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# Information Paper: Global Group Membership Rules (GGMR)



DEFENSE TRAVEL  
MANAGEMENT OFFICE

## Introduction

As a Defense Travel Administrator (DTA), you use the **DTA Maintenance Tool** to manage groups for your DTS organizations. Part of managing groups is ensuring travelers are members of the required groups so key personnel can provide essential DTS support. The easiest way of adding travelers to groups is the **Global Group Membership Rules (GGMRs)** method. This process allows you to identify all the organizations with groups that your travelers must be members, so the simultaneous establishment of multiple group memberships occur upon creating or receiving the traveler profile into your organization. In addition, if the traveler profiles already have assigned organizations and then you create the GGMRs, the process still works and travelers' group memberships populate immediately.

## Why do we need groups in DTS?

Every DTS organization must have one group (to allow access to travelers' documents). This primary group in the organization contains all the travelers or group members and the GGMRs, so the DTAs and local help desk (with group access) can provide critical document processing support and trouble shoot issues. Some problems require support at different levels (e.g., Site, Component, and TAC) which is why travelers are members of multiple groups in DTS. **Note:** For group questions associated to higher-level DTS orgs, contact your Site or Component Level Representative.

## Setting up groups

There are three primary steps for groups: create the **Group Name**, establish **Group Membership** lists, and grant **Group Access** in a profile.

**Note 1:** Two ways to create membership lists: the **Individual Group Members** (manual) method or **Global Group Membership Rules (GGMRs)** (automatic) process. This paper only addresses the GGMRs process.

**Note 2:** Group access is only permissible to one group in DTS. Be sure to grant the correct group access to your personnel.

## Additional groups

An organization may create an additional group to allow a limited number of individuals access (e.g., travel clerk, NDEA), but this group will not contain the **GGMRs**. You must manually add and remove members to the group. Suggest clearly labeling the additional group to distinguish it from the primary group.

For more details on groups, see the [DTA Manual, Chapter 6: Groups](#).

*\*For this information paper, "you" refers to a DTA; however, the role may be an ODTA, LDTA, Site or Component level DTA.*



## Add a GGMR

To add a GGMR for your organization:

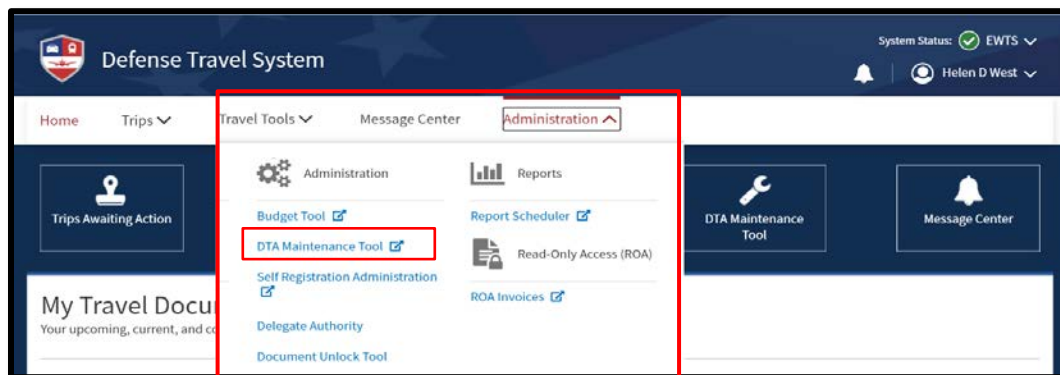


Figure 1: DTS Dashboard

1. Starting from the **DTS Dashboard**, select the **DTA Maintenance Tool** (Figure 1).
2. The **DTA Maintenance Tool Home** page loads, select **Groups** from the drop down menu (Figure 2).

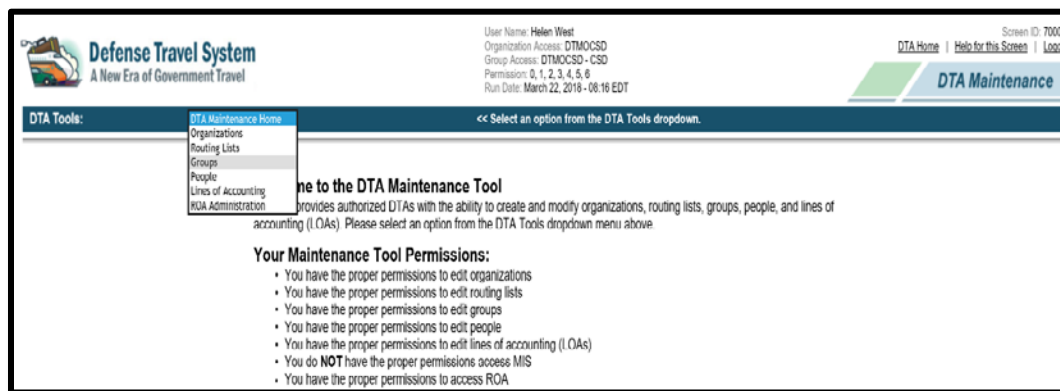


Figure 2: DTA Maintenance Tool Home Page

3. The **Search Group(s)** screen opens. If you need to verify the creation or spelling of the **Group Name** and **Organization Owner Name**, you can **Search Group(s)** for the information (Figure 3, Indicator 1) or if you have already confirmed this step, go directly to the **Global Membership** section of the menu line (Figure 3, Indicator 2). The **Search Organization to Manage Global Group Membership** screen appears (Figure 4).



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Group(s) Individual Group Members Global Membership  
Search | Create | View List Search | Add | View List Search | Add | Global Edit | View List

**Search Group(s)**  
For "Organization Owner Name" please enter four or more characters in the corresponding field to display list of available organizations.

Group Name:

Organization Owner Name:   Include Sub-Organizations

Figure 3: Search Groups(s) Screen

**Note:** Within **DTA Maintenance Tool**, **Groups** there are three primary sections with multiple functions 1) **Group(s)**, 2) **Individual Group Members**, and 3) **Global Membership**. This paper only covers GGMRs. For specifics, see the [DTA Manual, Chapter 6: Groups](#).

**Search Organization to Manage Global Group Membership** \* Required

For "Member Organization Name" please enter four or more characters in the corresponding field to display list of available organizations.

Member Organization Name:  \*

Group Organization Owner Name:

Group Name:

Figure 4: Search Organization to Manage Global Group Membership Screen

4. Select **Add** in the **Global Membership** section of the sub-navigation bar. The **Add Global Group Membership** screen opens (Figure 5).

Group(s) Individual Group Members Global Membership  
Search | Create | View List Search | Add | View List Search | Add | Global Edit | View List

**Add Global Group Membership** \* Required

For "Member Organization Name" please enter four or more characters in the corresponding field to display list of available organizations.

Member Organization Name:  \*

Group Organization Owner Name:  \*

Group Name:  \*

Figure 5: Add Global Group Membership



5. Complete the **Member Organization Name** field with the organization whose travelers will be in the group.
6. Complete the **Group Organization Owner Name** field with the name of the organization that owns the group.
7. Type the name of the group in the **Group Name** field.
8. Select **Add Global Membership**. The **Global Group Membership (Search Results)** screen displays. It shows the details of the new GGMR.

**Note:** The group identified in steps 6 and 7 must exist in DTS before you take these steps or you will receive an error message.

## Global Edit of GGMR

The **Global Edit** feature allows you to add or remove a GGMR in multiple organizations.

To perform a **Global Edit**:

1. Open **Groups** in the **DTA Maintenance Tool**. The **Search Group(s)** screen opens (Figure 6).

The screenshot shows a navigation bar with three sections: **Group(s)** (with links Search, Create, View List), **Individual Group Members** (with links Search, Add, View List), and **Global Membership** (with links Search, Add, Global Edit, View List). The **Global Edit** link is highlighted with a red box. Below the navigation bar is the **Search Group(s)** form. It includes a title, a note: "For 'Organization Owner Name' please enter four or more characters in the corresponding field to display list of available organizations.", and two input fields: "Group Name:" and "Organization Owner Name:" (containing "DTMOCS"). There is also a checkbox for "Include Sub-Organizations" and a "Search" button.

Figure 6: Search Group(s) Screen

2. Select **Global Edit** in the **Global Membership** section of the sub-navigation bar (Figure 6). The **Search Organization(s)** screen opens (Figure 7).



**Search Organization(s)**  
For "Organization Name" please enter four or more characters in the corresponding field to display list of available organizations.

Organization Name:   --Include Sub-Organizations

Figure 7: Search Organization(s)

3. In the **Organization Name** text field, enter the organization (and, optionally, include sub-organizations) that own the group(s) you want to add or delete. Select **Search**.
4. The **Global Edit** screen opens, listing all organizations that matched your search criteria (Figure 8).

**Global Edit**  
For "Organization Name" please enter four or more characters in the corresponding field to display list of available organizations.

Group Organization Owner Name:

Group Name:

Select to Delete or Add	Organization Code
<input type="checkbox"/>	DTMOCS D
<input type="checkbox"/>	DTMOCS D460FM
<input type="checkbox"/>	DTMOCS DOPS
<input type="checkbox"/>	DTMOCS DTRAINING

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Figure 8: Global Edit Screen

5. Complete the **Group Organization Owner Name** and **Group Name** fields to identify the group whose membership you want to update.
6. Check the **Select to Delete or Add box** for each organization to edit.
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 with the changes applied.



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## Detached Travelers

When a traveler leaves the organization, after verifying all vouchers completed and no other required actions, you can detach the profile from DTS. The traveler retains any group membership until a new organization receives the profile. See the [DTA Manual, Chapter 7: People](#) on traveler profiles.

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## Final Notes

Travelers must belong to at least one group, but in actuality, they are members of many groups in DTS. Using the GGMRs to add travelers to multiple groups (owned by different organizations) concurrently saves time for group maintenance.

Each organization identifies those essential personnel who will receive group access to assist their travelers. As group access allows any time access to travelers' documents, we should be mindful of PII data and practice safe guards to protect vital information.

*\*Follow your local business rules for profile audit compliance.*

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## Resources

- DTA Manual, Ch. 6 [https://www.defensetravel.dod.mil/Docs/Training/DTA\\_6.pdf](https://www.defensetravel.dod.mil/Docs/Training/DTA_6.pdf)
- DTA Manual, Ch. 7 [https://www.defensetravel.dod.mil/Docs/Training/DTA\\_7.pdf](https://www.defensetravel.dod.mil/Docs/Training/DTA_7.pdf)
- DTS DoDI 5154.31 <https://www.defensetravel.dod.mil/Docs/regulations/DTS.pdf>