

Defense Travel System Privacy Requirements

Purpose of This Document

Below are screenshots from the Defense Travel System (eff. 08/10/2017) that display the privacy and ethics policy and disclaimer along with the data entry fields requesting personal information; this in support of the OMB Control Number request.

Privacy and Ethics Policy Disclaimer

Privacy and Ethics Policy

Please read the following DoD Privacy & Ethics Policy concerning DTS website, travel, and usage. By signing in to the DTS Systems, you agree to the terms and conditions of use.

STANDARD MANDATORY DOD NOTICE AND CONSENT

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

ACKNOWLEDGEMENT OF RESPONSIBILITIES OF RECEIVING AND MAINTAINING PRIVACY ACT DATA

DATA YOU ARE ABOUT TO ACCESS COULD POTENTIALLY BE PROTECTED BY THE PRIVACY ACT OF 1974. You Must:

- Have completed the necessary training with regards to Security Awareness and safeguarding Personally Identifiable Information.
- Ensure that data is not posted, stored or available in any way for uncontrolled access on any media.
- Ensure that data is protected at all times as required by the Privacy Act of 1974 (5 USC 552a(1)(3)) as amended and other applicable DoD regulatory and statutory authority; data will not be shared with offshore contractors; data from the application, or any information derived from the application, shall not be published, disclosed, released, revealed, shown, sold, rented, leased or loaned to anyone outside of the performance of official duties without prior DMDC approval.
- Delete or destroy data from downloaded reports upon completion of the requirement for their use on individual projects.
- Ensure data will not be used for marketing purposes.
- Ensure distribution of data from a DMDC application is restricted to those with a need-to-know. In no case shall data be shared with persons or entities that do not provide documented proof of a need-to-know.
- Be aware that criminal penalties under section 1106(a) of the Social Security Act (42 USC 1306(a)), including possible imprisonment, may apply with respect to any disclosure of information in the application(s) that is inconsistent with the terms of application access. The user further acknowledges that criminal penalties under the Privacy Act (5 USC 552a(1)(3)) may apply if it is determined that the user has knowingly and willfully obtained access to the application(s) under false pretenses.

ETHICS

Travelers must comply with the Federal and Departmental ethics rules when accepting travel benefits (i.e. goods, services, or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers may also keep benefits received for voluntarily vacating a seat on an over-booked flight, but are not to vacate their seat if the Government would incur additional costs or if it would affect the mission.

PRIVACY ACT

AUTHORITY: 5 U.S.C. 57, Travel, Transportation, and Subsistence; DoD Directive 5100.87, Department of Defense Human Resources Activity; DoD Instruction 5154.31, Volume 3, Commercial Travel Management; Defense Travel System (DTS); DoD Financial Management Regulation 7000.14-R, Vol. 9, Defense Travel System Regulation, current edition; DoD Directive 4500.09E, Transportation and Traffic Management; DTR 4500.9-R, Defense Transportation Regulation, Parts I, Passenger Movement, II, Cargo Movement, III, Mobility, IV, Personal Property, V, Customs; 41 C.F.R. 300-304, The Federal Travel Regulation (FTR); Joint Federal Travel Regulations, Uniformed Service Members and DoD Civilian Employees; and E.O. 9397 (SSN), as amended.

PRINCIPAL PURPOSE(S): The purpose of DTS is to provide a DoD-wide travel management process which will cover all official travel, from pre-travel arrangements to post-travel payments. The system facilitates the processing of official travel requests for DoD personnel and other individuals who travel pursuant to DoD travel orders. DTS provides information to financial systems to provide the reimbursement of travel expenses incurred by individuals while traveling on official business. DTS includes a tracking and reporting system whereby DoD can monitor the authorization, obligation, and payment for such travel.

ROUTINE USE: To Federal and private entities providing travel services for purposes of arranging transportation and lodging for those individuals authorized to travel at government expense on official business. To the Internal Revenue Service to provide information concerning the pay of travel allowances which are subject to federal income tax. To banking establishments for the purpose of confirming billing or expense data. See the applicable system of records notice for a complete listing of routine uses: DMDC 28 DoD, Defense Travel System (DTS) located at <http://dpclid.defense.gov/Privacy/SORNIndex/DOD-wide-SORNArticle-View/Article/570689/dhra-08-dod/>.

DISCLOSURE: Voluntary, however, failure to provide all of the requested information may preclude the processing of both the travel request and the claim for reimbursement.

Accept Decline

User Selects "Decline" System Response:

The screenshot shows the Defense Travel System (DTS) website at <https://www.defensetravel.osd.mil/>. The browser tabs include "Defense Travel System - DTS" and "Defense Travel System - DTS". The website header features the DTS logo and the tagline "A New Era of Government Travel".

Navigation Menu:

- Home
- DTMO Website
- Training
- Travel Assistance
- Travel Explorer
- Programs and Services
- Contacts

Welcome to DTS

The Defense Travel System (DTS) is a fully integrated, automated, end-to-end travel management system that enables DoD travelers to create authorizations (TDY travel orders), prepare reservations, receive approvals, generate travel vouchers, and receive a split reimbursement between their bank accounts and the Government Travel Charge Card (GTCC) vendor. DTS operates at over 9,500 total sites worldwide.

Login to the Defense Travel System

Begin using the Defense Travel System.

[Login to DTS](#)

System Status

- DTS Status**
DTS is Available
Updated: 29 Jul 2017
- EWTS Status**
EWTS is Available - [Click for More Information](#)
Updated: 26 Jul 2017

Browser Compatibility Check

- Javascript..... ✓
- Cookies..... ✓

Live Chat
for DTS Login Issues
Monday-Friday 8am-5pm ET

Notable Policy Changes

TSA Pre
Learn How to Participate for Free!

TSA Travel Tips...

Travel Assistance
Click button to contact your local help desk.

- Army
- Air Force
- Navy
- DoD Agency
- Marine Corps
- Joint Command

TRAX TRAVEL EXPLORER

Accessing DTS

Learn more about DTS and the tools required for use.

[Accessing DTS](#)

Training

Learn how to use DTS & find additional training resources.

[Training](#)

Notices

- [DTS Status: 6-Hour Downtime on 7/28](#)
- [EWTS Status: 6-Hour Downtime on 7/21](#)
- [Live chat for DTS and Passport Logins Now Available](#)
- [Updating Existing Authorizations with New GTCC Information](#)
- [Instructions for Using DTS on Mac Computers](#)
- [FY Crossover and Affected Partner Systems](#)
- [DTS/EWTS Maintenance Schedule](#)

News

- [Changes to JTR Coming May 1](#)
- [Spring 2017 Defense Travel Dispatch - Now Available](#)
- [Learn More about the Integrated Lodging Program Pilot](#)
- [TSA PreCheck Program](#)
- [Travel Policy Compliance Program](#)
- [Overview of Mission Related Expense Errors](#)

[Click here for more news..](#)

Welcome to the Self Registration Tool

Logged In As: ANATOLIY GELRUD
Screen ID: 8000.1



Home

Basic Information

Additional Information

Submit Self-Registration

Welcome to the Self Registration Tool.

Your user/traveler profile has been started but not completed; please finish prior to submitting the user/traveler profile for acceptance.

If you already have an existing user profile, and inadvertently created a self registration record, then click [here](#) to delete your staging profile. You will then be able to re-login and activate your production profile.

This is where you enter the data that goes into your DTS Personal Profile.

In the *Basic Information* section, the following fields are mandatory (indicated by an asterisk) and must be provided in order to submit your self registration:

- E-mail Address
- Mailing Address (Street, State/Country, and Zip/Postal Code)
- Organization
- Electronic Funds Transfer (EFT) information (bank account and routing information). Payment by EFT is mandatory per the DOD Financial Management Regulations. If you don't have EFT information, please contact the DTA for assistance to have your profile created.

Click on the [Basic Information](#) above to complete your profile.

The following *Additional Information* is also required in order to submit your self registration:

- Residence Address (Street, State/Country, and Zip/Postal Code)
- Residence Phone

You should have this information available prior to leaving the Self Registration home page and continuing with the self registration process.

The following fields (indicted in **bold**) are required to save the page on which the information is entered. This information is needed, at a minimum, if you wish to abandon the self registration process, but save the information added and then return later to complete the process:

- Gender
- Service/Agency of Assignment (Street, State/Country, and Zip/Postal Code)
- Time Zone (of your permanent duty station)

New Profile Creation

The following is a series of screens to populate a profile for a new user.

Screen 1:

Field with * * is a required field when you submit on the BASIC INFORMATION page.
Fields with a bolded Field Name are required to save data on the BASIC INFORMATION page.

MANDATORY INFORMATION

GENERAL INFORMATION

First Name *

Last Name *

Middle Initial *

SSN *

Gender * ▾

* Email Address *

MAILING ADDRESS

* Mailing Street 1 *

Mailing Street 2 *

* City *

* State / Country * 🔍
Click on the icon to select a value

* Zip / Postal Code *

Is this the same as Residence Address? * Yes
 No (If not, we'll ask you for it on the Additional Information page.)

REQUIRED WORK INFORMATION

Civilian / Military * ▾

Title / Rank * ▾

Tech Status * Yes
 No

* Organization * 🔍
Click on the icon to select a value

Service / Agency of Assignment *

Office Street 1 *

https://4.28.48.142/ - 8001.1 - Internet Explorer


* Email Address ▶

MAILING ADDRESS

* Mailing Street 1 ▶

Mailing Street 2 ▶

* City ▶

* State / Country ▶ 
Click on the icon to select a value

* Zip / Postal Code ▶


Is this the same as Residence Address? ▶ Yes
 No (If not, we'll ask you for it on the Additional Information page.)

REQUIRED WORK INFORMATION

Civilian / Military ▶ ▼

Title / Rank ▶ ▼

Tech Status ▶ Yes
 No


* Organization ▶ 
Click on the icon to select a value

Service / Agency of Assignment ▶

Office Street 1 ▶

Office Street 2 ▶

City ▶

State / Country ▶ 
Click on the icon to select a value

Zip / Postal Code ▶

Time Zone ▶ ▼

Work Hours ▶

* Emergency Contact Name ▶

* Emergency Contact Phone Number ▶
Format: 999-999-9999 x9999; up to 20 characters

ELECTRONIC FUNDS TRANSFER DATA

Civilian/Military List of Values Screen:

https://4.28.48.142/ - 8001.1 - Internet Explorer
Logged In As: ANATOLIY GELRUD
Screen ID: 8001.1
Close Window
Help for this screen

Defense Travel System
A New Era of Government Travel

Home Basic Information Additional Information Submit Self-Registration

Current Date: 07-31-2017

Field with "*" is a required field when you submit on the BASIC INFORMATION page.
Fields with a **bolded Field Name** are required to save data on the BASIC INFORMATION page.

MANDATORY INFORMATION

GENERAL INFORMATION

First Name * [REDACTED]
Last Name * [REDACTED]
Middle Initial *
SSN * [REDACTED]
Gender * Male
*** Email Address** *

MAILING ADDRESS

*** Mailing Street 1** *
Mailing Street 2 *
*** City** *
*** State / Country** * Click on the icon to select a value
*** Zip / Postal Code** *

Is this the same as Residence Address? * Yes
 No (If not, we'll ask you for it on the Additional Information page.)

REQUIRED WORK INFORMATION

Civilian / Military *
Title / Rank *
Tech Status * Yes
 No
*** Organization** * Click on the icon to select a value

Title/Rank List of Values Screen

Civilian: if user selects "civilian", the list of values shows the following:

The screenshot shows a web browser window with the URL <https://4.28.48.142/-/8001.1>. The form contains the following fields and sections:

- Mailing Address:** * Mailing Street 1, Mailing Street 2, * City, * State / Country (with a search icon), * Zip / Postal Code.
- Residence:** Is this the same as Residence Address? (Yes/No radio buttons).
- REQUIRED WORK INFORMATION:**
 - Civilian / Military: Civilian (dropdown)
 - Title / Rank: ZZ-01 (selected), ZZ-02, ZZ-05, ZZ-07, ZZ-10, ZZ-12, ZZ-15 (dropdown menu is open showing these values)
 - Tech Status: (dropdown)
 - * Organization: (text input with search icon)
 - Service / Agency of Assignment: AD-01, AD-03, AD-05, AD-07, AD-09, AD-11, AD-15, AD-18, AD-22, AD-25 (dropdown menu is open showing these values)
 - Office Street 1, Office Street 2, City, State / Country, Zip / Postal Code, Time Zone, Work Hours.
 - * Emergency Contact Name: (text input)
 - * Emergency Contact Phone Number: (text input with placeholder "99-9999 x9999; up to 20 characters")
- ELECTRONIC FUNDS TRANSFER DATA:**
 - Account Type: DA-00, DA-02, DB-01, DB-04 (dropdown menu is open showing these values)
 - Account Routing Number: (text input with search icon)
 - Account Number: (text input)
- TRAVEL RESERVATION INFORMATION:**
 - CSA/TTR: No
 - Advance Authorization: CARD HOLDER (dropdown)

Officer: if user selects "officer", the list of values shows the following

https://4.28.48.142/ - 8001.1 - Internet Explorer

Zip / Postal Code ▶

Is this the same as Residence Address? ▶ Yes
 No (If not, we'll ask you for it on the Additional Information page.)

REQUIRED WORK INFORMATION

Civilian / Military ▶

Title / Rank ▶

- MO-01
- MO-03
- MO-06
- MO-09
- MW-02
- MW-05
- MO-02
- MO-04
- MO-05
- MO-07
- MO-08
- MO-10
- MW-01
- MW-03
- MW-04

Active Reserve Category ▶

Military Branch of Service ▶

Tech Status ▶

Air Crew Status ▶

* Organization ▶

Service / Agency of Assignment ▶

Office Street 1 ▶

Office Street 2 ▶

City ▶

State / Country ▶

Zip / Postal Code ▶

Time Zone ▶

Work Hours ▶

* Emergency Contact Name ▶

* Emergency Contact Phone Number ▶

Format: 999-999-9999 x9999; up to 20 characters

ELECTRONIC FUNDS TRANSFER DATA

Account Type ▶ Checking Saving None

Account Routing Number ▶

Account Number ▶

TRAVEL RESERVATION INFORMATION

GOVERNMENT CHARGE CARD (GOVCC)

CSA/TTR ▶ No

Advance Authorization ▶

Account Number ▶

Enlisted: if user selects "enlisted", the list of values shows the following

https://4.28.48.142/ - 8001.1 - Internet Explorer

Zip / Postal Code ▶

Is this the same as Residence Address? ▶ Yes No (If not, we'll ask you for it on the Additional Information page.)

REQUIRED WORK INFORMATION

Civilian / Military ▶ **Enlisted** ▼

Title / Rank ▶ **ME-01**

Active Reserve Category ▶ **ME-03** Duty ▼

Military Branch of Service ▶ **ME-05** ▼

Tech Status ▶ **ME-07**

Air Crew Status ▶ **ME-10**

* Organization ▶ **MC-00**

Click on the icon to select a value

Service / Agency of Assignment ▶

Office Street 1 ▶

Office Street 2 ▶

City ▶

State / Country ▶

Click on the icon to select a value

Zip / Postal Code ▶

Time Zone ▶ **GMT** ▼

Work Hours ▶ **8**

* Emergency Contact Name ▶

* Emergency Contact Phone Number ▶

Format: 999-999-9999 x9999; up to 20 characters

ELECTRONIC FUNDS TRANSFER DATA

Account Type ▶ Checking Saving None

Account Routing Number ▶

Click on the icon for help

Account Number ▶

TRAVEL RESERVATION INFORMATION

GOVERNMENT CHARGE CARD (GOVCC)

CSA/TTR ▶ No

Advance Authorization ▶ **CARD HOLDER** ▼

Account Number ▶

Screen 2:

Advanced Authorization List of Values: Option "Card Holder"

https://dtsproweb.defensetravel.osd.mil/deployment-tools/SelfRegistration/Recommended

Office Street 1 *

Office Street 2 *

City *

State / Country * Click on the icon to select a value

Zip / Postal Code *

Time Zone *

Work Hours *

* Emergency Contact Name *

* Emergency Contact Phone Number * Format: 999-999-9999 x9999; up to 20 characters

ELECTRONIC FUNDS TRANSFER DATA

Account Type * Checking Saving None

Account Routing Number * Click on the icon for help

Account Number *

TRAVEL RESERVATION INFORMATION

GOVERNMENT CHARGE CARD (GOVCC)

CSA/TTR * No

Advance Authorization *

Account Number *

GOVCC Exp. Date * Format is mm/dd/yyyy

ADDITIONAL INFORMATION

Printed Organization *

Present Duty Station *

Miles from Office to Airport *

Office Phone * Format: 999-999-9999 x9999; up to 20 characters

Office Fax * Format: 999-999-9999; up to 20 characters

Office Mail Stop *

Organization Email *

Unit ID (UIC/RUC/PASSCODE) *

FOREIGN TRAVEL INFORMATION

Advance Authorization List of Values: Option "Advanced Authorization"

https://4.28.48.142/ - 8001.1 - Internet Explorer

* Emergency Contact Name ▶

* Emergency Contact Phone Number ▶
Format: 999-999-9999 x9999; up to 20 characters

ELECTRONIC FUNDS TRANSFER DATA

Account Type ▶ Checking Saving None

Account Routing Number ▶
Click on the icon for help

Account Number ▶

TRAVEL RESERVATION INFORMATION

GOVERNMENT CHARGE CARD (GOVCC)

CSA/TTR ▶ No

Advance Authorization ▶ ADVANCE AUTH ▼

Account Number ▶ 12345678901234567899

GOVCC Exp. Date ▶ 07/31/2022 Format is mm/dd/yyyy

ADDITIONAL INFORMATION

Printed Organization ▶

Present Duty Station ▶

Miles from Office to Airport ▶

Office Phone ▶
Format: 999-999-9999 x9999; up to 20 characters

Office Fax ▶
Format: 999-999-9999; up to 20 characters

Office Mail Stop ▶

Organization Email ▶

Unit ID (UIC/RUC/PASSCODE) ▶

FOREIGN TRAVEL INFORMATION

OFFICIAL (NO-FEE) PASSPORT INFORMATION

First Name ▶

Last Name ▶

Middle Initial ▶

Birth Date ▶
Format is mm/dd/yyyy

Passport Number ▶

Issuing City ▶

Issuing State / Country ▶
Click on the icon to select a value

Screen 3:

The screenshot shows a web browser window with the URL <https://dtsproweb.defensetravel.osd.mil/deployment-tools/SelfRegistration/Recommended>. The form contains the following sections and fields:

- Contact Information:**
 - Office Phone: (Format: 999-999-9999, up to 20 characters)
 - Office Fax: (Format: 999-999-9999, up to 20 characters)
 - Office Mail Stop:
 - Organization Email:
 - Unit ID (UIC/RUC/PASSCODE):
- FOREIGN TRAVEL INFORMATION**
- OFFICIAL (NO-FEE) PASSPORT INFORMATION**
 - First Name:
 - Last Name:
 - Middle Initial:
 - Birth Date: (Format is mm/dd/yyyy)
 - Passport Number:
 - Issuing City:
 - Issuing State / Country: (Click on the icon to select a value)
 - Expiration Date: (Format is mm/dd/yyyy)
- REGULAR (TOURIST) PASSPORT INFORMATION**
 - First Name:
 - Last Name:
 - Middle Initial:
 - Birth Date: (Format is mm/dd/yyyy)
 - Passport Number:
 - Issuing City:
 - Issuing State / Country: (Click on the icon to select a value)
 - Expiration Date: (Format is mm/dd/yyyy)

At the bottom of the form, there are two buttons: **SAVE AND PROCEED** and **CANCEL WITHOUT SAVING**.

Edit Profile

Existing users access this screen to change any profile information

Logged In As: Eric T Ott-B
Traveler Name: Eric T Ott-B

Document Type: Authorization

Screen ID: 9515.1

[Close Window](#)
[Help for this screen](#)



[Routing Lists](#) [Reports](#) [Additional Setup](#) [Rate Lookup](#) [Update Personal Profile](#)

My Profile

> [My Preferences](#) > [My Additional Information](#) > [My Account Information](#) > [My TSA Information](#)

[Update Personal Information](#)

Complete the information below.

* Last Name:
* First Name:
MI:
* Gender: M F
SSN:

Matling

* Address Line 1:
Address Line 2:
* City:
* State: [Lookup](#)
* Zip Code:

* Home Phone:
* Email Address:

Residence

Address Line 1:
Address Line 2:
City:
State: [Lookup](#)
Zip Code:

Emergency Contact

* Emergency Contact:
* Emergency Phone:

State Lookup Screen:

https://4.28.48.142/ - 8001.1 - Internet Explorer


* Email Address ▶

MAILING ADDRESS

* Mailing Street 1 ▶

Mailing Street 2 ▶

* City ▶

* State / Country ▶ 
Click on the icon to select a value

* Zip / Postal Code ▶


Is this the same as Residence Address? ▶ Yes
 No (If not, we'll ask you for it on the Additional Information page.)

REQUIRED WORK INFORMATION

Civilian / Military ▶

Title / Rank ▶

Tech Status ▶ Yes
 No


* Organization ▶ 
Click on the icon to select a value

Service / Agency of Assignment ▶

Office Street 1 ▶

Office Street 2 ▶

City ▶

State / Country ▶ 
Click on the icon to select a value

Zip / Postal Code ▶

Time Zone ▶

Work Hours ▶

* Emergency Contact Name ▶

* Emergency Contact Phone Number ▶
Format: 999-999-9999 x9999; up to 20 characters

ELECTRONIC FUNDS TRANSFER DATA

When user clicks on the "State Lookup" the following screens appear:

https://4.28.48.142/deployment-tools/SelfRegistration/stateCountryLookup - Intern...

State/Country Search

UNITED STATES FOREIGN ALL

CONUS Only

OCONUS & US Territories

Enter either a code or name to search for the state/country code:

Code ▶

Name ▶

User can search state by entering the full name

https://4.28.48.142/deployment-tools/SelfRegistration/stateCountryLookup - Internet Explorer

State/Country Search

UNITED STATES FOREIGN ALL

CONUS Only

OCONUS & US Territories

Enter either a code or name to search for the state/country code:

Code ▶

Name ▶

State/Country Search Results

Code	Type	Definition	Conus Flag
<u>NY</u>	US	NEW YORK	C



Home

Basic Information

Additional Information

Submit Self-Registration

Current Date: 07-31-2017

Field with '*' is a required field when you submit on the BASIC INFORMATION page.
Fields with a **bolded Field Name** are required to save data on the BASIC INFORMATION page.

MANDATORY INFORMATION

GENERAL INFORMATION

First Name ▶ [REDACTED]

Last Name ▶ [REDACTED]

Middle Initial ▶

SSN ▶ [REDACTED]

Gender ▶ Male ▼

* Email Address ▶

MAILING ADDRESS

* Mailing Street 1 ▶

Mailing Street 2 ▶

* City ▶

* State / Country **NY** 
Click on the icon to select a value

* Zip / Postal Code ▶

Is this the same as Residence Address? ▶ Yes
 No (If not, we'll ask you for it on the Additional Information page.)

REQUIRED WORK INFORMATION

Civilian / Military ▶ Civilian ▼

Title / Rank ▶ ZZ-01 ▼

Tech Status ▶ Yes
 No

User can search state by entering the state abbreviation:

https://4.28.48.142/deployment-tools/SelfRegistration/stateCountryLookup - Intern...

State/Country Search

UNITED STATES FOREIGN ALL

CONUS Only

OCONUS & US Territories

Enter either a code or name to search for the state/country code:

Code ▶

Name ▶

State/Country Search Results

Code	Type	Definition	Conus Flag
MN	US	MINNESOTA	C

Field with '*' is a required field when you submit on the BASIC INFORMATION page.
Fields with a **bolded Field Name** are required to save data on the BASIC INFORMATION page.

MANDATORY INFORMATION
GENERAL INFORMATION

First Name ▶ [REDACTED]

Last Name ▶ [REDACTED]

Middle Initial ▶

SSN ▶ [REDACTED]

Gender ▶ Male ▼

* Email Address ▶

MAILING ADDRESS

* Mailing Street 1 ▶

Mailing Street 2 ▶

* City ▶

* State / Country ▶ MN 
* Click on the icon to select a value

* Zip / Postal Code ▶

Is this the same as Residence Address? ▶ Yes
 No (If not, we'll ask you for it on the Additional Information page.)

REQUIRED WORK INFORMATION

Civilian / Military ▶ Civilian ▼

Title / Rank ▶ ZZ-01 ▼

Tech Status ▶ Yes
 No

* Organization ▶ 
* Click on the icon to select a value

Service / Agency of Assignment ▶

Office Street 1 ▶

Office Street 2 ▶