

Requesting Army Defense Travel System Read-Only Access

DO NOT REQUEST READ ONLY ACCESS FOR MORE ACCESS THAN IS NECESSARY TO COMPLETE THE FUNCTION/MISSION.

Read only access (ROA) requests must be completed electronically and digitally signed. The e-mail message containing the request must be submitted to dfas.indianapolis-in.jft.mbx.in-army-roa-requests@mail.mil using digitally signed e-mail. The Army Defense Travel System (DTS) ROA request form is available at the DTS-Army Web site at <http://asafm.army.mil/Documents/OfficeDocuments/FinancialOps/Guidances/dts//dts-policy-form.pdf>

Read only access requests are approved on a **6-month basis**. If there is still a need for the read only access at the conclusion of the 6-month period, a new request must be submitted.

ROA request in support of centrally billed account reconciliation must include the DTS organization code(s) for CBA supported organization so that access is granted to the specific supported organization(s) only. Defense Travel Administrator (DTA) can assist in determining what DTS organizations are supported using the DTA Maintenance Tool (*Organizations > View CBA List*). Identifying the appropriate organizations/sub-organizations correctly listed in the request is necessary for the needed access.

Request from Army Personnel

ENSURE THAT YOUR READ ONLY ACCESS HAS GONE THROUGH THE PROPER CHANNELS.

Department of the Army (DA) personnel requesting DTS ROA must electronically complete and submit an Army DTS ROA request through their Army Command (ACOM), Army Service Component Command (ASCC), or Direct Reporting Unit (DRU) DTS point of contact (POC). Requests from Headquarters Department of the Army (HQDA) personnel are submitted through the HQDA DTS POC. If the HQDA, ACOM, ASCC, or DRU DTS POC concurs, the request is submitted for review and approval. The HQDA, ACOM, ASCC, or DRU DTS POC will be notified of the approval or disapproval of the request and the expiration date of the access, if approved.

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Requests from Army users for ROA within their own DTS organization are administered by the HQDA, ACOM, ASCC, or DRU DTS POC.

It is necessary that the ROA request is submitted through your ACOM Headquarter's or LDTA for approval.

Request from Non-Army Personnel

Non-Army personnel requesting Army DTS ROA must electronically complete, digitally sign and submit a Defense Travel Management Office DTS ROA form request through the DTMO Passport by submitting through TRAX Help Tickets.