

Defense Travel System Organization Naming Convention

5 January 2004

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 the DA and MACOM level must enforce the naming convention. Levels 1 and 2 will be directed by the DoD DTS-PMO. Level 3 will be directed by DA and the MACOMs. Level 4 and higher will be for local use within appropriate MACOM guidance. CAUTIONARY NOTE: The more levels utilized, the more maintenance is required as personnel change organizations within an installation. The structure should be carried no lower than the level where travel funds are allocated or travel costs are managed.
3. Army Naming Convention

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

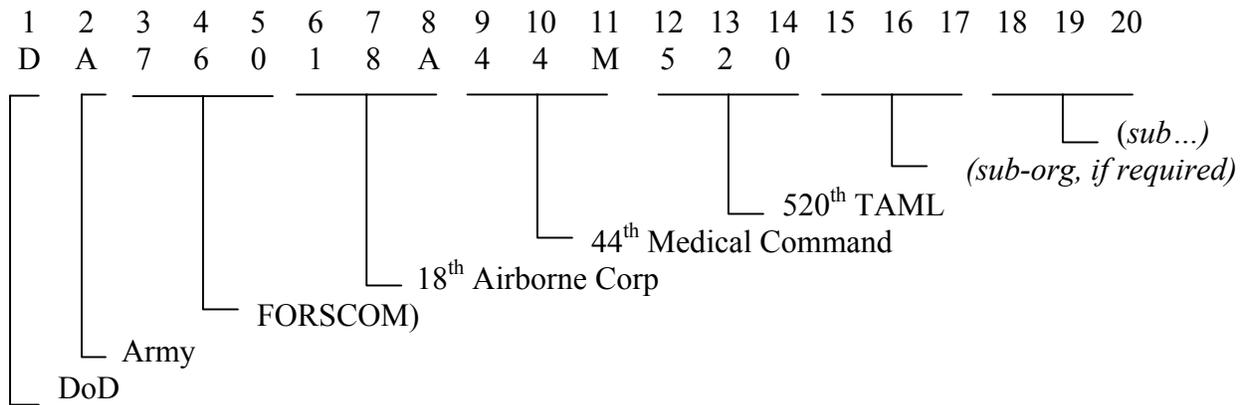
Level	Positions	Title	Values
1	1	Federal Agency	D=DoD
2	1	Component	A=USA
3	3	High-level Command	Three Alphanumeric Characters (Based on Operating Agency codes)
4+	3	Subordinate Commands	Three Alphanumeric Characters Per Level

- b. Level 1. All DoD components will use “D”. This allows for queries and reports of DoD, as a whole.
- c. Level 2. All Army organizations will use “A”. This allows for queries and reports of the Army, as a whole.
- d. Level 3. Defense Travel Administration (DTA) teams use the High Level Command codes contained in Annex 1 to develop Army organization names. These will be used for positions 3, 4, and 5. Positions 3 and 4 are the Operating Agency code and position 5 is a zero. The latest list of Operating Agency codes can be found at:
<https://dfas4dod.dfas.mil/centers/dfasin/library/3710004/index.htm> - chap1 Go to Chapter II, 26-OA. Use of a standard code enables managers and administrators to have oversight of their entire organizations.

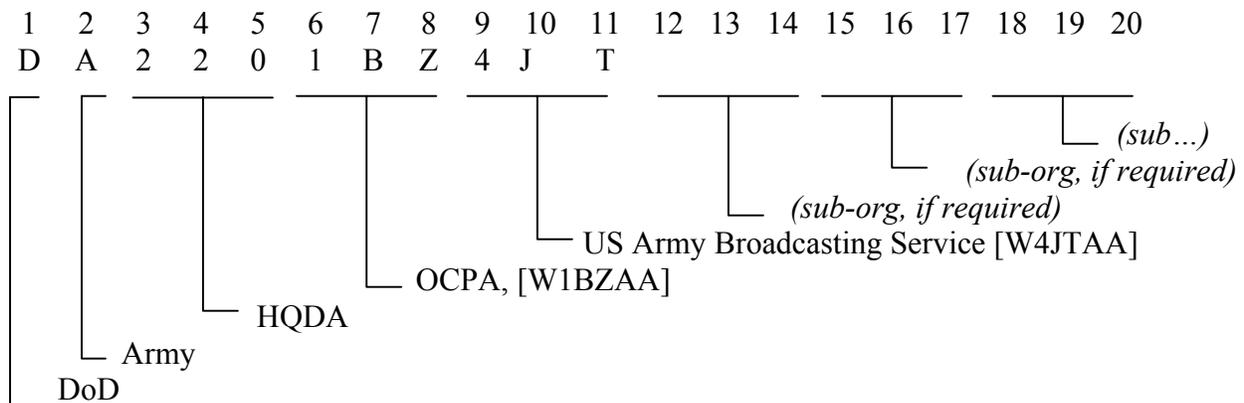
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e. Level 4. Positions 6 though 20 (levels 4+) will be developed by organizations in coordination with their high-level command. Three character codes are recommended to be used to define all organizations below Level 3. Table of Distribution and Allowance (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 could also be used. These codes should make sense and may be based on pre-existing codes that the organization is familiar with. They should be hierarchical to permit rollup of data at any desired level. The DTA will contact their high-level command POC for guidance in developing DTS organization names. Examples are detailed below.



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



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

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<u>CODE</u>	<u>TITLE</u>	<u>CODE</u>	<u>TITLE</u>
080	US ARMY CORPS OF ENGINEERS (USACE)	41 ¹	ARMY TEST & EVALUATION COMMAND (Reporting & Access)
180	US ARMY NATIONAL GUARD BUREAU (NGB)	50 ²	US ARMY SPECIAL OPERATIONS COMMAND (Reporting & Access)
210	US ARMY CRIMINAL INVESTIGATION COMMAND (CID)	6 ¹	US ARMY MATERIEL COMMAND (Reporting & Access)
220	HQ DEPARTMENT OF THE ARMY (HQDA)	6N ¹	US ARMY SOLDIER & BIOLOGICAL CHEMICAL COMMAND (Reporting & Access)
230	US ARMY RESERVE (USAR)	76 ²	US ARMY FORCES COMMAND (Reporting & Access)
250	US ARMY INTELLIGENCE & SECURITY COMMAND (INSCOM)		
2A0	INSTALLATION MANAGEMENT AGENCY (IMA)		
350	MILITARY TRAFFIC MANAGEMENT COMMAND (MTMC)		
360	US ARMY SPACE & MISSILE DEFENSE COMMAND (SMDC)		
400	US ARMY MILITARY DISTRICT OF WASHINGTON (MDW)		
500	US ARMY SPECIAL OPERATIONS COMMAND (USASOC)		
570	US ARMY TRAINING AND DOCTRINE COMMAND (TRADOC)		
590	ARMY CONTRACTING AGENCY (ACA)		
600	US ARMY MATERIEL COMMAND (AMC)		
740	US ARMY MEDICAL COMMAND (MEDCOM)		
760	US ARMY FORCES COMMAND (FORSCOM)		
780	EIGHTH US ARMY		
820	US ARMY PACIFIC COMMAND (USARPAC)		
890	US ARMY EUROPE (USAREUR)		

ARMY SUPPLEMENTAL NAMING CONVENTION CODES

(The supplemental naming convention codes are provided only to support the Army pilot sites that used an earlier, now obsolete, naming convention.)

00 ¹	CHIEF OF STAFF OF THE ARMY (Reporting & Access ¹)
01 ^{1,3}	SECRETARY OF THE ARMY (Reporting & Access)
25 ¹	US ARMY INTELLIGENCE & SECURITY COMMAND (Reporting & Access)