

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

WP 1500.15
NM 1500.7

WESTERN-PACIFIC REGION

8/19/92

**PROCEDURES FOR REQUESTING ACCESS TO THE TRAVEL
VOUCHER TRACKING SYSTEM**

SUBJ:

1. **PURPOSE.** This order establishes the procedures to be used when requesting access for inquiry purposes only to the Travel Voucher Tracking System (TVTS).
2. **DISTRIBUTION.** This order is distributed to branch level and above in the Regional Headquarters and standard distribution to all field offices and facilities in the Western-Pacific and Northwest Mountain Regions.
3. **BACKGROUND.** The TVTS, a data base maintained by the Accounting Division, AWP-20, contains information on all travel vouchers submitted for payment. Data which can be retrieved from the system includes the date the voucher was received in the accounting office, the date rejected (if applicable), date processed, and amount paid.
4. **SECURITY INFORMATION.** TVTS is subject to the privacy act. Access, therefore, should be limited to administrative officers or other personnel who have a need to access the system in order to answer travel inquiries. Persons who have been granted access should not disclose their username and password to unauthorized persons.
5. **PROCEDURES.**
 - a. Due to the sensitivity of the information in TVTS, division managers/staff officers will designate personnel within their organizations to access the system. Employees should not be allowed to approve access for themselves.
 - b. Requests (i.e., adds, deletes, or changes) for personnel to access TVTS (Form 1370-78, items 1 through 18) should be forwarded by the division manager or staff officer to the Accounting Division, Systems and Review Branch, AWP-21A, see Appendix 1.
 - c. Upon receipt of the approved request, AWP-21A will initial it, if appropriate and acceptable, and forward it to the Information Resource Management Branch, AWP-43, for action.
 - d. AWP-43 assigns user ID and password to enable access to TVTS for inquiry purposes only. A memorandum (see Appendix 2) will be returned to each authorized employee by the Accounting Division after proper establishment of user ID and password.

Distribution: WP: A-X-3; A-FOF-O (STD)
NM: A-X-3; A-FOF-O (STD)

Initiated By: AWP-20

6. INQUIRIES. Questions pertaining to TVTS or procedures contained herein may be directed to Nelson E. Phillips-Brookshire, AWP-21A, at (310) 297-0601.
7. COORDINATION. This order has been coordinated with the Northwest Mountain Region.



F. P. Cantrell
Manager, Accounting Division

APPENDIX 1 - SAMPLE OF WP FORM 1370-78

WESTERN PACIFIC REGION
DATA GENERAL USER AUTHORIZATION FORM

1. SYSTEM ("A" or "B"): _____

2. TYPE OF REQUEST: _____ WORD PROCESSING _____ ADP

3. REQUEST IMPLEMENTATION DATE: ____/____/____

4. TYPE OF REQUEST (Check one):
 _____ INITIAL REGISTRATION (New User)
 _____ CHANGE USER (User ID _____)
 _____ DELETE USER (User ID _____)

5. AGENCY: _____

6. REGION: _____

7. SYSTEM: _____

8. CLASSIFICATION: A B C D M T X Y Z

9. IDENTIFICATION CODE (FAA="A" _____)

9A. COST CENTER CODE _____

10. USER NAME: _____ (Last) _____ (First) _____ (MI)

11. USER'S TITLE: _____

12. DATE: ____/____/____

13. CONTRACT USER: YES _____ NO _____ NAME OF FIRM: _____

14. ROUTING SYMBOL: _____

15. TELEPHONE NO: _____

16. DISK BLOCKS REQUIRED (CLASSIFICATION M, T, X, Y, & Z ONLY: _____)

15. USER'S NAME AND TITLE: _____

16. DATE: _____

17. AUTHORIZING OFFICIALS NAME: _____

18. DATE: ____/____/____

SAMPLE

FOR WWP USE ONLY (DO NOT EDIT BELOW THIS LINE)
DATA GENERAL USER AUTHORIZATION RECEIPT FORM

19. USER ID: _____

20. REQUEST COMPLETED BY: _____

21. DATE: ____/____/____

22. IMPLEMENTATION DATE: ____/____/____

WP FORM 1370-78 (9-86)

APPENDIX 1 - REVERSE SIDE OF WP FORM 1370-78

INSTRUCTIONS FOR COMPLETING USER AUTHORIZATION FORM
WP FORM 1370-78

1. **SYSTEM ("A" or "B").** Indicate which DG System "A" or "B" ("AB" for both).
2. **TYPE OF REQUEST.** Indicate whether the request is for word processing or AWP services.
3. **REQUEST IMPLEMENTATION DATE.** Enter the requested implementation date. Use Month, Day, Year format.
4. **TYPE OF REQUEST.** Indicate type of service required.
5. **AGENCY.** Indicate the agency from which the request originated (Western-Pacific, Northwest Mountain, etc.).
6. **REGION.** Indicate the region from which the request originated (Western-Pacific, Northwest Mountain, etc.).
7. **SYSTEM.** Enter the System Code involved concerning this request. (See FWA Order 1370 for applicable code.)
8. **CLASSIFICATION.** Each class of user has specific capabilities within specific directories or exclusion from specific directories. In addition, each user has a default access control list that will limit the ability of other classes to access directories or files created by them. In general, the function capabilities of each user class are as follows:
 - A - Manager for All Agency Applications: This class user is provided with the ownership of the apex directory and all of the production subordinate directories. Although there may be many different systems for the Agency, this user will be capable of accessing any of the production or release segments of these directories. While this user may "own" the production directories it is not essential. However, if an Agency Manager is not assigned, then an Application Manager is required.
 - B - Application Manager: This class user has all of the same capabilities of the Agency Manager except that he/she does not have ownership. This individual would be responsible for installing new software into the production environment and would be essentially a "superuser" for that SPECIFIC application within the agency.
 - C - Application User - Update: This class user would normally be logged directly into the DGCA subdirectory for a specific system. They would have the capability of creating files and updating the database within the DGCA directory. He/she would have the related production PROC directory in their searchlist but would only have read and execute capability.
 - D - Application User - Query Only: This class user would be logged directly into the DGCA subdirectory for a specific system. They would have the ability to create print or temporary files. However, it would not be possible for them to alter the application database. They would have the related production PROC directory in their searchlist but would only have read and execute capability.
 - E - Miscellaneous User: This user class could be used for any purpose that a local may need. An example could be when a general technical writer needs access to the word processing capability or when an individual is not assigned to any specific system but is in a "learning" mode.
 - F - System Test User: This user class provides the Task/Team Leader and any designated support programmer with the ability of replicating the actual production user within the TEST environment. The purpose of this user class and identity is to eliminate the need to "live" test any changes.
 - G - Support Programmer: This user class would normally perform the majority of their effort within their own unique directory. They would have limited access to the TEST subordinate directories since the Task/Team Leader would generally control the TEST directories. However, the support programmer would retain the ability to read the test database (like a query user) and to invoke software in the TEST PROC in order to unit test their software changes. In addition, the support programmer would have read and execute capability on the production PROC since they may require the use of some "approved" software in the course of their testing.
 - H - Team/Task Leader: This user class would be the owner of the TEST directory and all of its subordinate subdirectories. It is their responsibility to conduct the controlled system tests that will lead to user acceptance and the release of the software to the Applications Manager for installation. As a result of the default ACL, this user would have access to all software created by the support programmer.
 - I - Systems Programmer/Systems Manager: This user class is responsible for the overall directory structure, resource allocation, system access, system/compile problem resolution, and disk space management. In order to respond to the demands of a variety of users, it will be necessary for them to have general access to all Agency/Systems on the Regional equip.
9. **IMPLEMENTATION CODE.** Indicate the agency (PWA, etc.) region (AWP, AWP, etc.), system (Accounting, personnel, etc.), and classification (A, etc.) code.
- 9A. **COST CENTER CODE.** Enter the office Cost Center Code of the individual who will be assigned the Desk ID.
10. **USER NAME.** Enter name of individual requesting user ID.
11. **USER'S TITLE.** Enter name and title of individual requesting user ID.
12. **DATE.** Date individual requested user ID. Use Month, Day, Year format.
13. **CONTRACTOR DESIG.** Indicate whether or not the requestor is a contractor.
14. **ROUTING SYMBOL.** Enter office routing identifier (AWP-43, etc.).
15. **TELEPHONE NUMBER.** Indicate telephone number of individual requesting user ID.
16. **DISK BLOCKS REQUIRED.** Enter total disk blocks required. (For class code R, T, X, Y, or Z only)
17. **AUTHORIZING OFFICIALS NAME.** Name of Users Application Systems Manager.
18. **DATE.** Date submitted to AWP by authorizing official.
19. **USER ID.** For AWP-43 use only.
20. **REQUEST COMPLETED BY.** For AWP-43 use only.
21. **DATE.** For AWP-43 use only.
22. **IMPLEMENTATION DATE.** For AWP-43 use only.

APPENDIX 2 - SAMPLE OF MEMORANDUM



US Department
of Transportation
**Federal Aviation
Administration**

Memorandum

Subject **ACTION:** Travel Voucher Workload
Tracking System

Date

From Manager, Accounting Division, AWP-20

Reply to
Attn of Phillips-Brookshire
(AWP-21A:2750)

To

Listed below is your user ID and password to access the Travel Voucher Workload Tracking System:

User ID:

Password:

SAMPLE

The Travel Voucher Workload Tracking System is programmed in "System B" of the Western-Pacific Region's host mainframe computer (Data General MV/15000).

Once you are in "System B," type the word "FIELD" which takes you directly into the inquiry screen. Key-in the employee's social security number into the system to obtain the status of a particular voucher. If you still have a question concerning a voucher, please do not call the Travel and Transportation Branch, AWP-26. Simply print the inquiry screen and forward by route slip, along with the question(s) to AWP-26.

If you have any system related questions, please call Nelson E. Phillips-Brookshire at (310) 297-0601.

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