

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.

ORGANIZATION	NAMING SEQUENCE															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	Service	MACOM	Site / Org / Suborg / Suborg													
Dept of Defense	D															
Army		A														
Forces Command			F	C												
Fort Bragg					2	0	A	B								
XX Airborne									X	X	A	B	R	N		

Figure 4-1: Sample Organization Naming Sequence for XXth Airborne

The complete organization name is shown in Figure 4-2 for the XXth Airborne.

UIC	ORGANIZATION	ORG NAME													
		1	2	3	4	5	6	7	8	9	10	11	12	13	14
		Service	MACOM	Site / Org / Suborg / Suborg											
	1st Bn, 2nd Bde, XXth Abn	D	A	F	C	2	0	A	B	X	X	A	B	R	N

Figure 4-2: Sample Organization Name for XXth Airborne

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

Table 4-1: Sample Organization Names for the Air Force

SAMPLE ORG NAMES FOR THE AIR FORCE		
UIC	AIR FORCE ORG NAME	DTS ORG OR SUBORG NAME
	Site-0028 BW All	DFCEJ
Bomb Wing	All Special Staff	DFCEJO28BWSS
EJ1CF8L1	0028 Comptroller SQ	DFCEJO28BWSSCPTS
SUPT Group	All Support Group	DFCEJO28BWSSG
EJ1CFDKQ	0028 Support GP	DFCEJO28BWSSGCC
EJ1CF1XN	0028 Services SQ	DFCEJO28BWSSGSVS
EJ1CFC2V	0028 Mission Support	DFCEJO28BWSSGMSS
EJ1CFDFH	0028 Civil Engineer	DFCEJO28BWSSGCES
EJ1CFDH3	0028 Security Forces	DFCEJO28BWSSGSFS
EJ1CFFPV	0028 Communications	DFCEJO28BWSSGCS

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Army. The names for organizations and suborganizations under the Army may resemble Table 4-2.

Table 4-2: Sample Organization Names for the Army

SAMPLE ORG NAMES FOR THE ARMY		
UIC	ARMY ORG NAME	DTS ORG OR SUBORG NAME
	USA Forces Command; Ft. Bragg, NC	DAFC
AAAAA1	XX th Airborne	DAFC20AB
AAAAA2	2 nd Brigade	DAFC20AB2
AAAAA3	2 nd Brigade HQ	DAFC20AB2HQ
AAAAA4	1 st Battalion XXX th INF	DAFC20AB21
AAAAA5	2 nd Battalion XXX th INF	DAFC20AB22
BBBBB1	1 st COSCOM	DAFC30COS
CCCCC1	HQ Special Forces	DAFC40SPFCS

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

SAMPLE ORG NAMES FOR THE MARINE CORPS		
RUC OR PLT CODES	MARINE CORPS ORG NAME	DTS ORG NAME
n/a	MCAS Beaufort, SC	DM6154
026	MCAS Beaufort, SC	DM6154026
HSAD	HQ-Headquarters Squadron	DM6154026HHS
MCCS	Marine Corps Community Service	DM6154026MCCS
SECM	Provost Marshall Officer	DM6154026PMO
S3AR	Operations	DM6154026S3
S4AD	Logistics	DM6154026S4
S6CM	Computer Services	DM6154026S6
COAD	Special Staff	DM6154026SS
SUPP	Supply	DM6154026SUP

Navy. The names for organizations and suborganizations under the Navy may resemble Table 4-4.

Table 4-4: Sample Organization Names for the Navy

SAMPLE ORG NAMES FOR THE NAVY		
UIC	NAVY ORG NAME	DTS ORG NAME
00018	BUMED (Claimancy)	DN18
00183	Portsmouth, NH (Echelon)	DN1800183
00183	NBHC Oceana (Activity)	DN180018332528
00183	X-Ray (Department)	DN180018332528XRAY

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.

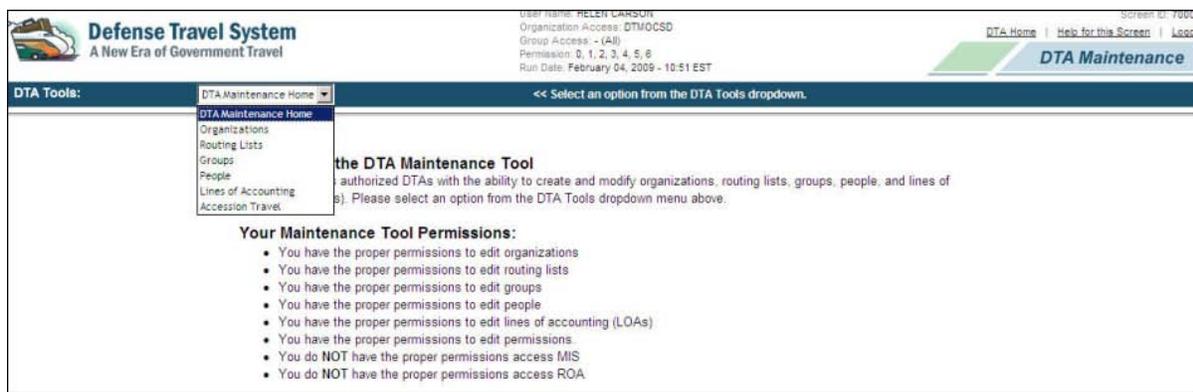


Figure 4-3: DTA Maintenance Tool Home Page

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.

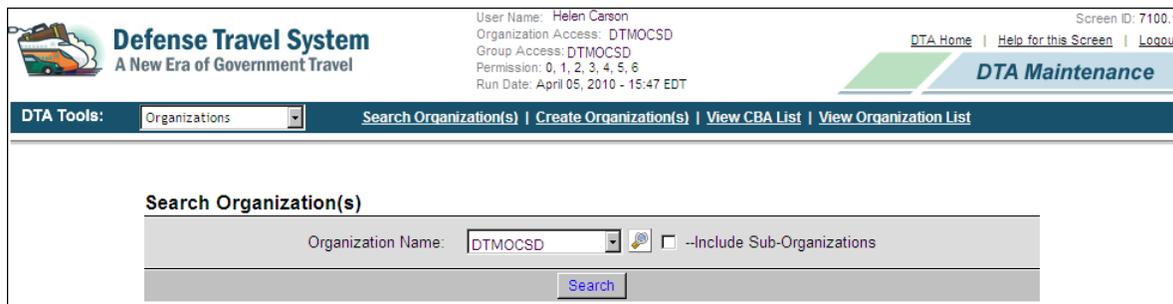


Figure 4-4: Search Organization(s) Screen

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-Organizations** 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).

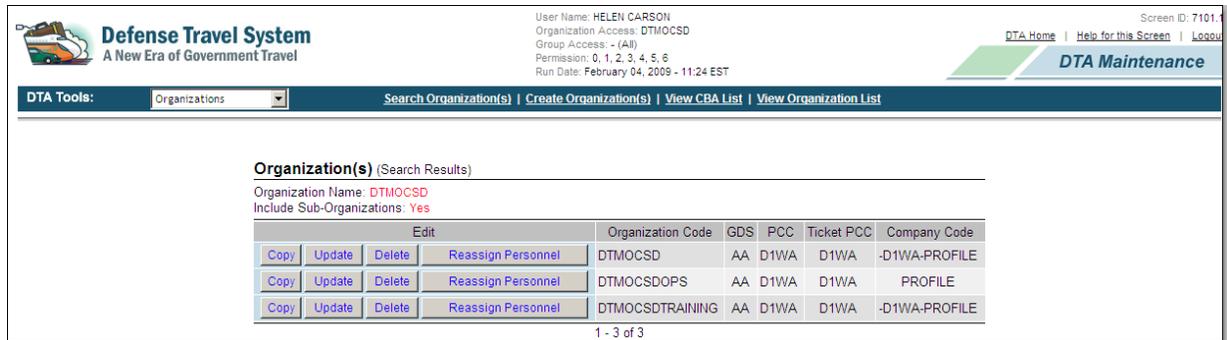


Figure 4-5: Organization(s) (Search Results) Screen

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

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Defense Travel System
A New Era of Government Travel

User Name: HELEN CARSON
Organization Access: DTMOCSD
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: February 04, 2009 - 11:27 EST

DTA Home | Help for this Screen | Logout

DTA Maintenance

DTA Tools: Organizations Search Organization(s) | Create Organization(s) | View CBA List | View Organization List

Organization Hierarchy

Site Name: * Camp Fairfax
(Geographic Location; City, Post, Camp or Station where the DTS Org is physically located)

Organization Code: * DTMOCSD
(DTS hierarchical naming sequence; enter up to 20 characters)

Organization Description: *
(Unit name (i.e., 1/21 Infantry Battalion, 225th Fighter Wing, Operations Group, etc.))

DTA ID : 8

Commercial Travel Office (CTO) Information

GDS: AA
PCC: D1WA
Ticket PCC: D1WA
Company Code: PROFILE

Organization Information

Service / Agency by which the traveler is employed: MARINE CORPS

Office Address Line 1: 310 Victory Lane
Office Address Line 2:
Office City: Fairfax
Office State / Country: VA
Office Zip / Postal Code: 22033
Mail Code:
Office Phone Number: 703-154-5412
Office Fax Number:
Number of Miles to Closest Airport:
Time Zone: 6
Organization Email Address: campfairfaxdta@military.com
Number of Work Hours / Day: 8
Present Duty Station Name: Camp Fairfax
Emergency Contact Name: Duty Desk
Emergency Contact Phone Number: 703-955-0957
Unit ID (UIC/RUC/PASSCODE): 32509
Email Notification: Y
Set threshold to require approval for CTO Ticketed Amendment with cost increase
N = must approve any increase (\$0.00 threshold)
Y = approve any increase greater than 5% (\$250.00 max)
N
 Copy ALL Routing List and Routing List Details from DTMOCSDOPS
 Copy ALL Groups and Global Group Membership Rules from DTMOCSDOPS
*If Copy Groups is selected, all personnel will be reassigned from DTMOCSDOPS

Copy Organization Cancel

Figure 4-6: Copy Organization Screen

The Copy Organization screen fields are described in Table 4-5.

Table 4-5: Copy Organization Screen Description

COPY ORGANIZATION SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
Site Name	The geographic location that hosts one or more main organizations.
Organization Name	The organization's unique name.
Organization Description	The functional name of the organization that the traveler uses to select the organization during self-registration.
DTA ID	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.
GDS	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.
PCC	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.
Ticket PCC	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.
Company Code	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.
Service / Agency by which the traveler is employed	The service or DoD agency where the traveler is employed.
Address1	The first line of the office address.
Address 2	The second line of the office address.
Office City	The city in which the office address is located.
Office State / Country	The state or country in which the office is located.
Office Zip /Postal Code	The ZIP code or postal code of the office address.
Mail Code	The office address mail station code.
Office Phone Number	The office phone telephone number.
Office Fax Number	The office fax number.
Number of Miles to Closest Airport	The number of miles from the office to the nearest airport.
Time Zone	The organization's time zone (such as Eastern Standard Time [EST] and Central Standard Time [CST]).
Organization E-mail Address	The organization's e-mail address. E-mail address will also receive e-mail notification for all new self-registrations for their organization.
Number of Work Hours/Day	The number of hours in an organization's typical workday (standard is 8).
Present Duty Station Name	The duty station name for the organization.
Emergency Contact Name	The organization's emergency contact name (i.e. Staff Duty Officer, Quarterdeck).

Table 4-5: Copy Organization Screen Description (continued)

COPY ORGANIZATION SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
Emergency Contact Phone Number	The organization's emergency contact telephone number.
Unit ID	The organization's UIC, RUC, or passcode.
E-mail Notification	The Yes and No radio buttons that enable and disable e-mail notification for the entire organization.
Auto Approve	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, whichever 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.

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**.

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).

The screenshot displays the 'Delete Organization' screen within the Defense Travel System. At the top, the system logo and user information are visible. The user is HELEN CARSON, with organization access to DTMOCS. The screen ID is 7103.1. Navigation links for DTA Home, Help for this Screen, and Logout are present. A 'DTA Maintenance' button is also visible. Below the navigation bar, there are links for 'Search Organization(s)', 'Create Organization(s)', 'View CBA List', and 'View Organization List'. The main content area is titled 'Delete Organization' and contains a table with the following details:

Organization Code:	DTMOCS
GDS:	AA
PCC:	D1WA
Ticket PCC:	D1WA
Company Code:	-D1WA-PROFILE

At the bottom of the table, there are two buttons: 'Delete Organization' and 'Cancel'.

Figure 4-7: Delete Organization Screen

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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.

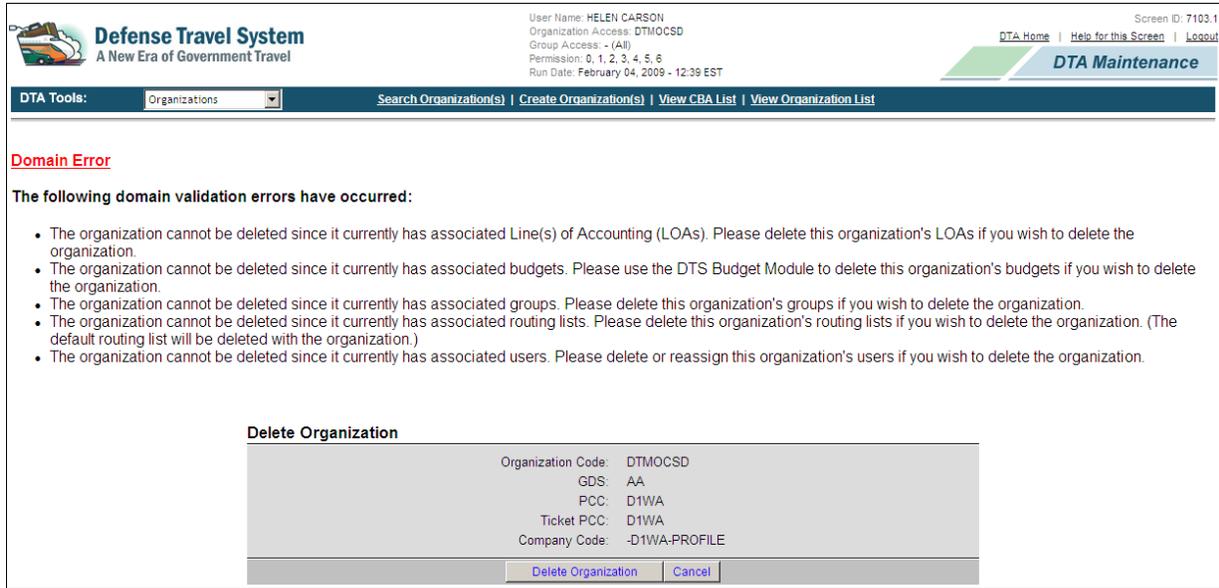


Figure 4-8: Domain Error Message

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).

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).

The screenshot shows the 'View CBA List' screen. At the top left is the 'Defense Travel System' logo with the tagline 'A New Era of Government Travel'. To the right of the logo, user information is displayed: 'User Name: HELEN CARSON', 'Organization Access: DTMOCSD', 'Group Access: - (All)', 'Permission: 0, 1, 2, 3, 4, 5, 6', and 'Run Date: February 04, 2009 - 12:49 EST'. Further right are links for 'DTA Home', 'Help for this Screen', and 'Logout'. Below this is a 'DTA Maintenance' banner. A navigation bar contains 'DTA Tools:' followed by a dropdown menu set to 'Organizations', and links for 'Search Organization(s)', 'Create Organization(s)', 'View CBA List', and 'View Organization List'. The main content area is titled 'View CBA List' and contains a form with 'Organization Name:' followed by a dropdown menu showing 'DTMOCSD', a magnifying glass icon, and a checkbox labeled '--Include Sub-Organizations'. A 'Run Report' button is located below the form.

Figure 4-10: View CBA List Screen

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).

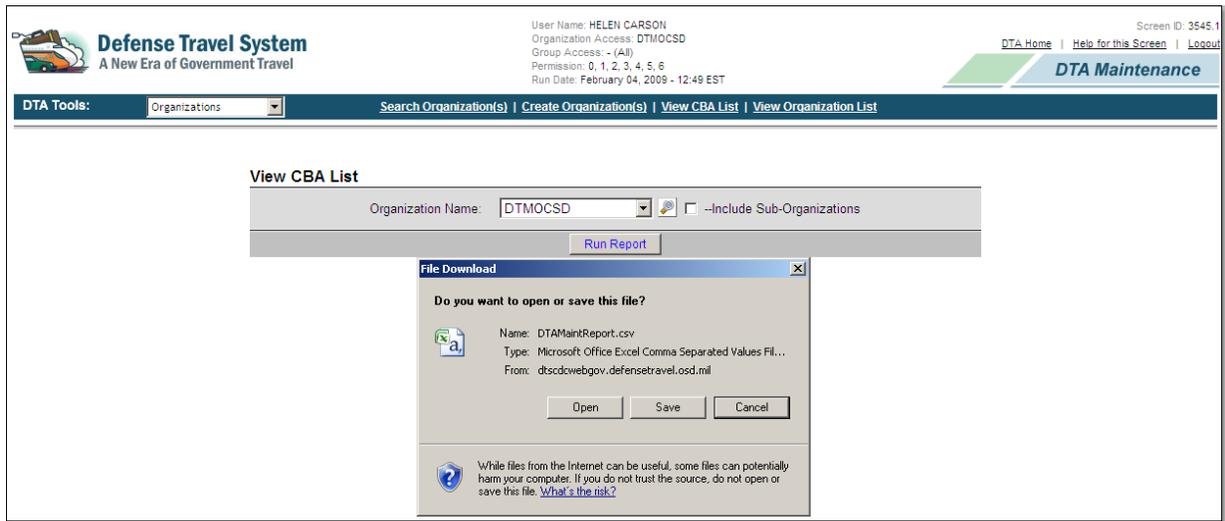


Figure 4-11: File Download Message Box

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).

Figure 4-12: View Organization List

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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