
Information Paper: Global Group Membership Rules (GGMR)



DEFENSE TRAVEL
MANAGEMENT OFFICE

Background As a Defense Travel Administrator (DTA), you maintain groups for the organizations that you have access to. One task is to make sure that the correct travelers are in those groups. You can use a tool called Global Group Membership Rules (GGMRs) to have DTS automatically add travelers to a group when they join an organization, and remove them from the group when they leave the organization.

Add a GGMR To add a GGMR for your organization:

1. Open **Groups** in the DTA Maintenance Tool.
The Search Group(s) screen opens.
2. Select **Add** in the Global Membership section of the subnavigation bar.
The Add Global Group Membership screen opens
3. Complete the **Member Organization Name** field with the organization whose travelers will be in the group.
4. Complete the **Group Organization Owner Name** field with the name of the organization that owns the group.
5. Type the name of the group in the **Group Name** field.
6. Select **Add Global Membership**.

Note: The group identified in steps 4 and 5 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.
2. Select **Global Edit** in the **Global Membership** section of the navigation bar.
The Search Organization(s) screen opens.
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.



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 travelers are to be added to or removed from the group identified in step 5.
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.

Note: The group identified in step 5 must exist in DTS before you take these steps, or you will receive an error message.

Detached Travelers

When you detach a traveler, the traveler retains any group membership until a new organization receives the traveler.

For additional information on Global Group Membership Rules refer to the [DTA Manual, Chapter 6](#).