

## Defense Travel System – Self Registration



Assistant G-1 for  
Civilian Personnel

### Purpose

This is a step-by-step guide for an Army Civilian Training, Education, and Development System (ACTEDS) Intern to self-register in the Defense Travel System (DTS) when they first log in to the system.



The following information is required 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).
- Residence Address (Street, State/Country, and Zip/Postal Code)
- Residence Phone
- *Government Travel Credit Card (GTCC)*

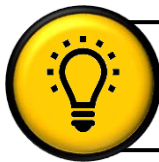


If you already have a DTS account, you must detach from your current organization in order to be attached to the correct ACTEDS Intern organization and approval hierarchy. Self-registration does not apply to a DTS user with an account.

- Contact your organization's Defense Travel Administrator (DTA) to be detached from your current organization.
- After you are detached, immediately notify your career program proponency office via e-mail requesting attachment to the appropriate ACTEDS Intern organization and approval hierarchy.

### How to Self-Register in DTS

1. Insert your Common Access Card (CAC) into the CAC reader and navigate to [www.defensetravel.osd.mil](http://www.defensetravel.osd.mil).



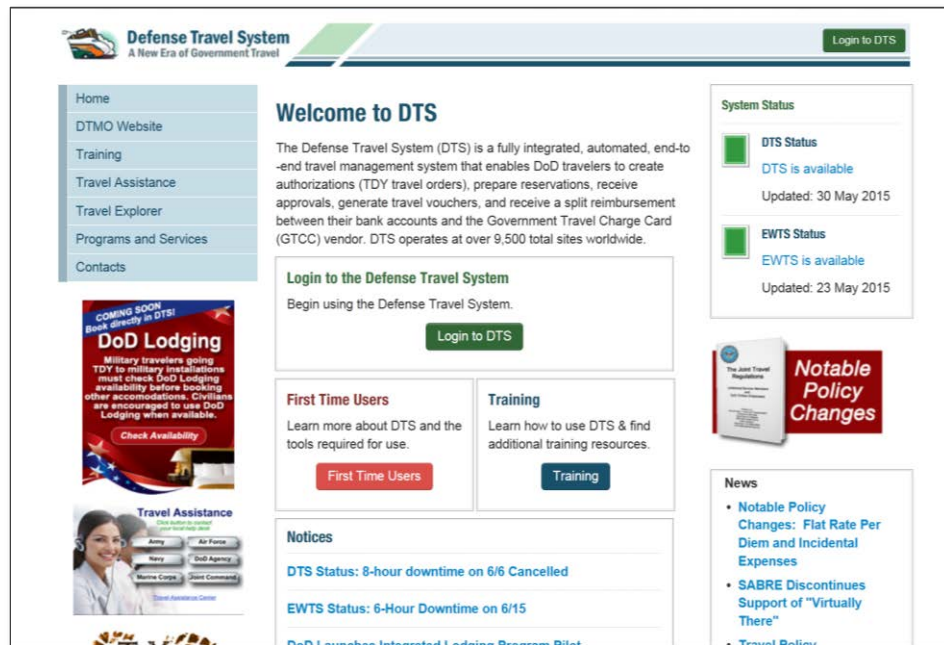
You must leave your CAC in the reader for the entire DTS session. The system will read your CAC periodically.

# Civilian Career Proponency Division

## Defense Travel System – Self Registration

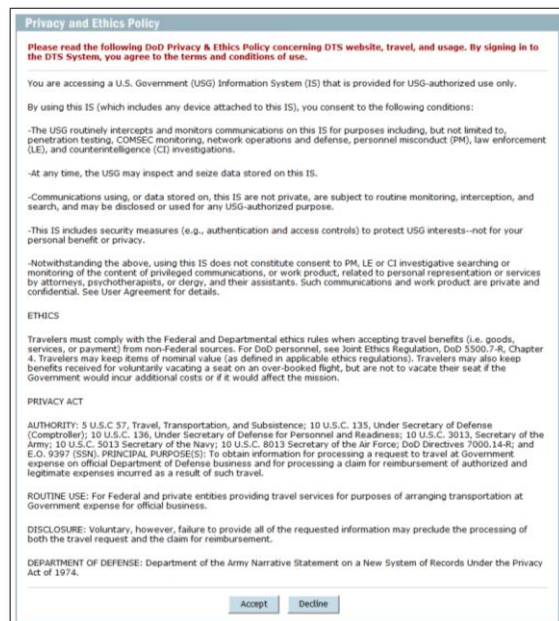


Assistant G-1 for  
Civilian Personnel



- Click the green **Login to DTS** that is located near the center of the DTS homepage.

The DoD Privacy and Ethics Policy statement displays.



- Read the policy and **Accept**. Selecting **Decline** will return to the DTS homepage.

# Civilian Career Proponency Division

## Defense Travel System – Self Registration



Assistant G-1 for  
Civilian Personnel

A request for your pin number displays.

The image shows a screenshot of the 'ActivClient Login' window. It has a title bar with a question mark icon and a close button. The window contains the text 'ActivClient Login' and 'Please enter your PIN.' Below this is a text input field labeled 'PIN'. At the bottom are 'OK' and 'Cancel' buttons.

4. Enter the PIN in the **PIN** entry box. Select **OK**.

The User Activation screen opens.

The image shows a screenshot of the 'Defense Travel System' User Activation screen. At the top is the logo and text 'Defense Travel System A New Era of Government Travel'. Below this is the heading 'User Activation' and the message 'Your user account needs to be activated'. A paragraph of instructions follows: '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)**'. There are two text input fields: 'Enter Social Security Number:' and 'Reenter Social Security Number:'. Below these are 'Submit' and 'Cancel' buttons. At the bottom, there are two lines of text: 'If the values entered match an account in DTS , you will automatically be logged in.' and 'Selecting the "Cancel" button will terminate the activation process.'

5. Enter the Social Security Number (SSN) in the **Enter Social Security Number** field.
6. Re-enter the SSN in the **Reenter Social Security Number** field.
7. Select **Submit**.

# Civilian Career Proponency Division

## Defense Travel System – Self Registration



Assistant G-1 for  
Civilian Personnel

The User Activation Screen refreshes.

**Defense Travel System**  
A New Era of Government Travel

### 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.

[Self Register](#) [Cancel](#)

### 8. Select **Self-Register**.

The User Welcome screen opens.

Logged In As: Eric Carson [Help for this screen](#)

**Defense Travel System**  
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[Logoff](#)

**Administrative** **Self Registration**

Welcome Eric Carson

Organization:  
Org Access:  
Group Access:  
Permission:

**My Signed Documents**

Document Name	Current Status	Departure Date	Type
No documents found.			

**Message Center**

Welcome to DTS!

[Back to Top](#)

### 9. Mouse over the **Administrative** tab and select **Self Registration**.

# Civilian Career Proponency Division

## Defense Travel System – Self Registration



Assistant G-1 for  
Civilian Personnel

The Self Registration Tool screen opens.

Logged In As: Helen Carsonc  
Screen ID: 8000.1

Close Window  
Help for this screen

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Home Basic Information Additional Information Submit Self-Registration

Current Date: 08-11-2008

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 (indicated 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)

10. Select **Basic Information** on the navigation bar.



The following information is required 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).
- Residence Address (Street, State/Country, and Zip/Postal Code)
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# Civilian Career Proponency Division

## Defense Travel System – Self Registration



Assistant G-1 for  
Civilian Personnel

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 \* Helen

Last Name \* Carsonc

Middle Initial \*

SSN \* 111111111

Gender \* N/A

\* 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.)

The Organization field can be inputted directly or by clicking the magnifying glass.

a. Direct Input: Copy your ORGANIZATION NAME from the [Appendix](#) and paste directly into the Organization input box.

b. Magnifying Glass Drop-down:

1. Click the magnification glass to the left of the Organization input box.
2. Select "US ARMY" for SERVICE/AGENCY.
3. Select "US -- US" for TYPE.
4. Select "District of Columbia" for STATE.
5. Select "National Capital Region" for SITE.
6. Click "OK".
7. Find & Select your ORGANIZATION DESCRIPTION (refer to [Appendix](#)) from the Organization Description listing.



# Civilian Career Proponency Division

## Defense Travel System – Self Registration



Assistant G-1 for  
Civilian Personnel



Ensure the correct organization is entered in the Organization field. Failure to enter the correct organization will route the self-registration request to the wrong DTA. A listing of Organization data is located within the Appendix. Verify your Organization with your supervisor or career program proponency office before inputting Organization into your DTS Basic

REQUIRED WORK INFORMATION	
Civilian / Military >	<input type="button" value="Civilian"/>
Title / Rank >	<input type="button" value="AD-00"/>
Tech Status >	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Organization >	<input type="text"/>
<small>Click on the icon to select a value</small>	
Service / Agency of Assignment >	
Office Street 1 >	<input type="text"/>
Office Street 2 >	<input type="text"/>
City >	<input type="text"/>
State / Country >	<input type="text"/>
<small>Click on the icon to select a value</small>	
Zip / Postal Code >	<input type="text"/>
Time Zone >	<input type="button" value="GMT"/>
Work Hours >	<input type="text" value="8"/>
Emergency Contact Name >	<input type="text"/>
Emergency Contact Phone Number >	<input type="text"/>
<small>Format: 999-999-9999 x9999; up to 20 characters</small>	
ELECTRONIC FUNDS TRANSFER DATA	
Account Type >	<input type="radio"/> Checking <input type="radio"/> Saving <input checked="" type="radio"/> None
Account Routing Number >	<input type="text"/>
<small>Click on the icon for help</small>	
Account Number >	<input type="text"/>
TRAVEL RESERVATION INFORMATION	
GOVERNMENT CHARGE CARD (GOVCC)	
Advance Authorization >	<input type="button" value="CARD HOLDER"/>
Account Number >	<input type="text"/>
GOVCC Exp. Date >	<input type="text"/>
<small>Format is mm/dd/yyyy</small>	



## Civilian Career Proponency Division

# Defense Travel System – Self Registration



Assistant G-1 for  
Civilian Personnel

ADDITIONAL INFORMATION	
Printed Organization >	<input type="text"/>
Present Duty Station >	<input type="text"/>
Miles from Office to Airport >	<input type="text"/>
Office Phone >	<input type="text"/>
Format: 999-999-9999 x9999; up to 20 characters	
Office Fax >	<input type="text"/>
Format: 999-999-9999; up to 20 characters	
Office Mail Stop >	<input type="text"/>
Organization Email >	<input type="text"/>
Unit ID (UIC/RUC/PASSCODE) >	<input type="text"/>
FOREIGN TRAVEL INFORMATION	
OFFICIAL (NO-FEE) PASSPORT INFORMATION	
First Name >	<input type="text"/>
Last Name >	<input type="text"/>
Middle Initial >	<input type="text"/>
Birth Date >	<input type="text"/>
Format is mm/dd/yyyy	
Passport Number >	<input type="text"/>
Issuing City >	<input type="text"/>
Issuing State / Country >	<input type="text"/>
Click on the icon to select a value	
Expiration Date >	<input type="text"/>
Format is mm/dd/yyyy	
REGULAR (TOURIST) PASSPORT INFORMATION	
First Name >	<input type="text"/>
Last Name >	<input type="text"/>
Middle Initial >	<input type="text"/>
Birth Date >	<input type="text"/>
Format is mm/dd/yyyy	
Passport Number >	<input type="text"/>
Issuing City >	<input type="text"/>
Issuing State / Country >	<input type="text"/>
Click on the icon to select a value	
Expiration Date >	<input type="text"/>
Format is mm/dd/yyyy	
<input type="button" value="SAVE AND PROCEED"/>	
<input type="button" value="CANCEL WITHOUT SAVING"/>	

11. Complete the fields on the screen.

12. Select **SAVE AND PROCEED**.



# Civilian Career Proponency Division

## Defense Travel System – Self Registration



Assistant G-1 for  
Civilian Personnel

The Additional Information screen opens.

13. Complete the fields on the screen.

14. Select **SAVE AND PROCEED**.

## Civilian Career Proponency Division

# Defense Travel System – Self Registration



Assistant G-1 for  
Civilian Personnel

The Submit Self-Registration screen opens.

15. Select **SUBMIT**.

Self-registration is complete.



All ACTEDS DTS travel requests and voucher submissions flow directly from the ACTEDS Intern to the Intern Program Management Office. The ACTEDS Intern DTS approval hierarchy does not include the supervisor or other intern command representatives. An approved SF-182 training request generated from the Resources Allocation Selection System (RASS) is required for all ACTEDS Intern DTS travel requests. RASS training requests flow through the supervisor and the intern command representative.



DTS allows you to enter your PIN incorrectly up to three times before locking you out of the system. If you lock yourself out of the system, contact your DTA for assistance.

**Civilian Career Proponency Division**  
**Defense Travel System – Self Registration**



Assistant G-1 for  
Civilian Personnel

**Appendix**      ACTEDS Intern Defense Travel System Organization Listing

Organization	Organization Description	Organization Name
Army Special Operations Command	DA INTERNS USASOC	DA2200ZZCPPDAIUSASOC
Civilian Human Resources Agency	DA INTERNS CHRA	DA2200ZZCPPDAIDACHRA
Civilian Logistics Career Management Office	DA INTERNS CLCMO	DA2200ZZCPPDAIDACLC
Forces Command	DA INTERNS FORSCOM	DA2200ZZCPPDAIFORSCO
Headquarters, Army Materiel Command	DA INTERN HQ AMC	DA2200ZZCPPDAIHQAMC
Headquarters, Department of the Army	DA INTERN HQDA	DA2200ZZCPPDAIHQDA
Human Resources Command	DA INTERNS HRC	DA2200ZZCPPDAIDAHRC
Installation Management Command	DA INTERN IMCOM	DA2200ZZCPPDAIIMCOM
Intelligence & Security Command	DA INTERNS INSCOM	DA2200ZZCPPDAIINSCOM
Medical Command	DA INTERNS MEDCOM	DA2200ZZCPPDAIMEDCOM
Military District Washington	DA INTERNS MDW	DA2200ZZCPPDAIMDW
Network Enterprise Technology Command	DA INTERNS NETCOM	DA2200ZZCPPDAINETCOM
Safety and Occupational Health CP 12	DA INTERNS SAFETY	DA2200ZZCPPDAIDASAFE
Space and Missile Defense Command	DA INTERNS SMDC	DA2200ZZCPPDAISMDC
Training and Doctrine Command	DA INTERNS TRADOC	DA2200ZZCPPDAITRADOC
U.S. Army Force Management Support Agency	DA INTERNS USAFMSA	DA2200ZZCPPDAIUSAFMS
U.S. Army Acquisition Support Command	DA INTERNS USAASC (US ARMY ACQUISITION SUP CMD)	DA2200ZZCPPDAIAASC
U.S. Army Corps of Engineers	DA INTERN USACE	DA2200ZZCPPDAIUSACE
U.S. Army Criminal Investigation Command	DA INTERNS CIDC	DA2200ZZCPPDAICIDC
U.S. Army Cyber Command	DA INTERNS ARCYBER	DA2200ZZCPPDAICYBER
U.S. Army Europe	DA INTERNS USAREUR	DA2200ZZCPPDAIUSAREU
U.S. Army Pacific	DA INTERNS USARPAC	DA2200ZZCPPDAIUARPAC
U.S. Army South	DA INTERN USARSO	DA2200ZZCPPDAIUSARSO
U.S. Army Test and Evaluation Command	DA INTERN ATEC	DA2200ZZCPPDAIATEC
United States Military Academy	DA INTERNS USMA	DA2200ZZCPPDAIUSMA