DTA Maintenance Tool – Organizations and Groups

DTA JumpStart @ Connect 2011 Seminar
April 2011
For Official Use Only
Agenda

• Organizations
  – Characteristics
  – Naming Sequence
  – Organization Access

• Groups
  – Characteristics
  – Group Access
  – Individual Group Membership
  – Global Group Membership
Organizations

• Can be defined as a unit, agency, activity or department within DoD

• Hierarchical with one main org (major unit)

• Can have one or many sub-organizations

• Number of sub-organizations can be based upon
  – Workflow
  – Reports
  – Budgets
Organization Naming Sequence

- Alphanumeric code
- Maximum of 20 characters
- Appendix Q of DTA Manual
### Organization Naming Sequence Codes

<table>
<thead>
<tr>
<th>Level</th>
<th>Positions</th>
<th>Title</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Federal Agency</td>
<td>D = DoD</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>Component</td>
<td>A=USA; F=USAF; M=USMC; N=USN; D=Defense Agency; J=Joint commands</td>
</tr>
<tr>
<td>3</td>
<td>Service specific</td>
<td>MAJCOM, MACOM, Major Claimant, Defense Agency Bureau Code, Unified/Combined Command/Installation code</td>
<td>See Service and Agency specifics below</td>
</tr>
<tr>
<td>4+</td>
<td>Service specific</td>
<td>Normal office symbol, mail code, etc.</td>
<td>See Service and Agency specifics below</td>
</tr>
</tbody>
</table>
Army Naming Sequence Example

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
D A 7 6 0 1 8 A 4 4 M 5 2 0 (sub...)
(sub-org, if needed)

520th TAML
44th Medical Command
18th Airborne Corp
FORSCOM

DoD; Army; Forces Command; Eighteenth Airborne Corp, 44th Medical Command, 520th Theater Area Medical Laboratory, room for two additional entries, if required.
Air Force Naming Sequence Example

DoD; Air Force; Anderson AFB, Guam; 36th Air Base Wing; Logistics Group; Logistics Support Squadron
Marine Corp Naming Sequence Example

DoD; Marine Corps; Disbursing Office Camp Pendleton, 1st Force Service Support Group, Camp Pendleton; 1st Maintenance Battalion
Navy Naming Sequence Example

DoD; Navy; Chief of Naval Operations; Deputy Chief of Naval Operations (Logistics); Supply Programs and Policy Division; Supply Operations Transportation and Petroleum Branch
Joint Forces Naming Sequence Example

DoD; Unified Command; U.S. Transportation Command; J4; Transportation Management Division
DOD Agency Naming Sequence Example

DoD; Defense Agency; Defense Logistics Agency; Defense Reutilization Management Services
Organization Access

• Defines and limits which organizations’ resources a user may view

• Resources include:
  – People profiles
  – Budgets
  – Routing Lists

• Organization Access is hierarchical
Purpose of Groups

• *Provides:*  
  – Travel Preparers, NDEAs, DTAs, and Help Desk personnel

• *With:*  
  – Anytime access to a traveler’s documents

• *To be able to:*  
  – View, create, or edit other travelers’ documents
Characteristics of a Group

- List of travelers’ names
- Has no members when first created
- Is **NOT** hierarchical
- Owned by an Organization
- Members can be added 2 ways
  - Automatically via **Global Group Membership Rules**
  - Individually via **Individual Group Membership**
Group Access

• View, update, and create *documents* for other travelers

• Granted to clerks, NDEAs, help desk personnel, and DTAs

• Allowed access to only *one* group

• Not needed for travelers to access own documents or for ROs to access documents via routing
Group Membership

• Allows travelers’ **documents to be seen** and managed by others

• All travelers are members of at least one group
  
  – A traveler can be a member of as many groups as necessary
Individual Group Membership

- Manual process for adding individual travelers to a group
- Adding travelers one-by-one
- Only criteria needed is the traveler’s SSN
Global Group Membership

• Used to make every traveler in an Organization members of a specific Group

Global Group Membership Requires:

• Name of Organization being added to Group (Member Organization Name)

• Name of the appropriate Group (Group Name)

• Name of Organization that owns the Group (Group Organization Owner Name)
Resources

**DTMO Website**
- Access eLearning, instructor resources, and reference materials through Training Resource Lookup Tool

**Travel Explorer (TraX)**
- DTA Manual – Ch 4: Organizations, Chapter 6: Groups
- Distance Learning and Web Based Training
  - Organizations
  - Groups

**Travel Assistance Center (TAC)**
- 1-888-Help1-Go (1-888-435-7146)
- Overseas: Use DSN to dial directly
- 24 hours a day/7 days a week
- Submit a Help Ticket through the Tickets section of TraX