**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**

A screenshot of a computer screen

Description automatically generated

User Selects “Decline” System Response:

A screenshot of a travel system

Description automatically generated

**Welcome to the Self Registration Tool**

A screenshot of a computer

Description automatically generated

**New Profile Creation**

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

A screenshot of a computer

Description automatically generated

Screen 1:

A screenshot of a computer

Description automatically generated

A screenshot of a computer

Description automatically generated

**Civilian/Military List of Values Screen:**

A screenshot of a computer

Description automatically generated

**Title/Rank List of Values Screen**

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

A screenshot of a computer

Description automatically generated

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

A screenshot of a computer

Description automatically generated

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

A screenshot of a computer

Description automatically generated

Screen 2: Advanced Authorization List of Values: Option “Card Holder”:

A screenshot of a computer

Description automatically generated

Advance Authorization List of Values: Option “Advanced Authorization”:

A screenshot of a computer

Description automatically generated

Screen 3:

A screenshot of a computer

Description automatically generated

**Edit Profile**

Existing users access this screen to change any profile information

Graphical user interface

Description automatically generated

Personal Information:

A screenshot of a computer

Description automatically generated

Address screen:

Graphical user interface, application

Description automatically generated

Passport Information screen:

A screenshot of a login screen

Description automatically generated

Emergency Contact screen:

A screenshot of a computer

Description automatically generated

Service or Agency info screen:

Graphical user interface, application, Teams

Description automatically generated

Duty Station screen:

Graphical user interface, application

Description automatically generated

Form Printing Preferences screen:

Graphical user interface, application

Description automatically generated

Accounting

Accounting Information screen:

A screenshot of a computer

Description automatically generated

EFT and Credit Card Accounts screen:

A screenshot of a computer

Description automatically generated

**Travel Preferences**

TSA Secure Flight Information screen:

Graphical user interface, application

Description automatically generated

Flight screen:

A screenshot of a computer

Description automatically generated

Rental Car screen:

Graphical user interface, application, Teams

Description automatically generated

Lodging screen:

Graphical user interface, text, application, email, Teams

Description automatically generated

Smoking Preference screen:

Graphical user interface, application, Teams

Description automatically generated

Reward Programs screen:

A screenshot of a computer

Description automatically generated

Remark screen:

Graphical user interface, text, application

Description automatically generated