



MANUAL



# DTA Manual, Appendix L: Reorganizations

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V1.5



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## Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
1.0	04/25/18	Defense Travel Management Office (DTMO)	Change format, updated language & screenshots	All
1.1	08/17/18	DMTO	Updated URLs to https vs. http	Throughout
1.2	03/29/21	DTMO	Added CBA, TMC, and DTA ID and Reject Email, and CT  Updated Message Center screen Updated Maintenance Tool screens Update Budget Tool screens  Added Site Name Z-Disabled Orgs Process	Section 1  Throughout Throughout Throughout  Section 4.8
1.3	05/19/22	DTMO	Formatting, added new template Added new screen shots	Throughout
1.4	08/07/23	DTMO	Reformatted footer	Throughout
1.5	10/19/23	DTMO	General Review Updated Delegate Authority section Updated Reassign Personnel Added new section permissions, accesses, and special roles	Throughout Page 4 Page 12 Page 13 -14

## Chapter 1: Reorganization Overview

When your senior management changes your organization structure, you may find it necessary to change your Defense Travel System (DTS) organization set-up as well. Even without such a change, other circumstances – for example, an organization name change or a mass reassignment of personnel – may lead you to consider a DTS reorganization.

Before acting in DTS, carefully plan and discuss the scope of work within your organization and reach out to your Component. Be aware some actions require outside coordination. Whatever the reason you need to reorganize your DTS structure, the contents of this document address key considerations and typically actions.

On the DTMO website at <https://www.travel.dod.mil/> you can find many resources to assist you.

### 1.1 A Warning about Travel Documents



Before moving profiles from the old structure to the new organizations, you should confirm there are no active travel documents. If the traveler has open trips, wait to move the profile until the voucher processes through approval. If you move a traveler profile to a new organization with active travel documents in process, there is a risk of document routing disruption and payment delay. Documents associate to the organization they were created under, so the approval remains with the AOs in the routing list of the old organization.

### 1.2 DTS Centrally Billed Account (CBA)



A **Centrally Billed Account (CBA)** allows travelers without an **Individually Billed Account (IBA)** to use DTS to obtain tickets for airfare and rail. If your new organizations require a CBA, work with your Component Program Manager (CPM) to open a CBA account with the vendor. Complete the [CBA Worksheet](#) and request data load into the DTS organizations well in advance of travel. You can verify the CBA load is available under the **DTA Maintenance Tool, DTA Maintenance Tool Home, Organizations, and View CBA List**. For more information on DTS Organizations, see [DTA Manual, Chapter 4](#).

### 1.3 Travel Management Company (TMC) Information



The **Travel Management Company (TMC)** or **Commercial Travel Office (CTO)** information appears in the DTS Organization table. The supporting TMC for reservation processing and ticketing is one of the decisions determined outside of DTS. During the reorganization process, you need to verify the servicing TMC information. If your CTO information is not in DTS, submit a [TraX Help Ticket](#) to request the CTO load. As you establish the new orgs in DTS, select the appropriate CTO data. Once you begin processing documents with reservations, ensure the appropriate TMC receives the DTS requests. For more information on DTS Organizations, see [DTA Manual, Chapter 4](#).

### 1.4 DTA ID and Reject Email



The **DTA ID** and **Reject Email** account appears in the DTS Organization table. When a document rejects from the accounting and/or disbursing system, DTS sends a notification to the account with the relevant data. During the reorganization process, you need to verify the **DTA ID** and **Reject Email** account in DTS is correct, the email externally works, and someone has access. If you need a new email account, work with your IT to setup the account. Once you have the new account, submit a [TraX Help Ticket](#) to request the DTA ID and Reject Email data load in DTS. As you establish the new orgs in DTS, select the appropriate **DTA ID** and **Reject Email** account. **Note:**

If using the **Copy** option to establish organizations, use **Update** for each new organization entry, if you need to switch the data. For more information on DTS Organizations, see [DTA Manual, Chapter 4](#).

## 1.5 Delegation Authority



**Delegation Authority** allows authorizing officials to grant their signature approval to another person assigned to their organization who also has permission level 2. Once the **Delegation Authority** is place, it stays in place until removed by the delegator or when the DTA detaches the profile from DTS.

You need to identify early on which AOs used this function in your organizations. Run a view listing, review the results, and then contact the individuals to remove their signature delegations.

Here is how to run the **View Delegated Authorities List**:

1. Starting on the **Search Routing List(s)** screen, select **View Delegated Authorities List** from the menu line.
2. The **View Delegated Authorities List** page displays. Select the **Organizations** and **Include Sub-Organizations** and choose **Run Report**.
3. From the report, use the findings to notify the AOs of required action being sure to provide **Delegation Authorities** removal instructions.

**Note:** The routing list for an organization should always contain multiple people at each step to prevent routing stoppage, so there should be little need to use the **Delegate Authority** option.

For more information on DTS **Routing Lists**, see the [DTA Manual, Chapter 5](#).

## 1.6 Compliance Tool Access



Serving as part of the DTMO Travel Policy Compliance Program, the **Compliance Tool (CT)** is an automated application, which reviews all DTS travel vouchers and identifies potential improper payments, including duplicate claims. Those who support audits and travel compliance receive access to the CT to review findings and monitor error corrections for their organizations. Even though the CT checks the DTS vouchers for accuracy, it operates independently from the (DTS). When the CT identifies an issue, the appropriate individuals receive emails. Based upon the findings, corrective actions then must occur to the DTS documents.

During a realignment, you need to determine who has current CT access and who may need CT access to the new organizations. Once your new organizations are setup in DTS and preferably before documents process in the new organizations, contact your Component. Request access for the identified CT users and provide the exact DTS names the individual(s) need access within the CT. Remember, access to DTS functions have no bearing on CT access, so this is a separate setup by your Component. The [Travel Policy Compliance Tool User's Guide](#) provides administrators the governing policies and discusses how to use the CT.

For more information on the **Travel Compliance Program**, see the [DTMO](#) website.

## Chapter 2: The Eight Steps to Reorganization

The steps listed below show one route to successfully executing a reorganization in DTS. Other options are possible. See flowchart in Figure L-1.

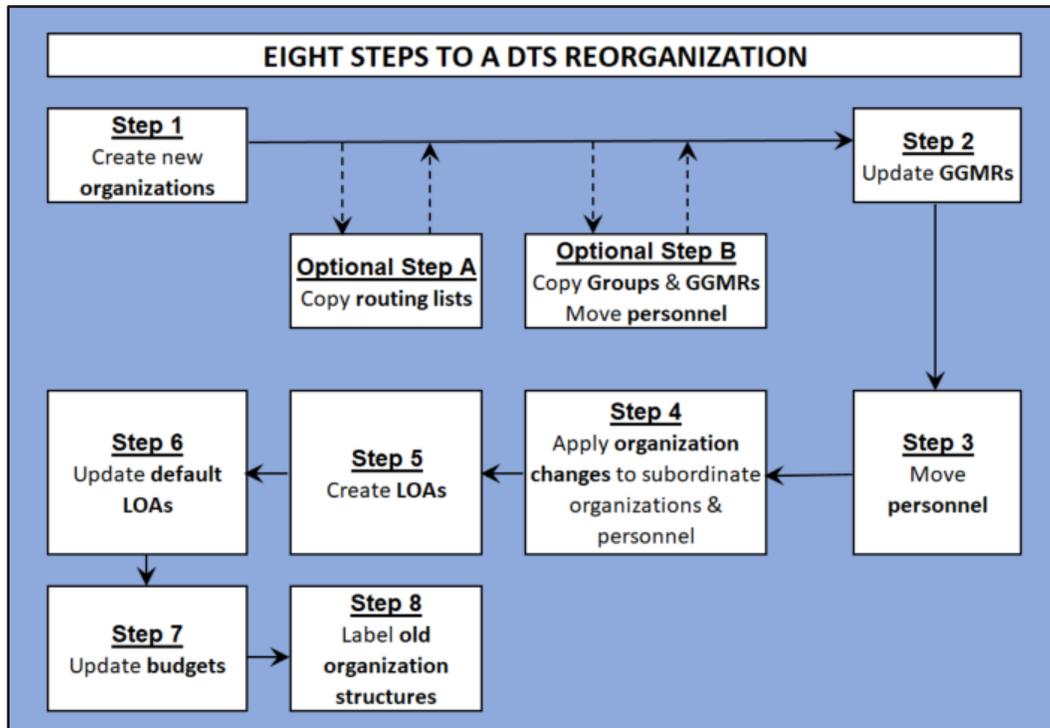


Figure L-1: Eight Steps to a DTS Reorganization

The rest of this document is dedicated to explaining the steps in detail.

1. Create the new organizations. If you create a new organization by copying an old one, DTS offers you two options:
  - Option A – Copy the organization’s routing lists to the new organization.
  - Option B – Copy the organizations groups, global group membership rules (GGMRs), and personnel to the new organization.
2. Validate or update the GGMRs in each new organization.
3. If any personnel are in the organization, reassign them to their proper organization.
4. Make any necessary changes to each organization and if needed, copy those changes to its subordinate organizations and assigned personnel.
5. Create Lines of Accounting (LOAs) for each new organization.
6. Update the default LOA for each new organization.
7. Edit budgets and set targets for each new organization, if needed create new budgets.
8. Mark former organizations for non-use or delete any structures of the former organization you no longer need.



**Note:** Recommend running reports, which include travel documents in the old organization:

1. Run the reports **BEFORE** they move profiles to their new organization

–OR–

2. Keep (or be given) access to their old organization (or to an organization hierarchically above both their new organization and the old organization)

–OR–

3. Create a second DTS user profile with access to the old organization.

**Note:** For more information about any of these steps, see the [DTA Manual, Chapters 1- 10](#). See Section 6 of this Appendix for a complete list with links to the [DTA Manual](#) chapters and appendices.

## Chapter 3: Outside Entity Executes Reorganization

If your planned organization structure will be part of a hierarchy that you don't currently have organization access to, you can't use the **DTA Maintenance Tool** to execute the reorganization. For example, you currently fall under DA740, but your organization is restructuring to DA780. In this situation, you must contact a higher-level DTA, your Component's DTS office, the Defense Travel Management Office (DTMO), or the Travel Assistance Center (TAC) for assistance.

There are several resources on the DTMO website at <https://www.travel.dod.mil/>.

- [Training Materials](#)
  - Information Papers
  - DTA Manual
  - Trifolds
- [Local Level Assistance](#)
- [Travel Assistance Center](#)

Regardless of who builds the main organization, it is important you understand the required steps for reorganization, (Figure L-1 in Chapter 2). You should be prepared to assist those who will help you execute the realignment.

1. Create New Organizations
2. Copy Routing Lists
3. Copy Groups and GGMRs
4. Profiles
5. LOAs
6. Budgets
7. Label the Old Organizations

Be aware the steps may include outside actions such as training of personnel as AOs and TMC coordination. Work with your Component Representative to address these requirements.

## Chapter 4: DTA Executes Reorganization



If the reorganization occurs completely within the hierarchy in which you have access, you can use the DTA Maintenance Tool to accomplish the reorganization. You need access to the former and new organization structure, if you are to complete all reorganization steps. Below is a summary of the process. To learn more about the DTA Maintenance Tool, see the [DTA Manual](#). At the end of this Appendix, see the full list of chapters with links.

### 4.1 Create New Organizations

Before creating your new organizations, you should familiarize yourself with your current organization structure. You should also consider mapping out the new organization by deciding which organizations you should copy to create the organizations you need, and which you will create from scratch. For more information, see the [DTA Manual, Chapter 4](#).

To display all your current organizations, in the **DTA Maintenance Tool's Organizations** module, execute a search with your main organization as the **Organization Name** and check the **Include Sub-Organizations** box (see Figure L-2) before you select **Search**. The search results (Figure L-3) will contain all the organizations you can access.

**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 L-2: Search for All Organizations You Can Access

Organization(s) (Search Results)								
Organization Name: DTMOCSDD								
Include Sub-Organizations: Yes								
Edit				Organization Code	GDS	PCC	Ticket PCC	Company Code
<a href="#">Copy</a>	<a href="#">Update</a>	<a href="#">Delete</a>	<a href="#">Reassign Personnel</a>	DTMOCSDD	AA	D1WA	D1WA	-D1WA-PROFILE
<a href="#">Copy</a>	<a href="#">Update</a>	<a href="#">Delete</a>	<a href="#">Reassign Personnel</a>	DTMOCSDD460FM	AA	D1WA	D1WA	D1WA PROFILE
<a href="#">Copy</a>	<a href="#">Update</a>	<a href="#">Delete</a>	<a href="#">Reassign Personnel</a>	DTMOCSDDOPS	AA	D1WA	D1WA	D1WAPROFILE
<a href="#">Copy</a>	<a href="#">Update</a>	<a href="#">Delete</a>	<a href="#">Reassign Personnel</a>	DTMOCSDDTRAINING	AA	D1WA	D1WA	D1WAPROFILE
1 - 4 of 4								

Figure L-3: Organization(s) (Search Results) Screen

**Note:** If you have a very large organization hierarchy, suggest you run the **View Organization Listing** to identify all the DTS **Organization Codes**. If you need more assistance identifying the DTS organizations, then contact your Component.

**Create** option to establish an organization:

1. Select the **Create Organization(s)** link on the dark blue navigation bar.

2. On the organization profile screen, enter all required information and select **Save Organization**.

The new organization will have a default routing list (unpopulated), but no LOAs, groups, assigned personnel, etc. You must create each one of the items.

**Copy** option to establish an organization:

1. Select **Copy** next to the source organization on the **Organization(s) (Search Results)** screen (Figure L-3).
2. On the organization screen, enter all the required information.
3. Decide whether you want to take advantage of the two options at the bottom of the screen. See the options in Figure L-4. More details are available in sections 4.1.1 and 4.1.2.
4. Select **Save Organization**.

**Note:** The new organization may have additional routing lists (and all routing lists fully populated), and it may also have populated groups, active GGMRs, and assigned personnel, if you took advantage of one or both **Copy Options** as described below. You may need to make changes to routing lists and groups based upon the new structure.

<p>Copy Options:</p> <p><input type="checkbox"/> Copy ALL Routing List and Routing List Details from DTMOCS</p> <p><input type="checkbox"/> Copy ALL Groups and Global Group Membership Rules from DTMOCS</p> <p>*If Copy Groups is selected, all personnel will be reassigned from DTMOCS</p>
--

*Figure L-4: Organization Screen – Copy Options*

**Note:** The TMC or CTO information consists of the GDS, PCC, Ticket PCC, and Company Code. These fields are critical to transmit travel reservation requests from DTS to the proper servicing agent for booking and ticketing actions. If you uncertain of the proper data or require changes due to the realignment, submit a [TAC Help Ticket](#) for support.

#### 4.1.1 (Optional) Copy Routing Lists and Routing List Details

If you choose to **Copy ALL Routing List and Routing List Details from <organization>** (see Figure L-4), DTS copies all the source organization’s routing lists to the new organization, and they the populate with routing elements (i.e., document type, stamp, person, and level). Once copied into the new organizations, review the routing lists ensuring they support the travel needs. You should add additional routing elements or remove those not essential to support travel.



If you do not check the copy box, DTS only creates a default routing list (name), which contains no routing elements, for the new organization. You must populate the copied routing lists with all three document types, before a traveler may use it. Create and populate any additional routing lists that the organization requires.

For more on creating and updating routing lists, see the [DTA Manual, Chapter 5](#).

#### 4.1.2 (Optional) Copy Groups and GGMRs and Reassign Personnel

If you chose to **Copy ALL Groups and Global Group Membership Rules** from **<Organization>** (see Figure L-4), DTS copies all the source organization’s groups and GGMRs to the new organization. Selecting the box will also reassign all the source organization’s personnel to the new organization. You cannot select individual groups or GGMRs to copy, or specific personnel to reassign if you select this box; it’s an “all or nothing” decision.

**Note:** There are two important considerations before you check the **Copy Groups** and **GGMRs** box:

1. Although DTS creates new GGMRs that reflect the name of the new owning organization, it does not change the name of the organization that owns the destination group. So if the source organization currently owns a GGMR that puts its travelers into a group that the source organization owns (a very common occurrence), the new GGMR continues to put the travelers into a group owned by the source organization. For example: DA12345 has a GGMR that puts all its travelers into a group called MAIN, which DA12345 owns. When you copy that organization to DA98765 with this checkbox selected, DTS creates the organization DA98765, as well as a GGMR that puts all travelers into the group called MAIN.

**Note:** If you have access to multiple organizations, and the primary group names are all the same, make sure you are working with the correct org and group to make changes under **Groups**, **Individual Group Membership** and **Global Group Membership** tables.

2. If you are in the organization you copy, when DTS moves the personnel to the new organization, it moves you as well. If you had organization access to the source organization, DTS updates your organization access to the new organization. Thus, you will be unable to continue working with the source organization's assets, and you can't move yourself back to the source organization without assistance from another DTA. See higher organization access below.

Personnel who need organization access to the old and new org, who have a higher organization access when using the **Copy Org** and **Groups** to reassign the profile should retain their organization access. Personnel moved in this way also retain their:

- Organization access to other organizations
- Permission levels
- Group Access
- Default routing list (either updated to the new organization's default routing list or retained as is if they have an alternate one)
- All data in the User Specific Data area of their DTS profile
- All data in the General Traveler Data of their DTS profile

If you do not check the **Groups** option box, you must create any groups and GGMRs the new organization requires. Obtaining a record of the old organization's group structure can help you to build new groups. From the **DTA Maintenance Tool's Groups** module, enter your main organization as the **Organization Owner Name**, check **Include Sub-Organizations** (Figure L-5) and **Search** groups. The result will be a list of all groups in your organization hierarchy (Figure L-6).

**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:	<input type="text"/>	
Organization Owner Name:	<input type="text" value="DTMOCSD"/>	<input checked="" type="checkbox"/> Include Sub-Organizations

*Figure L-5: Search Group(s) Screen*

Group(s) (Search Results)		
Organization Owner Name: DTMOCS		Group Name:
Include Sub-Organizations: Yes		
Edit	Organization Owner Name	Group Name
Delete	DTMOCS	CSD
Delete	DTMOCS	OPS
Delete	DTMOCS	Training
Delete	DTMOCSOPS	OPS
Delete	DTMOCSOPS	SIM
Delete	DTMOCSTRAINING	HD
Delete	DTMOCSTRAINING	OPS

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Figure L-6: Group(s) Search Results Screen

## 4.2 Update GGMRs

Review every new organization's GGMRs to make sure all GGMRs are in place. For those that are in place, make sure they have the proper group and group organization owner names; this does not always happen when you copy organization (e.g., if the owning organization changed its name in the reorganization). If any GGMRs are missing, either because you created the organization from scratch or because you chose not to copy the GGMRs when using the **Copy** feature to create the organization, then you will need create the new rules to fill the gaps. See the [DTA Manual, Chapter 6](#) for information on working with DTS Groups.

## 4.3 Reassign Personnel

When restructuring you may need to move all profiles from one organization to another (i.e., exact one for one swap). In some situations, searching for the organization, then selecting **Copy** and choosing the **Copy Option** for groups, to move all personnel in the source organization to the new organization works best. In other cases, you need to move profiles from one organization into different organizations. You can quickly move profiles within the **Organization** module by using the **Reassign Personnel** option. **Note:** This step assumes you are not moving travelers with open documents.

To begin, select **Reassign Personnel** on the **Organization(s) (Search Results)** screen (Figure L-3), then select up to five destination organizations (Figure L-7).

### Search Organization(s)

Source Organization Selected: DTMOCS D  
Add up to 5 destination organizations for ReAssigning Personnel

Please enter four or more characters to display list of available organizations.

DTMOCS D460FM

DTMOCS DOPS

DTMOCS DTRAINING

*Figure L-7: Search Organization(s) Screen with Destination Organizations Selected*

After you select **Save and Continue**, the list of people displays, so you can choose the new assigned organization for each person (Figure L-8). Select **Save and Refresh Page** to reassign the personnel to the selected organization. If you have more than five destination organizations, you must go through this process more than once to move the profiles to the proper destination organization.

### Reassign People (Search Results)

Please choose one org for each person to be reassigned to.

Organization Name: DTMOCS D

Name:	SSN:	DTMOCS D (Current Org)	DTMOCS D460FM	DTMOCS DOPS	DTMOCS DTRAINING
Nguyen,Andreas	XXXXX1111	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
West,Chris A	XXXXX9741	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
West,Eric T	XXXXX9743	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
West,Helen D	XXXXX9740	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
West,Molly T	XXXXX9742	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<a href="#">check All</a> <a href="#">uncheck All</a>			

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*Figure L-8: Search Organization(s) Screen: Destination Organizations*

When you use the **Reassign Personnel** option to move people, DTS:

- Removes organization and group access.
- Removes their default LOA.
- Retains their permission levels.
- Retains all the information in the **General Traveler** Data and the User Specific Data sections of their personal profiles.
- Adjusts their group membership according to GGMRs – adding them to the new organization’s groups and removing them from the old organization’s groups if both organizations have GGMRs in place.

- If you did not copy their old organization's routing lists, their default routing list will be change to the new organization's default routing list.

### 4.3.1 Permissions, Accesses, and Special Roles

There are primary controls DTS uses to allow access to modules and functions: permissions, accesses, and special role indicators. You set these controls in the *User* and *User/Traveler* profiles. To learn about DTS controls, see the [DTA Manual, Chapter 3](#).

- **Permissions:** Determines what the holder can accomplish in DTS (e.g., approving travel documents, creating routing lists, rolling over LOAs) and varies depending on their assigned permission level(s). Each role performs different tasks, so each role requires different permission levels.
- **Organization Access:** Gives the holder the ability to modify an organization's DTS assets, such as organizations, routing lists, groups, profiles, LOAs, and budgets. It also allows the holder to run DTS reports.
- **Group access.** Gives the holder the ability to access travelers' documents when the travelers are members of the holder's group.
- **Special Role Indicator:** Gives the holder the ability to perform special functions in DTS (e.g., NDEA, Self-AO).

**Note:** Follow your local Business Rules for required training, role assignment, and tracking procedures to adhere to travel compliance.

**Review Moved Profiles:** When using the bulk personnel move process, you should verify all the movable profiles (i.e., no open documents) transferred and are assigned to the appropriate organizations. **Note:** Determine if *User* only profiles should remain in the old org (e.g., to run reports, conduct research, or support audits) for a period or you will detach them from the old organization on a designated date.

With the **Reassign Personnel** option, profiles lose organization and group access, but retain permissions, so it is vital to ensure the profiles have the proper setup to support their roles in the new organization.

Begin by logging into DTS: From the DTS **Dashboard**, select **Administration**. Then select the **DTA Maintenance Tool** and choose the **People** module. You can **Search People** to locate the profiles assigned to the organization(s). View the information on the screen or run the **View Person Lists**, **Basic Traveler Info List** and the **Special Features Info List** (e.g., NDEA, Self-AO etc.) to review profile setup. On the **Search People Results** screen, select **Update** for the profile requiring a change. Per the Component's guidelines complete the following:

1. Determine if the profile needs organization access and assign at the appropriate level.
2. Determine if the profile needs group access and assign appropriately.
3. DTS auto-grants permission level 0 which is required to access the system. Based upon the designated role, grant additional permissions and remove any permission not necessary to support the role.
4. Grant any specialized role assignment (e.g., NDEA) and remove any not necessary to support the role.
5. Select **Save Changes** at the bottom of the profile page to retain content.

**Create New Profiles:** For employees expected to travel, but were not in the old organization and moved over, you need to create a profile.

Begin by logging into DTS: From the DTS **Dashboard**, select **Administration**. Then select the **DTA Maintenance Tool** and choose the **People** module. Select **Create Person** from the **Menu Bar**. On the **Create Person** page, complete the following:

1. Enter the SSN.
2. Determine if the profile is a *User* only or *User/Traveler*. Answer the question, **Is this person going to travel?** Check the **Yes** or **No** radio button.
3. Determine if the profile is **Reserve/National Guard**: check the box if the answer is yes otherwise, leave the box unchecked.
4. Select **Continue**. The **Create Profile** page opens.
5. Enter the name, email, organization of assignment for the **General Traveler Data**.
6. Determine the role for the employee. **Note**: Based upon your local Business Rules ensure training completion for designated roles (e.g., AO).
7. Determine if the profile needs organization access and assign at the appropriate level.
8. Determine if the profile needs group access and assign appropriately.
9. DTS auto-grants permission level 0 which is required to access the system. Based upon the designated role, you will grant additional permissions.
10. Grant any specialized role assignment (e.g., NDEA).
11. Complete the required fields on the page.
12. Select **Save Changes** at the bottom of the profile page to retain content.

To learn more about creating, updating, and detaching DTS profiles, see the [DTA Manual, Chapter 7](#).

## 4.4 Organization Changes Applied through the Hierarchy

The organization information in a person's personal profile does not change when they move to the new organization using the bulk move process. Likewise, when you use **Copy** to establish a new organization from an existing org the information remains the same. To change organization data you use the **Update** feature.

Begin by logging into DTS: From the DTS **Dashboard**, select **Administration**. Then select the **DTA Maintenance Tool, Organizations**. Select **Search Organization(s)** to locate the organization requiring a change. Select **Update** on the organization row. The **Update Organization** screen opens. Make the required changes for *only* this organization. For example, update the **Duty Address** information for example org DTMOCS. Then select **Save Changes**. To apply changes to this organization and its personnel (in their profiles) and other organizations within the hierarchy, see Section 4.4.1 and Section 4.4.2 below.

### 4.4.1 Apply Main Organization Changes to Subordinates

On the **Update Organization** page, when you make changes to the organization, then use the **Update Options** (Figure L-9) at the bottom of the page, you can update the org and the profiles assigned to the organization. **Note**: Not all changes cascade down the organization hierarchy (e.g., TMC information is exempt from such updates)

Update Options:	<input type="checkbox"/> Save these changes to ALL Personnel under DTMOCS
	<input type="checkbox"/> Save these changes to ALL Sub Organizations of DTMOCS

*Figure L-9: Update Organization Screen – Update Options*

When you check the **Save these changes to ALL Personnel under <organization>** box, the organization address data that appears in organization table, updates in the DTS personal profiles. For example, if you change the duty phone number in the org table and use the **Update Options**, then the traveler profiles update simultaneously instead of you having to update the organization address in each individual traveler profile.

When you check the **Save these changes to ALL Sub Organizations of <organization>** box, all the information that you changed updates for all the organizations under this one in the hierarchy. For example, use the **Update Options** within the organization if the entire hierarchy moved to a new street address, you change it once and it updates all organizations.

**Note:** Only information that you changed in the source organization will update for its personnel and subordinate organizations. For example, if the organization changed street addresses but kept the old phone number, then all the organizations will retain their old phone numbers.

#### 4.4.2 Update Subordinates without Updating Main Organization

If the data for an organization does not change, but you need to update the information for its subordinate organizations and/or personnel, you can still use the **Update Options** to shorten the steps.

Say for example, that several field offices are relocating to the main organization's current address. You need to update the address for all the subordinate offices, but not the address of the main organization.

Here is a way to make organization changes quickly:

1. Update the main organization, deleting the data in all the fields that need to change for the subordinate organizations. Save that change without checking either **Update Options** box.
2. Update the main organization again to put the information back. Since these registers as a change, when you check either or both **Update Options** boxes, DTS updates the information for the personnel and/or subordinate organizations.

#### 4.5 Create Lines of Accounting (LOAs)

The new organizations must have DTS LOAs and budgets to process travel documents. Depending upon your site either you, a Financial DTA (FDTA) and/or Budget DTA (BDTA) may complete this step.

There are a couple of options to build the LOAs. You may use the **Copy** option and **Update** (if needed) or use the **Create** function to build the LOAs from scratch. **Note:** If the **Format Map** changes for your organization, then you must use **Create** to establish the LOAs. For a complete list of LOA **Format Maps**, see the [DTA Manual, Appendix R](#).

This section along with 4.6 and 4.7 address the LOAs and funding for the new orgs. For more details on DTS LOAs and Budgets, see the *DTA Manual*, [Chapter 8](#) and [Chapter 9](#).

### 4.5.1 Determine Current LOA Structure

You need to locate the LOAs your organizations currently use. Start by logging into the **DTA Maintenance Tool's Lines of Accounting** module. **Search** for all your LOAs by using your main organization as the **Organization Name** and check **Include Sub-Organizations** (Figure L-10). The result will be a list of all LOAs your organizations own (Figure L-11).

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

Label:  (FY + LOA Name)  
 Format Map:   
 Organization Name:   --Include Sub-Organizations  
 Unbudgeted LOA(s) Only:

[Search](#)

Figure L-10: Search Lines of Accounting Screen

**Lines of Accounting**(Search Results)  
 Organization Name: DTMOCS  
 Include Sub-Organizations: No  
 Format Map:  
 Label: 22  
 Unbudgeted LOA(s) Only: No

Select to Delete or Rollover	Edit	Organization Name	Label	Shared	Format Map	Link to
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">X-Org Funding</a>	DTMOCS	22 BAND	No	AF 2, 9/29/2003	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">X-Org Funding</a>	DTMOCS	22 EXEC	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">X-Org Funding</a>	DTMOCS	22 ROUTINE TVL	No	ARMY 3, 6/6/2003	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">X-Org Funding</a>	DTMOCS	22 TRAINING	No	AF 2, 9/29/2003	<a href="#">New Budget</a>

Select All Clear All  
[Delete Selected \(on this page\)](#) [Rollover Selected \(on this page\)](#)  
 1 - 4 of 4

Figure L-11: Lines of Accounting (Search Results) Screen

To see the **LOA Labels** with all the data element details, suggest you run the **View LOA(s) List**.

1. Select the **View LOA(s) List** link on the dark blue navigation bar (Figure L-12)

**DTA Tools:** Lines of Accounting  | [Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

**View Lines Of Accounting (LOA) List**  
 For "Organization Name" please enter four or more characters in the corresponding field to display list of available organizations.

Organization Name:   --Include Sub-Organizations

[Run Report](#)

Figure L-12: View Lines Of Accounting (LOA) List Screen

2. Enter the **Organization Name** and check box to **Include Sub-Organizations**.

3. Select **Run Report**.
4. DTS will have you save the report to your PC before you can open the excel file and review contents.

#### 4.5.2 Create New LOAs

To create a new LOA in organization from scratch, begin in the **Lines of Accounting** module:

1. Select the **Create LOA(s)** link on the dark blue navigation bar (Figure L-13).

Figure L-13: Create Line of Accounting Screen

2. On the **Create Line of Accounting** screen, select a **Format Map** and select **Continue**.
3. After the screen refreshes, enter all required information on the **Create Line of Accounting** page and select **Save Line of Accounting**.
4. The newly created LOA will display on the **Lines of Accounting (Search Results)** screen.
5. To create a new LOA by copying an existing one:
6. Select **Copy** next to the source LOA on the **LOA(s) (Search Results)** screen (Figure L-11).
7. On the **Copy Line of Accounting** screen, enter and update all the required information, then select **Save Copied Line of Accounting**.
8. The newly created LOA will display on the **Lines of Accounting (Search Results)** screen.

When creating the LOA, if you check the box to create a new budget, the item does not have any associated funding. The funding step occurs outside of the **DTA Maintenance Tool**, in the **Budget Administration Tool**. Later in the reorganization process, we address setting budget targets.

**Note:** If you need to update the data elements for a LOA, then wait and don't check the box to **Create Budget** simultaneously with the LOA. You can create the budget items later.

#### 4.6 Update Default LOAs

Some organizations set a **Default LOA** label in the traveler's profile. This option automatically applies the specified LOA to a document at trip creation. For organizations with only a few travelers, you may simply choose **Update** for each traveler's DTS profile and select the **Default LOA** label. For organizations with many travelers, consider using a global update to change the profiles all at once.

Here is how to use the global option:

1. From the **DTA Maintenance Tool's Lines of Accounting** module, select **Update Default LOA(s)** on the dark blue navigation bar (Figure L-12). The **Default LOA Update** screen (Figure L-14) opens.

Figure L-14: Default LOA Update Screen

2. Select the **Organization Name** that you want to set the **New Default LOA Label**. Check the box if you want to **Include All Users**, then select **Submit**. The **Default LOA Update Person (Search Results)** screen (Figure L-15) opens.

Select to Include in Update	Organization Name	Name	SSN	Existing Default LOA Label	New Default LOA Label
<input type="checkbox"/>	DTMOCS	Garcia, Allison T	XXXXX9742	22 TRAINING	23 TRAINING
<input type="checkbox"/>	DTMOCS	West, Eric T	XXXXX9743R	22 TRAINING	23 TRAINING

Figure L-15: Default LOA Update (Search Results) Screen

3. Check the box next to the travelers to include in the update and select **Submit**.
4. The **Default LOA Update Person (Search Results)** page updates reflecting the **New Default LOA Label** for the listed travelers. **Note:** The travelers' profiles under the **People** module immediately reflect the **Default LOA** label change.

## 4.7 Budgets

For the AO to approve the organization's travel, there must be a LOA and budget with available funds. When ample funds are not allotted for the trip or the LOA has no associated budget item, during the approval process, the AO receives a hard stop and a warning indicating corrective action required. Although each organization determines when and how much funding to add to the DTS budgets, ensuring the budget is setup timely helps to reduce document-processing delays.

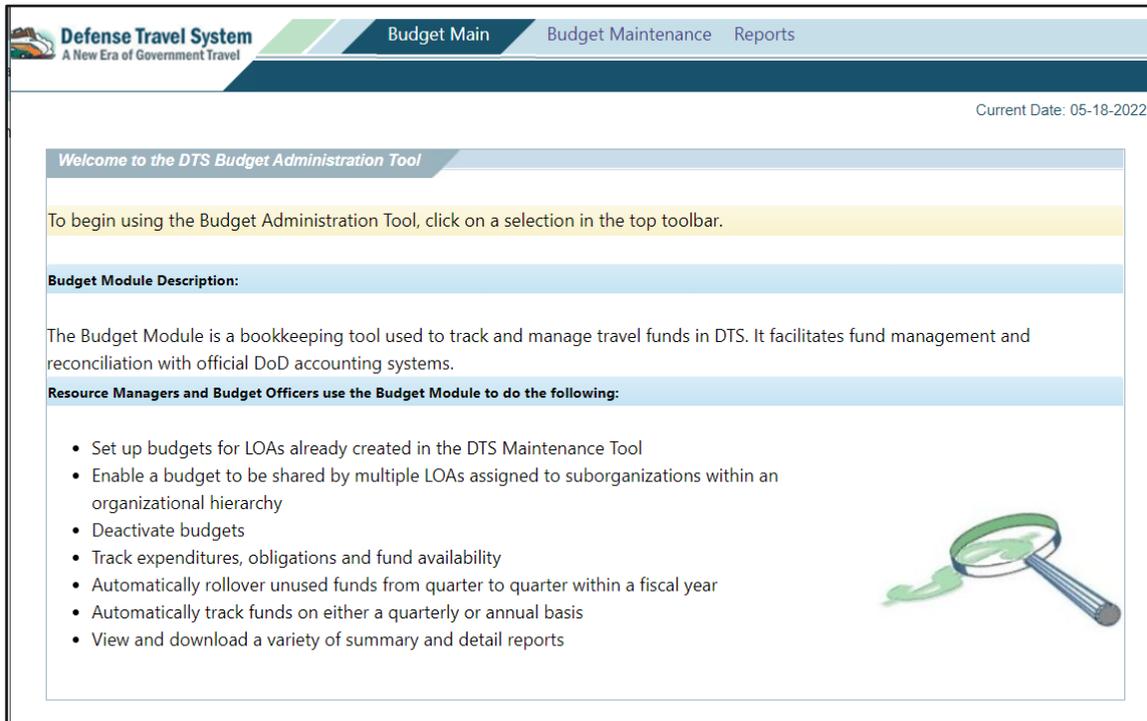
You can search and edit budgets under the **Budget Tool**. You can run the **Balance** report to verify the organizations' budgets funding before and during document processing. For information on DTS Reports, see the [DTA Manual, Chapter 10](#).

### 4.7.1 Setting Budget Targets

As mentioned in Section 4.5.2, when you create a new LOA, you can create a new budget at the same time, but it contains no money.

Here is how you add funds to a **DTS Budget**:

1. From the DTS **Dashboard**, select **Administration** from the menu line. Then select **Budget Tool**.
2. The **Welcome to the DTS Budget Administration Tool** page displays. Select the **Budget Maintenance** tab (Figure L-16).



*Figure L-16: Budget Maintenance Home Screen*

3. Select **Show Budgets**. The **Show Budgets** page opens allowing you to enter the **Organization**, option to check the box **Include Sub Organizations**, option to enter a **Budget Label**, and then select **Show Budgets for Selected Organization(s)**.
4. The **Show Budget Results** screen displays the budget list (Figure L-17).

Show Budgets Results									
<p>The following list shows the budgets and total budgeted amounts for the specified fiscal year and organization(s). To update the budgeted amounts or accounting code elements for a budget, click <b>Edit</b>. To inactivate or delete a budget, click <b>Inactivate/Delete</b>. If a budget item has a View link in the Inactivate/Delete column, this budget has been inactivated. Click on <b>View</b> to view the inactive budget. If a budget item has a View link in the Edit column, this budget is a shared budget which belongs to a parent organization. Click on <b>View</b> to view the parent's budget.</p> <p>Budget items with blank quarterly funding targets indicate that the budget is an annual budget.</p> <p>Fiscal Year : 2023</p> <p>Organization : DTMOCS D</p> <p>Budget Label :</p>									
Edit	Inactivate/Delete	Organization	Budget Label	Annual/ Quarterly	Shared	Target Amount Qtr 1	Target Amount Qtr 2	Target Amount Qtr 3	Target Amount Qtr 4
<a href="#">Edit</a>	<a href="#">Inactivate/Delete</a>	DTMOCS D	23 EXEC	Q	N	\$0.00	\$0.00	\$0.00	\$0.00
<a href="#">Edit</a>	<a href="#">Inactivate/Delete</a>	DTMOCS D	23 ROUTINE TVL	Q	N	\$0.00	\$0.00	\$0.00	\$0.00
<a href="#">Edit</a>	<a href="#">Inactivate/Delete</a>	DTMOCS D	23 TRAINING	Q	N	\$0.00	\$0.00	\$0.00	\$0.00

Figure L-17: Show Budgets Results Screen

- For the **Budget Label**, select **Edit**. The **Edit Budget Item** page opens.
- Enter the appropriate amount of dollars into the **Funding Target Adjustments** field. **Note:** Budgets are setup based upon FY quarters. If you add money to **Qtr 1**, DTS automatically rolls the remaining available amount to **Qtr 2** once the FY date applies, then **Qtr 3** and then **Qtr 4** for the given Fiscal Year (FY). Available funding remains in **Qtr 4**.
- Enter a comment in the **Remarks** field. **Note:** This is a mandatory requirement.
- Select **Save** to update the record.
- DTS returns you to the **Show Budgets Results** screen reflecting the changes to the **Budget Label**.
- You will repeat the steps and enter the funding in each **Budget Label** that the organizations will use to travel. Follow your local Business Rules for setting targets in DTS.

#### 4.7.2 Creating a Budget

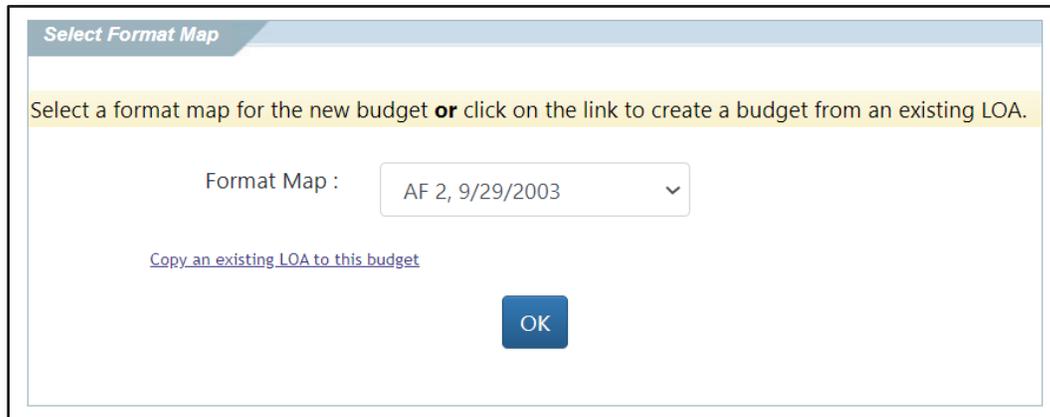
If you did not create a budget at the same time you created the LOA (e.g., LOA data elements required updates), then you will need to create the budgets now. In this situation, you have a few options to create a budget. You can:

- Create the new budget within the Budget Tool and add funding
- OR -
- Create the budget item within the Lines of Accounting module and then in the Budget Tool add funding.

**Note:** There is some variation with the steps using the **Budget Tool**, but for this paper, we provide one common method.

Use the **Budget Tool** to create a budget:

1. From the DTS **Dashboard**, select **Administration** from the menu line. Then select **Budget Tool**.
2. The **Welcome to the DTS Budget Administration Tool** page displays. Select the **Budget Maintenance** tab (Figure L-16).
3. Select **Create Budget**. The **Select Format Map** page opens (Figure L-18).



*Figure L-18: Select Format Map Screen*

4. Select the **Format Map** and then select **Copy an existing LOA** to the budget.
5. The **Select LOA to Copy window** appears. **Ensure the correct Format Map displays, select Fiscal Year, and Organization** (optional) check the box **Include Sub Organizations**. Select **Search**.
6. The **Accounting Codes** page opens (Figure L-19). Choose the **LOA to Copy**.

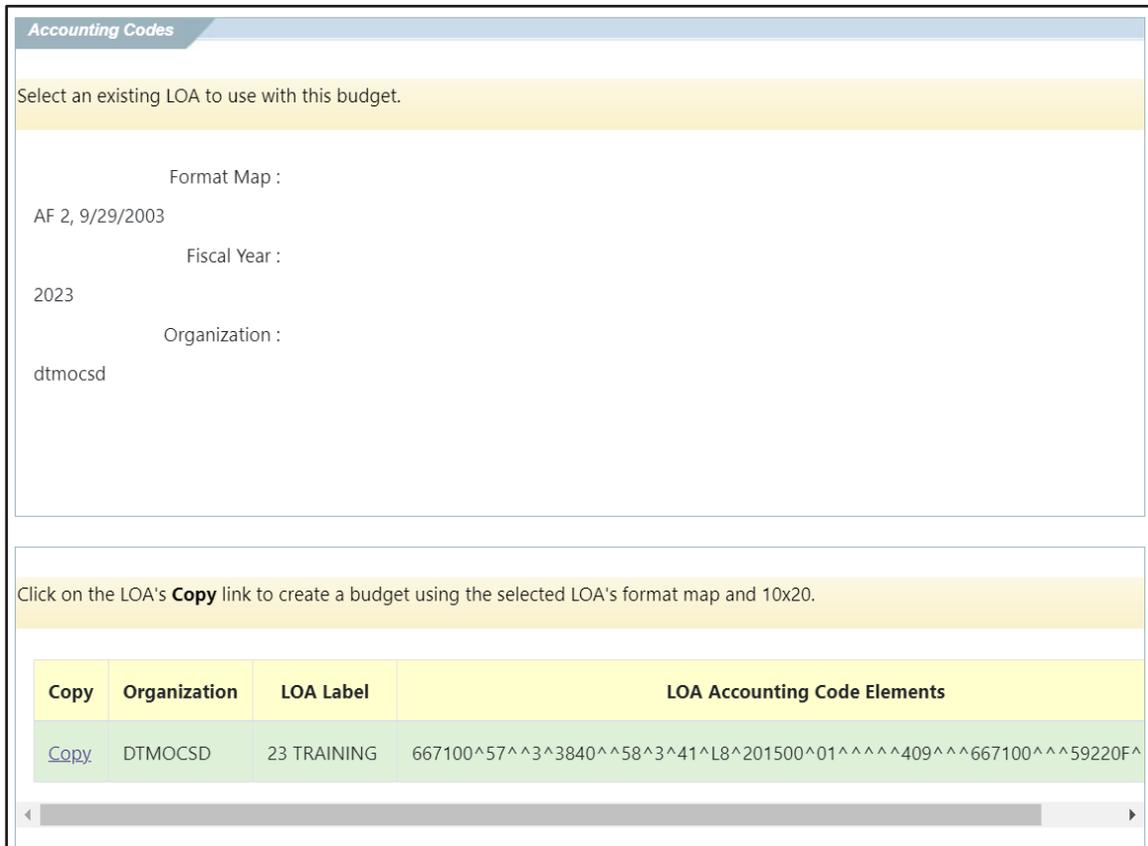


Figure L-19: Account Codes Screen

- The **Select Budget Type** screen displays. The **Format Map**, **Fiscal Year**, **Organization**, **Budget Label**, and the default **Budget Type** set to **Quarterly** displays. You may select the radio button to change the setting to **Annual**. Select **Save**.
- The **Create Budget** window opens (Figure L-20). You must enter the funding amount based upon if you chose **Quarterly** or **Annual** budget. **Note:** Below the target amounts, the LOA data elements display for the associated budget. Scroll to the bottom of the page, select **Save**.

**Create Budget**

Enter the amount budgeted for each quarter and add/edit the lines of accounting.

Fiscal Year : 2023

Organization : DTMOCS D

**Budget Label :**

Enter in the format: YY XXXXXXXXXXXXX

Not Sharable

**AMOUNT BUDGETED FOR EACH QUARTER**

First :

Second :

Third :

Fourth :

Total :

*Figure L-20: Create Budget Screen*

- To view the newly created budget, select **Show Budgets** on the navigation bar. When the page opens, enter the **Organization** and select **Show Budgets for Selected Organization(s)**. The budget item appears in the budget list.

Use the Lines of Accounting module to create New Budget:

- In the **DTA Maintenance Tool's Lines of Accounting** module, enter the **Organization Name** (Figure L-10) and **Search** for the LOAs. The **Lines of Accounting (Search Results)** display the LOAs for the organizations (Figure L-21).

**Lines of Accounting**(Search Results)

Organization Name: **DTMOCS**D  
 Include Sub-Organizations: **No**  
 Format Map: Label: **23**  
 Unbudgeted LOA(s) Only: **No**

Select to Delete or Rollover	Edit	Organization Name	Label	Shared	Format Map	Link to
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">X-Org Funding</a>	DTMOCSD	23 EXEC	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">X-Org Funding</a>	DTMOCSD	23 ROUTINE TVL	No	ARMY 3, 6/6/2003	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">X-Org Funding</a>	DTMOCSD	23 TRAINING	No	AF 2, 9/29/2003	<a href="#">New Budget</a>

[Select All](#) [Clear All](#)

[Delete Selected\(on this page\)](#) [Rollover Selected \(on this page\)](#)

1 - 3 of 3

Figure L-21: Lines of Accounting (Search Results) Screen

2. Locate the LOA row requiring a budget. Under **Link To** column, select the **New Budget** hyperlink.
3. The **Select Budget Type** window opens. The **Format Map** displays (non-editable). Select the **Fiscal Year**, enter the **Organization, Budget Label** (should match LOA label in most cases), and chose the **Budget Type (Quarterly or Annual)**. Select **Save**.
4. The **Create Budget** window opens as shown in Figure L-20 listed in **Budget Tool**, step 8. You must enter the funding amount based upon if you chose **Quarterly** or **Annual** budget. **Note:** Below the targets amounts, the LOA data elements display for the associated budget. Scroll to the very bottom of the page and select **Save**.
5. To view the newly created budget, select **Show Budgets** on the navigation bar. When the page opens, enter the **Organization** and select **Show Budgets for Selected Organization(s)**. The budget item appears in the budget list.

## 4.8 Old Organization Structures

When you finish creating, populating, and funding the new organizations and there are no open documents, then you no longer need the old structure to process active travel. Although, to support reporting requirements and audits, someone will still need organization access to the old structures.

Now operating under the new structure, you need to ensure travelers do not self-register to the old organizations and DTAs do not assign traveler profiles to them. One way to discourage using the old organizations is change the **Site Name** to a special entry called **Z – Disabled Organizations**. If you follow this process, then old organizations will not appear as an option for travelers to self-register. Although, changing the **Site Name** to reflect **Z – Disabled Organizations** does not prevent DTA's from assigning profiles to the old organizations in DTS, seeing the indicator should lesson the occurrences. Additionally, it is important to understand that changing the **Site Name** does not prevent document processing in the old organizations in case there is a need to amend a voucher to support **DUE US** or process for additional payments.

Here is how to **Update** the organizations' **Site Name**:

1. From the DTS **Dashboard**, select **Administration** and then the **DTA Maintenance Tool**. From **DTA Maintenance Tool Home**, choose **Organizations**. Search for the old organizations.

2. Once the list of organizations appears on the screen, select **Update** for an organization.
3. When the **Update Organization** window opens, in **Site Name** field change the entry to reflect **Z – Disabled Organizations**.

**Note:** Your Component may have additional close out actions, check your local Business Rules for specifics.

In some cases, your Component may have you delete old organizations to prevent use. Before removing structure (e.g., orgs, routing lists, groups, GGMRs, and LOAs), if you have not done so already, consider keeping a road map of the prior setup (i.e., non-PII data, in excel). Once you remove structure in DTS, it is gone and there is way to retrieve it. For example, if you delete a non-default routing list and all details, DTS permanently removes it from the system. If you need that routing list, you must create the routing list and all the details new.

There are several restrictions related to the delete function. DTS will not allow you to delete organizations with assigned profiles, and you cannot delete organizations, which have established budgets with funding. In many cases, you may only be able to remove some of the data, but not fully delete the entire organization structure. See below for details.

#### 4.8.1 Delete the Administrative Structure of the Former Organizations

To delete the old organization's structures:

1. Reassign or detach all personnel.
2. Delete all LOAs.
3. Remove all travelers from groups. **Note:** Those added via GGMR should be gone; removed when you reassigned or attached them. However, you must still remove individuals added manually to the group.
4. Remove all groups and GGMRs.
5. Delete each budget. **Note:** DTS prevents removing budgets with funding. Even if you only added funds to the budget, but did not use it to fund travel, you can't delete the budget, therefore, DTS precludes organization removal.
6. Delete all routing lists. **Note:** Do not delete a routing list until all documents complete processing (e.g., Archive Accepted).
7. Delete those organizations you can delete. As noted in step 5, however, you can't delete organizations with funded budgets.



#### 4.8.2 Reorganizations Involving Cross-Organization Activity

When your reorganization assigns a (formerly) external organization into your hierarchy, your organization assumes responsibility for it. The reorganization procedure for such a move is like that described above. The primary exception is personnel reassignment.

When you don't have access to the old organizations, the former organization's DTA must detach its personnel. Then you can receive those individuals (by SSN) into their new organizations in which you have access. **Note:** Follow your local Business Rules for granting organization and group access, permissions, and identifying DTS roles. See the [DTA Manual, Chapter 7](#) for the steps to receive and update DTS profiles.

## Chapter 5: Travel Documents In Process During Reorganization

After reassigning a traveler profile, all new documents process using the new organization's routing lists, LOAs, and budgets.



Existing documents in process before profile reassignment may continue to route because a routing list within the trip identifies the necessary stamps and Routing Officials by SSN and there is a routing list in the org. Just as likely is the possibility that pre-existing documents will stop routing after moving a profile to a new org. If this occurs, you must reassign the profile back to the former organization and select a routing list in the profile. Depending upon the document status, adjust or amend the document, add a comment to the AO, select a routing list in the trip, and stamp the document **Signed** to restart the document routing process.

Due to the risk of routing interruption and processing delays, you should avoid reassigning a traveler with open trips. In addition, refrain from deleting any routing lists until documents complete all routing actions.

## Chapter 6: The DTA Manual: Contents & Links

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