Global Group Membership Rules (GGMR)

Background
The Defense Travel Administrator (DTA) uses Global Group Membership Rules (GGMRs) to automatically update membership in groups based on a traveler’s assigned organization. A GGMR will automatically add travelers to a group when they join an organization and remove travelers from groups when they join another organization.

Add a GGMR
To add a GGMR for an organization:

1. Open Groups in the DTA Maintenance Tool.
2. Select Add in the Global Membership section of the subnavigation bar. The Add Global Group Membership screen opens.
3. Insert the organization that will own the GGMR (i.e., the organization whose travelers will be in the group) in the Member Organization Name. Your main organization automatically populates, but if you have suborganizations and want to add the GGMR to one of them, select it from the drop-down list.
4. Complete the Group Organization Owner Name field with the name of the organization that owns the group whose membership the GGMR will update.
5. Type the name of the group in the Group Name field.

Global Edit of GGMR
The Global Edit feature allows you to add a GGMR to (or delete a GGMR from) multiple organizations.

To perform a Global Edit:

1. Open Groups in the DTA Maintenance Tool.
2. Select Global Edit in the Global Membership section of the navigation bar.
   The Search Organization(s) screen opens.
3. (Optional) Your main organization automatically populates in the Organization Name text field. You can change it by selecting a different organization from the drop-down list. If you have suborganizations and want to include them in the search, check the box next to suborganizations.
4. Select Search. The Global Edit screen opens, listing all organizations that matched your search criteria.
5. Complete the Group Organization Owner Name and Group Name fields to identify the group whose membership you want to update.
6. Check the box for each organization whose members are to be added to or deleted from the group.
7. Select Global Delete to remove all of the selected organizations’ travelers from the group and delete the GGMRs.
   -OR-
   Select Global Add to add new GGMRs to the selected organizations and make all those organizations’ travelers members of the group. The Global Edit screen refreshes.
When an organization detaches a traveler, the traveler retains all group memberships from the detaching organization until a new organization receives the traveler.

For additional information on Global Group Membership Rules refer to the DTA Manual, Chapter 6.