



Defense Travel System

Self Registration



Defense Travel System

A New Era of Government Travel

Go!

Web Accessibility Privacy and Security Notice Site Map

DTS Website

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Welcome to DTS!!

Welcome to the new era of government travel that can really take you places.

Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel.



Phase I & II Sites Online

Visit the new DTS Travel Center Website

A complement to the Defense Travel System Website

Look for these features:
Release Notes
How to... Guides
Helpful Documents
Milestone Schedule
Deployment Schedule



Click here to visit the website.

Login to the Defense Travel System

Click on the button below to begin using the Defense Travel System.

LOGIN TO DTS

System Status

DTS

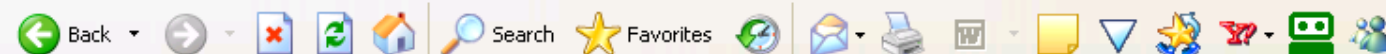
Login button to begin self registration

Before pressing **LOGIN TO DTS** insert your CAC in the reader. **WAIT** until the light on the reader stops blinking or blinks faster than when first inserted.

TRAINING

Recent Updates

- ➔ Start the Training Fireworks!
- ➔ Web-Based Training Gets a Makeover
- ➔ DTS Users Seminar

Address <https://dtsproweb.defensetravel.osd.mil/wl/site/index.jsp>

Links

RoboForm Search Logins Majic (+1) New Identity Save Generate

be aware that any information placed in the system is subject to monitoring and is not subject to any expectation of privacy.

If monitoring of this or any other DoD interest computer system reveals possible evidence of criminal statutes, this evidence and any other related information, including identification information about the user, may be provided to law enforcement officials. If monitoring of this or any other DoD interest computer system reveals any violations of security regulations or unauthorized use, employees who violate security regulations or make unauthorized use of DoD interest computer systems are subject to appropriate disciplinary action.

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; 10 U.S.C. 135, Under Secretary of Defense (Comptroller); 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 5013 Secretary of the Navy; 10 U.S.C. 8013 Secretary of the Air Force; DoD Directives 7000.14-R; and E.O. 9397 (SSN). PRINCIPAL PURPOSE(S): To obtain information for processing a request to travel at Government expense on official Department of Defense business and for processing a claim for reimbursement of authorized and legitimate expenses incurred as a result of such travel.

ROUTINE USE: For Federal and private entities providing travel services for purposes of arranging transportation at Government expense for official business.

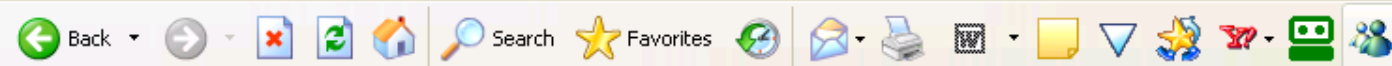
Accept Privacy and
Ethics Policy

to provide all of the requested information may preclude the processing of reimbursement.

DEPARTMENT OF DEFENSE Department of the Army Narrative Statement on a New System of Records Under the Privacy Act of 1974.

Accept

Decline



If you are already registered at another command, the Welcome page will be displayed. Contact the DTS helpdesk.

Enter email address below to subscribe to DTS email updates
email address

Notices

→ Attach Electronic Travel Receipts to DTS Trip Record - Via FAX

ActivCard Gold - Enter PIN



Enter PIN code:

XXXXXXXX

OK

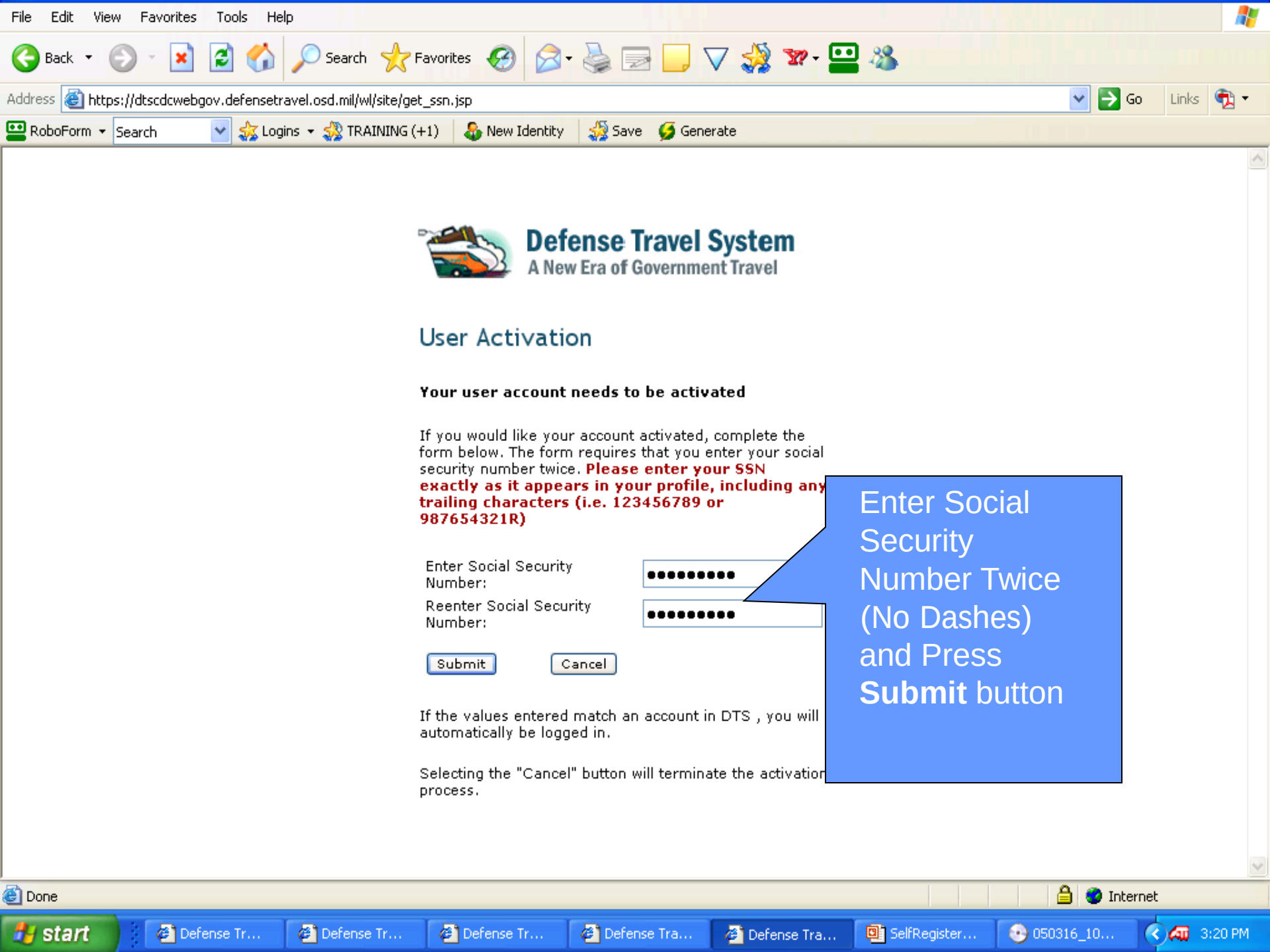
Cancel

Enter your CAC Pin and then press OK

CARD DISABLED AFTER 3 REJECTS!

Recent Updates

→ DTS Users Seminar



Defense Travel System
A New Era of Government Travel

User Activation

Your user account needs to be activated

If you would like your account activated, complete the form below. The form requires that you enter your social security number twice. **Please enter your SSN exactly as it appears in your profile, including any trailing characters (i.e. 123456789 or 987654321R)**

Enter Social Security Number:

.....

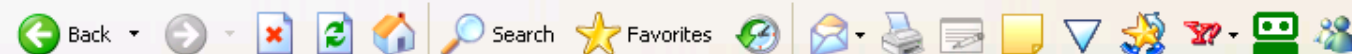
Reenter Social Security Number:

.....

If the values entered match an account in DTS , you will automatically be logged in.

Selecting the "Cancel" button will terminate the activation process.

Enter Social Security Number Twice (No Dashes) and Press **Submit** button

Address <https://dtsdcwebgov.defensetravel.osd.mil/wl/site/ValidateSsn>

Go

Links

RoboForm Search Logins TRAINING (+1) New Identity Save Generate



Defense Travel System

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User Activation

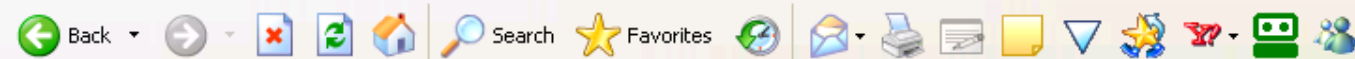
The SSN you typed in does not match any existing record in the system.

If you have an existing profile -- but might have entered the wrong SSN, then [return to User Activation](#) to re-attempt profile activation. **Please note that you must enter your SSN exactly as it appears in your profile, including any trailing characters (i.e. 123456789 or 987654321R)**

Or, if you are a new user with no existing DTS profile, and have been notified to self register, click the "Self Register" button to enter your individual profile data.

Otherwise, select the "Cancel" button to terminate the activation process.

Press Self Register Button

Address <https://dtscdcwebgov.defensetravel.osd.mil/wl/site/index.jsp>

Go Links

RoboForm Search Logins TRAINING (+1) New Identity Save Generate

Logged In As: FRED SPAWAR-B

[Help for this screen](#)

Defense Travel System

A New Era of Gov

Logoff

Administrative ▾

Drop down
Administrative menu

Welcome FRED SPAWAR-B

Organization:

Org Access:

Group Access:

Permission:

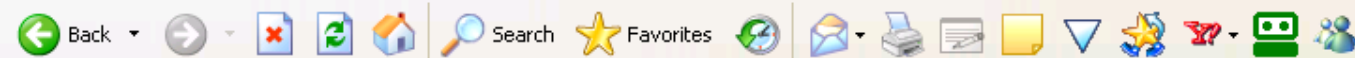
My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

Message Center

Welcome to Monroe.

[Back to Top](#)

Address <https://dtscdcwebgov.defensetravel.osd.mil/wl/site/index.jsp>

Go

Links

RoboForm Search Logins TRAINING (+1) New Identity Save Generate

Logged In As: FRED SPAWAR-B

[Help for this screen](#)Defense
A New Era

Press Self Registration

Logoff

Administrative

Self Registration

Welcome FRED SPAWAR-B

Organization:

Org Access:

Group Access:

Permission:

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

Message Center

Welcome to Monroe.

[Back to Top](#)

Logged In As: FRED SPAWAR-B
Screen ID: 8000.1

Close Window
Help for this screen



Defense Travel System
A New Era of Government Travel

Home

Recommended Information

Preference Information

Self-Registration Submit

Current Date: 12-23-2006

Press
Recommended
Information

Welcome to the Self Registration Tool.

Your user/traveler profile has been started but not completed; please finish prior to submitting user/traveler profile for acceptance. Click on Recommended Information above to complete your profile.

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 *Recommended Information* section, some fields are marked with an asterisk (*) or are preceded by **bolded** text.

- If there is an asterisk to the left of a field, this data must be entered before you can submit your Self-registration



Logged In As: FRED SPAWAR-B
Screen ID: 8001.1

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



[Home](#)

[Recommended Information](#)

[Preference Information](#)

[Self-Registration Submit](#)

Current Date: 12-23-2005

Field with '*' is a required field when you submit on the SELF-REGISTRATION SUBMIT page.

Fields with a **bolded Field Name** are required to save data on the CURRENT page.

MANDATORY INFORMATION

GENERAL INFORMATION

First Name ▶ FRED

Last Name ▶ SPAWAR-B

Middle Initial ▶

SSN ▶ XXXXX1234

Gender ▶

* Email Address ▶

Email Address ▶

Please Re-enter the Email Address that you entered above for the validation purpose.

MAILING ADDRESS

Fill in required
Information (*)
(Use nps.edu email)

MAILING ADDRESS

* Mailing Street 1 ▶ 123 Baker Street

Mailing Street 2 ▶

* City ▶ Seaside

* State / Country ▶
Click on the icon to

* Zip / Postal Code ▶

Is this the same as Residence Address? ▶
☐ Yes
☒ No (If not, we'll ask you again on the next page.)

Must use
State/Country
Lookup

REQUIRED WORK INFORMATION

Civilian / Military ▶ Civilian ▼

Title / Rank ▶ AD-00 ▼

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

Must use
State/Country
Lookup





State/Country Search

☒ UNITED STATES

☐ CONUS Only

☐ OCONUS & US Terr

☐ ALL

Type State
Code

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

Code ▶

CA

Name ▶

OK

CLOSE

Generate

a value

Thank you for it on the Preference Information page.)

a value

City ▶

State / Country ▶

Click on the icon to select a value



State/Country Search Results

Code	Type	Definition	Conus Flag
<u>CA</u>	US	CALIFORNIA	C

Select State Code

Generate

[Help for this screen](#)

Logoff

Current Status	Departure Date	Type
----------------	----------------	------

documents found.

MAILING ADDRESS

* Mailing Street 1 ▶ 123 Baker Street

Mailing Street 2 ▶

* City ▶ Seaside

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

* Zip / Postal Code ▶ 23511

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

REQUIRED WORK INFORMATION

Civilian / Military ▶ Civilian ▼

Title / Rank ▶ GS-12 ▼

Tech Status ▶
☐ Yes
☒ No

* Organization ▶
Click on the icon to select a value

Click on the Icon
to select an
organization

Service / Agency of Assignment ▶

Office Street 1 ▶

Office Street 2 ▶

City ▶

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



File

File

MA

GE

Search for Organizations

Service / Agency
United States Navy - NAVYType
US -- USState
CALIFORNIASite
NAVAL POST GRADUATE SCHOOL

OK

CANCEL

Select
Information from
drop downs

Press OK



Done



Internet

* Email Address

MAILING ADDRESS

* Mailing Street 1

Mailing Street 2

* City

* State / Country



Click on the icon to select a value



Select	AVIATION SAFETY	NAVY	CALIFORNIA
Select	COMPTROLLER	NAVY	CALIFORNIA
Select	FIMOC	NAVY	CALIFORNIA
Select	FLN	NAVY	CALIFORNIA
Select	FMC	NAVY	CALIFORNIA
Select	GSBPP	NAVY	CALIFORNIA
Select	GSEAS	NAVY	CALIFORNIA
Select	GSOIS	NAVY	CALIFORNIA
Select	HRO	NAVY	CALIFORNIA
Select	IA	NAVY	CALIFORNIA
Select	INVITATIONAL TRAVEL ORDERS	NAVY	CALIFORNIA
Select	ITACS	NAVY	CALIFORNIA
Select	LEGAL	NAVY	CALIFORNIA
Select	LIBRARY	NAVY	CALIFORNIA
Select	NAVAL POST GRADUATE SCHOOL	NAVY	CALIFORNIA
Select	PRESIDENT	NAVY	CALIFORNIA
Select	PROVOST	NAVY	CALIFORNIA
Select	PUBLIC WORKS	NAVY	CALIFORNIA
Select	RESEARCH	NAVY	CALIFORNIA
Select	SIGS	NAVY	CALIFORNIA

Press the Select link if you know your organization

Select NAVAL POST GRADUATE SCHOOL if you do not know your organization

Students should select STUDENT AFFAIRS

Service / Agency > United States Navy - NAVY

Type > US -- US

State > CALIFORNIA

Site > NAVAL POST GRADUATE SCHOOL



<https://dtsproweb.defensetravel.osd.mil/deployment-tools/SelfRegistration/OrganizationLookup> - Microsoft Internet Explorer

Select	STUDENT AFFAIRS	NAVY	CALIFORNIA
Select	TRAC	NAVY	CALIFORNIA
Select	unused	NAVY	CALIFORNIA
Select	unused	NAVY	CALIFORNIA
Select	unused	NAVY	CALIFORNIA
Select	unused	NAVY	CALIFORNIA
Select	unused	NAVY	CALIFORNIA
Select	unused	NAVY	CALIFORNIA
Select	unused	NAVY	CALIFORNIA
Select	unused	NAVY	CALIFORNIA
Select	unused	NAVY	CALIFORNIA
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Select	unused	NAVY	CALIFORNIA
Select	unused	NAVY	CALIFORNIA
Select	unused	NAVY	CALIFORNIA
Select	unused	NAVY	CALIFORNIA
Select	unused	NAVY	CALIFORNIA

DO NOT Select *unused*.
(Your self-registration will be
assigned to a defunct
organization and will not be
processed.)

No

* **Organization** ▶ DN226227103
Click on the icon to select a value

Service / Agency of Assignment ▶ NAVY

Office Street 1 ▶ 123 ELM AVE

Office Street 2 ▶

City ▶ Seaside

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

Zip / Postal Code ▶ 23511

Time Zone ▶ EST ▼

Work Hours ▶ 8

Emergency Contact Name ▶ CDO

Emergency Contact Phone Number ▶ 757-555-1212
Format: 999-999-9999 x9999; up to 20 characters

STUDENT AFFAIRS is
DN226227102

Verify that *Organization
begins with:
DN2262271..

ELECTRONIC FUNDS TRANSFER DATA

Account Type ▶ ☒ Checking ☐ Saving ☐ M

Account Routing Number ▶ 051000017
Click on the icon for help

Account Number ▶ 4131456798

Financial Institution ▶ BANK OF AMERICA, N.A.

Carefully enter your bank's
Account Routing Number
and **Account Number**
(If you are not sure of these
values, leave blank. The
Travel Office can enter
them later.)

TRAVEL RESERVATION INFORMATION

GOVERNMENT CHARGE CARD (GOVCC)

Account Routing Number > 051000017

Click on the icon for help

Account Number > 4131456798

Financial Institution > BANK OF AMERICA, N.A.

TRAVEL RESERVATION INFORMATION

GOVERNMENT CHARGE CARD (GOVCC)

Advance Authorization > CARD HOLDER

Account Number > 42424242424242

GOVCC Exp. Date > 04/30/2008

Format is mm/dd/yyyy

PREFERENCE INFORMATION

Printed Organization > Student Affairs

Present Duty Station >

Miles from Office to Airport >

Office Phone > 757-555-1212

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

Office Fax >

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

Office Mail Stop >

Organization Email > 8-FSUDTA@YAHOO.COM

Unit ID (UIC/RUC/PASSCODE) > 62271

FOREIGN TRAVEL INFORMATION

OFFICIAL (NO-FEE) PASSPORT INFORMATION

Select **CARD HOLDER** and
Enter **Account Number**
and **Exp. Date**
IF you have a Government
Travel Credit Card
(GOVCC)

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

SAVE

CANCEL

Press **Save** button (at bottom of page) to save information

Logged In As: FRED SPAWAR-B
Screen ID: 8001.2

Close Window
Help for this screen



Home

Recommended Information

Preference Information

Self-Registration Submit

Current Date: 12-23-2006

Field with '*' is a required field when you submit on the SELF-REGISTRATION PRE

RESIDENCE ADDRESS

* Residence Street 1 ▶ 123 Baker Street

Residence Street 2 ▶

* Residence City ▶ Seaside

* Residence State / Country ▶ CA

Click on the icon to select a value

Residence Zip / Postal Code ▶ 23511

Miles from Home to Airport ▶

* Residence Phone ▶ 757-647-4615

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

Residence Fax ▶ 757-647-4615

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

AIR TRAVEL PREFERENCES

Automatically moves from
Recommended Information
to **Preference Information**
page when saved

FREQUENT FLYER

- [Add](#)

Edit	Delete	Frequent Flyer No	Airline	Member No	Member Status
------	--------	-------------------	---------	-----------	---------------

No data in query results.

LODGING PREFERENCES

Preferred Lodging >

Lodging Special Needs >

RENTAL CAR PREFERENCES

Preferred Rental Car >

Rental Car Special Needs >

Personal Remarks >

SMOKING PREFERENCES

☒ No ☐ Yes

SAVE

CANCEL

Press **Save** button (at bottom of page) after entering **Preference Information**

Logged In As: FRED SPAWAR-B
Screen ID: 8003.1

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



[Home](#)

[Recommended Information](#)

[Preference Information](#)

[Self-Registration Submit](#)

Current Date: 12-23-2006

You are going to submit the traveler profile

Press **Submit** button to send information to the Lead Defense Travel Administrator (LDTA)

SUBMIT

CANCEL

Automatically moves from **Preference Information** to **Self-Registration Submit** page when saved



Your self registration has been submitted. A DTA will review your registration and a notice will be sent to you either by email (if organization email is set) or by phone to let you know if your self registration is approved or rejected.

Confirmation of Successful Self-Registration
Contact the helpdesk at 866-817-5245 x2 if
you do not receive a response in 48 hrs.