

DTS Self Registration for New Users

Log into DTS and Self-Register as a new user.

1. Click on “**Defense Travel System (DTS)**” hyperlink located on the Intranet
2. Click on the **Yes** button in the Security Alert Screen
3. Click on the **Accept** button the Privacy and Ethics Policy Screen
4. Select the appropriate certificate
5. Enter your password in the **Digital Signature** Logon Screen and click OK
6. Enter your SSN in the SSN fields on the **User Activation** screen and click the Self-Registration Button
7. From the navigation bar on your private page, click on Administrative>**Self Registration**
8. From the navigation bar, click **Basic Information**

General Information:

1. **Gender**
2. **Email Address** (military e-mail address, WHMC or BAMC account, no personal e-mail addresses)

Mailing Address (home):

1. **Mailing Street**
2. **City**
3. **State/Country** lookup to enter TX
4. **Zip code**
5. Is this the same as Residence Address: Select “**Yes**”

Required Work Information:

1. **Civilian/Military**
2. **Title/Rank**
3. Tech Status: **No**
4. **Organization:** (Select **United States Air Force – AIR FORCE**)
5. Office Street Address: **2200 Bergquist Dr, Ste 1**
6. City: **Lackland AFB**
7. State/Country: **TX**
8. Zip/Postal Code: **78236**
9. Time Zone: **CST**
10. Work Hours
11. Emergency Contact: **COMMAND POST** (It cannot be a personal contact)
12. Emergency Contact Phone Number: **210-671-4225**

Electronic Funds Transfer Data:

1. Enter Bank **Account Routing Number:**
2. Enter Bank **Account Number:**

**Travel Reservation Information:
Government Charge Card (GOVCC)**

1. Advance Authorization: (Select “**Card Holder**” if you have a GovCC or “**Advance Auth**” if you do not have a GovCC) Ensure DTS is updated with GovCC/Exp Date when received. (To apply for a GovCC call the CSS, 292-2874.)
2. **Account Number**
3. **GovCC Exp Date**

Additional Information:

1. Printed Organization: Enter your program Office Symbol (see following list)

Residency/Fellowship Program	OFF SYM
Adolescent	59 MCCS/SGOBPA
Allergy/Immunology	59 MDOS/SGOMVA
Anesthesia	59 SOS/SGOOVA
Audiology	59 SSS/SGOSO
Cardiology	59 MDOS/SGOMVC
Clinical Health Psy	59 MHS/SGOWMP
Dermatology	59 MDOS/SGOMVJ
Diagnostic Radiology	59 RSQ/SGOXVA
Dietetic Internship	59 TRS/SGIT
Emergency Medicine	59 EMS/SGOEV
Endocrinology	59 MDOS/SGOMVE
Gastroenterology	59 MDOS/SGOMVG
General Surgery	59 SSS/SGOSVB
Hematology Oncology	59 MDOS/SGOMVH
Infectious Diseases	59 MDOS/SGOMVI
Internal Medicine	59 MDOS/SGOMVB
Neonatology	59 MCCS/SGOBVA
Nephrology	59 MDOS/SGOMVF
Neurology	59 MDOS/SGOMVN
OB/GYN	59 MCCS/SGOBVB
Occuloplastics	59 SSS/SGOSP
Ophthalmology	59 SSS/SGOSVA
Orthopaedics	59 ORS/SGOYV
Otolaryngology	59 SSS/SGOSVC
Pastoral Education	59 TRS/SGIT
Pathology	59 LSQ/SGVLV
Pediatrics	59 MCCS/SGOBVA
Pharmacy Residency	59 TRS/SGIT
Psychiatry	59 MHS/SGOWV
Pulmonary Critical Care	59 MDOS/SGOMVL
Rheumatology	59 MDOS/SGOMVK
Transitional	59 MCCS/SGOBVB
Urology	59 SSS/SGOSVU

2. Present Duty Station: **Lackland AFB**
3. **Miles from Office to Airport:**

4. **Office Phone:**
5. **Office Fax:**
6. Office Mail Stop: (N/A)
7. Organization E-Mail: (N/A)
8. Unit ID (UIC/RUC/PASSCODE): PASCode List as follows:
 - 59th Surg Specialties Sq – LA0JFPX2
 - 59th Mental Health Sq – LA0JFR7N
 - 59th Maternal/Child Care Sq – LA0JFR7H
 - 59th Radiology Sq – LA0JFPYJ
 - 59th Ortho & Rehabilitation Sq – LA0JFPX1
 - 59th Emerg Med Sq – LA0JFPX4
 - 59th Surg Ops Sq – LA0JFPX0
 - 59th Laboratory Sq – LA0JFPYL
 - 59th Training Sq/Allied Health – LA0JF49F

Foreign Travel Information

Official (No-Fee) Passport Information

1. N/A

Regular (Tourist) Passport Information

1. N/A

Click on “SAVE AND PROCEED”

Please call 210-292-5397 or 210-292-5396 to “receive” you into the system. Until this is done you will not be able to create an authorization in DTS to travel.