



IN REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
FINANCIAL MANAGEMENT AND COMPTROLLER
109 ARMY PENTAGON
WASHINGTON DC 20310-0109

MAY 06 2011

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: US Army Audit Agency (USAAA) Audit of Defense Travel System (DTS)
Permission Levels (A-2011-FFM-0252.000)**

1. The audit in the subject line identified 17,762 Army Defense Travel Administrators (DTA) with insufficient separation of duties within the DTS. Specifically, the individual DTAs identified have DTS permission levels enabling them to create, review and approve travel authorizations and vouchers (see Enclosure 1 for results by command). Insufficient separation of duties within DTS potentially allows the creation and submission of erroneous travel claims and the alteration of system data without visible evidence.

2. Enclosure 2 provides definitions of the seven DTS permission levels. A separation of duties conflict occurs when an individual DTA has any combination of the following permission levels:

- 2, 3, and 5
- 5 and either 2 or 3
- 6 and either 3 or 5
- 2, 3, 5, and 6

Request you immediately review and adjust DTS permission levels within your command to eliminate separation of duties conflicts. In the isolated cases where separation of duties conflicts cannot be eliminated, addressees shall provide written justification explaining why the conflict cannot be eliminated and include the following information:

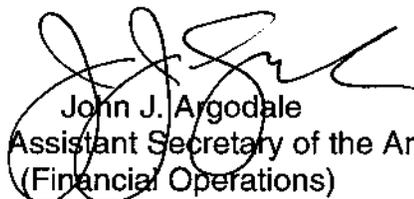
- a. DTA's Name
- b. Permission levels assigned
- c. Justification for permission level assignment
- d. Controls established to monitor DTA activity

3. The requested justification shall be provided to the Defense Travel Service mailbox at asafmdts@hqda.army.mil no later than June 15, 2011. We will remove all permission levels for DTAs with separation of duties conflicts where written justification is not provided. Please be mindful that DTS is a web based enterprise system, and as such, enables system administration, document routing and travel authorization and voucher approvals from multiple locations. This capability should mitigate situations where smaller organizations lack sufficient personnel to eliminate separation of duties conflicts.

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4. Our point of contact is Mr. Steven Soares, Financial Management Analyst, at (703) 693-2703 or steven.soares@us.army.mil.

Encls



John J. Argodale
Deputy Assistant Secretary of the Army
(Financial Operations)

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CF:

U.S. Army Accessions Command

Current Results Command Analysis

Command	DJS Orgs with Super Users	Super Users	Total DJS Users	% of Super Users vs Total DJS Users	% of Super Users vs Army's Total Super Users
030 - NETCOM	92	349	9,339	3.74%	1.96%
170 - USMA	6	37	3,174	1.17%	0.21%
180 - ARNG	1021	3099	326,017	0.95%	17.45%
210 - CIDC	16	42	2,376	1.77%	0.24%
220 - HQDA	297	1285	26,621	4.83%	7.23%
240 - USARC	431	1630	80,804	2.02%	9.18%
250 - INSCOM	64	247	10,896	2.27%	1.39%
2A0 - IMCOM	554	1708	29,937	5.71%	9.62%
350 - SDDC	26	73	2,053	3.56%	0.41%
360 - SMDC	49	79	1,972	4.01%	0.44%
400 - MDW	27	148	3,238	4.57%	0.83%
410 - ATEC	52	197	4,161	4.73%	1.11%
440 - USAAC	26	155	24,251	0.64%	0.87%
500 - USASOC	65	303	27,358	1.11%	1.71%
570 - TRADOC	343	1341	45,526	2.95%	7.55%
600 - AMC	347	1209	44,228	2.73%	6.81%
740 - MEDCOM	323	1034	66,392	1.56%	5.82%
760 - FORSCOM	586	2833	197,880	1.43%	15.95%
780 - EUSA	54	140	6,070	2.31%	0.79%
820 - USARPAC	224	811	27,334	2.97%	4.57%
8A0 - USARCENT	22	75	5,186	1.45%	0.42%
8B0 - USARNORTH	1	2	725	0.28%	0.01%
890 - USAREUR	178	724	29,576	2.45%	4.08%
Other	83	241	7,613	3.17%	1.36%
Total	4,887	17,762	982,727	1.81%	100%

DTS Permission Levels

Authorities

- **Level 0:** Traveler. Sign and stamp authorizations and vouchers.
- **Level 1:** Budget Analyst or Resource Advisor. View-only access to budget information.
- **Level 2:** AO/CO. Review, pre-audit, stamp, approve, return, and certify documents.
- **Level 3:** Budget DTA. View budget information. Establish and maintain agency or organization budget. User can view EFT information.
- **Level 4:** CBA Specialist. Performs reconciliation task. Budget/Finance users may also have this Permission Level.
- **Level 5:** Organization DTA. Create and edit: organizations, routing lists, personal information, EFT information. Is the Organizations DTS Manager. Must have Permission Level 5 in order to “give” another user permission levels.
- **Level 6:** Lead and Finance DTA. Allows HQ to manage DTS. Create and maintain LOAs. Debt Management Monitor responsibilities.
- **Level 7:** Service DTA with override abilities, only 7 Army DTS users at this level.