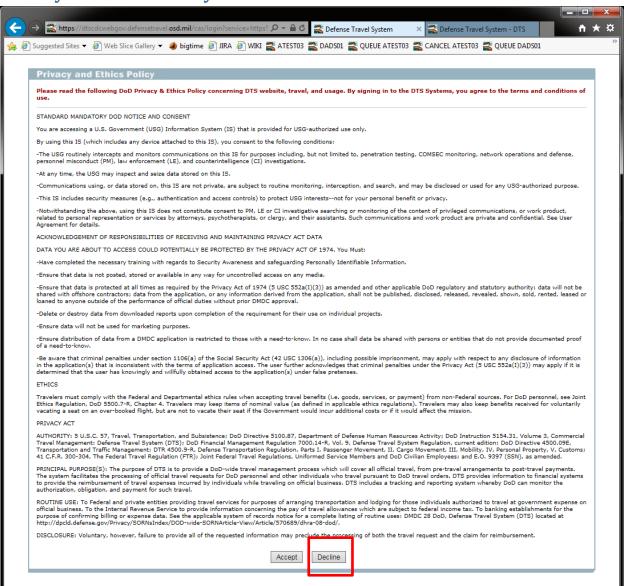
# **Defense Travel System Privacy Requirements**

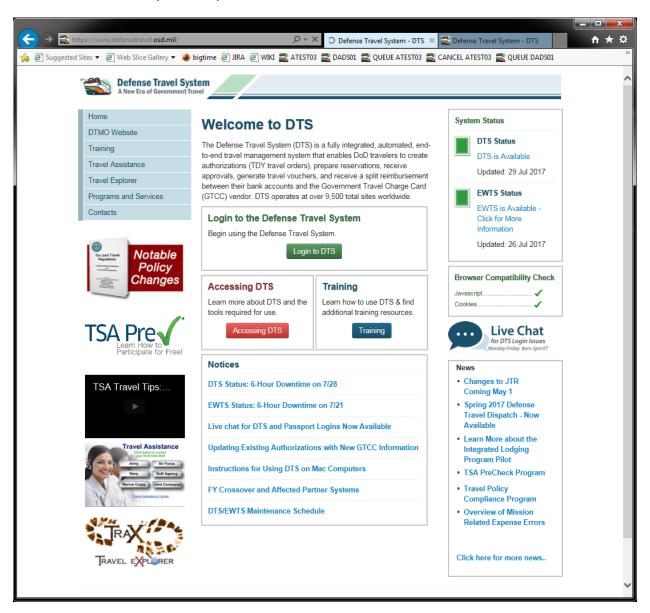
## **Purpose of This Document**

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**



#### User Selects "Decline" System Response:



# **Welcome to the Self Registration Tool**

ANATOLIY GELRUD 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  $\underline{\text{here}}$  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
   Organization
   Discription of 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.

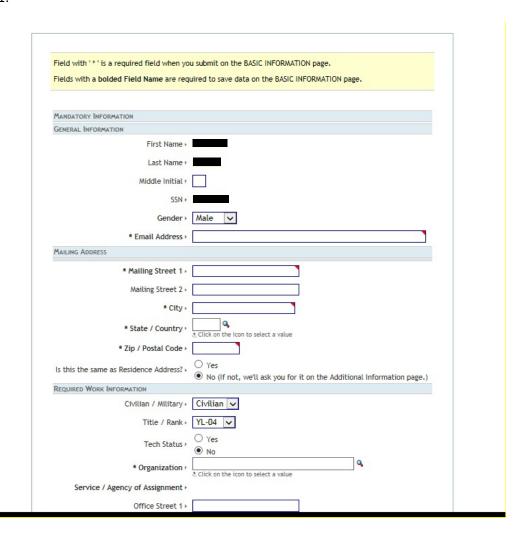
The following fields (indicted in **bold**) are required to save the page on which the information is entered. This information is needed, at a minimum, if you wish to abandon the self registration process, but save the information added and then return later to complete the process:

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

# **New Profile Creation**

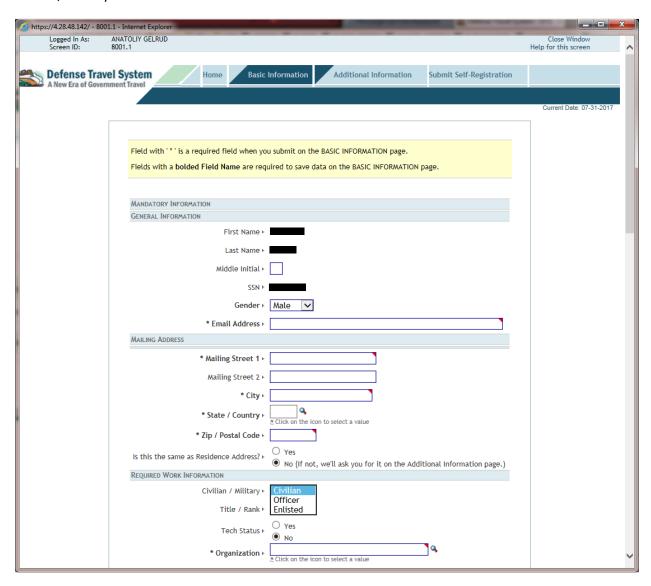
The following is a series of screens to populate a profile for a new user.

#### Screen 1:



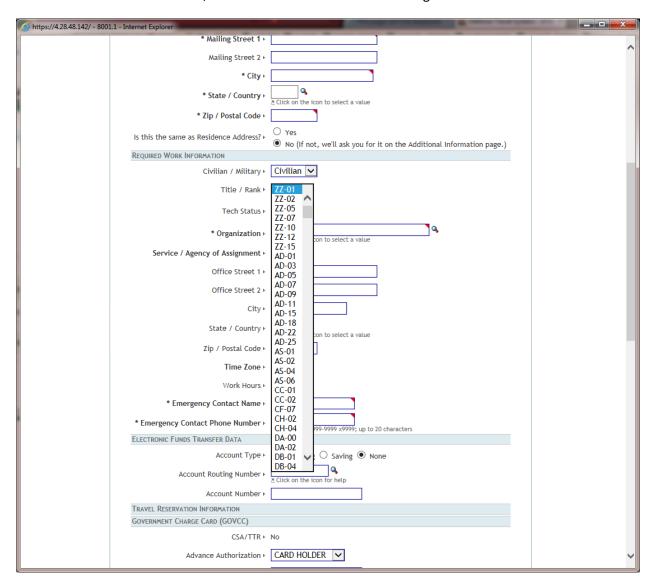
https://4.28.48.142/ - 8001.1 - Internet Explorer			_ D X
* E	mail Address +		^
MAILING ADDRESS			
* Mai	iling Street 1 +		
Ma	ailing Street 2 +		
	* City +		
* Sta	ate / Country >	NY	
* Zip /	/ Postal Code +		
Is this the same as Reside	ence Address? •	<ul><li>Yes</li><li>No (If not, we'll ask you for it on the Additional Information page.)</li></ul>	
REQUIRED WORK INFORMATION			
Civil	lian / Military 🕨	Civilian 🗸	
	Title / Rank ▶	ZZ-01 🗸	
	Tech Status ▶	○ Yes ● No	
*	Organization +	Click on the icon to select a value	
Service / Agency o	f Assignment +		
0	ffice Street 1 +		
0	ffice Street 2 +		
	City ►		
Sta	ate / Country >	Click on the icon to select a value	
Zip .	/ Postal Code ▶		
	Time Zone ▸	GMT 🕶	
	Work Hours ▶	8	
* Emergency C	ontact Name +		
* Emergency Contact Ph	none Number +	₹Format: 999-999 x9999; up to 20 characters	
ELECTRONIC FUNDS TRANSFE	ER <b>D</b> ata		~
<			>

### Civilian/Military List of Values Screen:

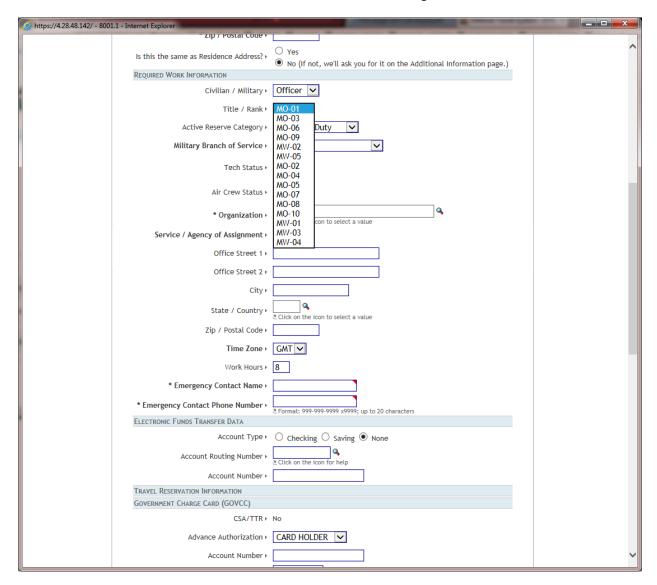


## Title/Rank List of Values Screen

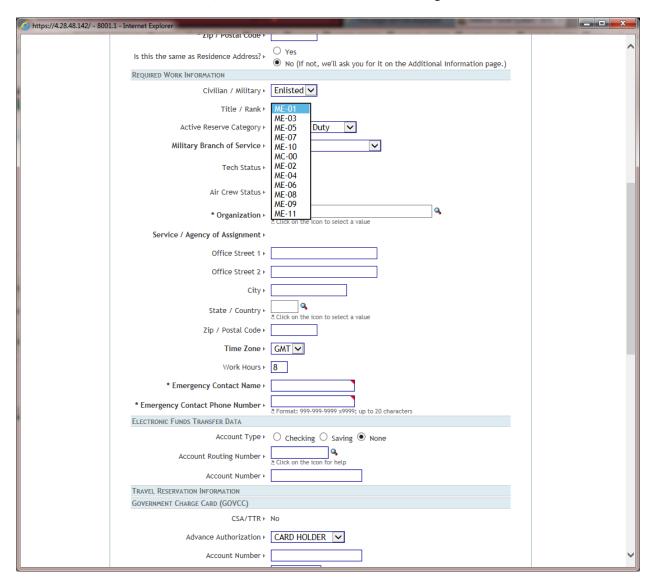
Civilian: if user selects "civilian", the list of values shows the following:



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



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



## Screen 2:

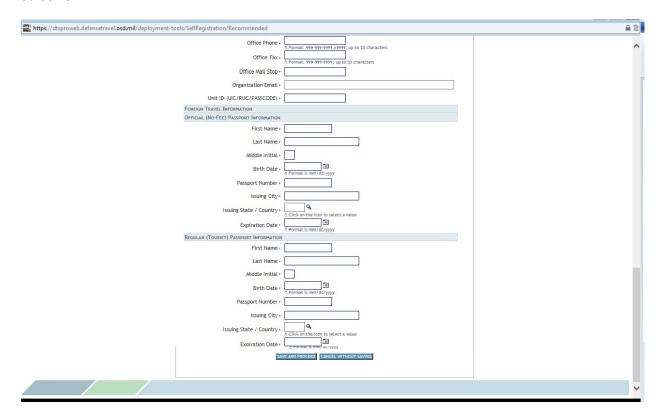
# Advanced Authorization List of Values: Option "Card Holder"

https://dtsproweb.defensetravel.osd.mil/deployment-tools/SelfRegistration/Recommended	<b>△</b> ®
Office Street 1 >	^
Office Street 2 >	^
City+	
State / Country > C. Click on the icon to select a value	
Zip / Postal Code >	
Time Zone ⊢ GMT ✓	
Work Hours > 8	
* Emergency Contact Name >	
* Emergency Contact Phone Number >	
ELECTRONIC FUNDS TRANSFER DATA	
Account Type → ○ Checking ○ Saving ● None	
Account Routing Number >	
Account Number >	
TRAYEL RESERVATION INFORMATION	
GOVERNMENT CHARGE CARD (GOVCC)	
CSA/TTR≻ No	
Advance Authorization F CARD HOLDER	
Account Number F	
GOVCC Exp. Date - Erormat is mm/dd/yyyy	
ADDITIONAL INFORMATION	
Printed Organization r	
Present Duty Station F	
Miles from Office to Airport >	
Office Phone - 2. Format: 999-999-9999; up to 20 characters	
Office Fax >	
Office Mail Stop F	
Organization Email +	
Unit ID (UIC/RUC/PASSCODE) ►	<u></u>
FOREIGN TRAVEL INFORMATION	

# Advance Authorization List of Values: Option "Advanced Authorization"

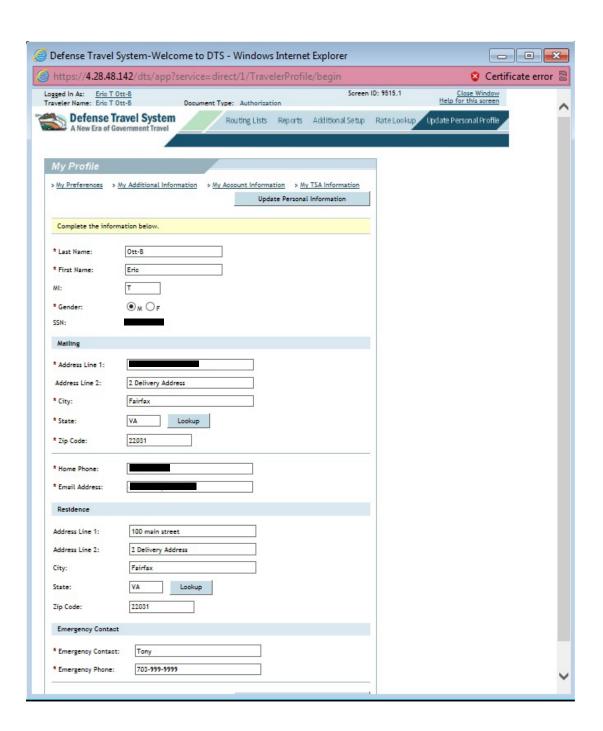
♠ https://4.28	.48.142/ - 8001.1 - Internet Explorer		□ X
	* Emergency Contact Name >		
	* Emergency Contact Phone Number •	& Format: 999-999-9999 x9999; up to 20 characters	^
	ELECTRONIC FUNDS TRANSFER DATA	· ·	
	Account Type >	○ Checking ○ Saving ● None	
	Account Routing Number >	Click on the icon 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:

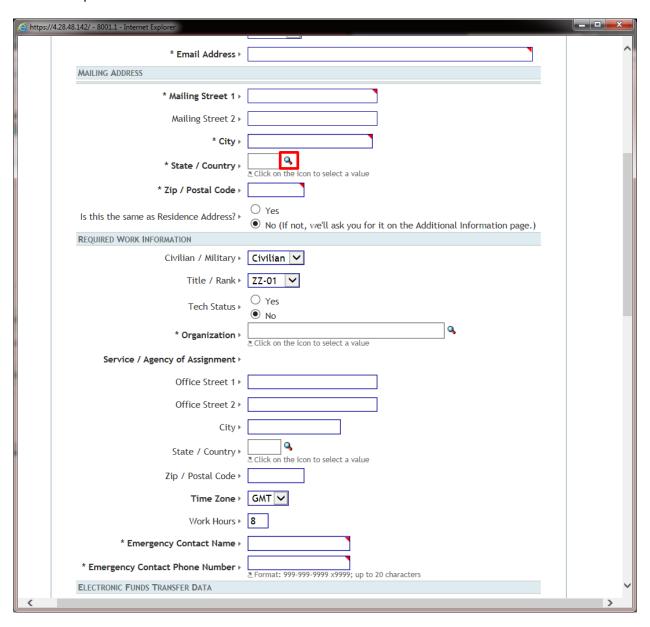


# **Edit Profile**

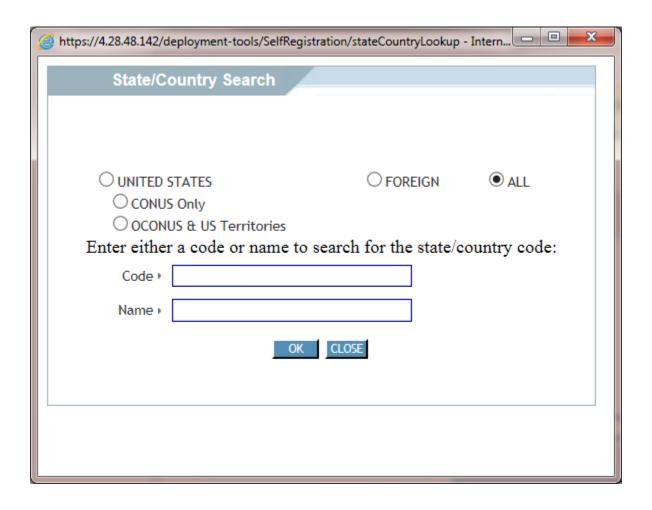
Existing users access this screen to change any profile information



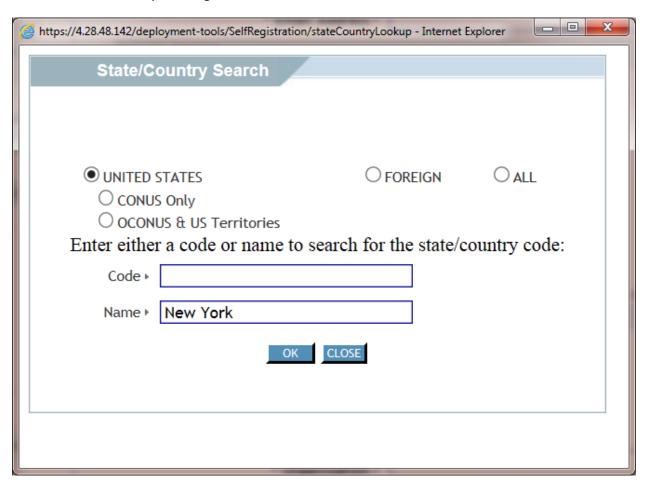
#### State Lookup Screen:



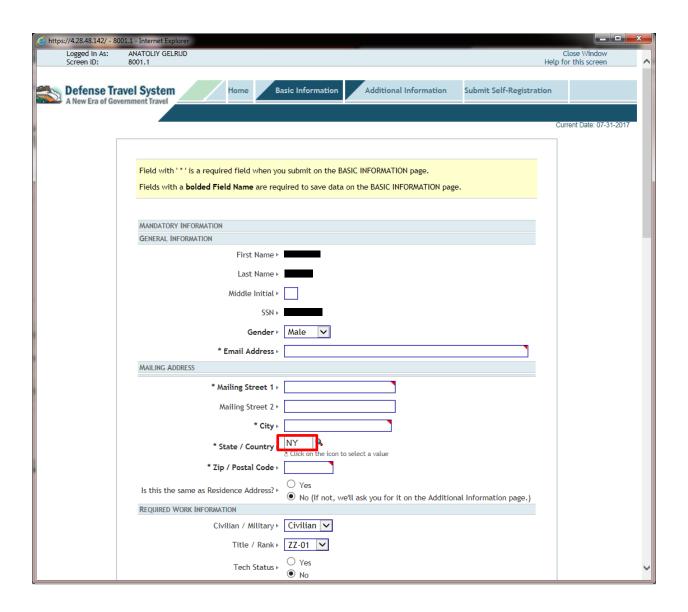
When user clicks on the "State Lookup" the following screens appear:



User can search state by entering the full name







User can search state by entering the state abbreviation:

