DTMO Web site). **You do not have the authority to approve DTS travel documents.**

4.2.3.3 In block 15 enter: DoDFMR Volume 5, Chapter 33; Volume 9, Chapter 2.

Note: FDTA personnel who also serve as DMM should add the verbiage above after the FDTA responsibilities in block 14.

4.2.4 DFAS-Army Lead Defense Travel Administrator (DFAS-Army LDTA)

4.2.4.1 In block 13, mark "X" at Accountable Official.

*4.2.4.2 In block 14, enter the following: **DFAS-Army Lead Defense Travel Administrator**. Responsible for **providing DTS administrative support to organization defense travel administration (DTA) personnel**. This role includes **training organization DTA personnel**, assisting organization DTA personnel with creating and maintaining organizations, routing lists, groups and personal profile data. **May** assist organization **DTA** personnel in **resolving**

issues, answering questions and providing functional support to DTS users. Assist organizational DTA with training. **You do not have authority to approve DTS documents.**

4.2.4.3 In block 15, enter DoDFMR, Volume 5, Chapter 33; Volume 9, Chapter 2.

4.2.5 Finance Defense Travel Administrator (FDTA)

4.2.5.1 In block 13, mark "X" at ACCOUNTABLE OFFICIAL.

4.2.5.2 In block 14, enter: Finance Defense Travel Administrator. Responsible for administration of DTS Lines of Accounting (LOAs), budgets, and for overall administration of DTS (refer to DoDFMR Volume 9, Chapter 2). Responsible for maintaining a file of appointment records and for preparing and forwarding an appropriate letter indicating the location of the appointment records to the DFAS disbursing office(s). May review DTS travel documents for fund control and accuracy. **You do not have the authority to approve DTS travel documents.**

4.2.5.3 In block 15 enter: DoDFMR Volume 5, Chapter 33; Volume 9, Chapter 2.

4.2.6 Organization Defense Travel Administrator (ODTA)

4.2.6.1 In block 13, mark "X" at ACCOUNTABLE OFFICIAL.

4.2.6.2 In block 14, enter the following: Organizational Defense Travel Administrator. Administer DTS, which may include creating and maintaining organizations, routing lists, groups and personal profile data at an appropriate level. May review travel documents prior to approval. Provide training to DTS users/travelers. Provide DTS functional support to users. **You do not have authority to approve DTS travel documents.**

4.2.6.3 In block 15, enter: DoDFMR Volume 5, Chapter 33; Volume 9, Chapter 2.

4.2.7 Organization Lead Defense Travel Administrator (Organization LDTA)

4.2.7.1 In block 13, mark "X" at ACCOUNTABLE OFFICIAL.

4.2.7.2 In block 14, enter the following: Organizational Lead Defense Travel Administrator. Responsible for coordinating administration of DTS at the organization level, which includes creating and maintaining organizations, routing lists, groups and personal profile data. Coordinate

functional support for DTS users. Coordinate and provide DTS training at the organization level. May review travel documents prior to approval. **You do not have authority to approve DTS travel documents.**

4.2.7.3 In block 15, enter: DoDFMR Volume 5, Chapter 33; Volume 9, Chapter 2; DTS Financial Field Procedures Guide.

4.2.8 Routing Official

4.2.8.1 In block 13, mark "X" at ACCOUNTABLE OFFICIAL.

4.2.8.2 In block 14, enter the following: Routing Official. Responsible for examining and/or applying data to DTS travel documents prior to approval. May verify eligibility to travel, verify entitlements, and/or apply lines of accounting. **You do not have authority to approve DTS travel documents.**

4.2.8.3 In block 15, enter: DoDFMR Volume 5, Chapter 33.

4.2.9 Self-Authorizing Official (SAO)

4.2.9.1 In block 13, mark "X" at AUTHORIZING OFFICIAL.

*4.2.9.2 In block 14, enter the following: You may approve your own DTS travel authorizations. **You may not concurrently serve in Defense Travel Administration. You may not approve your own voucher, local voucher, or travel authorization that includes disbursement of funds. You do not have the authority to certify travel documents for payment.**

4.2.9.3 In block 15 enter DoDFMR, Volume 5, Chapter 33; Volume 9, Chapter 2.