



MANUAL



# DTA Manual, Chapter 4: Organizations

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V1.10



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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) | Changed format, updated language & screenshots  | All                                    |
| 1.1          | 06/22/18 | DTMO                                    | Updated URLs to “https” vs. “http”  | Throughout                             |
| 1.2          | 08/17/18 | DTMO                                    | Changed access to DTA Maintenance Tool through DTS Dashboard                          | All<br>Section 4                       |
| 1.3          | 08/12/19 | DTMO                                    | Conducted annual review<br>Updated DTS to DTA Manual                                  | All<br>Page 5                          |
| 1.4          | 02/10/20 | DTMO                                    | Added TAC ticket submission to modify TMC in the org table                            | Section 3<br>Section 4.3               |
| 1.5          | 11/09/20 | DTMO                                    | Annual review<br>Added CBA Manual and Load Workbook links<br>Updated DTA Manual links | Throughout<br>Page 7<br><br>Throughout |
| 1.6          | 11/22/20 | DTMO                                    | Updated Table of Contents format  | Page 2                                 |
| 1.7          | 12/31/22 | DTMO                                    | Updated Dashboard screen format   | Section 4,<br>Page 10                  |
| 1.8          | 05/14/22 | DTMO                                    | Added Z-Disabled Organizations  | Section 4,<br>Page 17                  |
| 1.9          | 07/29/22 | DTMO                                    | Updated to Rebranded effort   | Throughout                             |
| 1.10         | 08/30/23 | DTMO                                    | General review<br>Updated footers   | Throughout<br>All                      |

## Chapter 1: Introduction to DTS Organizations

In the Defense Travel System (DTS) the term “organization” refers to a DoD entity with the responsibility for travel document routing, budget maintenance, and reporting. An organization may be an office, unit, site, etc., but to DTS they are all considered organizations. Each organization has a “name” – that is a series of numbers and letters that uniquely identifies it.

DTS arranges organizations hierarchically meaning certain organizations are associated to another, similar to the way DoD organizes its units. Unlike the DoD structure, a DTS organization’s name reveals its specific position within the hierarchy. The DTS organization structure also serves as a path to guide electronic travel document routing, accounting, and reporting.

### 1.1 Main Organization

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

When you have organization access, you have admittance to all organizations that are hierarchically subordinate to your main organization. The process doesn’t work the other way, meaning you don’t also have access to organizations higher up in the organization structure. You will learn more about the structure in the next sections.

### 1.2 Subordinate Organizations

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

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

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

- Routing lists
- LOAs and budgets
- Travel reports
- Travel Management Company (TMC; DTS refers to the TMC as the Commercial Travel Office [CTO])
- Centrally Billed Accounts (CBAs)

## Chapter 2: Organization Naming Sequence

DTS organizations are connected to a Site, hierarchical, require specific formatting, and certain individuals require organization access for oversight. The Component, Site POC, or Lead DTA identifies the site name and accomplishes the framework or organization structure in DTS (based upon their DoD organization) by following the defined **DTA Site Setup Process** (as outlined in the [DTA Manual, Chapter 3](#)).

Below is the description of a site and main organization.

- **Site.** A site in DTS is a geographic location and consists of main organizations. A site may consist of organizations from a single Component or may consist of many, as in a Joint Command.
- **Main Organization.** The main organization is the highest level of an organization's DTS naming sequence. A site can contain multiple main organizations.

The routing lists, groups, profiles, LOAs, and budgets all associate to an organization. The basic setup is one organization, one default routing list, one group, assigned profiles, one LOA and budget with funds to support travel. The organization structure must be configured correctly to allow user access, document and reservation processing, trip approval, and travel reporting.

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

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

For example, the DTS organization name for the entire Marine Corps begins with "DM". After the second letter, each DoD Component determines its own standard for naming organizations. Each subordinate organization simply tacks a suffix to the parent organization's name.

You will see more about the naming sequence in the table illustrations that appear later in this manual.

**Note 1:** The organization naming structure for DoD Components in this manual are for training purposes *only* and are subject to change. Consult your Component Representative and the [DTA Manual, Appendix Q](#) for additional examples for each Component.

**Note 2:** If you need to setup a new organization which falls outside your current configuration, you should coordinate through your Component's DTS Office or the Defense Travel Management Office (DTMO) point of contact (POC). The contact information for DTS Service Office POCs is available on the DTMO website at <https://www.travel.dod.mil/Support/Local-Level-Travel-Assistance/>.

You can view DTS Resources in the DTMO [Training Search Tool](#) such as:

- DTA Manual Chapters 1-12 and the Appendices
- DTS Guides 1 – 5
- DoD DTS Best Practices Guide

- Information Papers and Trifolds
- Web-based training in TraX

## 2.1 Sample Organization Naming Sequences

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

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

### 2.1.1 Sample Army Organization Names

Figure 4-1 shows a sample of some Army organization names.

| Organization                                   | Naming Sequence |   |                     |   |   |  |   |   |   |    |    |    |    |    |
|--|-----------------|---|---------------------|---|---|--|---|---|---|----|----|----|----|----|
|  | Service         |   | MACOM, ASCC, or DRU |   |   | Subordinate Commands and Organizations |   |   |   |    |    |    |    |    |
| Dept of Defense                                | D               |   |                     |   |   |  |   |   |   |    |    |    |    |    |
| Army (DA)                                      |                 | A |                     |   |   |  |   |   |   |    |    |    |    |    |
| FORSCOM (DA760)                                |                 |   | 7                   | 6 | 0 |  |   |   |   |    |    |    |    |    |
| 18 <sup>th</sup> Airborne Corps (DA76018A)     |                 |   |                     |   |   | 1                                      | 8 | A |   |    |    |    |    |    |
| 44 <sup>th</sup> Medical Command (DA76018A44M) |                 |   |                     |   |   |  |   |   | 4 | 4  | M  |    |    |    |
| 520 <sup>th</sup> TAML (DA76018A44M520)        |                 |   |                     |   |   |  |   |   |   |    |    | 5  | 2  | 0  |
| Position                                       | 1               | 2 | 3                   | 4 | 5 | 6                                      | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |

Figure 4-1: Sample Organization Naming Sequence

### 2.1.2 Sample Air Force Organization Names

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

Table 4-1

| SAMPLE ORGANIZATION NAMES FOR THE AIR FORCE |                       |                     |
|---|-----------------------|---------------------|
| Air Force Unit                              | DTS Organization Name | Parent Organization |
| Installation "CEJ"                          | DFCEJ                 | DF                  |
| Wing "028BW"                                | DFCEJ028BW            | DFCEJ               |
| Group "SG"                                  | DFCEJ028BWSG          | DFCEJ028BW          |
| Squadron "CC"                               | DFCEJ028BWSGCC        | DFCEJ028BWSG        |
| Squadron "SVS"                              | DFCEJ028BWSGSVS       | DFCEJ028BWSG        |
| Squadron "MSS"                              | DFCEJ028BWSGMSS       | DFCEJ028BWSG        |

### 2.1.3 Sample Marine Corps Organization Names

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

Table 4-2

| SAMPLE ORGANIZATION NAMES FOR THE MARINE CORPS |                       |                     |
|--|-----------------------|---------------------|
| USMC Unit                                      | DTS Organization Name | Parent Organization |
| Installation "6154"                            | DM6154                | DM                  |
| Group "026"                                    | DM6154026             | DM6154              |
| Battalion "HHS"                                | DM6154026HHS          | DM6154026           |
| Battalion "MCCS"                               | DM6154026MCCS         | DM6154026           |
| Battalion "PMO"                                | DM6154026PMO          | DM6154026           |

### 2.1.4 Sample Navy Organization Names

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

Table 4-3

| SAMPLE ORGANIZATION NAMES FOR THE NAVY |                       |                     |
|--|-----------------------|---------------------|
| Navy Unit                              | DTS Organization Name | Parent Organization |
| Claimant "18"                          | DN18                  | DN                  |
| Next Echelon "00183"                   | DN1800183             | DN18                |
| Activity "3528"                        | DN18001833528         | DN1800183           |
| Department "XRAY"                      | DN18001833528XRAY     | DN18001833528       |

### 2.1.5 Sample Agency Organization Names

Names for Defense Agencies resemble those in Table 4-4. This sample shows an Agency with 2 subordinate organizations.

Table 4-4

| SAMPLE ORGANIZATION NAMES FOR AN AGENCY |                       |                     |
|---|-----------------------|---------------------|
| Agency                                  | DTS Organization Name | Parent Organization |
| Agency                                  | DD15                  | DD                  |
| Organization "OFC"                      | DD15HQOCF             | DD15                |
| Sub-organization "CHAMB"                | DD15HQOCFCHAMB        | DD15HQOCF           |

### Chapter 3: The DTS Organization Profile

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

**Create Organization**
Required

---

**Organization Hierarchy**

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

DTA ID: \*   
(Email address for system generated emails - Rejects, etc)

Default Routing List Name: \*

---

**Self Registration Data**

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

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

Organization Email Address: \*

Email Notification:  On  Off

---

**Commercial Travel Office (CTO) Information**

GDS: \*   
(Global Distributed System - reservation system)

PCC: \*   
(Pseudo City Code)

Ticket PCC: \*

Company Code: \*

---

**Organization Information**

Service / Agency by which the traveler is employed: \*

Office Address Line 1: \*

Office Address Line 2:

Office City: \*

Office State / Country: \*

Office Zip / Postal Code: \*

Mail Code:

Office Phone Number: \*

Office Fax Number:

Number of Miles to Closest Airport:

Time Zone: \*

Number of Work Hours / Day:

Present Duty Station Name:

Emergency Contact Name: \*

Emergency Contact Phone Number: \*

Unit ID (UIC/RUC/PASSCODE): \*

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)

\*

Figure 4-2: Organization Profile – Create Organization Screen

Table 4-5 provides full field explanations within the organization profile sections. Depending upon whether you are creating, copying, or updating the organization, the field options vary.

Table 4-5

| ORGANIZATION PROFILE FIELD DESCRIPTIONS   |  |
|---|--|
| Field or Object   | Description  |
| <b>Organization Hierarchy</b>   |  |
| Organization Code   | The DTS organization name; must include the main org's name. <b>Note<sup>2</sup></b>   |
| DTA ID  | The email address that will receive accounting reject notifications and other key DTS communications (e.g., requests to detach relocated users). <b>Note<sup>1</sup></b>                           |
| Default Routing List Name   | The routing list all new arrivals to your organization will initially use. <b>Notes<sup>3,4</sup></b>  |
| <b>Site Registration Data (Section doesn't appear on Copy Organization)</b>               |  |
| Site Name   | The organization's physical location (e.g., Ft. Lewis, WA). <b>Notes<sup>1,6</sup></b>   |
| Organization Description  | The "real life" organization name (e.g., 28th Bomb Wing). <b>Note<sup>6</sup></b>  |
| Organization Email Address  | The email address to which DTS will send new self-registration requests. <b>Note<sup>1</sup></b>   |
| Email Notification  | Yes/No radio buttons. Turns on/off self-registration emails. <b>Notes<sup>1,7</sup></b>  |
| <b>Commercial Travel Office (CTO) Information (i.e., Travel Management Company (TMC))</b> |  |
| GDS   | The Global Distribution System (GDS) your TMC uses. Select Worldspan or Sabre one to activate the PCC, Ticket PCC, and Company Code fields. <b>Note<sup>1</sup></b> and <b>Note<sup>8</sup></b>    |
| PCC   | The TMC provides the Pseudo-City Code (PCC), which identifies the location that processes reservation requests made in DTS. <b>Note<sup>1</sup></b> and <b>Note<sup>8</sup></b>                    |
| Ticket PCC  | The TMC provides the Ticket PCC, which identifies the location that issues transportation tickets. This may or may not be the same as the PCC. <b>Note<sup>1</sup></b> and <b>Note<sup>8</sup></b> |
| Company Code  | The TMC provides the Company Code, which identifies reservation and ticketing policies specific to the new organization. <b>Note<sup>1</sup></b> and <b>Note<sup>8</sup></b>                       |
| <b>Organization Information</b>   |  |
| Service/Agency ...  | The Service or DoD agency to which the traveler belongs. <b>Note<sup>1</sup></b>   |

|   |   |
|---|---|
| Office Address Line 1 & 2, City, State/Country, Zip/Postal Code   | The organization's mailing address. <b>Note</b> <sup>1</sup>  |
| Mail Code, Office Phone Number, Office Fax Number   | The organization's contact information. <b>Note</b> <sup>1</sup>  |
| Number of Miles to Closest Airport  | The number of miles from the office to the nearest airport. <b>Note</b> <sup>1</sup>  |
| Time Zone   | The time zone in which the organization is located. <b>Note</b> <sup>1</sup>  |
| Number of Work Hours/Day  | The number of hours in the organization's typical workday. <b>Note</b> <sup>1</sup>   |
| Present Duty Station Name   | The duty station name for the organization (e.g., Shaw AFB). <b>Note</b> <sup>1</sup>   |
| Emergency Contact Name, Emergency Contact Phone Number  | Contact information for the organization's emergency contact (i.e., Staff Duty Officer, Quarterdeck). <b>Note</b> <sup>1</sup>  |
| Unit ID   | The organization's UIC, RUC, or passcode. <b>Note</b> <sup>1</sup>  |
| Set threshold to require approval for CTO Ticketed Amendments   | Set to N(o), the AO must re-approve all amended documents showing a cost increase. Set to Y(es), the AO must approve amended documents that show a cost change over \$250 or five percent of the prior cost. <b>Note</b> <sup>1</sup> |
| Copy ALL Routing List and Routing List Details from <org>   | Duplicates routing lists to the destination organization. <b>Notes</b> <sup>4,5</sup>   |
| Copy ALL Groups and Global Group Membership Rules from <org>  | Duplicates groups and GGMRs to the destination organization. <b>Notes</b> <sup>4,5</sup>  |
| Save these changes to ALL Personnel under <org>   | Duplicates the changes to all personnel assigned to the source organization. <b>Notes</b> <sup>3,5</sup>  |
| Save these changes to ALL Sub Organizations of <org>  | Duplicates the changes to all organizations subordinate to the source organization. <b>Notes</b> <sup>3,5</sup>   |
| <b>Notes:</b> <sup>1</sup> Not Editable for Copy <sup>2</sup> Not editable for Update<br><sup>3</sup> Doesn't display for Copy <sup>4</sup> Doesn't Display for Update<br><sup>5</sup> Doesn't display for Create <sup>6</sup> Displays in Organization Hierarchy for Copy<br><sup>7</sup> Displays in Organization Info for Copy <sup>8</sup> Requires a TAC ticket to change data |   |

**Note:** The Centrally Billed Account (CBA) supports airfare and rail requests when travelers cannot obtain an Individually Billed Account (IBA) and is associated to the organization table. These fields are not visible on the **Create, Copy** or **Update Organization** screen. You must select **View CBA List**, to see loaded CBA accounts in your organizations. See Section 5.1 for more details.

Be advised not all organizations choose to use a CBA in DTS. You will need to refer to your local business rules and Component Program Manager (CPM) to determine if your organizations are using DTS CBAs.

## Chapter 4: Working with DTS Organizations

You access DTS at <https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/>. Once logged into the system, you can perform administrative actions. The DTS **DTA Maintenance Tool** allows you to manage and maintain your organization's resources. You use the **Organization's** module to locate, create, update, copy, and delete organizations. The various sections of this chapter discuss all these options.

From the **DTS Dashboard**, mouse over the **Administration** menu (Figure 4-3), then select **DTA Maintenance Tool**. **Note:** You can also use the quick tile to access **DTA Maintenance Tool**.

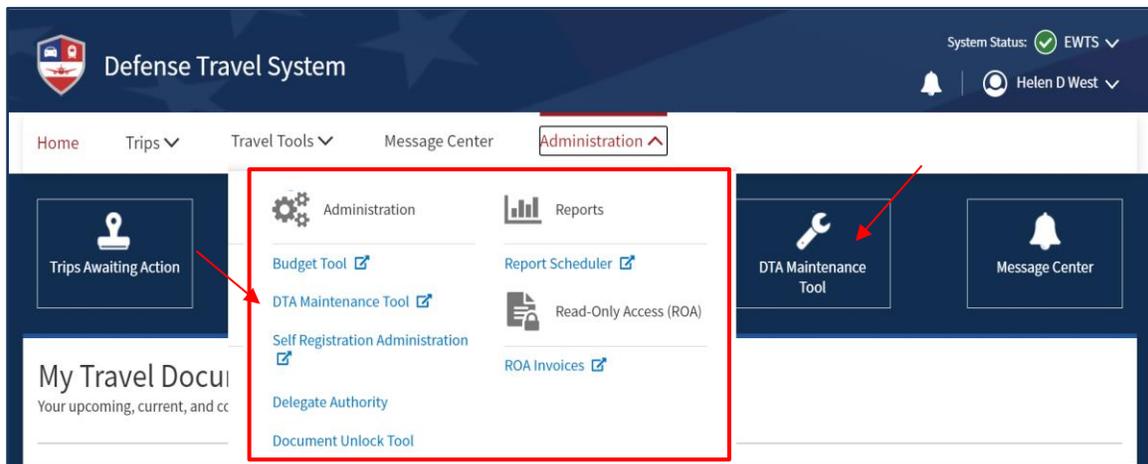


Figure 4-3: DTS Dashboard – Administration Menu

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

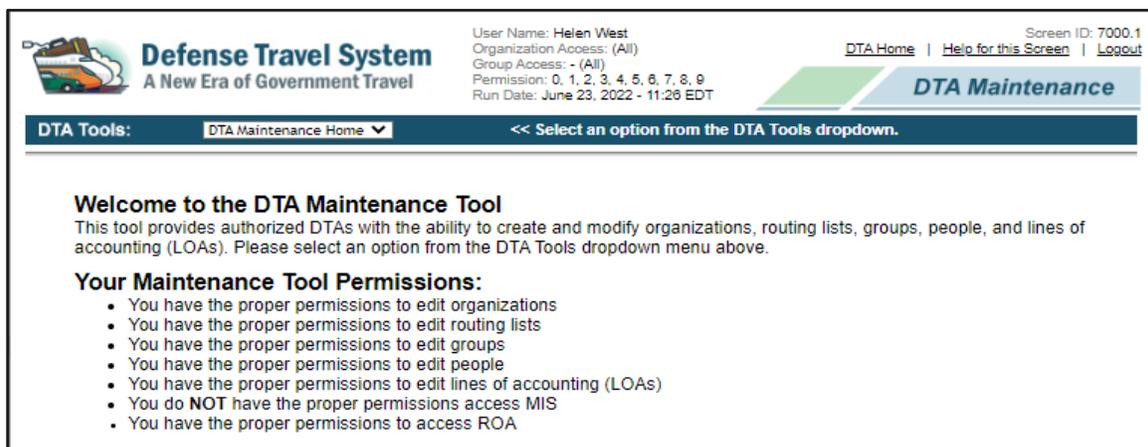


Figure 4-4: DTA Maintenance Tool Home Page

Select **Organizations** from the **DTA Tools** drop-down list. The **Search Organization(s)** screen (Figure 4-5) opens and the **DTA Tools Bar** updates providing options to allow:

- Search for an organization
- Create an organization

- Create a report that shows you the CBAs an organization owns
- Create a report that shows you details about the organizations you can access

Below is a description of each of these options.

## 4.1 Search for an Organization

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

Figure 4-5: Search Organization(s) Screen

To search for an organization:

1. (Optional) Your main organization's name (based on your organization access) appears by default in the **Organization Name** text field. Change it if you need to search for a different organization.
2. (Optional) If you want to view organizations subordinate to the one in the **Organization Name** field, check the **Include Sub-Organizations** box.
3. Select **Search**. The **Organization(s) (Search Results)** screen (Figure 4-6) opens.

| Edit |        |        |                    | Organization Code | GDS | PCC  | Ticket PCC | Company Code  |
|------|--------|--------|--------------------|-------------------|-----|------|------------|---------------|
| Copy | Update | Delete | Reassign Personnel | DTMOCS D          | AA  | D1WA | D1WA       | -D1WA-PROFILE |
| Copy | Update | Delete | Reassign Personnel | DTMOCS D460FM     | AA  | D1WA | D1WA       | D1WA PROFILE  |
| Copy | Update | Delete | Reassign Personnel | DTMOCS DOPS       | AA  | D1WA | D1WA       | D1WAPROFILE   |
| Copy | Update | Delete | Reassign Personnel | DTMOCS DTRAINING  | AA  | D1WA | D1WA       | D1WAPROFILE   |

1 - 4 of 4

Figure 4-6: Organization(s) (Search Results) Screen

From this screen, you can copy, update, delete the organization, or reassign its personnel to other organizations. Below covers all these different options.

## 4.2 Copy an Organization

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

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

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

1. From the **Organization(s) (Search Results)** screen (Figure 4-6), select **Copy** next to the name of the organization you want to duplicate. The **Copy Organization** screen (like Figure 4-2); however, most of the organization information is not editable on the **Copy Organization** screen. If you want to make changes to these fields, you must **Update** the organization information later (see section 4.3).
2. Enter the new organization's **Organization Code** (DTS organization name).
3. Enter the new organization's **Organization Description** (an easily recognizable name such as "28th Bomb Wing"). Travelers select this name to self-register their DTS (traveler profile) account.

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

4. (Optional) Check one or both **Copy Options** boxes.
  - Check **Copy All Routing List and Routing List Details from <organization name>**:
    - Copies all routing lists and routing list details (including the default routing list) to the new organization.
    - Assigns the organization's default routing list to all personnel who belong to the new organization.
  - Check **Copy ALL Groups and Global Group Membership Rules** from <organization name>:
    - Copies all groups, GGMRs, and personnel to the new organization. If you select the box, they all move; you can't select which ones move and which don't.
    - Profiles reassigned to a new organization in this way retain their assigned permission levels, group access, and default routing list. If they have organization access to higher-level or lower-level organizations, they also retain that access. However, if they have organization access to their assigned organization, that access changes to the new organization.

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

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

### 4.3 Update an Organization

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

1. Next to the organization, select **Update**. The **Update Organization** screen opens with existing data. You may modify any field on the screen except the **Organization Code** and **Commercial Travel Office (CTO) Information** (TMC data).

**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. Do not alter the GDS, PCC, Ticket PCC, and Company Code data in DTS. If these fields require modification due to TMC contractual changes or an organizational realignment, submit a TAC help ticket for support through the DTMO [Passport](#) Portal.

2. Enter new information in the fields requiring modification. For example, update the **Organizational Email Address**.
3. (Optional) Check one or both **Update Options** boxes.
  - Check **Save these changes to ALL Personnel under <organization name>**:
    - Updates the personal profiles of all personnel assigned to the organization. This action only applies to updated fields that appear in both the organization's profile and the DTS personal profile.
  - Check **Save these changes to ALL Sub Organizations of <organization name>**:
    - Updates the organization profile for all organizations subordinate to the organization you are changing. This action applies to all updated fields.
4. Select **Save Changes**. The **Organization(s) (Search Results)** screen displays.

#### 4.4 Delete an Organization

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

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

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

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

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

| Delete Organization  |               |
|--|---------------|
| Organization Code:   | DTMOCSDADMIN  |
| GDS:   | AA            |
| PCC:   | D1WA          |
| Ticket PCC:  | D1WA          |
| Company Code:  | -D1WA-PROFILE |
| <input type="button" value="Delete Organization"/> <input type="button" value="Cancel"/> |               |

Figure 4-7: Delete Organization Screen

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

| Defense Travel System<br>A New Era of Government Travel  |               | User Name: Helen West<br>Organization Access: DTMOCSD<br>Group Access: DTMOCSD - CSD<br>Permission: 0, 1, 2, 3, 4, 5, 6<br>Run Date: March 15, 2018 - 07:04 EDT | Screen ID: 7103.1<br>DTA Home   Help for this Screen   Logout |                    |         |      |    |      |      |             |      |               |               |  |  |
|--|---------------|---|---|--------------------|---------|------|----|------|------|-------------|------|---------------|---------------|--|--|
| DTA Tools: Organizations   |               | DTA Maintenance   |   |                    |         |      |    |      |      |             |      |               |               |  |  |
| <a href="#">Search Organization(s)</a>   <a href="#">Create Organization(s)</a>   <a href="#">View CBA List</a>   <a href="#">View Organization List</a>   |               |   |   |                    |         |      |    |      |      |             |      |               |               |  |  |
| <b>Domain Error</b>  |               |   |   |                    |         |      |    |      |      |             |      |               |               |  |  |
| The following domain validation errors have occurred:  |               |   |   |                    |         |      |    |      |      |             |      |               |               |  |  |
| <ul style="list-style-type: none"> <li>• The organization cannot be deleted since it currently has associated Line(s) of Accounting (LOAs). Please delete this organization's LOAs if you wish to delete the organization.</li> <li>• The organization cannot be deleted since it currently has associated budgets. Please use the DTS Budget Module to delete this organization's budgets if you wish to delete the organization.</li> <li>• The organization cannot be deleted since it currently has associated groups. Please delete this organization's groups if you wish to delete the organization.</li> <li>• The organization cannot be deleted since it currently has associated routing lists. Please delete this organization's routing lists if you wish to delete the organization. (The default routing list will be deleted with the organization.)</li> <li>• The organization cannot be deleted since it currently has associated users. Please delete or reassign this organization's users if you wish to delete the organization.</li> </ul> |               |   |   |                    |         |      |    |      |      |             |      |               |               |  |  |
| <b>Delete Organization</b>   |               |   |   |                    |         |      |    |      |      |             |      |               |               |  |  |
| <table border="1"> <tbody> <tr> <td>Organization Code:</td> <td>DTMOCSD</td> </tr> <tr> <td>GDS:</td> <td>AA</td> </tr> <tr> <td>PCC:</td> <td>D1WA</td> </tr> <tr> <td>Ticket PCC:</td> <td>D1WA</td> </tr> <tr> <td>Company Code:</td> <td>-D1WA-PROFILE</td> </tr> <tr> <td colspan="2" style="text-align: center;"> <input type="button" value="Delete Organization"/> <input type="button" value="Cancel"/> </td> </tr> </tbody> </table>   |               |   |   | Organization Code: | DTMOCSD | GDS: | AA | PCC: | D1WA | Ticket PCC: | D1WA | Company Code: | -D1WA-PROFILE | <input type="button" value="Delete Organization"/> <input type="button" value="Cancel"/> |  |
| Organization Code:   | DTMOCSD       |   |   |                    |         |      |    |      |      |             |      |               |               |  |  |
| GDS:   | AA            |   |   |                    |         |      |    |      |      |             |      |               |               |  |  |
| PCC:   | D1WA          |   |   |                    |         |      |    |      |      |             |      |               |               |  |  |
| Ticket PCC:  | D1WA          |   |   |                    |         |      |    |      |      |             |      |               |               |  |  |
| Company Code:  | -D1WA-PROFILE |   |   |                    |         |      |    |      |      |             |      |               |               |  |  |
| <input type="button" value="Delete Organization"/> <input type="button" value="Cancel"/>   |               |   |   |                    |         |      |    |      |      |             |      |               |               |  |  |

Figure 4-8: Domain Error Message

## 4.5 Reassign Personnel to Another Organization

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

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

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

1. Select **Reassign Personnel** next to the organization that the profiles belong to (the source organization). The **Search Organization(s)** screen (Figure 4-9) opens.

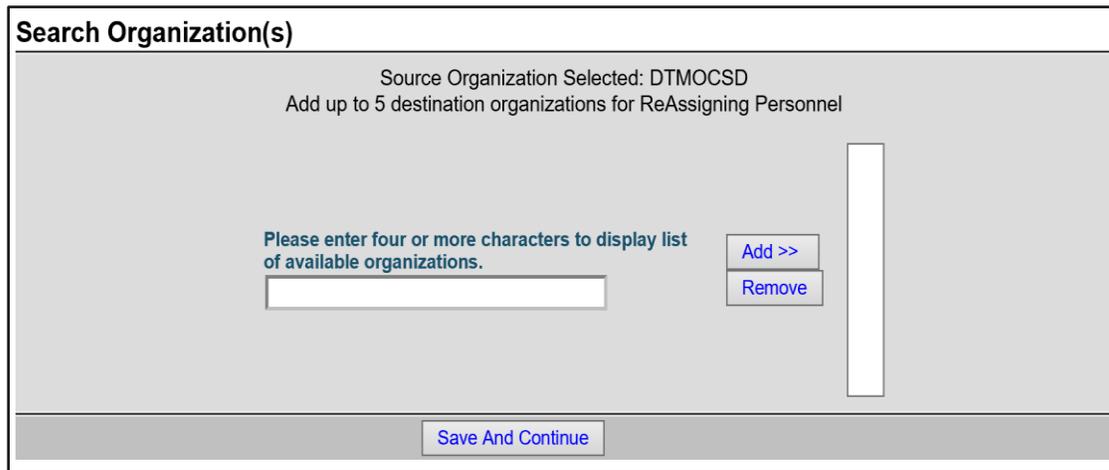


Figure 4-9: Search Organization(s) Screen

2. Type the first few characters of the first destination organization in the **Please enter four or more characters** field. A list of available organizations appears. Choose one and select **Add>>** to place it on the list of destination organizations in the field to the right.
3. (Optional) Repeat step 2 until you have selected up to 5 destination organizations.
4. Select **Save And Continue**. The **Reassign People (Search Results)** screen (Figure 4-10) opens. Personnel you can reassign appear in the first column. The destination organizations you selected in steps 2 and 3 appear in the other columns.

| Reassign People (Search Results)                           |           |   |   |   |   |  |
|--|-----------|---|---|---|---|--|
| Please choose one org for each person to be reassigned to. |           |   |   |   |   |  |
| Organization Name: <b>DTMOCS D</b>                         |           |   |   |   |   |  |
| Name:  | SSN:      | DTMOCS D (Current Org)                                | DTMOCS D460FM   | DTMOCS DOPS   | DTMOCS DTRAINING                                      |  |
| 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> |  |
| 1 - 4 of 4   |           |   |   |   |   |  |
| <a href="#">Save And Refresh Page</a>                      |           |   |   |   |   |  |

Figure 4-10: Reassign People (Search Results) Screen

5. Select a destination organization for everyone.
6. Select **Save And Refresh Page** to move the profiles to the organizations you selected. The people you moved to different organizations disappear from the list, while the personnel you have not reassigned remain. **Note:** The moved profiles retain their existing permission levels. However, DTS removes the

organization and group accesses. You will need to update the reassigned profiles under the new organizations based upon their DTS roles and responsibilities.

7. Repeat the above steps if you have more people to reassign. This can happen if you need to move people to more than 5 different organizations.

## 4.6 Restructure an Organization

Realignments for organizations, units, or activities can occur outside of DTS. In some cases, they influence the setup within DTS. The **Copy and Create Organization** features along with the **Reassign Personnel** function are beneficial tools, if you must engage in a DTS reorganization. You may require assistance from your Component to complete all the steps.

Once you retire the organization, you should consider updating the organization's **Site Name** field to a special indicator "**Z - DISABLED ORGANIZATIONS**" preventing the organization from appearing the **Self Registration Tool**. The **Self Registration Tool** allows travelers to establish their own profile and select their organization of assignment and then submit the entry to a DTA for verification and acceptance into DTS. See more on Self Registration in the *DTA Manual, Chapter 2*.

**Note:** This manual does not cover the reorganization process in-depth, but you can find the complete details under the [DTA Manual, Appendix L](#).

## 4.7 Create an Organization

Although the **Copy** option allows you to establish a new organization quickly by using existing data and updating a few fields (if needed), sometimes you simply need to create a brand new organization (e.g., naming sequence changes). Here is how you create an organization:

1. From any screen in the **Organizations** module, select **Create Organization(s)** on the **DTA Tools Bar**. The **Create Organization** screen (Figure 4-2) opens. If you have any questions, about the organization's data fields, refer to Table 4-5 *ORGANIZATION PROFILE FIELD DESCRIPTIONS*.

**Note:** The name of your main organization appears in the **Organizational Code** text field (e.g., DA740MA). You can't change it because you may only create organizations subordinate to your main organization. You do that by adding to the main organization's name (e.g., DA740MA980).

2. Enter all mandatory data (i.e., marked with a red asterisk) as it pertains to the new organization. **Note:** You should verify the **DTA ID** and **CTO Information** are available for selection. If the information is not in DTS, then additional coordination with your Component and a TAC help ticket are required.
3. Select **Save Organization**. The **Organization(s) (Search Results)** screen (Figure 4-6) opens. It displays information for the new organization.

## Chapter 5: Organization Module Reports

There are two reports or view lists you can run within the Organization: **CBA List** and **Organization List**. See sections 5.1 and 5.2 for details.

### 5.1 View CBA List

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

To run a **CBA Report**:

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

Figure 4-11: View CBA List Screen

2. (Optional) Your main organization name appears by default in the **Organization Name** text field. You can enter a different organization instead.
3. (Optional) Check the **Include Sub-Organizations** box to include search results from organizations subordinate the selected organization.
4. Select **Run Report**. DTS prompts you to open or save the report. The option you select determines whether DTS downloads the report to your computer or displays it in an Excel spreadsheet.

**Note:** If your organization needs a CBA account loaded into DTS, then complete the *CBA Load Worksheet* and follow your Local Business rules. To learn how the **CBA Reconciliation Module** works, see the *CBA Reconciliation Manual*. For more about CBAs, see the DTMO website at <https://travel.dod.mil/Programs/Government-Travel-Charge-Card/Centrally-Billed-Accounts/>.

### 5.2 View Organization List

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

To run an **Organization Report**:

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

**View Organization List**

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 4-12: View Organization List*

2. (Optional) Your main organization name appears by default in the **Organization Name** text field. You can enter a different organization instead.
3. (Optional) Check the **Include Sub-Organizations** box to include search results from organizations subordinate the selected organization.
4. Select **Run Report**. DTS prompts you to open or save the report. The option you select determines whether DTS downloads the report to your computer or displays it in an Excel spreadsheet.

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

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| Chapter 2: DTS Access          | <a href="https://media.defense.gov/2022/May/11/2002994797/-1/-1/0/DTA_2.PDF">https://media.defense.gov/2022/May/11/2002994797/-1/-1/0/DTA_2.PDF</a>   |
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