

# DTS Self-Registration Form

## District

<b>Common Data</b>							
SSN:							
First Name:							
Middle Initial:							
Last Name:							
Email Address:							
<b>General Traveler Data</b>							
Civilian							
Title/Rank							
Mailing Address Line 1:							
Mailing Address Line 2:							
City (APO or PSC):							
State/Country:							
Zip/Code:							
<b>Is Mailing Address Same as Residential Address?: Yes/No</b>							
		Please use Physical Address not APO					
<b>Personal Data</b>							
Gender:							
Resident Address Line 1:							
Resident Address Line 2:							
Resident City:							
Resident State/Country:							
Resident Zip/Postal Code:							
Resident Phone Number:							
<b>Duty Station Data</b>							
Please use Physical Address not APO							
Present Duty Station Name:							
Duty Station Address Line 1:							
Duty Station Address Line 2:							
Duty Station City:							
Duty Station State/Country:							
Duty Station Zip/Postal Code:							
Duty Station Phone Number:							
<b>Government Charge Card (GOVCC) Data</b>							
Gov't Charge Card Holder: Y/N							
Account Number:							
GOVCC Exp. Date:							
<b>Electronic Funds Transfer Data (Enter Only One Account With A Rounting Number)</b>							
Check Rounting Number:							
Checking Account Number:							
Saving Rounting Number:							
Saving Account Number:							

PRIVACY ACT								
<b>AUTHORITY:</b> 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). <b>PRINCIPAL PURPOSE(S):</b> 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.								
<b>ROUTINE USE:</b> For Federal and private entities providing travel services for purposes of arranging transportation at Government expense for official business.								
<b>DISCLOSURE:</b> Voluntary, however, failure to provide all of the requested information may preclude the processing of both the travel request and the claim for reimbursement.								
<b>DEPARTMENT OF DEFENSE:</b> Department of the Army Narrative Statement on a New System of Records Under the Privacy Act of 1974								