

DTS Self-Registration Instructions

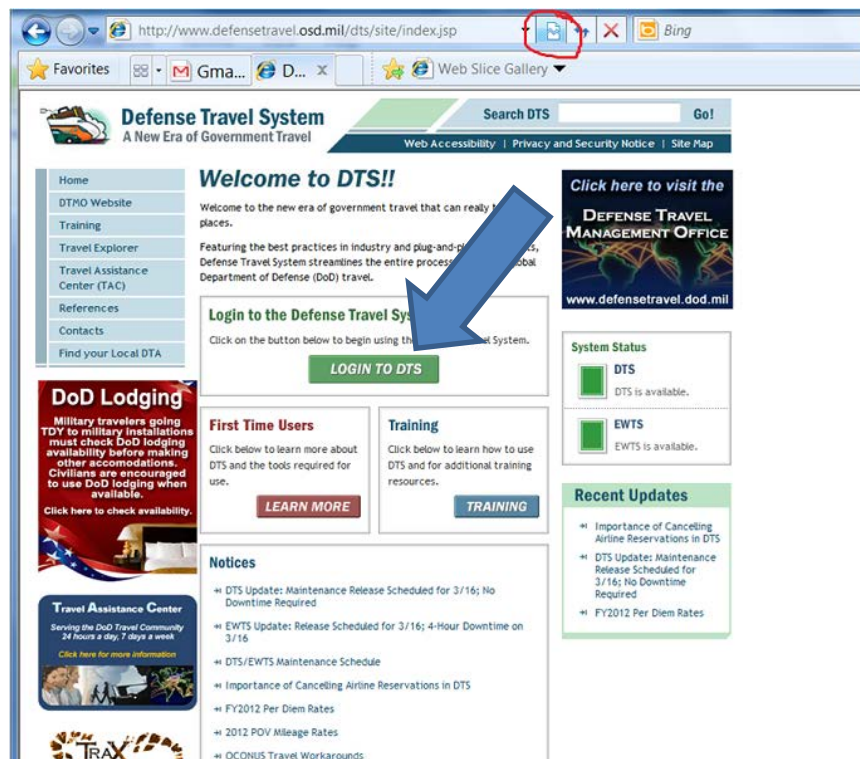
ATTENTION: If you already have an existing DTS profile (i.e. DOD civilian) please have your organization's DTS POC reset your user ID within your profile. Resetting your user ID **will not** affect your civilian DTS profile but will allow you to have dual profiles in DTS. Once that has been done please follow the steps below to self-register in DTS

ATTENTION: If you are using DTS as military member, please have your current organization's DTS POC reset your user ID. This will allow you to create your AF RESERVE profile in DTS. Once that has been done please follow the steps below to self-register in DTS.

Self-Register in DTS

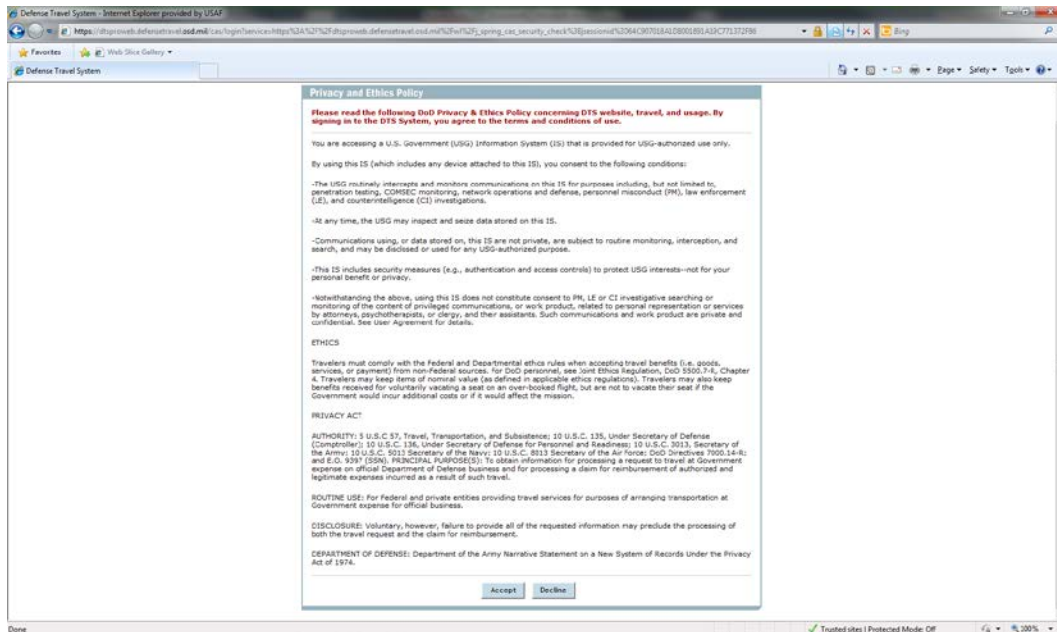
A user who does not have an existing DTS profile can self-register when they first log in to the system. Follow the below steps to self-register in DTS:

1. Log onto your computer and open Internet Explorer, ensure your CAC is in the CAC reader.
2. Navigate to the DTS home page at <http://www.defensetravel.osd.mil> or type "DTS" into your web search engine. The DTS home page is shown below.
3. Verify you are running in compatibility mode, do this by checking the icon that looks like a broken piece of paper at the end of the web address bar (circled in picture below). It should have a shaded (blue or gray) background. If it does not, then click on the icon to switch to compatibility mode. If you don't see the icon, then your operating system is already in compatibility mode.
 - You must allow pop-ups for DTS to run.



4. Click the green **"LOGIN TO DTS"** button that is located near the center of the DTS Home page.

- Next, the DoD Privacy and Ethics Policy statement displays. Read the policy and select Accept. Selecting Decline will return you to the DTS Home page.

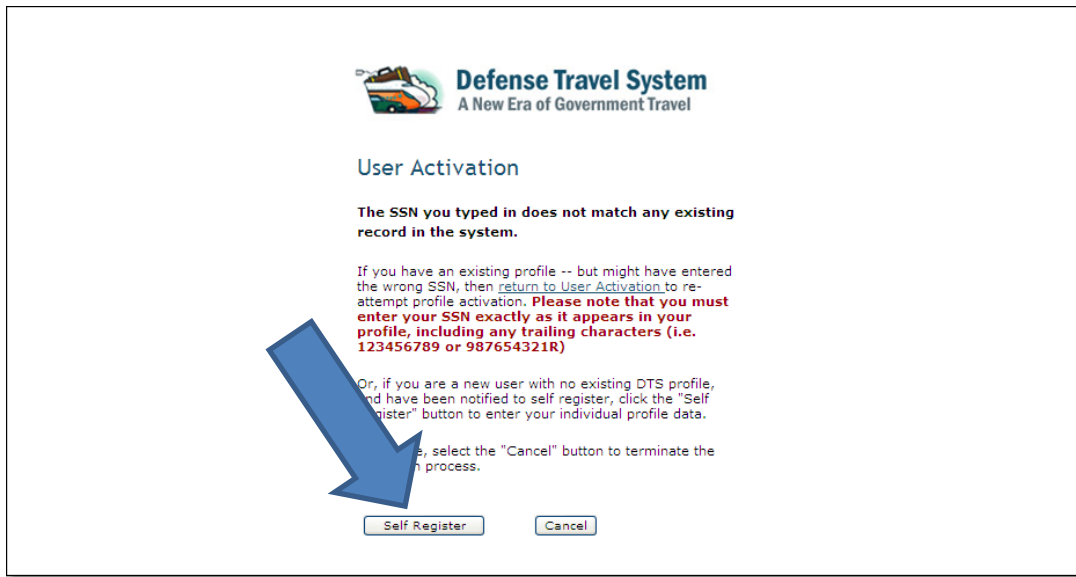


- After accepting, a dialog box will prompt you to enter your CAC PIN.
- The User Activation screen opens. Enter SSN and check mark the Reserve/National Guard box

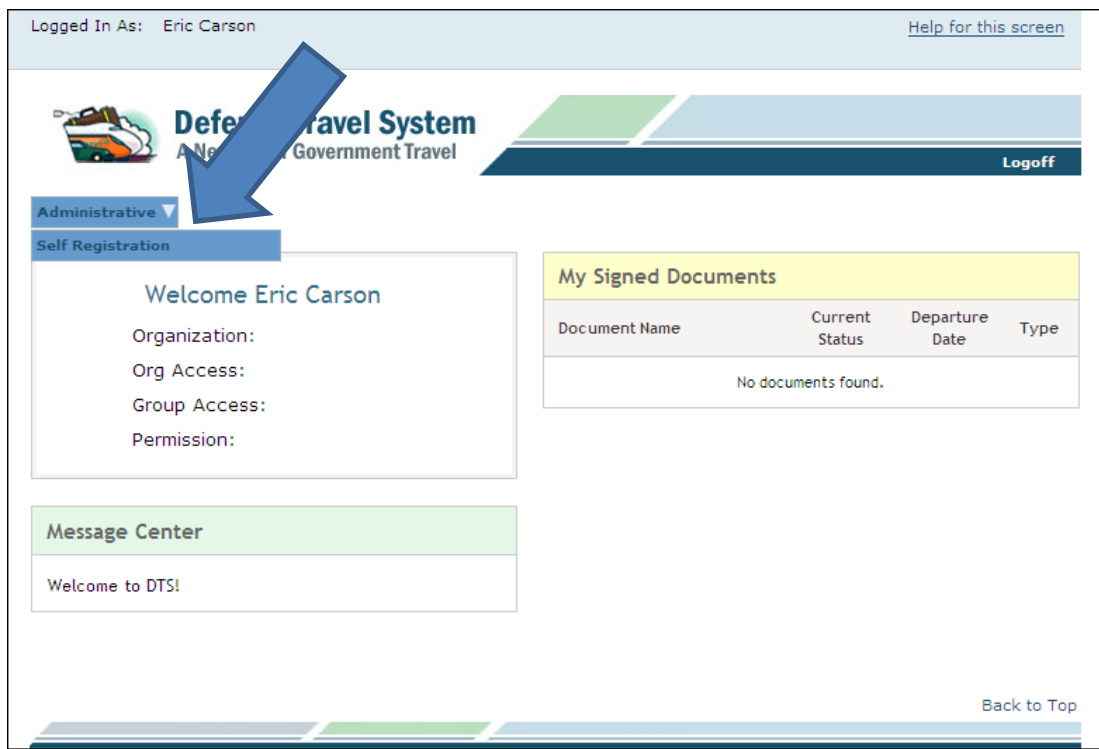
A screenshot of the "User Activation" form. The title is "User Activation" in blue. Below it is the text "Your user account needs to be activated." followed by instructions: "If you would like your account activated, complete the form below. The form requires that you enter your social security number twice. Please enter your SSN exactly as it appears in your profile and indicate whether you are a member of the Reserve Component (Reservist or National Guard)". The form contains three input fields: "Enter Social Security Number:", "Reenter Social Security Number:", and "Reserve/National Guard:" with a checkbox. At the bottom are "Submit" and "Cancel" buttons. A large blue arrow points from the right side of the form towards the "Reserve/National Guard" checkbox.

- After entering the required SSN click the "submit" button.

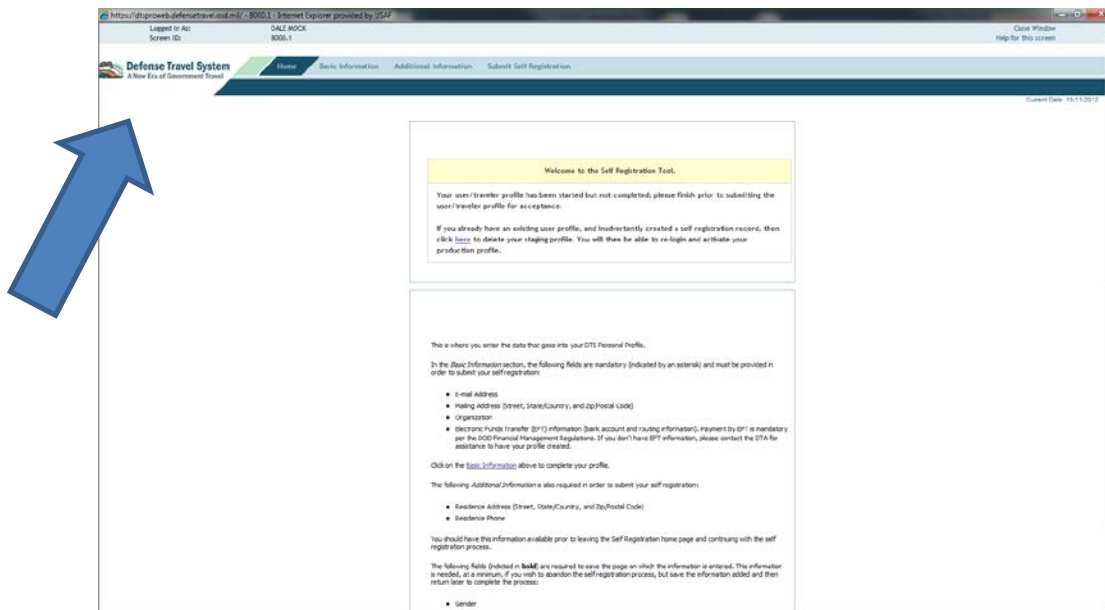
9. The User Activation screen will display with the below message, click on the “Self Register” button.



10. The User Welcome screen opens. Mouse over the Administrative tab and select “Self Registration”



11. The Self Registration Tool screen opens. Select **Basic Information** on the top navigation bar.



12. The Basic Information Screen opens

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 - DALE

Last Name - MOCK

Middle Initial -

SSN - 303788328

Gender - Male

* Email Address -

MAILING ADDRESS

* Mailing Street 1 -

Mailing Street 2 -

* City -

* State / Country -

* 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.)

BUSINESS WHILE DEPLOYMENT

Civilian / Military - Civilian

Title / Rank - VL 03

Tech Status - Yes No

* Organization -

- Enter your middle initial, if applicable, and ensure your gender is correct, the system defaults to male.
- After entering your email address and tabbing to the next field, you will have to go back and enter you email address again in the second data field that is now displayed.
- Enter your mailing address. You must click on the magnifying glass and use the look up tool to complete the state data field (screenshot below).

- If mailing and residential address are same ensure you select the “Yes” radio button, system will default to no.
- Select your grade status screenshots below for enlisted and officer

MAKING ADDRESS

* Mailing Street 1: 132 Shemandoah Trail

Mailing Street 2:

* City: Warner Robins

* State / Country: GA

* Zip / Postal Code: 31088

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: MC-00

Active Reserve Category: ME-01 Duty

Military Branch of Service: ME-02

Tech Status: ME-03

Air Crew Status: ME-04

* Organization: ME-05

Service / Agency of Assignment: ME-06

Office Street 1:

Office Street 2:

City:

State / Country:

Zip / Postal Code:

Time Zone: GMT

Work Hours: B

* Emergency Contact Name:

* Emergency Contact Phone Number:

ELECTRONIC FUNDS TRANSFER DATA

Account Type: Checking Saving None

Enlisted Screenshot

MAKING ADDRESS

* State / Country: GA

* Zip / Postal Code: 31088

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: Officer

Title / Rank: MO-01

Active Reserve Category: MO-02 Duty

Military Branch of Service: MO-03

Tech Status: MO-04

Air Crew Status: MO-05

* Organization: MW-01

Service / Agency of Assignment: MW-02

Office Street 1: MW-03

Office Street 2: MW-04

City: MW-05

State / Country:

Zip / Postal Code:

Time Zone: GMT

Work Hours: B

* Emergency Contact Name:

* Emergency Contact Phone Number:

ELECTRONIC FUNDS TRANSFER DATA

Account Type: Checking Saving None

Account Routing Number:

Account Number:

TRAVEL RESERVATION INFORMATION

GOVERNMENT CHANGE CARD (GOVCC)

CSA/TTR: No

Officer Screenshot

- Select Active Reserve Category as **V-Reserve**

State / Country: GA
Zip / Postal Code: 31088
Is this the same as Residence Address?: Yes
REQUIRED WORK INFORMATION
Civilian / Military: Enlisted
Title / Rank: ME-09
Active Reserve Category: V-Reserve
Military Branch of Service: National Guard
Tech Status: No
Air Crew Status: No
Organization: [Search]
Service / Agency of Assignment:
Office Street 1: [Text]
Office Street 2: [Text]
City: [Text]
State / Country: [Search]
Zip / Postal Code: [Text]
Time Zone: GMT
Work Hours: 8
Emergency Contact Name: [Text]
Emergency Contact Phone Number: [Text]
ELECTRONIC FUNDS TRANSFER DATA
Account Type: [Radio] Checking [Radio] Saving [Radio] None
Account Routing Number: [Text]
Account Number: [Text]
TRAVEL RESERVATION INFORMATION
GOVERNMENT CHARGE CARD (GOVCC): [Text]
CSA/TTR: No

- Select Military Branch of Service **USAFR- U.S. Air Force Reserve**

State / Country: GA
Zip / Postal Code: 31088
Is this the same as Residence Address?: Yes
REQUIRED WORK INFORMATION
Civilian / Military: Enlisted
Title / Rank: ME-09
Active Reserve Category: V-Reserve
Military Branch of Service: USAFR - U.S. Air Force Reserve
Reserve Category: USAFR - U.S. Air Force Reserve
Tech Status: No
Air Crew Status: No
Organization: [Search]
Service / Agency of Assignment:
Office Street 1: [Text]
Office Street 2: [Text]
City: [Text]
State / Country: [Search]
Zip / Postal Code: [Text]
Time Zone: GMT
Work Hours: 8
Emergency Contact Name: [Text]
Emergency Contact Phone Number: [Text]
ELECTRONIC FUNDS TRANSFER DATA
Account Type: [Radio] Checking [Radio] Saving [Radio] None
Account Routing Number: [Text]
Account Number: [Text]
TRAVEL RESERVATION INFORMATION
GOVERNMENT CHARGE CARD (GOVCC): [Text]

- Select Reserve Code **TB-Selected Reserve, trained individual not in unit, Individual Mobilization Augmentee**

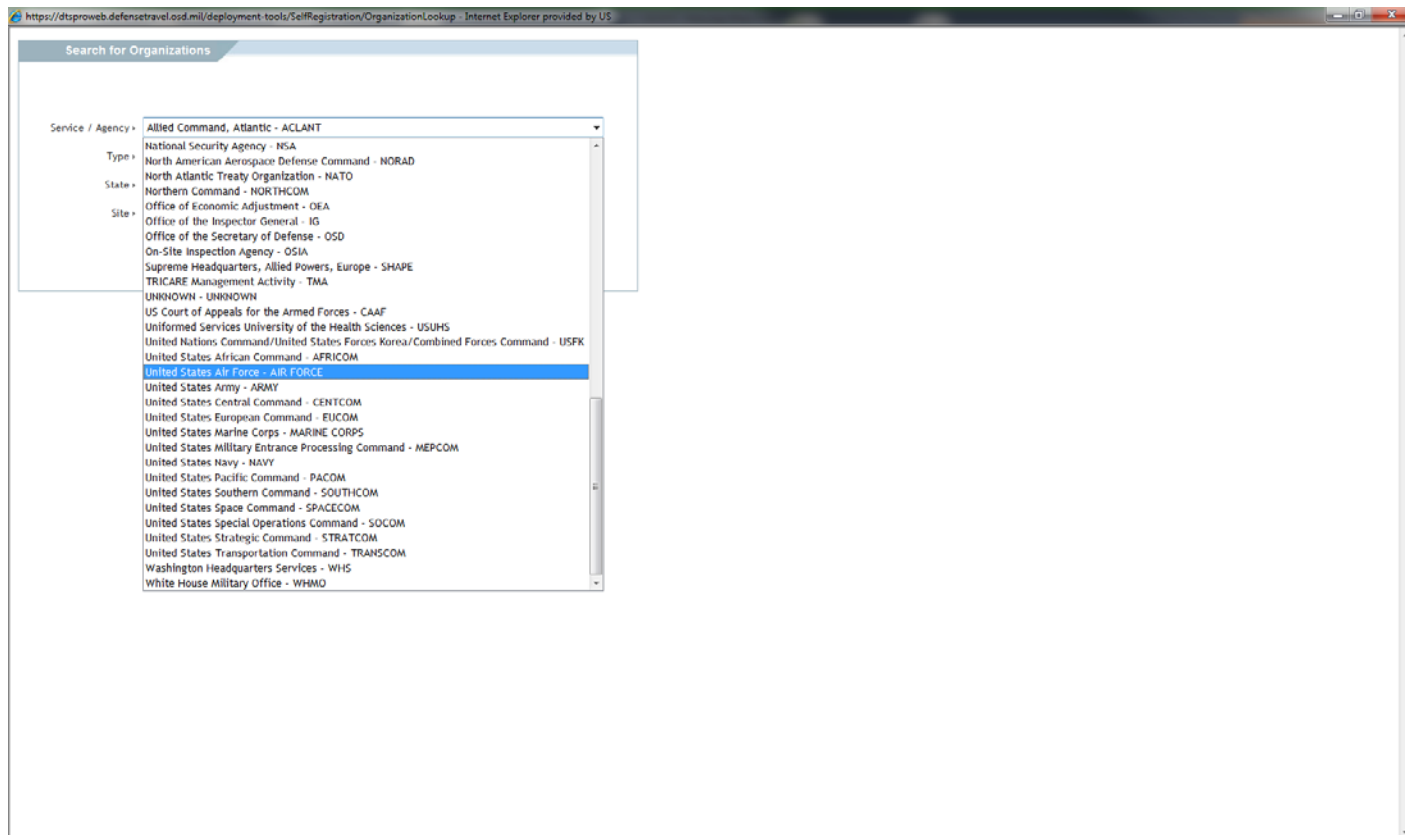
Cognos Access: * NO
 Self-AO Approval: * Yes No
 User ID: ~2577387 [Reset User ID](#)

General Traveler Data

Civilian / Military: * E - Enlisted ▾
 Title / Rank: * ME-06 ▾
 Active / Reserve Category: * V - Reserve ▾
 Military Branch of Service: * U.S. Air Force Reserve ▾
 Reserve Code: **TB - Selected Reserve, trained individual not in unit, Individual Mobilization Augmentee** ▾
 Mailing Address Line 1: * 74 Grampian Way
 Mailing Address Line 2:
 City: * Marietta
 State / Country: * GA [Lookup](#)
 Zip / Postal Code: * 30008
 Is mailing address same as residential address? Yes No

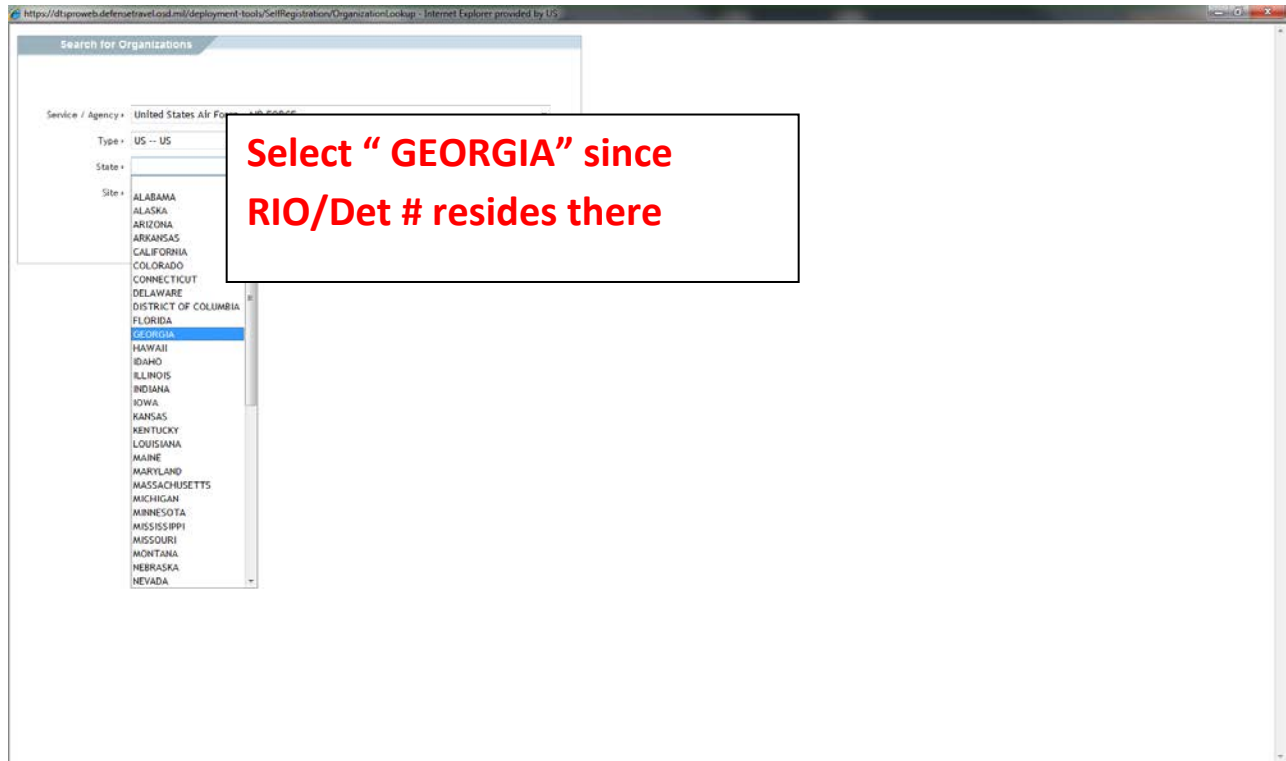
- o *Tech Status only applies to Air Reserve Technicians (ARTs), leave blank*

- Select your organization by clicking on the magnifying glass next to the organization data field
- Be sure to change the Service/Agency to **United States Air Force – Air Force**

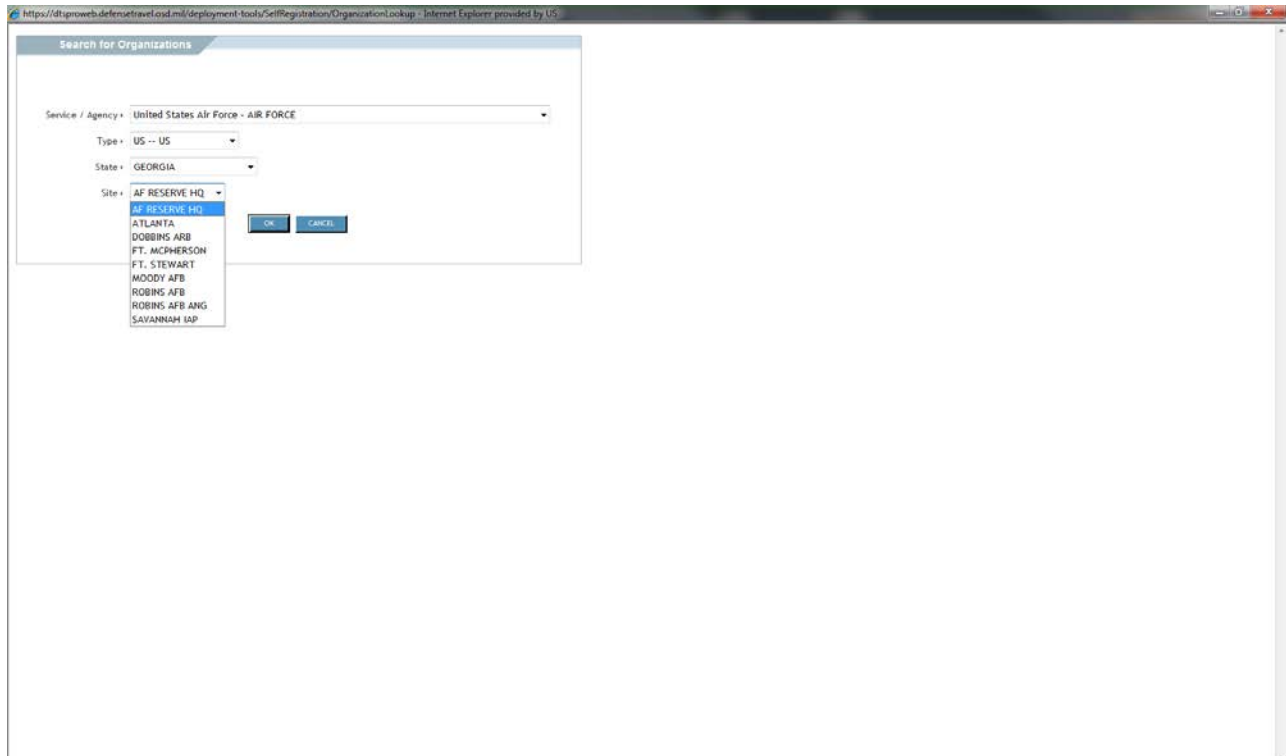


- Type - **US**

- Select **Georgia** as the state



- Select AF Reserve HQ as the Site
- Click the **OK** button



- From the new window, select your RIO Detachment. This will populate the rest of the work information data

Organization Search Results

Edit	Organization Name	Service / Agency	Site State
Select	ENGET1	AIR FORCE	GEORGIA
Select	ENGET1PAC	AIR FORCE	GEORGIA
Select	ENGET1AFEW	AIR FORCE	GEORGIA
Select	ENGET1AFMC	AIR FORCE	GEORGIA
Select	ENGET1BHC	AIR FORCE	GEORGIA
Select	ENGET1LIA	AIR FORCE	GEORGIA
Select	ENGET1HSG	AIR FORCE	GEORGIA
Select	ENGET1HGS	AIR FORCE	GEORGIA
Select	ENGET2EUCOM	AIR FORCE	GEORGIA
Select	ENGET2CEHCOM	AIR FORCE	GEORGIA
Select	ENGET2ISTRAT	AIR FORCE	GEORGIA
Select	ENGET2AMOR	AIR FORCE	GEORGIA
Select	ENGET2USFA	AIR FORCE	GEORGIA
Select	ENGET2P	AIR FORCE	GEORGIA
Select	ENGET2AMC	AIR FORCE	GEORGIA
Select	ENGET3JL	AIR FORCE	GEORGIA
Select	ENGET4FSC	AIR FORCE	GEORGIA
Select	ENGET5Q9	AIR FORCE	GEORGIA
Select	ENGET6AA	AIR FORCE	GEORGIA
Select	ENGET7AEC	AIR FORCE	GEORGIA

Select your RIO/DET # (may have to select next to find correct one).

- Select your bank account type and enter your routing and account numbers
 - o Note: the magnifying glass next to routing number will display a picture of where to find the routing number on a check see below

John Doe
456 South St.
Reseda, CA 91335

Date 12/15/01

Pay to the order of Jody's Harley Accessories \$ 200.00
Two Hundred dollars and no/100 ---

Bank of California
2055 Eagle Drive
Freseda, CALIFORNIA

Memo John Doe

⑆ 23456789 ⑆ 1265 ⑆ 785 1005 100 ⑆

Routing Number Account Number

CLOSE

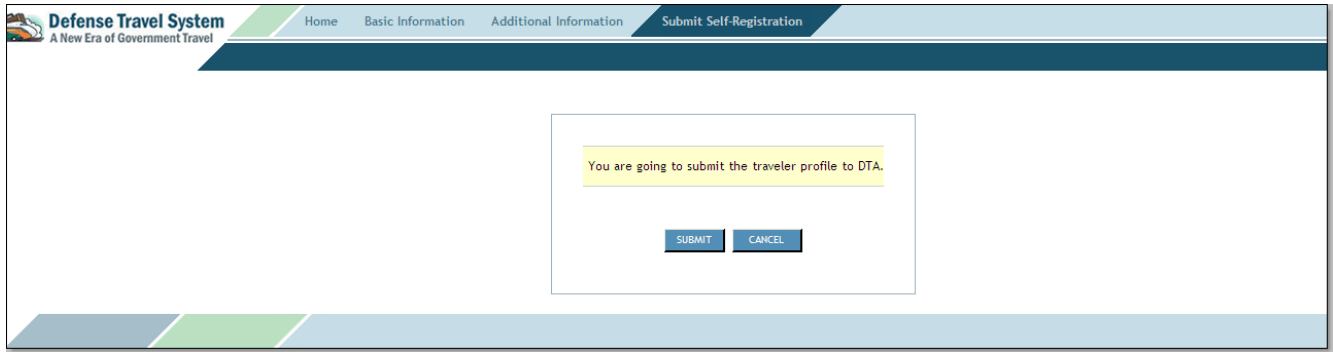
- Complete your GTC (GOVCC) information:
 - o Cardholders - select cardholder, input card number and expiration date
 - o non-cardholders - select Advance Authorization

The screenshot shows the 'GOVCC INFORMATION' section of the form. The 'Advance Authorization' dropdown is set to 'CARD HOLDER'. Below it, the 'GOVCC Exp. Date' dropdown is set to 'FULL ADVANCE'. The 'ADDITIONAL INFORMATION' section includes fields for 'Printed Organization' (DFXAFRRMDE16GS), 'Present Duty Station', 'Miles from Office to Airport' (125), 'Office Phone', 'Office Fax', 'Office Mail Stop', 'Organization Email' (AFRCFMOTS@USAF.ML), and 'Unit ID (IC-RUC-FAGCODE)' (R10MTMC). The 'FOREIGN TRAVEL INFORMATION' section is currently blank.

- Leave all foreign travel information blank
- Continue to second page
- Enter your **residence phone number**

The screenshot shows the second page of the form, containing several preference sections. The 'RESIDENCE INFORMATION' section includes fields for 'Residence Zip / Postal Code', 'Miles from Home to Airport', '* Residence Phone', and 'Residence Fax'. The 'AIR TRAVEL PREFERENCES' section includes 'Airport', 'Preferred Seating', 'Special Meals', and 'Special Needs'. The 'FREQUENT FLYER' section shows a table with columns for 'Edit', 'Delete', 'Frequent Flyer No', 'Airline', 'Member No', and 'Member Status', with a message 'No data in query results.' The 'LODGING PREFERENCES' section includes 'Preferred Lodging' and 'Lodging Special Needs'. The 'RENTAL CAR PREFERENCES' section includes 'Preferred Rental Car', 'Rental Car Special Needs', and 'Personal Remarks'. The 'SMOKING PREFERENCES' section has a 'Smoker' field with radio buttons for 'No' (selected) and 'Yes'. At the bottom, there are 'SAVE AND PROCEED' and 'CANCEL WITHOUT SAVING' buttons.

- Select **save and proceed**
- The Submit Self-Registration screen opens



- Select submit
13. You have now completed your DTS Self-Registration.