



# Defense Travel Management Office



## DTA Maintenance Tool – Organizations and Groups

DTA JumpStart @ Connect 2011 Seminar

April 2011

**For Official Use Only**



# Agenda

- Organizations
  - Characteristics
  - Naming Sequence
  - Organization Access
- Groups
  - Characteristics
  - Group Access
  - Individual Group Membership
  - Global Group Membership





# Organizations

- Can be defined as a unit, agency, activity or department within DoD
- Hierarchical with one main org (major unit)
- Can have one or many sub-organizations
- Number of sub-organizations can be based upon
  - Workflow
  - Reports
  - Budgets





# Organization Naming Sequence

- Alphanumeric code
- Maximum of 20 characters
- Appendix Q of DTA Manual

DTA Tools: **Organizations** | [Search Organization\(s\)](#) | [Create Organization\(s\)](#) | [View CBA List](#) | [View Organization List](#)

### Create Organization \* Required

#### Organization Hierarchy

Organization Code: \*   
(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





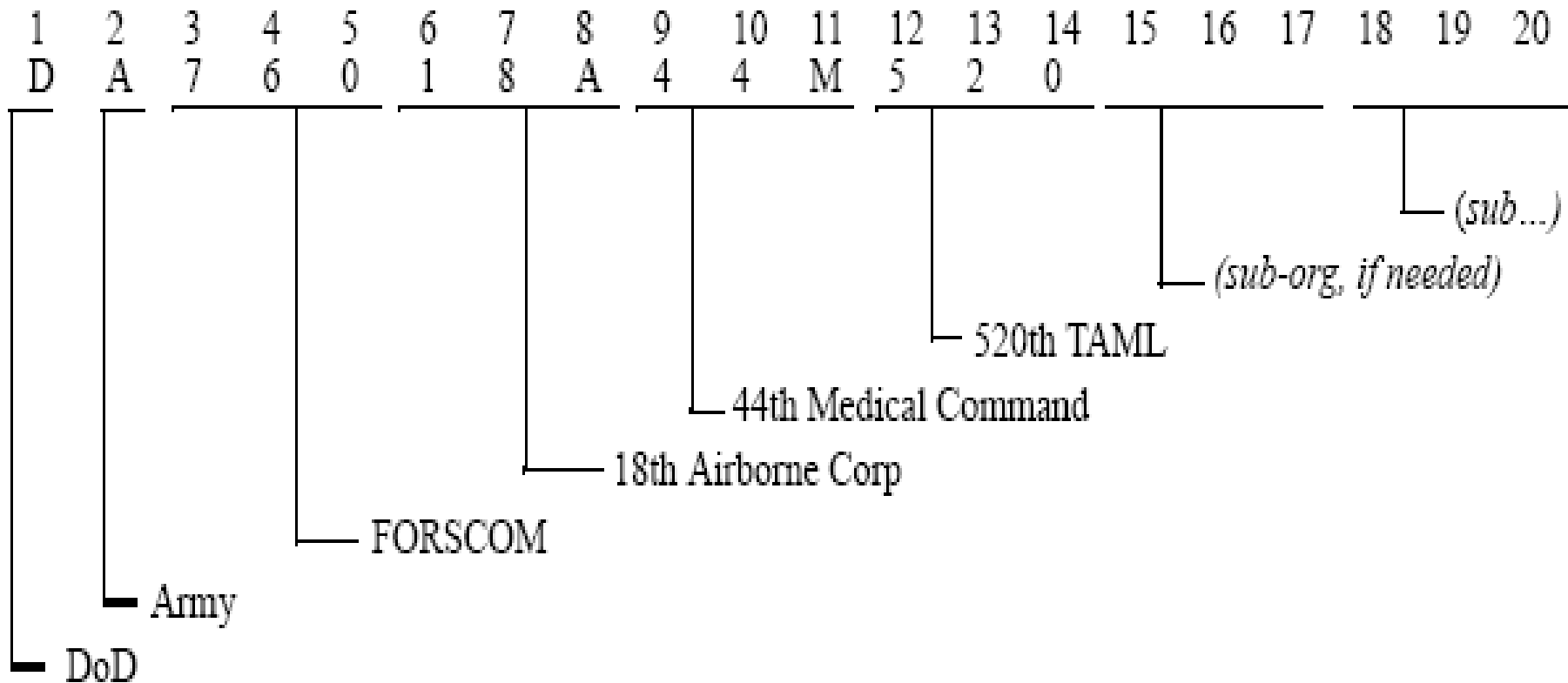
# Organization Naming Sequence Codes

Level	Positions	Title	Values
1	1	Federal Agency	D = DoD
2	1	Component	A=USA; F=USAF; M=USMC; N=USN; D=Defense Agency; J=Joint commands
3	Service specific	MAJCOM, MACOM, Major Claimant, Defense Agency Bureau Code, Unified/Combined Command/installation code	See Service and Agency specifics below
4 +	Service specific	Normal office symbol, mail code, etc.	See Service and Agency specifics below





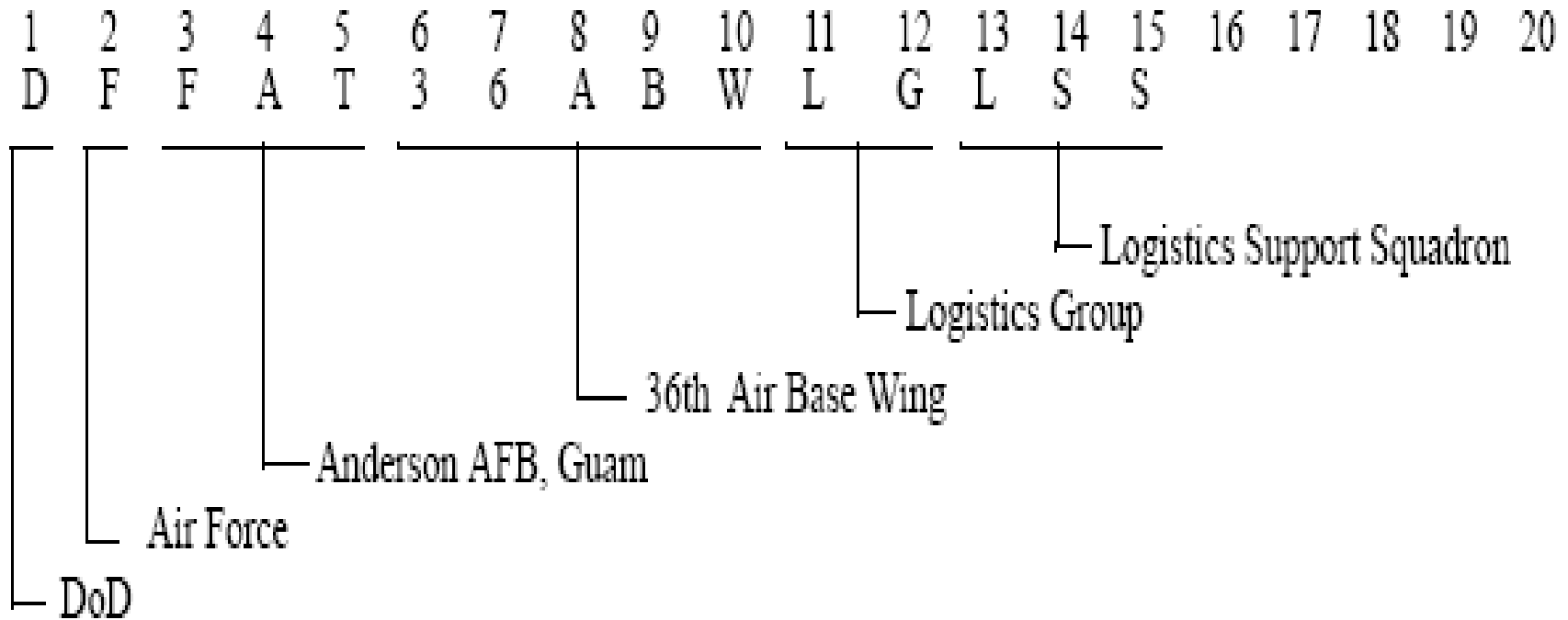
# Army Naming Sequence Example



DoD; Army; Forces Command; Eighteenth Airborne Corp, 44th Medical Command, 520th Theater Area Medical Laboratory, room for two additional entries, if required.



# Air Force Naming Sequence Example



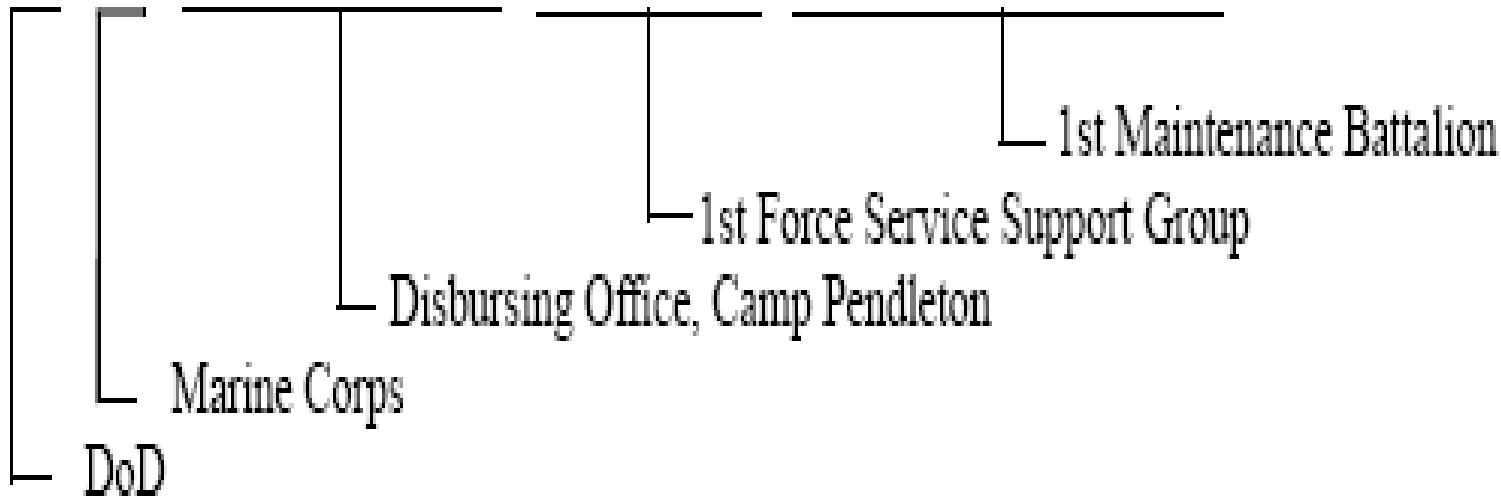
DoD; Air Force; Anderson AFB, Guam; 36th Air Base Wing; Logistics Group; Logistics Support Squadron





# Marine Corp Naming Sequence Example

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
D	M	6	1	8	7	1	6	9	2	8	3	2	1						



DoD; Marine Corps; Disbursing Office Camp Pendleton, 1st Force Service Support Group, Camp Pendleton; 1st Maintenance Battalion

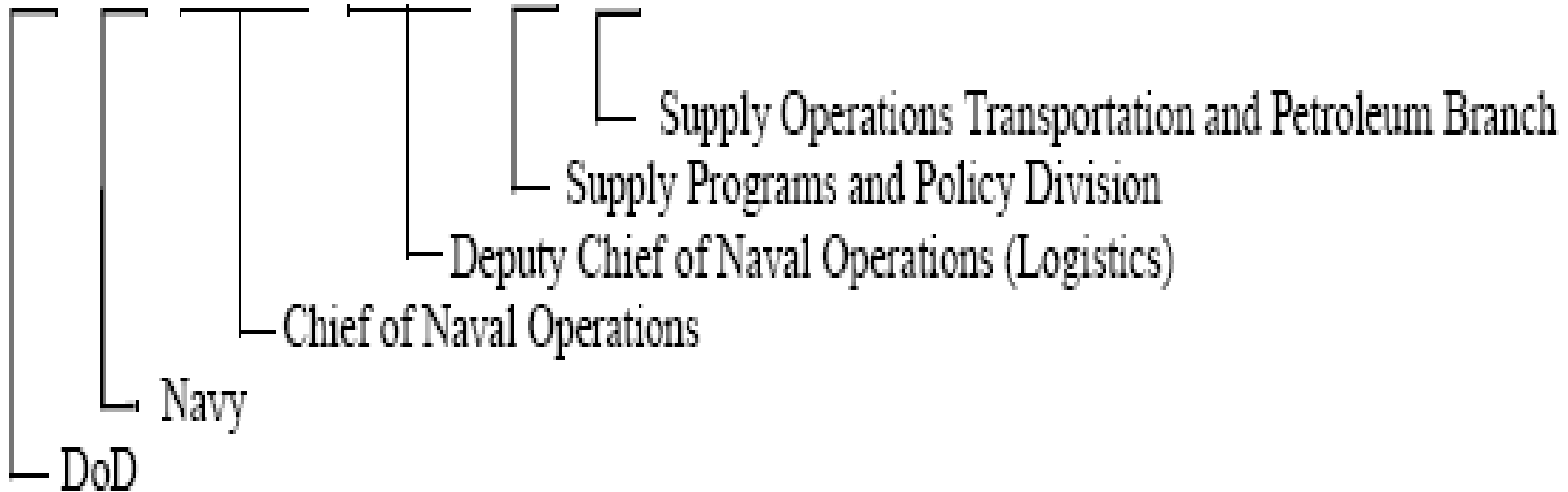






# Navy Naming Sequence Example

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
D	N	1	1	N	4	1	3												



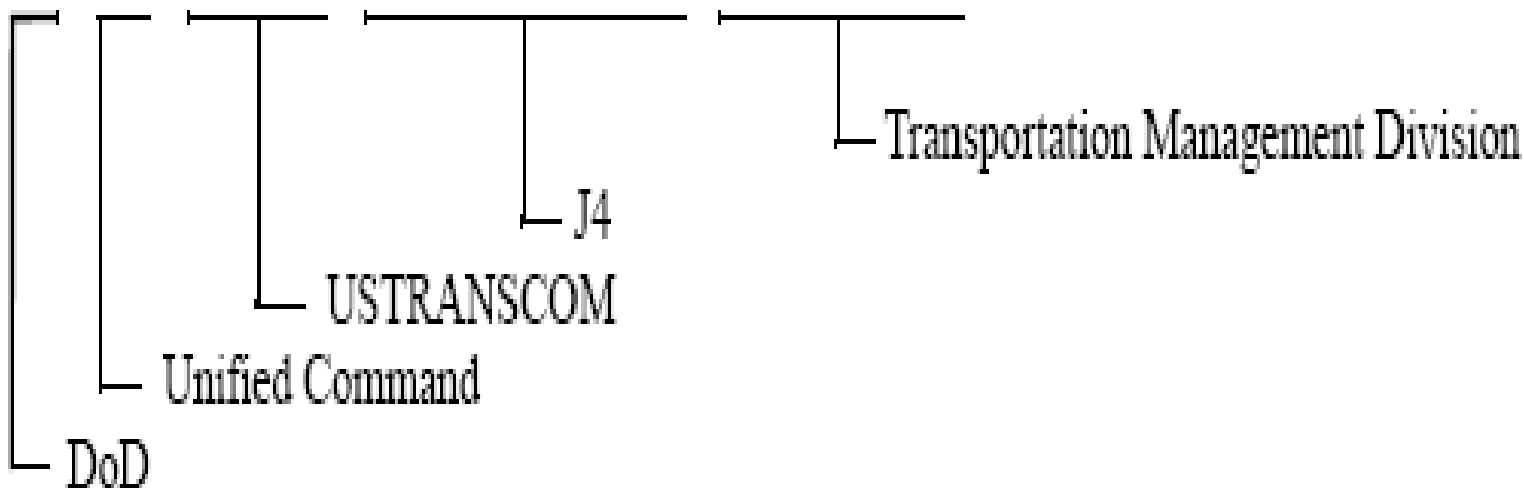
DoD; Navy; Chief of Naval Operations; Deputy Chief of Naval Operations (Logistics); Supply Programs and Policy Division; Supply Operations Transportation and Petroleum Branch





# Joint Forces Naming Sequence Example

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20  
D J 5 5 T C J 4 L T D

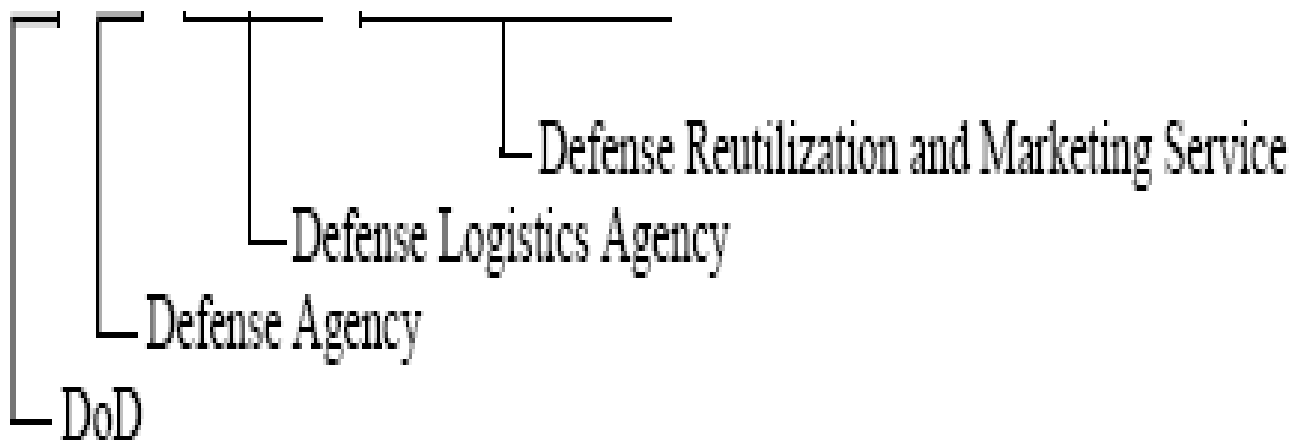


DoD; Unified Command; U.S. Transportation Command; J4; Transportation Management Division



# DOD Agency Naming Sequence Example

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20  
D D 1 9 D R M S



DoD; Defense Agency; Defense Logistics Agency; Defense Reutilization Management Services





# Organization Access

- Defines and limits which organizations' resources a user may view
- Resources include:
  - People profiles
  - Budgets
  - Routing Lists
- Organization Access is hierarchical





# Purpose of Groups

- *Provides:*
  - Travel Preparers, NDEAs, DTAs, and Help Desk personnel
- *With:*
  - Anytime access to a traveler's documents
- *To be able to:*
  - View, create, or edit other travelers' documents





# Characteristics of a Group

- List of travelers' names
- Has no members when first created
- Is ***NOT*** hierarchical
- Owned by an Organization
- Members can be added 2 ways
  - Automatically via **Global Group Membership Rules**
  - Individually via **Individual Group Membership**





# Group Access

- View, update, and create **documents** for other travelers
- Granted to clerks, NDEAs, help desk personnel, and DTAs
- Allowed access to only **one** group
- Not needed for travelers to access own documents or for ROs to access documents via routing





# Group Membership

- Allows travelers' **documents to be seen** and managed by others
- All travelers are members of at least one group
  - A traveler can be a member of as many groups as necessary







# Individual Group Membership

- Manual process for adding individual travelers to a group
- Adding travelers one-by-one
- Only criteria needed is the traveler's SSN





# Global Group Membership

- Used to make every traveler in an Organization members of a specific Group

## Global Group Membership Requires:

- Name of Organization being added to Group (Member Organization Name)
- 

- Name of the appropriate Group (Group Name)
- Name of Organization that owns the Group (Group Organization Owner Name)





# Resources



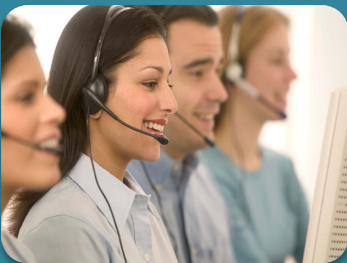
## DTMO Website

- Access eLearning, instructor resources, and reference materials through Training Resource Lookup Tool



## Travel Explorer (TraX)

- DTA Manual – Ch 4: Organizations, Chapter 6: Groups
- Distance Learning and Web Based Training
  - Organizations
  - Groups



## Travel Assistance Center (TAC)

- 1-888-Help1-Go (1-888-435-7146)
- Overseas: Use DSN to dial directly
- 24 hours a day/7 days a week
- Submit a Help Ticket through the Tickets section of TraX