Defense Travel System

DTA Manual, Chapter 4: Organizations

August 12, 2019
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1 Introduction to DTS Organizations

In DTS, the term “organization” refers to a DoD entity that has responsibility for travel document routing, budget maintenance, and reporting. That entity may be an office, unit, site, etc. - but to DTS, they are all organizations. Each organization has a “name” – that is, a series of numbers and letters that uniquely identify it in DTS. You’ll learn more about organization names in Section 2.

DTS arranges organizations in a hierarchy, which means each organization is subordinate to another, similar to the way DoD organizes its units. Unlike the DoD structure, a DTS organization’s name reveals its specific position within the hierarchy. The DTS organization structure also serves as a path to guide electronic travel document routing, accounting, and reporting.

1.1 Main Organization

Before you can work with organization assets (e.g., routing lists or lines of accounting [LOAs]), another DTA must grant you access to an organization. The organization the DTA grants you access to is your “main organization”. It may or may not be your assigned organization for travel needs.

When you have organization access, you don’t also have access to organizations higher up the organization hierarchy. However, you do have organization access to all organizations that are hierarchically subordinate to your main organization.

1.2 Subordinate Organizations

DTS generally refers to organizations that are subordinate to your main organization as “sub-organizations”. The administrative functions of a subordinate organization include:

- Travel document routing and trip ticketing
- Funds control and voucher payment
- Travel reporting

You are not limited for sub-organizations you can create within the hierarchy. You can create as many as you need to support appropriate use of:

- Routing lists
- LOAs and budgets
- Travel reports
- Travel Management Company (TMC; DTS still refers to the TMC as the Commercial Travel Office [CTO])
2 Organization Naming Sequence

DoD has established a fixed Component-level organization naming sequence. The first letter of an organization name is always “D” (for DoD). The second letter identifies the DoD Component (or generic Agency) as follows:

- A = Army
- D = Defense Agency
- F = Air Force
- J = Joint Command
- M = Marine Corps
- N = Navy

So for example, the DTS organization name for the entire Marine Corps is “DM”. After the second letter, each DoD Component determines its own standard for naming organizations. Each subordinate organization simply tacks a suffix to the parent organization’s name.

The following paragraphs and tables illustrate the organization naming sequence.

Note: The organization naming structure for services and agencies in this manual are for training purposes only and are subject to change. The DTA Manual, Appendix Q provides the current version for each service and agency.

2.1 Sample Organization Naming Sequences

A DTS organization name is composed of up to 20 letters and numbers that not only identify the organization, but also help determine its parent and subordinate organizations. As you look at the naming sequence samples, notice that the hierarchy in clearly visible the organization names.

Section 2.1.1 provides an overall look at how it works, using an Army organization as the example. Sections 2.1.2 through 2.1.5 provide further examples for other Services and Agencies in a simplified format.

2.1.1 Sample Army Organization Names

Figure 4-1 shows a sample of some Army organization names.
2.1.2 Sample Air Force Organization Names

Names for Air Force organizations may resemble those in Table 4-1. This sample shows an installation with 1 wing, 1 group, and 3 squadrons.

Table 4-1

<table>
<thead>
<tr>
<th>Air Force Unit</th>
<th>DTS Organization Name</th>
<th>Parent Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation “CEJ”</td>
<td>DFCEJ</td>
<td>DF</td>
</tr>
<tr>
<td>Wing “028BW”</td>
<td>DFCEJ028BW</td>
<td>DFCEJ028BWSS</td>
</tr>
<tr>
<td>Group “SG”</td>
<td>DFCEJ028BWSG</td>
<td>DFCEJ028BWSS</td>
</tr>
<tr>
<td>Squadron “CC”</td>
<td>DFCEJ028BWSGCC</td>
<td>DFCEJ028BWSG</td>
</tr>
<tr>
<td>Squadron “SVS”</td>
<td>DFCEJ028BWSGSVS</td>
<td>DFCEJ028BWSG</td>
</tr>
<tr>
<td>Squadron “MSS”</td>
<td>DFCEJ028BWSGMSS</td>
<td>DFCEJ028BWSG</td>
</tr>
</tbody>
</table>

2.1.3 Sample Marine Corps Organization Names

Names for Marine Corps organizations may resemble those in 4-2. This sample shows an installation with 1 group and 3 battalions.

Table 4-2

<table>
<thead>
<tr>
<th>USMC Unit</th>
<th>DTS Organization Name</th>
<th>Subordinate to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation “6154”</td>
<td>DM6154</td>
<td>DM</td>
</tr>
<tr>
<td>Group “026”</td>
<td>DM6154026</td>
<td>DM6154</td>
</tr>
<tr>
<td>Battalion “HHS”</td>
<td>DM6154026HHS</td>
<td>DM6154026</td>
</tr>
<tr>
<td>Battalion “MCCS”</td>
<td>DM6154026MCCS</td>
<td>DM6154026</td>
</tr>
<tr>
<td>Battalion “PMO”</td>
<td>DM6154026PMO</td>
<td>DM6154026</td>
</tr>
</tbody>
</table>
2.1.4 Sample Navy Organization Names

Names for Navy organizations may resemble those in Table 4-3. This sample shows a major claimant with 1 additional echelon level, 1 activity, and 1 department.

Table 4-3

<table>
<thead>
<tr>
<th>Navy Unit</th>
<th>DTS Organization Name</th>
<th>Subordinate to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claimant “18”</td>
<td>DN18</td>
<td>DN</td>
</tr>
<tr>
<td>Next Echelon “00183”</td>
<td>DN1800183</td>
<td>DN18</td>
</tr>
<tr>
<td>Activity “3528”</td>
<td>DN18001833528</td>
<td>DN1800183</td>
</tr>
<tr>
<td>Department “XRAY”</td>
<td>DN18001833528XRAY</td>
<td>DN18001833528</td>
</tr>
</tbody>
</table>

2.1.5 Sample Agency Organization Names

Names for Defense Agencies resemble those in Table 4-4. This sample shows an Agency with 1 subordinate organization.

Table 4-4

<table>
<thead>
<tr>
<th>Agency</th>
<th>DTS Organization Name</th>
<th>Subordinate to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency</td>
<td>DD19</td>
<td>DD</td>
</tr>
<tr>
<td>Organization “DRMS”</td>
<td>DD9DRMS</td>
<td>DD19</td>
</tr>
</tbody>
</table>

3 The DTS Organization Profile

In DTS, an organization’s profile contains 30 fields, divided into 4 sections. Figure 4-2 displays these sections and fields as arranged when creating an organization. Table 4-5 explains the fields in full.

**Note:** The layout of the profile screen and the editable options vary depending on whether you are creating, copying, or updating the organization. Table 4-5 points out those variations.
Figure 4-2: Organization Profile – Create Organization Screen
### Table 4-5

**ORGANIZATION PROFILE FIELD DESCRIPTIONS**

<table>
<thead>
<tr>
<th>Field or Object</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization Hierarchy</strong></td>
<td></td>
</tr>
</tbody>
</table>
| Organization Code | The DTS organization name; must include the main org’s name. **Note**
| DTA ID | The email address that will receive accounting reject notifications and other key DTS communications (e.g., requests to detach relocated users). **Note**
| Default Routing List Name | The routing list all new arrivals to your organization will initially use. **Notes**
| **Site Registration Data (Section doesn’t appear on copy)** | |
| Site Name | The organization’s physical location (e.g., Ft. Lewis, WA). **Notes**
| Organization Description | The “real life” organization name (e.g., 28th Bomb Wing). **Note**
| Organization Email Address | The email address to which DTS will send new self-registration requests. **Note**
| Email Notification | Yes/No radio buttons. Turns on/off self-registration emails. **Notes**
| **CTO Info** | |
| GDS | The Global Distribution System (GDS) your TMC uses. Select Worldspan or Sabre one to activate the PCC, Ticket PCC, and Company Code fields. **Note**
| PCC | The TMC provides the Pseudo-City Code (PCC), which identifies the location that processes reservation requests made in DTS. **Note**
| Ticket PCC | The TMC provides the Ticket PCC, which identifies the location that issues transportation tickets. This may or may not be the same as the PCC. **Note**
| Company Code | The TMC provides the Company Code, which identifies reservation and ticketing policies specific to the new organization. **Note**
| **Organization Information** | |
| Service/Agency ... | The Service or DoD agency to which the traveler belongs. **Note**
| Office Address Line 1 & 2, City, State/Country, Zip/Postal Code | The organization’s mailing address. **Note**
| Mail Code, Office Phone Number, Office Fax Number | The organization’s contact information. **Note**
| Number of Miles to Closest Airport | The number of miles from the office to the nearest airport. **Note**
| Time Zone | The time zone in which the organization is located. **Note**
| Number of Work Hours/Day | The number of hours in the organization’s typical workday. **Note**
| Present Duty Station Name | The duty station name for the organization (e.g., Shaw AFB). **Note**
| Emergency Contact Name, Emergency Contact Phone Number | Contact information for the organization’s emergency contact (i.e., Staff Duty Officer, Quarterdeck). **Note**
| Unit ID | The organization’s UIC, RUC, or passcode. **Note**
| Set threshold to require approval for CTO Ticketed Amendments | Set to **N(0)**, the AO must re-approve all amended documents showing a cost increase. Set to **Y(ees)**, the AO must approve amended documents that show a cost change over $250 or five percent of the prior cost. **Note**
| Copy ALL Routing List and Routing List Details from <org> | Duplicates routing lists to the destination organization. **Notes**
| Copy ALL Groups and Global Group Membership Rules from <org> | Duplicates groups and GGMRs to the destination organization. **Notes**
| Save these changes to ALL Personnel under <org> | Duplicates the changes to all personnel assigned to the source organization. **Notes**
| Save these changes to ALL Sub Organizations of <org> | Duplicates the changes to all organizations subordinate to the source organization. **Notes**

**Notes:**
1. Not editable for copy
2. Not editable for update
3. Doesn’t display for copy
4. Doesn’t display for update
5. Doesn’t display for create
6. Displays in **Organization Hierarchy** for copy
7. Displays in **Organization Info** for copy
4 Working with Organizations in DTS

The DTS DTA Maintenance Tool allows you to manage and maintain organization resources. You use the Organizations module to locate, create, update, copy, and delete organizations. The various sections of this chapter discuss all these options.

From the DTS Dashboard, the Administration menu (Figure 4-3), select DTA Maintenance Tool.

![Figure 4-3: DTS Dashboard – Administration Menu](image)

The DTA Maintenance Tool Home Page (Figure 4-4) opens. From the DTA Tools bar (which appears on every screen in the DTA Maintenance Tool), you can access all the DTS Maintenance Tool modules in which you have permissions, without returning to the DTS Dashboard.

![Figure 4-4: DTA Maintenance Tool Home Page](image)

Select Organizations from the DTA Tools drop-down list. The Search Organization(s) screen (Figure 4-5) opens and the DTA Tools bar updates providing options to allow:
Search for an organization.
Create an organization.
Create a report that shows you the CBAs an organization owns.
Create a report that shows you details about the organizations you have access to.

A description of each of these options is below.

4.1 Search for an Organization

Before you can update an organization’s profile data or delete an organization, you must find it. To help you do that, the Search Organization(s) screen (Figure 4-5) automatically opens when you open the Organizations module. You can also access this screen from any screen in Organizations by selecting Search Organization(s) in the DTA Tools bar.

To search for an organization:

1. (optional) Your main organization’s name (based on your organization access) appears by default in the Organization Name text field. Change it if you need to search for a different organization.

2. (optional) If you want to view organizations subordinate to the one in the Organization Name field, check the Include Sub-O rganizations box.

3. Select Search. The Organization(s) (Search Results) screen (Figure 4-6) opens.
From this screen, you can copy, update, delete the organization, or reassign its personnel to other organizations. Below covers all of these options.

4.2 Copy an Organization

Copy lets you duplicate information from one organization and use it to create a new organization. When you create a new organization in this way, you can keep the old organization’s:

- TMC Information
- Organization Information
- Routing lists
- Groups, Global Group Membership Rules (GGMRs) and personnel

The Copy feature comes in very handy when you need to reorganize existing organizations. To copy an organization, follow these steps:

1. From the Organization(s) (Search Results) screen (Figure 4-6), select Copy next to the name of the organization you want to duplicate. The Copy Organization screen (similar to Figure 4-2); however, most of the organization information is not editable on the Copy Organization screen. If you want to make changes to these fields, you must Update the organization information later (see section 4.3).

2. Enter the new organization’s Organization Code (DTS organization name).

3. Enter the new organization’s Organization Description (an easily recognizable name such as “28th Bomb Wing”). Travelers select this name in order to self-register their DTS (traveler profile) account.

Note: In steps 2 and 3, every organization in DTS must have a unique Organization Code and Organization Description.

4. (optional) Check one or both Copy Options boxes.

- Check Copy All Routing List and Routing List Details from <organization name>:
  - Copies all routing lists and routing list details (including the default routing list) to the new organization.
  - Assigns the organization’s default routing list to all personnel who belong to the new organization.

- Check Copy ALL Groups and Global Group Membership Rules from <organization name>:
  - Copies all groups, GGMRs, and personnel to the new organization. If you select
the box, they all move; you can’t select which ones move and which don’t.

- Profiles reassigned to a new organization in this way retain their assigned permission levels, group access, and default routing list. If they have organization access to higher-level or lower-level organizations, they also retain that access. However, if they have organization access to their assigned organization, that access changes to the new organization.

**Note:** You can reassign personnel after you finish copying the organization. If you do, you must perform the above actions separately (if you need to do them, of course). See the *DTA Manual, Appendix L* for a more complete explanation of reorganization procedures.

5. Select **Copy Organization**. The **Organization(s) (Search Results)** screen updates. The results include the organization you just created.

### 4.3 Update an Organization

To update an organization, begin on the **Organization(s) (Search Results)** screen (Figure 4-6), then:

1. Next to the organization, select **Update**. The **Update Organization** screen opens. **Note:** You may modify any field except the **Organization Code**.

2. Enter new information in the fields requiring modification. For example, update the **Organizational Email Address**. **Note:** This screen is very similar to the **Create Organization** screen (Figure 4-2).
3. (optional) Check one or both Update Options boxes.

- Check **Save these changes to ALL Personnel under <organization name>**:
  - Updates the personal profiles of all personnel assigned to the organization. This action only applies to updated fields that appear in both the organization’s profile and the DTS personal profile.

- Check **Save these changes to ALL Sub Organizations of <organization name>**:
  - Updates the organization profile for all organizations subordinate to the organization you are changing. This action applies to all updated fields.

4. Select **Save Changes**. The **Organization(s) (Search Results)** screen displays.

### 4.4 Delete an Organization

If you no longer need an organization in DTS, the process to delete it is straightforward; however, you must complete the actions listed below before you delete the organization:

- Delete or inactivate all of its LOAs.
- Delete all of its budgets.*
- Delete all of its routing lists, except the default routing list.
- Delete all of its groups.
- Delete or transfer all of its assigned personnel.

*Note: DTS does not allow you to delete a budget once funds are associated with it. For that reason, you won’t be able to delete an organization if it owns a budget that has ever contained funds.

To delete the organization, after completing the actions listed above, starting on the **Organization(s) (Search Results)** screen (Figure 4-6):

1. Select **Delete**. The **Delete Organization** screen (Figure 4-7) opens.

![Delete Organization Screen](image)
2. Select **Delete Organization**. The **Organization(s) (Search Results)** screen refreshes. It no longer contains the organization you just deleted. However, if you did not remove all the elements listed above, a **Domain Error** message (Figure 4-8) displays instead, and DTS will not allow you to delete the organization. You will need to make the required corrections, before attempting to delete an organization.

![Figure 4-8: Domain Error Message](image)

### 4.5 Reassign Personnel to Another Organization

You can use the **Reassign Personnel** function to move any number of DTS profiles from one organization to another. Although you can use it to move a single profile, you would most commonly use it when you have a large number of personnel to move, such as during a reorganization.

You may only use the **Reassign Personnel** feature if you have access to both organizations.

To move profiles, begin on the **Organization(s) (Search Results)** screen (Figure 4-6), then:

1. Select **Reassign Personnel** next to the organization that the profiles belong to (the source organization). The **Search Organization(s)** screen (Figure 4-9) opens.
2. Type the first few characters of the first destination organization in the **Please enter four or more characters ...** field. A list of available organizations appears. Choose one and select **Add>>** to place it on the list of destination organizations in the field to the right.

3. (optional) Repeat step 2 until you have selected up to 5 destination organizations.

4. Select **Save And Continue**. The **Reassign People (Search Results)** screen (Figure 4-10) opens. Personnel you can reassign appear in the first column. The destination organizations you selected in steps 2 and 3 appear in the other columns.

5. Select a destination organization for each individual.

6. Select **Save And Refresh Page** to move the profiles to the organizations you selected. The people you moved to different organizations disappear from the list, while the personnel you have not reassigned remain. **Note:** The moved profiles retain their existing permission levels. However, DTS removes the organization and group accesses. You will need to update the reassigned profiles under the new organizations based upon their DTS roles and responsibilities.
7. Repeat the above steps if you have more people to reassign. This can happen if you need to move people to more than 5 different organizations.

4.6 Create an Organization

Although the copy option allows you to create a new organization quickly, sometimes you simply need to create a brand new organization. Here’s how to do it:

1. From any screen in the Organizations module, select Create Organization(s) on the Trip Tools bar. The Create Organization screen (Figure 4-2) opens.

**Note:** The name of your main organization appears in the Organizational Code text field. You can’t change it because you may only create organizations subordinate to your main organization. You do that by adding to the main organization’s name.

2. Enter all required information as it pertains to the new organization.

3. Select Save Organization. The Organization(s) (Search Results) screen (Figure 4-6) opens. It displays information for the new organization.

5 Organization Module Reports

5.1 View CBA List

The CBA List shows you key information about the CBAs your organizations own. It only shows information about the accounts; it does not show transaction information.

To run a CBA Report:

1. From any screen in the Organizations module, select View CBA List in the DTA Tools bar. The View CBA List screen (Figure 4-11) opens.

   ![View CBA List Screen](image)
   
   **Figure 4-11: View CBA List Screen**

2. (optional) Your main organization name appears by default in the Organization Name text field. You can enter a different organization instead.
3. (optional) Check the Include Sub-Organizations box to include search results from organizations subordinate the selected organization.

4. Select Run Report. DTS prompts you to open or save the report. The option you select determines whether DTS downloads the report to your computer or displays it in an Excel spreadsheet.

5.2 View Organization List

The Organization List displays all organization profile information for the selected organizations.

To run an Organization Report:

1. From any screen in the Organizations module, select View Organization List in the DTA Tools bar. The View Organization List screen (Figure 4-12) opens.

   ![View Organization List](image)

   **Figure 4-12: View Organization List**

2. (optional) Your main organization name appears by default in the Organization Name text field. You can enter a different organization instead.

3. (optional) Check the Include Sub-Organizations box to include search results from organizations subordinate the selected organization.

4. Select Run Report. DTS prompts you to open or save the report. The option you select determines whether DTS downloads the report to your computer or displays it in an Excel spreadsheet.
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<tr>
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