CHAPTER 4: ORGANIZATIONS

The Defense Travel System (DTS) uses an organization structure. This organization structure serves as an identifier to process document routing, accounting, and reporting. This chapter covers the following topics:

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4.1 Hierarchical Organizations

The term organization refers to a unit, agency, activity, or department that has responsibility for document routing, reporting, and budget maintenance. DTS uses the same top-down structure that the Department of Defense (DoD) uses for the main organization and suborganizations. The main organization for the site receives its DTS organization name based on the service or agency established naming sequence. See Appendix Q for details regarding the organization naming sequence. The following sections describe organizations, suborganizations, the naming sequence, and instructions for creating an organization in DTS.

4.1.1 Main Organization

A main organization is the highest-level organization at a site. These organizations are found at the top of an organization chart. A main organization may be subordinate to a higher-level organization. Subordinate elements, such as a tactical unit, support unit, or an activity, are known as suborganizations. Each organization, main or subordinate, is given an organization name in DTS.

4.1.2 Suborganizations

Main organizations can be broken into lower-ranking organizations called suborganizations. Each suborganization name is a subset that is associated with a part of the main organization. DTS travelers are assigned to suborganizations. This helps to create a hierarchy within DTS, and shows how suborganizations relate to the largest organization that DTS serves. The hierarchical organization structure that exists in DTS will be similar to the organization chart.
4.2 Organization Structure
Organizations have as many suborganizations as necessary to achieve:

- Support of a separate routing list
- Maintain lines of accounting (LOAs) and budget
- Generate travel reports
- Use specific Commercial Travel Offices (CTOs)
- Use Centrally Billed Accounts (CBAs)

The Lead Defense Travel Administrator (LDTA) should consider the current organization hierarchy when naming organizations in DTS. They should equate each to a DTS organization name and a Unit Identifier Code (UIC), Reporting Unit Code (RUC), or Platoon (PLT) Code. The unit identifier is not normally part of the naming sequence. It is for cross-reference purposes only.

4.3 Organization Naming Sequence
The DoD adopted a naming convention for organizations and suborganizations in DTS. The organization name is an alphanumeric string of up to 20 characters arranged in a sequence that is unique to the organization. The subordinate names are extensions that tag on to the main organization name. This naming sequence is hierarchical because the letter D in the first position indicates the highest organization, the DoD. The second position holds a letter that represents the service or agency, A for example, represents the Army. An F in the second position indicates the Air Force. The third position and beyond are determined by the service or agency. As letters and numbers tag on to an organization name, they identify suborganizations in the order of diminishing rank. See Appendix Q for details regarding the organization naming sequence.

The following paragraphs and tables illustrate the organization naming sequence. Service and agency organizations and suborganizations are subject to change. For the most current version, see Appendix Q.

4.3.1 Sample Organization Naming Sequences
The organization is 1st Battalion, 2nd Brigade, XXth Airborne, stationed at Ft. Bragg, NC, with the major command of U.S. Army Forces Command. The organization naming sequence is shown in Figure 4-1. Notice the hierarchy in the organization structure.

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>NAMING SEQUENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept of Defense</td>
<td>D</td>
</tr>
<tr>
<td>Army</td>
<td>A</td>
</tr>
<tr>
<td>Forces Command</td>
<td>F</td>
</tr>
<tr>
<td>Fort Bragg</td>
<td>2</td>
</tr>
<tr>
<td>XX Airborne</td>
<td>X</td>
</tr>
</tbody>
</table>

Figure 4-1: Sample Organization Naming Sequence for XXth Airborne
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The complete organization name is shown in Figure 4-2 for the XXth Airborne.

![Table 4-1: Sample Organization Names for the Air Force](image)

**Air Force.** The names for organizations and suborganizations under the Air Force may resemble Table 4-1.

**Figure 4-2: Sample Organization Name for XXth Airborne**

Table 4-1: Sample Organization Names for the Air Force
**Army.** The names for organizations and suborganizations under the Army may resemble Table 4-2.

**Table 4-2: Sample Organization Names for the Army**

<table>
<thead>
<tr>
<th>UIC</th>
<th>ARMY ORG NAME</th>
<th>DTS ORG OR SUBORG NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAAA1</td>
<td>XXth Airborne</td>
<td>DAFC20AB</td>
</tr>
<tr>
<td>AAAA2</td>
<td>2nd Brigade</td>
<td>DAFC20AB2</td>
</tr>
<tr>
<td>AAAA3</td>
<td>2nd Brigade HQ</td>
<td>DAFC20AB2HQ</td>
</tr>
<tr>
<td>AAAA4</td>
<td>1st Battalion XXXth INF</td>
<td>DAFC20AB21</td>
</tr>
<tr>
<td>AAAA5</td>
<td>2nd Battalion XXXth INF</td>
<td>DAFC20AB22</td>
</tr>
<tr>
<td>BBBB1</td>
<td>1st COSCOM</td>
<td>DAFC30COS</td>
</tr>
<tr>
<td>CCCCC1</td>
<td>HQ Special Forces</td>
<td>DAFC40SPFCS</td>
</tr>
</tbody>
</table>

**Marine Corps.** The names for organizations and suborganizations under the Marine Corps may resemble Table 4-3.

**Table 4-3: Sample Organization Names for the Marine Corps**

<table>
<thead>
<tr>
<th>RUC OR PLT CODES</th>
<th>MARINE CORPS ORG NAME</th>
<th>DTS ORG NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>n/a</td>
<td>MCAS Beaufort, SC</td>
<td>DM6154</td>
</tr>
<tr>
<td>026</td>
<td>MCAS Beaufort, SC</td>
<td>DM6154026</td>
</tr>
<tr>
<td>HSAD</td>
<td>HQ-Headquarters Squadron</td>
<td>DM6154026HHS</td>
</tr>
<tr>
<td>MCCS</td>
<td>Marine Corps Community Service</td>
<td>DM6154026MCCS</td>
</tr>
<tr>
<td>SECM</td>
<td>Provost Marshall Officer</td>
<td>DM6154026PMO</td>
</tr>
<tr>
<td>S3AR</td>
<td>Operations</td>
<td>DM6154026S3</td>
</tr>
<tr>
<td>S4AD</td>
<td>Logistics</td>
<td>DM6154026S4</td>
</tr>
<tr>
<td>S6CM</td>
<td>Computer Services</td>
<td>DM6154026S6</td>
</tr>
<tr>
<td>COAD</td>
<td>Special Staff</td>
<td>DM6154026SS</td>
</tr>
<tr>
<td>SUPP</td>
<td>Supply</td>
<td>DM6154026SUP</td>
</tr>
</tbody>
</table>
Navy. The names for organizations and suborganizations under the Navy may resemble Table 4-4.

Table 4-4: Sample Organization Names for the Navy

<table>
<thead>
<tr>
<th>UIC</th>
<th>NAVY ORG NAME</th>
<th>DTS ORG NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>00018</td>
<td>BUMED (Claimancy)</td>
<td>DN18</td>
</tr>
<tr>
<td>00183</td>
<td>Portsmouth, NH (Echelon)</td>
<td>DN1800183</td>
</tr>
<tr>
<td>00183</td>
<td>NBHC Oceana (Activity)</td>
<td>DN180018332528</td>
</tr>
<tr>
<td>00183</td>
<td>X-Ray (Department)</td>
<td>DN180018332528XRAY</td>
</tr>
</tbody>
</table>

4.4 DTA Maintenance Tool and Organizations

DTAs use the DTA Maintenance Tool to maintain organizational data in DTS. This section identifies how to use the tool to find, update, delete, and create organizations.

Open the DTA Maintenance Tool by selecting it from the Administrative drop-down list on the DTS User Welcome screen. The DTA Maintenance Tool Home page opens. This is the starting point of the tool and displays the permissions the user has been given. The drop-down list on the navigation bar is called DTA Tools. It appears on every screen in the DTA Maintenance Tool, so that different screens can be accessed without returning to the home page.

Select Organizations from the DTA Tools drop-down list (Figure 4-3). The Organizations screens allow the creation and maintenance of organizational data.

Figure 4-3: DTA Maintenance Tool Home Page
4.4.1 Search for Organizations

In order to update organizational information or delete an organization, a search for the organization may need to be performed. To perform any type of maintenance, select Organizations from the drop-down list. The Search Organization(s) screen opens (Figure 4-4). The highest organization to which the user has access displays in the Organization Name drop-down list. From here, any of the below function may be performed:

- Select **Search Organization(s)** to search for an existing organization or suborganization
- Select **Create Organization(s)** to create a new organization or suborganization
- Select **View CBA List** to view the list of CBAs
- Select **View Organization List** to view data for the organizations within the DTA’s access.

![Figure 4-4: Search Organization(s) Screen](image)

Follow the below steps to search for an organization:

1. Select the **Organization Name** drop-down list and choose one of the organizations. For a list that includes all suborganizations of the organization, check the **Include Sub-O rganizations** box.
2. Select **Search**.

4.4.1.1 Copy an Existing Organization to a New Organization

The Copy feature can be used to copy certain data from one organization and save that information to another. The below data can be copied:

- Routing lists
- Groups, including Global Group Membership Rules (GGMRs) and personnel

The Copy feature is generally used when there is a need to reorganize existing organizations.

Beginning on the DTA Maintenance Tool Home page, use the below steps to copy an organization:

1. Select **Organizations** from the drop-down list.

The Search Organization(s) screen opens (Figure 4-4).

2. Select the **Organization Name** drop-down list and choose the organization that will be copied to the new organization. To include all suborganizations owned by the selected organization, check the **Include Sub-Organizations** box.
3. Select **Search**.

The Organization(s) (Search Results) screen opens (Figure 4-5).

![Organization(s) (Search Results) Screen](image)

**Figure 4-5: Organization(s) (Search Results) Screen**

4. Select **Copy** next to the name of the organization to copy.

The Copy Organization screen opens (Figure 4-6). All three sections of organization data display and are copied into the new organization. The sections are listed below:

- Organization Hierarchy
- Commercial Travel Office (CTO) Information
- Organization Information
Figure 4-6: Copy Organization Screen

The Copy Organization screen fields are described in Table 4-5.
### Table 4-5: Copy Organization Screen Description

<table>
<thead>
<tr>
<th>FIELD OR OBJECT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Site Name</strong></td>
<td>The geographic location that hosts one or more main organizations.</td>
</tr>
<tr>
<td><strong>Organization Name</strong></td>
<td>The organization’s unique name.</td>
</tr>
<tr>
<td><strong>Organization Description</strong></td>
<td>The functional name of the organization that the traveler uses to select the organization during self-registration.</td>
</tr>
<tr>
<td><strong>DTA ID</strong></td>
<td>The ID that routes to the e-mail address of the site POC who receives the reject notifications from the Global Exchange (GEX) and the Defense Accounting and Disbursing Systems (DADS) transactions. The DTA ID is established at implementation. A DTS database administrator enters it into the DTS database. The ID will be used as a POC for users who need to be detached from the organization.</td>
</tr>
<tr>
<td><strong>GDS</strong></td>
<td>The Global Distribution System (GDS) refers to the reservation system that the CTO uses. The pseudo-city code (PCC) ensures that the designated CTO receives the Passenger Name Records (PNRs). The data entered in the GDS field determines the options available in the PCC and the Ticket PCC fields. If the value of the GDS is set to CTO Disabled, then the PCC, Ticket PCC, and Profile fields will not be available for selection.</td>
</tr>
<tr>
<td><strong>PCC</strong></td>
<td>The city in the GDS within which the CTO processes PNRs received from DTS. Completing the PCC field ensures that an organization's reservation requests will route to the correct CTO.</td>
</tr>
<tr>
<td><strong>Ticket PCC</strong></td>
<td>The city in the GDS within which the CTO issues tickets. DTS returns all APPROVED authorizations to the CTO for ticketing. Completing the Ticket PCC field ensures that the CTO will be able to issue tickets on approved trips. The Ticket PCC may or may not be the same as the PCC, depending on how the CTO is structured within the GDS.</td>
</tr>
<tr>
<td><strong>Company Code</strong></td>
<td>The CTO-maintained company code is a profile within the GDS. It stores policies specific to the organization. When the company code is entered, DTS retrieves the organization profile stored within the GDS and merges it with the traveler profile. Check with the Service or Agency Representative for naming conventions for DTS.</td>
</tr>
<tr>
<td><strong>Service / Agency by which the traveler is employed</strong></td>
<td>The service or DoD agency where the traveler is employed.</td>
</tr>
<tr>
<td><strong>Address1</strong></td>
<td>The first line of the office address.</td>
</tr>
<tr>
<td><strong>Address 2</strong></td>
<td>The second line of the office address.</td>
</tr>
<tr>
<td><strong>Office City</strong></td>
<td>The city in which the office address is located.</td>
</tr>
<tr>
<td><strong>Office State / Country</strong></td>
<td>The state or country in which the office is located.</td>
</tr>
<tr>
<td><strong>Office Zip /Postal Code</strong></td>
<td>The ZIP code or postal code of the office address.</td>
</tr>
<tr>
<td><strong>Mail Code</strong></td>
<td>The office address mail station code.</td>
</tr>
<tr>
<td><strong>Office Phone Number</strong></td>
<td>The office phone telephone number.</td>
</tr>
<tr>
<td><strong>Office Fax Number</strong></td>
<td>The office fax number.</td>
</tr>
<tr>
<td><strong>Number of Miles to Closest Airport</strong></td>
<td>The number of miles from the office to the nearest airport.</td>
</tr>
<tr>
<td><strong>Time Zone</strong></td>
<td>The organization’s time zone (such as Eastern Standard Time [EST] and Central Standard Time [CST]).</td>
</tr>
<tr>
<td><strong>Organization E-mail Address</strong></td>
<td>The organization’s e-mail address. E-mail address will also receive e-mail notification for all new self-registrations for their organization.</td>
</tr>
<tr>
<td><strong>Number of Work Hours/Day</strong></td>
<td>The number of hours in an organization’s typical workday (standard is 8).</td>
</tr>
<tr>
<td><strong>Present Duty Station Name</strong></td>
<td>The duty station name for the organization.</td>
</tr>
<tr>
<td><strong>Emergency Contact Name</strong></td>
<td>The organization’s emergency contact name (i.e. Staff Duty Officer, Quarterdeck).</td>
</tr>
</tbody>
</table>
5. Complete the **Organization Code** text box with the new organization name (for example, DWCWT).

6. Complete the **Organization Description** field with the common unit name of the new organization. This is the name that the traveler uses to select the organization during self-registration.

7. Check the appropriate **Copy Options** box(es).

   - Check the **Copy All Routing List and Routing List Details from (organization name)** box to copy all routing list details to the new organization. If this option is not used, the current organization default routing list name is created for the new organization. This is used as the default routing list name for all personnel assigned to the new organization.
   - Check the **Copy ALL Groups and Global Group Membership Rules from (organization name)** box to copy groups, GGMRs, and personnel to the new organization. If this box is checked, all three structures are copied to the new organization. These elements are not separable. The below list will transfer with personnel when this option is selected:
     - Existing organization permissions.
     - Existing organization access and group access. Access to the existing organization is updated to the new organization. Other higher or lower accesses are copied as is.
     - Existing default routing list.

This option should be used in most cases. Personnel can be reassigned after Copy Organization is complete. Use the Reassign Personnel option on the Organizations (Search Results) screen for this. If the option is not used, the below actions must occur:

   - All personnel must be reassigned individually.
   - All the groups associated to the organization must be created.
   - All GGMR(s) for the organization must be manually re-entered. (See Appendix L for complete procedures for reorganization.)

8. Select **Copy Organization**.

<table>
<thead>
<tr>
<th>FIELD OR OBJECT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Contact Phone Number</td>
<td>The organization’s emergency contact telephone number.</td>
</tr>
<tr>
<td>Unit ID</td>
<td>The organization’s UIC, RUC, or passcode.</td>
</tr>
<tr>
<td>E-mail Notification</td>
<td>The Yes and No radio buttons that enable and disable e-mail notification for the entire organization.</td>
</tr>
<tr>
<td>Auto Approve</td>
<td>Indicator that is used to create a condition under which CTO amendments do not require AO approval. -When set to Y, the cost change must be no more than $250 or five percent of the cost on the most recently approved version of the document, which ever is less. -When set to N, the cost must be less than or equal to the amount on the most recently approved version of the document.</td>
</tr>
</tbody>
</table>

---

**Table 4-5: Copy Organization Screen Description (continued)**
4.4.1.2 Update Organizations

To update an organization, first search for the organization. When the Organization(s) (Search Results) screen opens (Figure 4-5), locate the name of the organization to be updated. Follow the below steps:

1. Select **Update**.

The Update Organization screen opens.

This screen has four sections, as listed below:

- Organization Hierarchy
- Self Registration Data
- Commercial Travel Office (CTO) Information
- Organization Information

2. Complete the **fields** that need to be updated.

3. Check the appropriate **Update Options** boxes.

4. Select **Save Changes**.

4.4.1.3 Delete Organizations

Before an organization can be deleted in DTS, the below actions must be taken:

- Delete all routing lists associated with the selected organization, except for the default routing list
- Delete all groups associated with the selected organization
- Inactivate all LOAs associated with the selected organization
- Remove all budget items
- Delete all personnel associated with the selected organization

After completing these actions, search for the organization. When the Organization(s) (Search Results) screen opens (Figure 4-5) follow the steps below to delete the organization:

1. Select **Delete**.

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

The Domain Error message displays if all elements were not deleted (Figure 4-8). The DTA must make the identified corrections before DTS allows deletion of the organization.

![Domain Error Message](image)

**Figure 4-8: Domain Error Message**

4.4.1.4 **Reassign Personnel**

The Reassign Personnel feature allows any number of personnel to be reassigned from one organization to another.

This function is used when there is a need to reorganize existing organizations. See Appendix L.

4.4.2 **Create Organizations**

The DTA uses the command's organization naming sequence; CTO information; and organization address, contact, and other information to create DTS organizations. The below steps will assist when creating an organization.

1. Select **Organizations** from the DTA Tools drop-down list.

The Search Organization(s) screen opens.

2. Select **Create Organization(s)**.
The Create Organization screen opens (Figure 4-9).

![Create Organization Screen](image)

Figure 4-9: Create Organization Screen

New organizations and suborganizations may be created only for organizations to which the DTA has access. This is based on the hierarchical setup in DTS. To ensure the DTA only creates organizations to which they have access, the DTS Organization Code field on the Create Organization screen shows the prefix of the name of the main organization.

The Create Organization screen is similar to the Update Organization screen. It contains the same four parts: Organization Hierarchy, Self Registration Data, Commercial Travel Office (CTO) Information, and Organization Information.
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3. Enter the suffix of the new organization’s name in the **Organization Code** field.

4. Select the **DTA ID** drop-down list arrow and select the appropriate value from the list.

5. Enter the name of the default routing list for the selected organization in the **Default Routing List Name** field.

6. Select the desired **Site Name** from the drop-down list.

7. Enter a description of the new organization in the **Organization Description** field.

8. Enter the e-mail address for the organization in the **Organization E-mail address** field.

9. Select the **On** or **Off** radio button to enable or disable e-mail notification.

10. Select the **GDS** drop-down list arrow and select the appropriate value, if the organization will use the Travel module.

    The default value of the GDS field is CTO Disabled, and the other related fields are only available when a value other than CTO Disabled is selected from the GDS field. All GDS information can be obtained from the Transportation Officer or local CTO.

11. Select the appropriate value from the **PCC** drop-down list.

12. Select the appropriate value from the **Ticket PCC** drop-down list.

13. Enter the appropriate value in the **Company Code** field.

14. Complete the **Organization Information** section.

15. Select **Save Organization**.

The Organization(s) (Search Results) screen displays the newly created organization.
4.4.3 View CBA List

The View CBA List allows DTA personnel to determine what CBA information has been associated to their organization(s). Users who have permission levels 1 and 5 may request CBA Reports for any organization to which they have organization access.

Follow the below steps to run a CBA Report:

1. Select **Organizations** from the DTA Tools drop-down list.

   The Search Organization(s) screen opens.

2. Select **View CBA List**.

   The View CBA List screen opens (Figure 4-10).

![Figure 4-10: View CBA List Screen](image)

3. Select the **Organization Name** drop-down list arrow and select the organization.

   -OR-

   Select the **magnifying glass** icon to search for the organization by name.

4. Check the **Include Sub-Organizations** box to include suborganizations in the search results.

5. Select **Run Report**.
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A window opens that contains options to open, save, or cancel the report (Figure 4-11).

![File Download Message Box](image)

Figure 4-11: File Download Message Box

6. Select **Open** to display the report on the screen.
   - OR-
     Select **Save** to download the file to a hard drive.
     - OR-
       Select **Cancel** to cancel the action and return to the previous screen.

The CBA Report shows the following CBA information:

- Transaction Account Number
- CBA Label
- Account Expiration Date
- Central Account Number
- Account Status
- Organization Default Flag
- CBA Number
- Responsible CBA Specialist

All CBAs assigned to the organization appear in the report.

If there is no CBA information for the organization(s), a message displays indicating *No Data Found.* This will be shown following the header rows.
4.4.4 View Organization List

The Organization List displays the profile information for any selected organizations and suborganizations.

Follow the below steps to view the Organization List:

1. Select **Organizations** from the DTA Tools drop-down list.

   The Search Organization(s) screen opens.

2. Select **View Organization List**.

   The View Organization List screen opens (Figure 4-12).

3. Select the **Organization Name** drop-down list arrow and select the organization.
   -OR-
   Select the **magnifying glass** icon to search for the organization by name.

4. Check the **Include Sub-Organizations** box to include suborganizations in the search results.

5. Select **Run Report**.

   The user will be prompted to download the report. This report may be downloaded to the user’s computer or viewed in a separate window as a comma separated value (.csv) file (Excel spreadsheet).

6. Select **Open** to display the report on the screen.
   -OR-
   Select **Save** to download the file to the hard drive.
   -OR-
   Select **Cancel** to cancel the action and return to the previous screen.
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