

Defense Travel System

DTA Manual, Chapter 4: Organizations

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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	06/22/18	DTMO	Change URLs to “https” vs. “http”	Throughout
1.2	08/17/18	DTMO	Change access to DTA Maintenance Tool through DTS dashboard	Section 4
1.3	08/12/19	DTMO	Annual review Update DTS to DTA Manual	Page 5
1.4	02/10/20	DTMO	Add TAC ticket submission to modify TMC (CTO Information) in the org table	Section 3 Table Section 4.3 Page 13
1.5	11/09/20	DTMO	Annual review Added CBA Manual and Load Workbook links Updated DTA Manual links	Throughout Page 7 Throughout
1.6	11/12/20	DTMO	Changed Table of Contents format	Page 2
1.7	12/31/20	DTMO	Updated Dashboard screen shot	Section 4, Page 10
1.8	05/14/21	DTMO	Added Z - Disabled Organizations indicator	Section 4, Page 17

1 Introduction to DTS Organizations

In DTS, the term “organization” refers to a DoD entity that has responsibility for travel document routing, budget maintenance, and reporting. That entity may be an office, unit, site, etc. - but to DTS, they are all organizations. Each organization has a “name” – that is, a series of numbers and letters that uniquely identify it in DTS. You’ll learn more about organization names in Section 2.

DTS arranges organizations in a hierarchy, which means each organization is subordinate 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 don’t also have access to organizations higher up the organization hierarchy. However, you do have organization access to all organizations that are hierarchically subordinate to your main organization.

1.2 Subordinate Organizations

DTS generally refers to organizations that are subordinate to your main organization as “sub-organizations”. 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 sub-organizations 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)

2 Organization Naming Sequence

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 is “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.

The following paragraphs and tables illustrate the organization naming sequence.

Note: The organization naming structure for DoD Components in this manual are for training purposes only and are subject to change. The [DTA Manual, Appendix Q](#) provides the current version for each service and agency.

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 th Airborne Corps (DA76018A)						1	8	A						
44 th Medical Command (DA76018A44M)									4	4	M			
520 th 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	DFCEJ028BWSS
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	Subordinate to:
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	Subordinate to:
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 1 subordinate organization.

Table 4-4

SAMPLE ORGANIZATION NAMES FOR AN AGENCY		
Agency	DTS Organization Name	Subordinate to:
Agency	DD19	DD
Organization "DRMS"	DD9DRMS	DD19

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. Table 4-5 explains the fields in full. The layout of the organization's profile screen and the editable options vary depending on whether you are creating, copying, or updating the organization. Table 4-5 points out those variations.

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.

Create Organization
* Required

Organization Hierarchy

Organization Code: * DTMOCSD

(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

ORGANIZATION PROFILE FIELD DESCRIPTIONS	
Field or Object	Description
Organization Hierarchy	
Organization Code	The DTS organization name; must include the main org's name. Note ²
DTA ID	The email address that will receive accounting reject notifications and other key DTS communications (e.g., requests to detach relocated users). Note ¹
Default Routing List Name	The routing list all new arrivals to your organization will initially use. Notes ^{3,4}
Site Registration Data (Section doesn't appear on copy)	
Site Name	The organization's physical location (e.g., Ft. Lewis, WA). Notes ^{1,6}
Organization Description	The "real life" organization name (e.g., 28 th Bomb Wing). Note ⁶
Organization Email Address	The email address to which DTS will send new self-registration requests. Note ¹
Email Notification	Yes/No radio buttons. Turns on/off self-registration emails. Notes ^{1,7}
Commercial Travel Office (CTO) Information	
GDS	The Global Distribution System (GDS) your TMC uses. Select Worldspan or Sabre one to activate the PCC , Ticket PCC , and Company Code fields. Note ¹ and Note ⁸
PCC	The TMC provides the Pseudo-City Code (PCC), which identifies the location that processes reservation requests made in DTS. Note ¹ and Note ⁸
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. Note ¹ and Note ⁸
Company Code	The TMC provides the Company Code, which identifies reservation and ticketing policies specific to the new organization. Note ¹ and Note ⁸
Organization Information	
Service/Agency ...	The Service or DoD agency to which the traveler belongs. Note ¹
Office Address Line 1 & 2, City, State/Country, Zip/Postal Code	The organization's mailing address. Note ¹
Mail Code, Office Phone Number, Office Fax Number	The organization's contact information. Note ¹
Number of Miles to Closest Airport	The number of miles from the office to the nearest airport. Note ¹
Time Zone	The time zone in which the organization is located. Note ¹
Number of Work Hours/Day	The number of hours in the organization's typical workday. Note ¹
Present Duty Station Name	The duty station name for the organization (e.g., Shaw AFB). Note ¹
Emergency Contact Name, Emergency Contact Phone Number	Contact information for the organization's emergency contact (i.e., Staff Duty Officer, Quarterdeck). Note ¹
Unit ID	The organization's UIC, RUC, or passcode. Note ¹
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. Note ¹
Copy ALL Routing List and Routing List Details from <org>	Duplicates routing lists to the destination organization. Notes ^{4,5}
Copy ALL Groups and Global Group Membership Rules from <org>	Duplicates groups and GGMRs to the destination organization. Notes ^{4,5}
Save these changes to ALL Personnel under <org>	Duplicates the changes to all personnel assigned to the source organization. Notes ^{3,5}
Save these changes to ALL Sub Organizations of <org>	Duplicates the changes to all organizations subordinate to the source organization. Notes ^{3,5}
Notes:	³ Doesn't display for copy ⁶ Displays in Organization Hierarchy for copy

¹ Not editable for copy	⁴ Doesn't display for update	⁷ Displays in Organization Info for copy
² Not editable for update	⁵ Doesn't display for create	⁸ Requires a Travel Assistance Center (TAC) ticket to modify data

4 Working with Organizations in DTS

The DTS **DTA Maintenance Tool** allows you to manage and maintain organization 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**, the **Administration** menu (Figure 4-3), select **DTA Maintenance Tool**.

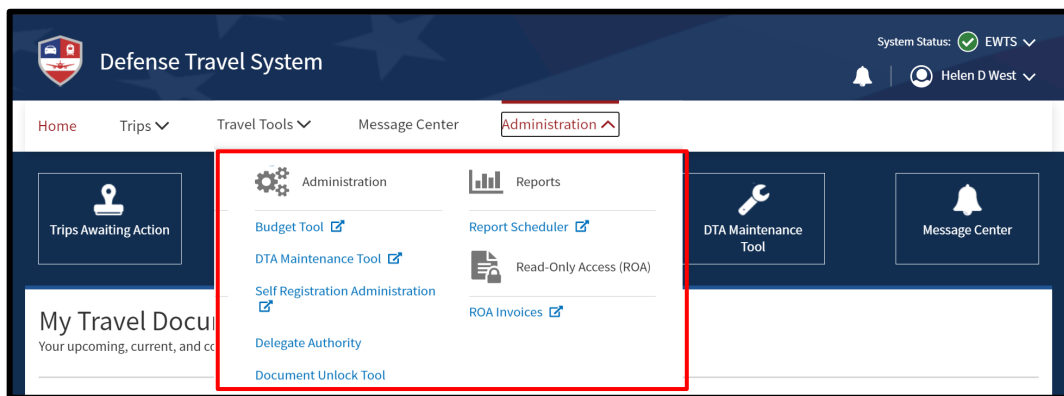


Figure 4-3: DTS Dashboard – Administration Menu

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.

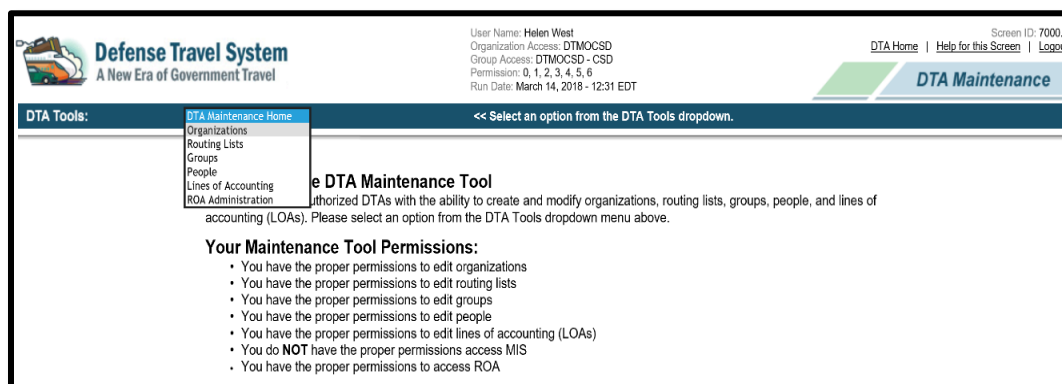


Figure 4-4: DTA Maintenance Tool Home Page

Select **Organizations** from the **DTA Tools** drop-down list. The **Search Organization(s)** screen

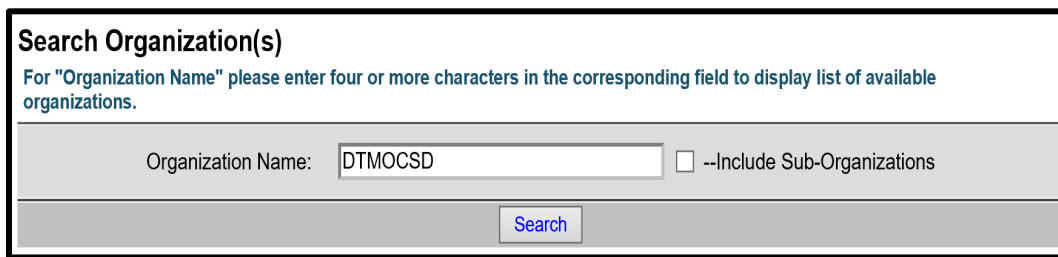
(Figure 4-5) opens and the **DTA Tools** bar updates providing options to allow:

- 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 have access to.

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.



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 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.

Organization(s) (Search Results)								
Organization Name: DTMOCSD								
Include Sub-Organizations: Yes								
Edit				Organization Code	GDS	PCC	Ticket PCC	Company Code
Copy	Update	Delete	Reassign Personnel	DTMOCSD	AA	D1WA	D1WA	-D1WA-PROFILE
Copy	Update	Delete	Reassign Personnel	DTMOCSD460FM	AA	D1WA	D1WA	D1WA PROFILE
Copy	Update	Delete	Reassign Personnel	DTMOCSDOPS	AA	D1WA	D1WA	D1WAPROFILE
Copy	Update	Delete	Reassign Personnel	DTMOCSDTRAINING	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 of these 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 (similar to 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 in order 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 organization you just created.

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 at <https://www.defensetravel.dod.mil/site/trax.cfm>.

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

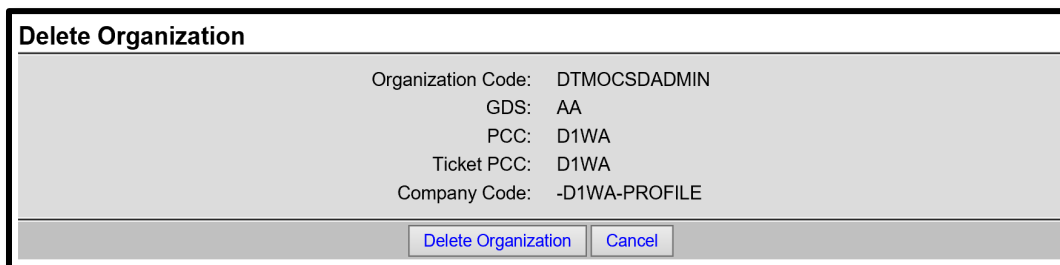
If you no longer need an organization in DTS, the process to delete it is straightforward; however, you must complete the actions listed below before you delete the organization:

- Delete or inactivate all of its LOAs.
- Delete all of its budgets.*
- Delete all of its routing lists, except the default routing list.
- Delete all of its groups.
- Delete or transfer all of 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.



The screenshot shows a window titled "Delete Organization". Inside the window, the following information is displayed:

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

At the bottom of the window, there are two buttons: "Delete Organization" and "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.



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 a large number of 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.

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"/>
		check All uncheck All	check All uncheck All	check All uncheck All	check All uncheck All

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

5. Select a destination organization for each individual.
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 in order 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 org from appearing the **Self Registration Tool**.

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 is required.
3. Select **Save Organization**. The **Organization(s) (Search Results)** screen (Figure 4-6) opens. It displays information for the new organization.

5 Organization Module Reports

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 (Figure 4-11) opens.

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.

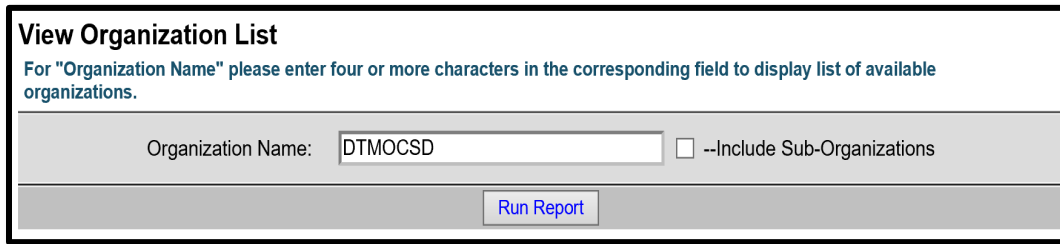
Note: If your organization needs a CBA account loaded into DTS, then complete the [CBA Load Worksheet](#) and follow your local business rules. To learn how the CBA Reconciliation Module works, see the [CBA Reconciliation Manual](#). Additional information is available on the DTMO website at <https://www.defensetravel.dod.mil/site/cba.cfm>.

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.

6 The DTA Manual: Contents & Links

DTA MANUAL CHAPTER: TOPIC	URL (SELECT OR CUT & PASTE)
Chapter 1: DTS Overview	https://www.defensetravel.dod.mil/Docs/Training/DTA_1.pdf
Chapter 2: DTS Access	https://www.defensetravel.dod.mil/Docs/Training/DTA_2.pdf
Chapter 3: DTS Site Setup	https://www.defensetravel.dod.mil/Docs/Training/DTA_3.pdf
Chapter 4: Organizations	https://www.defensetravel.dod.mil/Docs/Training/DTA_4.pdf
Chapter 5: Routing Lists	https://www.defensetravel.dod.mil/Docs/Training/DTA_5.pdf
Chapter 6: Groups	https://www.defensetravel.dod.mil/Docs/Training/DTA_6.pdf
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Chapter 11: MIS Administration	https://www.defensetravel.dod.mil/Docs/Training/DTA_11.pdf
Chapter 12: ROA Administration	https://www.defensetravel.dod.mil/Docs/Training/DTA_12.pdf

DTA MANUAL APPENDIX: TOPIC	URL (SELECT OR CUT & PASTE)
Appendix A: Self-Registration	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_A.pdf
Appendix B: Acronyms	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_B.pdf
Appendix C: Definitions	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_C.pdf
Appendix E: Emails	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_E.pdf
Appendix F: Import / Export Module	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_F.pdf
Appendix G: Error Codes	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_G.pdf
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Appendix K: DTS Tables	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_K.pdf
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