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.**

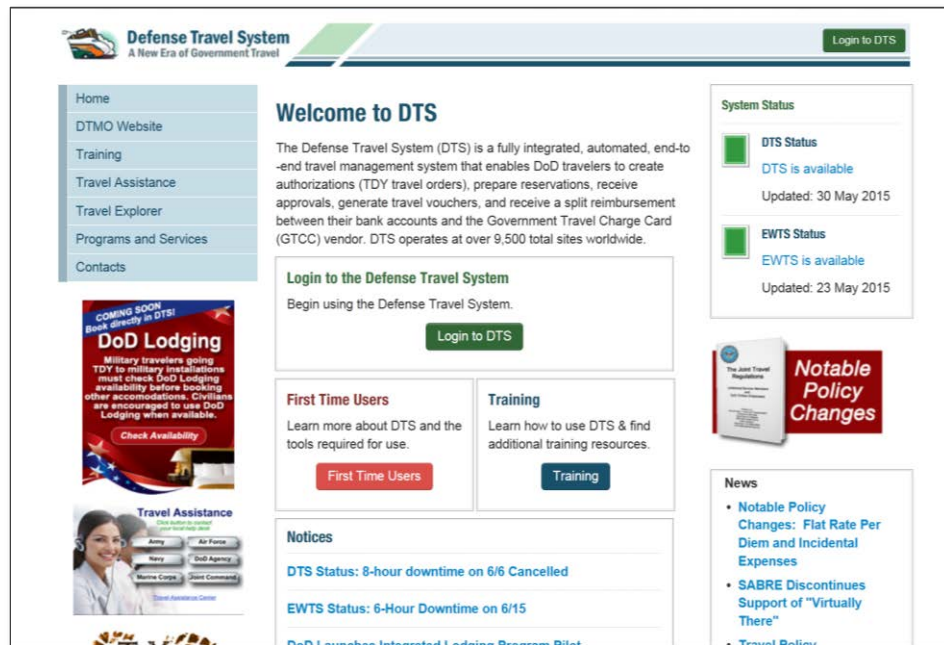|	
How to Self-Register in DTS	1. Insert your Common Access Card (CAC) into the CAC reader and navigate to www.defensetravel.osd.mil.
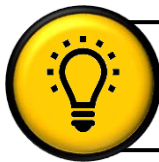
You must leave your CAC in the reader for the entire DTS session. The system will read your CAC periodically.

UNCLASSIFIED//FOR OFFICIAL USE ONLY
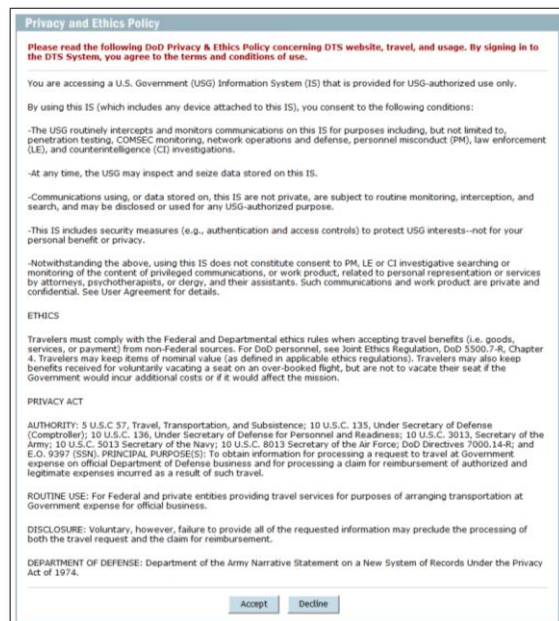
2. Click the green **Login to DTS** that is located near the center of the DTS homepage.

The DoD Privacy and Ethics Policy statement displays.

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

UNCLASSIFIED//FOR OFFICIAL USE ONLY

A request for your pin number displays.

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

The User Activation screen opens.

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**.

UNCLASSIFIED//FOR OFFICIAL USE ONLY

Assistant G-1 for Civilian Personnel

The User Activation Screen refreshes.

8. Select **Self-Register**.

The User Welcome screen opens.

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

UNCLASSIFIED//FOR OFFICIAL USE ONLY

The Self Registration Tool screen opens.

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)
- Residence Phone
- *Government Travel Credit Card (GTCC)*

UNCLASSIFIED//FOR OFFICIAL USE ONLY

The Basic Information screen opens.

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.

UNCLASSIFIED//FOR OFFICIAL USE ONLY

Defense Travel System – Self Registration

> **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

Field	Value
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
Zip / Postal Code ›	
Time Zone ›	GMT
Work Hours ›	8
Emergency Contact Name ›	
Emergency Contact Phone Number ›	Format: 999-999-9999 x9999; up to 20 characters

ELECTRONIC FUNDS TRANSFER DATA

Field	Value
Account Type ›	○ Checking ○ Saving ◉ None
Account Routing Number ›	🔍 Click on the icon for help
Account Number ›	

TRAVEL RESERVATION INFORMATION

GOVERNMENT CHARGE CARD (GOVCC)

Field	Value
Advance Authorization ›	CARD HOLDER
Account Number ›	
GOVCC Exp. Date ›	Format is mm/dd/yyyy

11. Complete the fields on the screen.

12. Select **SAVE AND PROCEED**.

UNCLASSIFIED//FOR OFFICIAL USE ONLY

The Additional Information screen opens.

13. Complete the fields on the screen.

14. Select **SAVE AND PROCEED**.

UNCLASSIFIED//FOR OFFICIAL USE ONLY

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.

UNCLASSIFIED//FOR OFFICIAL USE ONLY

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