

## Appendix A Revisions for DTS Army Business Rules

<b>Section</b>	<b>Description</b>
1.1 ABR, Appx A	Added COs and DAOs perform government functions and must be government employees.
1.2 Digital Signature	Added language for uniqueness of PKI
2.2.1 Certifying officers	Added digital signature submit electronically
4.2.1.2 Authorizing Official	Added pecuniary liability
4.2.2.2 Certifying officers	Added language for describing roles and responsibilities.
4.2.2.4 DD 577	Added address of submitting DD577s.
4.2.8.2 Routing Official	Added pecuniary liability
NOTE: End of Appx A	Guidance on termination of COs and DAOs.

## 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 (COs) and departmental accountable officials (DAOs) using DD Form 577. **COs and DAOs perform government functions and must be government employees.** 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. **Electronic and digital signatures must be unique to that person, under sole control or custody of said person, and capable of being verified by a disbursing office.**

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 (DAO)

##### 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, the AOs contact the organizational FDTA for further guidance and/or request 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 [submit electronically](#) for disbursement. Travel documents involving disbursement of funds (voucher for payment, non-ATM advances and/or scheduled partial payments) must be approved by 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

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 as 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.**

**\*As an accountable official you may be held pecuniarily liable for an illegal, improper or incorrect payment resulting from negligent information provided to a CO. Unless you are also appointed as a Certifying Officer, you do not have authority to certify travel documents for payment. Only an SAO may approve his or her own travel authorization.**

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: [Electronically/digitally](#) approve DTS travel authorizations, local vouchers, and vouchers. As a certifying officer, you are responsible for approving travel documents prepared in DTS for [correct and proper](#) payment in accordance with appropriate travel policy. For a Transportation Officer who certifies invoices for payment, enter: [Electronically/digitally](#) approve centrally billed account invoices for payment [within the CBA reconciliation in DTS](#). As a certifying officer, you are responsible for certifying centrally billed account invoices for [correct and proper](#) payment [accurately and timely](#). [Immediately take proper action when unauthorized charges occur](#). As a CO you are automatically pecuniarily liable if there is a fiscal irregularity (presumption of negligence). **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.

\*4.2.2.4 In accordance to DoDFMR, Volume 5, Chapter 33, 330602 send DD Form 577 for Certifying Officer Appointments only to the central electronic repository at the Defense Finance and Accounting Service (DFAS) Indianapolis Disbursing Operations Directorate (JFD), 8899 East 56<sup>th</sup> Street, Indianapolis, IN 46249 (secure e-mail [dfas-incddd577@dfas.mil](mailto:dfas-incddd577@dfas.mil)).

#### **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. **As an accountable official you may be held pecuniarily liable for an illegal, improper or incorrect payment resulting from negligent information provided to a CO. 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.

**\*NOTE: Appointments are binding until terminated. Terminate appointments as appropriate using Section IV of the DD Form 577 and advise any agencies that was notified of the original appointment.**