

Army Defense Travel System Organization Naming Convention



Version 3.1
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Army DTS Organization Naming Convention

Document Approval Page

This document is approved as indicated by signature and date contained herein.

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Document History Page

Date	Version	Author	Description
11 July 08	3.0	MLD	Added codes for Army Accessions Command, NETCOM, USARCEN, USARNORTH, and USARSO.
22 Sep 08	3.0	MLD	Added instructions for commands and organizations POCs to coordinate prior to creating or modifying DTS organization names.
20 Nov 08	3.0	MLD	Revised/updated organization names
07 Feb 11	3.1	DTSA	Added organization entries for US Army Cyber Command and US Army Africa.

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1. In order to effectively implement the Defense Travel System (DTS), DoD is establishing a standard organization naming convention for use in DTS. The DTS Organization Name is 20-alphanumeric positions. For maximum efficiency and utility, the naming convention must be logical, easily understood in the field, and hierarchical in nature.
2. Leadership at Department of the Army (DA), Army Command (ACOM), Army Service Component Command (ASCC), and Direct Reporting Unit (DRU) levels must enforce the naming convention. DoD will enforce Levels 1 and 2. DA directs Level 3 and the integrity of the Army organization names. Level four and higher are for local use within ACOMs, ASCCs, and DRUs with appropriate higher command coordination.

Note: The more levels utilized, the more maintenance is required as personnel change organizations within a larger organization. The structure should be carried no lower than the level where travel funds are allocated or travel costs are managed.

3. Army DTS Organization Naming Convention

- a. The following structure will be used for Army organizations:

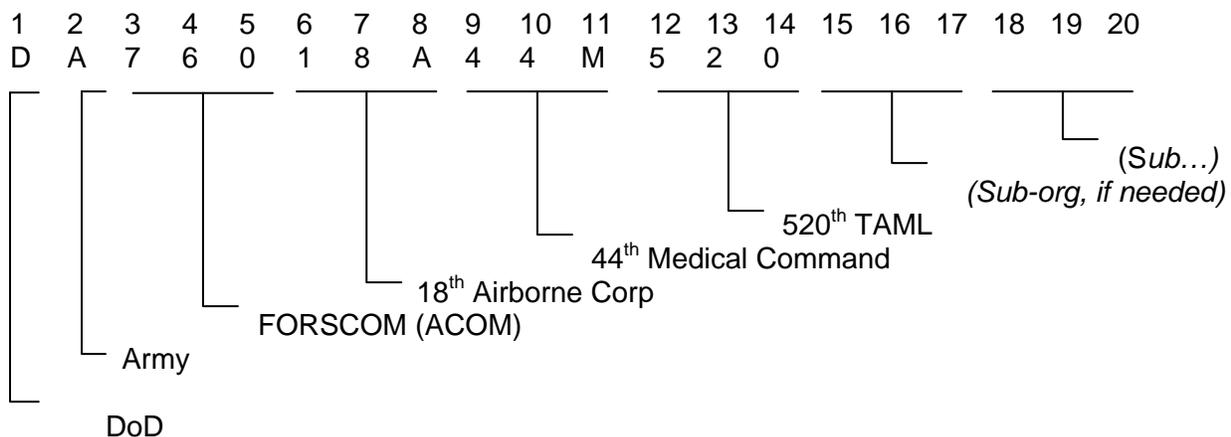
Level	Positions	Title	Values
1	1	Federal Agency	D=DoD
2	1	Component	A=USA
3	3	ACOM, ASCC, or DRU Designation	Three Alphanumeric Characters (Directed by DA)
4+	3 (Maximum of 3 characters per organization level starting at position 6)	Subordinate Commands	Three Alphanumeric Characters per Level (Decision by Command HQ)

- b. Level 1. All DoD components will use "D". This allows for visibility, access, queries and reports at the DoD level.
- c. Level 2. All Army organizations will use "A". This allows for visibility, access, queries and reports at the Army level.
- d. Level 3. Defense Travel Administration (DTA) personnel use the headquarters command codes contained in Annex 1 to develop Army organization names. These codes are used in positions 3, 4, and 5. Use of a

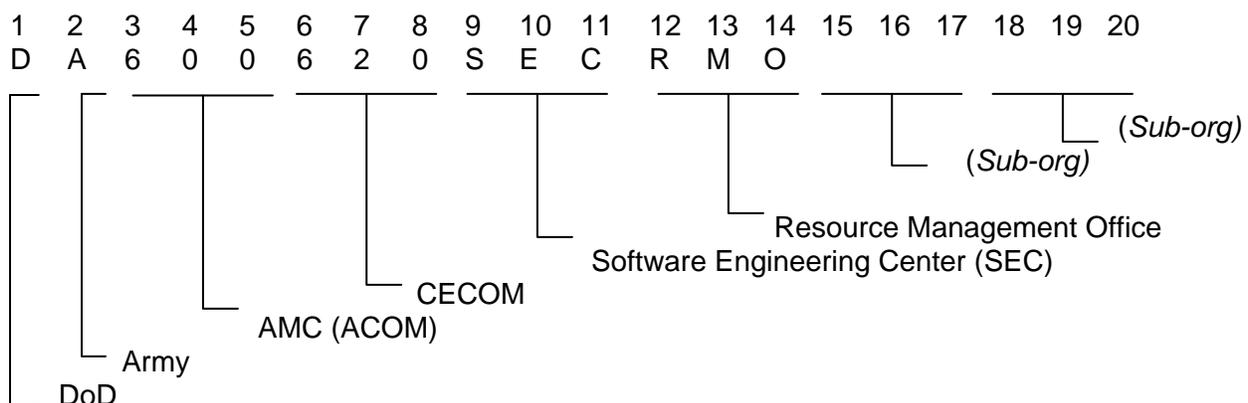
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standard coding system enables managers and administrators to have oversight of their entire organizations.

- e. Level 4. Positions 6 though 20 (Levels 4+) will be developed by organizations in coordination with their headquarters command (ACOM, ASCC, or DRU). **Three character codes are required to define each level of all organizations for levels 4 and higher.** Table of Distribution and Allowance (TDA) organizations can use the standard office symbol, abbreviated to three characters. Military line units can use their unit designators, abbreviated to three characters. A three-character abbreviation of the UIC can also be used. These codes should make sense and may be based on pre-existing codes that the organization is familiar with. The organizational structure is hierarchical to permit rollup of data at any desired level and permits visibility and access from the higher levels down. The DTA will contact their high-level command POC for guidance in developing DTS organization names. Refer to detailed examples below.

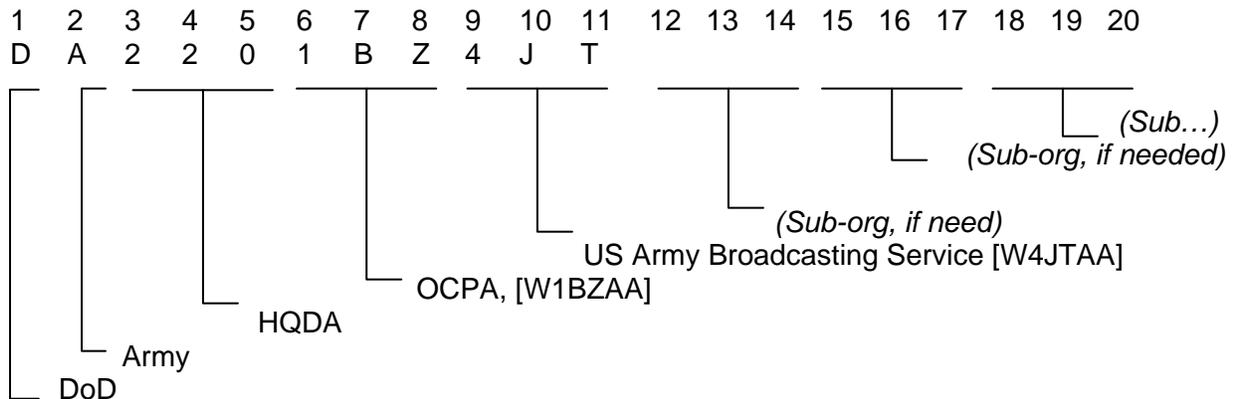


DoD; Army; Forces Command; Eighteenth Airborne Corp, 44th Medical Command, 520th Theater Area Medical Laboratory, room for two additional entries, if needed.



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DoD, Army, Army Materiel Command, Communications-Electronics Command, Software Engineering Center, Resource Management Office, additional sub-organization (if needed), additional sub-organization (if needed).



DoD, Army, HQ Dept of the Army, Office of the Chief of Public Affairs (OCA) [UIC=W1BZAA], US Army Broadcasting Service [W4JTAA], room for three additional entries, if required.

4. Coordination. Army Defense Travel Administration (DTA) POCs will coordinate with the DTS-Army Office, and with their higher command, when planning to add or modify a DTS organization name. Command/organization DTA POCs submit a listing of the proposed command DTS organizational structure for review and approval prior to implementation. An Army DTS Organizational Naming Convention Template (MS Excel spreadsheet) at <http://www.asafm.army.mil/fo/fod/dts/dts-wp/dr/dr.asp> is provided for this purpose. There is a tab in the spreadsheet for each ACOM, ASCC, and DRU. You must open the file as Read Only. To modify the template for your command:
 - a. Select the tab for your command.
 - b. Make the necessary modifications for the proposed change/addition.
 - c. Right click on the tab name.
 - d. Select "Move or copy."
 - e. Under "To book," select "(new book)."
 - f. Near the bottom left of the dialog box, select "Create a copy."
 - g. Click "OK."
 - h. MS Excel creates a new book (separate spreadsheet file) from the selected tab.
 - i. Save the new book to a meaningful file name (e.g., *command_name* DTS Org Template *date.xls*) in your local environment (workstation or server).

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- j. Submit the proposed structure in the saved template file to asafmdts@hqda.army.mil, for review and approval. In the subject of the message, enter "Proposed DTS Organization Name."
- k. Once approved, the organization name can be created or modified in DTS.

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<u>CODE</u>	<u>TITLE</u>	<u>CODE</u>	<u>TITLE</u>
030	NETWORK ENTERPRISE TECHNOLOGY COMMAND/9 th SIGNAL COMMAND (ARMY) (NETCOM/9 th SC(A))	820	US ARMY PACIFIC COMMAND (USARPAC)
080	US ARMY CORPS OF ENGINEERS (USACE)	840	US ARMY SOUTH (USARSO)
170	UNITED STATES MILITARY ACADEMY (USMA)	890	US ARMY EUROPE (USAREUR)
180	ARMY NATIONAL GUARD (ARNG)	8A0	US ARMY CENTRAL (USARCENT)
210	US ARMY CRIMINAL INVESTIGATION COMMAND (CIDC)	8B0	US ARMY NORTH (USARNORTH)
220	HQ DEPARTMENT OF THE ARMY (HQDA)	8M0	US ARMY AFRICA (USARAF)
240	US ARMY RESERVE COMMAND (USARC)		
250	US ARMY INTELLIGENCE & SECURITY COMMAND (INSCOM)		ARMY OBSOLETE NAMING CONVENTION CODES
290	US ARMY CYBER COMMAND (ARCYBER)		Army naming convention codes were provided to pilot sites that fielded DTS that are now obsolete. Commands using these obsolete naming convention codes must bring these organization codes into compliance. DTS "Reorg" functionality (DTA Manual, Appendix L) is available to rename organizations using the current Army naming convention.
2A0	INSTALLATION MANAGEMENT COMMAND (IMCOM)		
350	MILITARY SURFACE DEPLOYMENT & DISTRIBUTION COMMAND (SDDC)		
360	US ARMY SPACE & MISSILE DEFENSE COMMAND/ARMY STRATEGIC COMMAND (SMDC/ARSTRAT)	41	ARMY TEST & EVALUATION COMMAND (Reporting & Access)
400	US ARMY MILITARY DISTRICT OF WASHINGTON (MDW)	50	US ARMY SPECIAL OPERATIONS COMMAND (Reporting & Access)
410	ARMY TEST & EVALUATION COMMAND (ATEC)	6	US ARMY MATERIEL COMMAND (Reporting & Access)
440	US ARMY ACCESSIONS COMMAND (USAAC)	6N	US ARMY SOLDIER & BIOLOGICAL CHEMICAL COMMAND (Reporting & Access)
500	US ARMY SPECIAL OPERATIONS COMMAND (USASOC)	76	US ARMY FORCES COMMAND (Reporting & Access)
570	US ARMY TRAINING AND DOCTRINE COMMAND (TRADOC)		
600	US ARMY MATERIEL COMMAND (AMC)		
740	US ARMY MEDICAL COMMAND (MEDCOM)		
760	US ARMY FORCES COMMAND (FORSCOM)		
780	EIGHTH ARMY (EUSA)		