



Management Office



DTA Manual, Appendix A: Self-Registration

March 2025

Version 1.10



Table of Contents

Chapter 1: Self-Registration Requests	3
1.1 Self Registration Tool	4
1.2 Self Registration Administration Tool	8
Chapter 2: Self-Registration Metrics Report	13
Appendix A: Additional Resources	15

Revision History

Revision	Date	Authorization	Change Description	Page, Section
1.6	09/26/19	DTMO	Updated wording and added Table comparison	Section 1, Page 4
1.7	05/11/20	DTMO	Reformatted, added new template	All
1.8	08/02/23	DTMO	Reformatted to new footer Updated Self Registration Tool screens	All Throughout
			Updated Self Registration Tool Admin screens	Throughout
1.9	10/16/23	DTMO	Update Self Registration Tool and Self Registration Admin screen shots and wording	Throughout
			Converted data to the new 508 template	All
			General review	All
			Replace reference of Gender	
1.10	03/07/25	DTMO	to Sex	Throughout
			Updated Self-Reg screen shot	Page 3
			Updated Self-Reg screen shot	Page 5
			Updated screen shots	Page 6
			Updated screen shots	Page 9-14

Chapter 1: Self-Registration Requests

This appendix discusses the purpose for **Self Registration**, how the Defense Travel Administrator (DTA) reviews profile requests, and runs the **Self Registration Metrics** report.

When an individual logs into the <u>Defense Travel System (DTS)</u>, but does not have an active profile assigned to an organization, the system prompts the **Self Registration** option (Figure A-1).

Defense Travel	System		System Sta	atus: 🕢 EWTS 🗸 c Thompson - E 🗸	
Home News & Notices	There are <u>no</u>	o document processing tools availa	ble.		
Self Registration					
My Travel Docume Your upcoming, current, and complet	nts ted trip documents.	There are <u>no</u> documents listed			
0 Authorizations	0 Authoriza	ations			
0 Vouchers					
0 Local Vouchers					
0 Group Authorization	S				

Figure A-1: Self Registration Option

There are two ways to establish traveler profiles. **Note**: Follow your local business rules on creating traveler profiles.

Create a profile:

• **DTA Maintenance Tool**, **People** module accessed by the DTA to create the profile on behalf of the traveler. See the <u>DTA Manual, Chapter 7</u> for more on profiles.

- OR -

• The **Self Registration Tool** accessed by the individual to create their own profile and submit the form for DTA review and acceptance.

For this manual we only cover, the **Self Registration Tool** profile creation option. You can review the <u>DTA</u> <u>Manual, Chapter 7</u> on how to create a profile in the **DTA Maintenance Tool**. It is important to point out that an individual can see their profile in the **Self Registration Tool** or staging area. However, the DTA can't see the profile in the **Self Registration Tool**. Instead, the DTA views the profile in the **Self Registration Administration** **Tool**, but only after the individual submits the profile for review. If you are familiar with the **Self Registration Tool** screens, then skip to *Section 1.2.*, otherwise review *Section 1.1*. below.

1.1 Self Registration Tool

Since you can't access the **Self Registration Tool** screens, let's view some basics for the **Self Registration** profile process.

The individual requiring a profile will begin on the **DTS Dashboard**. The person will:

- Select the Self Registration button (Figure A-1). The Welcome to the Self Registration Tool page opens (Figure A-2). The page provides some general information, the option to Delete an unwanted profile, and access to the three tabs to the right of the Home tab: Basic Information, Additional Information, and Submit Self Registration.
- 2. Choose the **Basic Information** tab. The page refreshes.

Defense Travel System
Home Basic Information Additional Information Submit Self Registration
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 the Delete Self Registration Profile button below to delete your staging profile. You will then be able to re-login and activate your production profile. Delete Self Registration Profile
 This is where you enter the data that goes into your DTS Personal Profile. In the <i>Basic Information</i> 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 button below (or the link above) to complete your profile.
The following <i>Additional Information</i> 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:
 Sex Service/Agency of Assignment (Street, State/Country, and Zip/Postal Code) Time Zone (of your permanent duty station) Basic Information

Figure A-2: Welcome Self Registration Tool Screen

- The Basic Information page is broken down into a few sections such as General Information, Work Information, Electronic Funds Transfer Data (EFT checking or savings), and Travel Reservation Information (GOVCC) or GTCC data. Most of the information on the page self-explanatory. We highlight some key information below. Note: See <u>DTS Guide 1: Overview</u> for more details.
 - General Information: The individual's First Name, Last Name, and SSN pull from the CAC and automatically appear on the screen. Fields marked with an asterisk are mandatory such as Email Address.

- **Mailing Address**: The individual must use **Search** to look up the State/Country for the **Mailing Address**. The individual can select the **Radio** button to auto populate **Residence Address** or manually enter the data later under Additional Information page.
- Required Work Information: One of the most important steps in Self Registration is choosing the correct organization (Figure A-3). Note: Profiles, Routing lists, LOAs, and Budgets are all associated to a DTS organization and support document processing. In the Required Work Information portion of the form, an individual must choose Search (magnifying glass icon) to find the Organization.

Required Work Information				
Civilian / Military:	Civilian			
Title / Rank:	AD-00			
Tech Status:	Yes 💿 No			
*Organization:	Q Search			
Service / Agency of Assignment:				
Office Street 1:				
Office Street 2:				
City:				
State / Country:	Q Search			
Zip / Postal Code:				
*Time Zone:	GMT ×			
Work Hours:	8			
*Emergency Contact Name:				
<pre>*Emergency Contact Phone : Number</pre>				

Figure A-3: Basic Information Screen - Required Work Information

- A Search for Organizations screens opens (Figure A-4). Complete the four fields and chose OK.
 - Service/Agency
 - o Type
 - o State
 - Site (e.g., geographic location)

Search for Organizations ×			
Service/Agency:	Allied Command, Atlantic - ACLANT	××	
Туре:	US US	\times	
State:	Type to filter	~	
Site:	Type to filter		
close	ок		

Figure A-4: Search for Organizations Screen

• **The Organization Search Results** page appears. Review the list, scrolling down if need be to find the correct line item (Figure A-5). Select the **Organization Code**.

Organization Search Results				×	
	Organization Code	Organization Name	Service / Agency	Site State	
	TAZAG1HQDA	G1HQDA	ARMY	VIRGINIA	

Figure A-5: Organization Search Results Screen

• The Required Work Information updates on the Basic Information page (not shown in this manual).

Note: Organizations in Self Registration display based upon the data in the DTA Maintenance Tool (MT), Organization table. *Table 1* compares the fields in Self Registration to DTA MT.

Table A-1: Table Data Comparison

TABLE DATA COMPARISON			
Self-Registration Field	DTA MT Organization Field		
Service/Agency	Service/Agency		
Туре	Office State/Country		
State			
Site	Site Name		
Organization Code	Organization Name		

Note: Not 100% of the orgs listed in **DTA Maintenance Tool** appear under the **Self Registration Tool**. This is due to Component or Site level realignments. In the **DTA MT**, **Organizations**, under **Site Name** if the field contains a special indicator **Z** - **DISABLED ORGANIZATIONS**, then those orgs do not appear in the **Self Registration Tool**.

- EFT (Checking or Savings) account: Note: EFT data is necessary for reimbursement of incurred expenses and earned allowances. The individual should select Account Type, enter the Account Number, and Account Routing Number.
- Government Charge Card (GOVCC): Note: GTCC data is necessary for making reservations and reimbursement of incurred expenses. DTS refers to the Government Charge Card as GOVCC on some screens. The GOVCC is same as Government Travel Charge Card (GTCC). The individual should select the Advance Authorization drop-down menu, and select CARD HOLDER if the person has a GTCC. Enter the GTCC 16-digit Account Number and the Expiration Date. If the person does not have a GTCC

Once the data is entered, select **SAVE AND PROCEED** to advance.

4. Additional Information page: The individual enters all mandatory information (e.g., residence address if not populated from the **Basic Information** page, phone number etc.,) and determines if they want to add optional entries such as **Air**, **Lodging**, and **Rental Car Preferences**.

Once the data is entered, select **SAVE AND PROCEED** to advance.

5. **Submit Self Registration**: The individual selects **Submit Self Registration**. A pop-up screen opens. Select **SUBMIT**. The profile is submitted to the DTA for review and either **Accept** or **Reject** the submission.

Upon successful profile submission, DTS notifies the DTA using the **Organization Email Address** available in the **DTA Maintenance Tool**, **Organization** table.

Note 1: This email address maybe a centralized account with multiple users or have only one individual with access. As a DTA, supporting in-processing be sure you have access to the email account.

Note 2: Until a DTA accepts the profile form, the individual cannot attain DTS access to process documents or complete any role function (e.g., AO, traveler, NDEA).

1.2 Self Registration Administration Tool

As the DTA, when you receive the DTS notification, here's how you will review the profile request.

Begin on the DTS Dashboard, select Administration (Figure A-6).

1. Select the Self Registration Administration. The Self Registration Administration screen (Figure A-7) opens.

Travel Tools 🗸	Message Center	A	dministration ^
Administ	ration	<u></u>	Reports
Budget Tool 🗹		Report	Scheduler 🗹
DTA Maintenance	Tool 🗹	<i>ஃ</i> ∕7	Debt Management
Self Registration	Administration		
		Debt M	anagement Tool 🗹
Delegate Authori	ty		
Document Unloc	k Tool		

Figure A-6: Administration Menu Screen

Defense Travel System	Logged in As: Helen D DTMO
List Profile Report	
Self Registration Administration	
Welcome Helen D DTMO to the Self Registration Administration.	
The Self-Registration Admin Tool is used to review and accept (or reject) individuals who have submitted their s next to each name to review and add information to each profile.	self-registration for DTS. Click the link
Editable fields for the Administrator include:	
 Information about the office: location, address, phone and fax numbers, etc. Organization Access and Org Owner name 	
Permissions Approval Override (yes or no)	
 Self-AO Approval (yes or no) TTRA Status (exempt or non-exempt) 	
 Default Routing List Default LOA 	
Non DoD Entry Agent Unit ID	
Begin	
Buttons for acceptance, rejection or cancellation are at the bottom of the page.	

Figure A-7: Self Registration Administration Screen

2. The page provides some general information. Select **BEGIN**. The **List of Users** screen (Figure A-8) opens. It displays the list of individuals who submitted self registration requests.

Defense Travel System				
List Profile	Report			
IST OF US	Sers	sers.		
Review	Traveler Name	Organization Name	Status	
Review 268906	Traveler Name Eric Army-H	Organization Name	Status SUBMITTED	
Review 268906 274959	Traveler Name Eric Army-H ERIC ARMY-B	Organization Name HTPOLK1T4XMEDDEN TAFTS18B	SUBMITTED SUBMITTED	
Review 268906 274959 268894	Traveler Name Eric Army-H ERIC ARMY-B Helen Army-J	Organization Name HTPOLK1T4XMEDDEN TAFTS18B TAZPENTAG2	SUBMITTED SUBMITTED SUBMITTED SUBMITTED	
Review 268906 274959 268894 275747	Traveler Name Eric Army-H ERIC ARMY-B Helen Army-J Eric Thompson - E	Organization Name HTPOLK1T4XMEDDEN TAFTS18B TAZPENTAG2 TDEPICS	Status SUBMITTED SUBMITTED SUBMITTED SUBMITTED SUBMITTED	
Review 268906 274959 268894 275747 274951	Traveler Name Eric Army-H ERIC ARMY-B Helen Army-J Eric Thompson - E Eric Army-A	Organization Name HTPOLK1T4XMEDDEN TAFTS18B TAZPENTAG2 TDEPICS TDZDFAS-INBMO	Status SUBMITTED SUBMITTED SUBMITTED SUBMITTED SUBMITTED SUBMITTED SUBMITTED	

Figure A-8: List of Users Screen

3. In the **Review** column, select the link next to the name of the person whose **Self Registration** profile you want to review. The person's profile screen (Figure A-9) opens.

Profile Review		
General Information]
First Name	Eric	
Last Name	Thompson - E	
Middle Initial		
SSN		
Sex	Male	
Email Address	eric.thompson-E@email.mil	
Mailing Address		
Mailing Street 1	145 Garden Street	
Mailing Street 2		
City	Woodbridge	
State / Country	VA	
Zip / Postal Code	22193	
Residence Address		

Figure A-9: Profile Screen for Self-Registration Administration Tool (Top)

- DTS Organization of assignment
- Site Name
- EFT data
- **GOVCC** which is GTCC data
- Email Address
- **Permissions**: Based upon your local business rules, training requirements, and the individuals required DTS role, you can grant **Organization Access**, **Group Access** and **Permissions** within the form or choose to make these changes once the profile is available under the **DTA Maintenance Tool**, **People** table.
 - At a minimum, DTS will auto-grant **Permission Level** 0 to all users (Figure A-10).
 - Permission Level 0 will appear in the **Permissions** area as a checked box and can't be altered. This procedure ensures the user can log into DTS.

Organization Owner Name		
Permissions		
Permissions	0 1 2 3 4 5 6 7 8 9	
Routing Information		
Mandatory Use of GOVCC	Non-Exempt Exempt	
Default Routing List	Type to filter	
Default LOA	Type to filter	
Non-DTS Entry Agent	● No ○ Yes	
*Unit ID (UIC/RUC/PASSCODE)	12345	
Comments		
Comments		
Accept Reject Cancel		

Figure A-10: Profile Screen for Self Registration Administration Tool (Bottom)

- 5. At the bottom of the page, you have three options: **Accept**, **Reject** or **Cancel** out of the page.
 - If you ACCEPT the profile, it is removed from the Self Registration Administration Tool and transfers to the DTA Maintenance Tool, People table. DTS notifies the individual of their submission status including Comments if you entered any. You can verify the assigned profile in DTA Maintenance Tool, People table, update the profile to grant permissions and specialized access if necessary. For steps on how to update a profile, see the <u>DTA Manual, Chapter 7: People</u>.

- If you **REJECT** the profile then you must provide **Comments** to the individual for corrective action. DTS notifies the individual of their submission status including the mandatory **Comments**. **Note:** The most common reason for a rejected profile is due to the incorrect **DTS Organization Name**. If you select **REJECT**, the submission is removed from the **List of Users**.
 - The individual must log back into the **Self Registration Tool**. On the **Welcome to the Self Registration Tool** page alerts the individual their DTA rejected their submission.
 - \circ $\;$ The individual updates the data and then resubmits their profile for DTA action.

Chapter 2: Self-Registration Metrics Report

The **Self Registration Metrics** report provides a listing of submitted profiles and indicates the length of time they remain in a **Submitted** or **Incomplete** status. You can use the report to identify those requiring acceptance by a DTA and ones still in process requiring additional action.

The Self Registration Metrics report shows (when applicable) the:

- Current Date
- Site Name
- Organization's name and description
- Traveler's name, masked SSN, and email address
- The request's status, age, date created, and date submitted

To run the Self Registration Metrics report, you will begin in Self Registration Administration Tool:

 On the Self Registration Administration Tool screen (Figure A-8), select Report from the Navigation Bar. The Self Registration Metrics report screen (Figure A-11) opens.

Defense Travel System		Logged in As: Helen D DTMO		
List Profile Report				
Self Registration Metrics Click on the "GENERATE REPORT" button to generate and download a csv file containing the metrics records.				
NOTE: Generating of the csv file may take a few minute	s. Type to filter	~		
*Organization				
Include Sub-Organization				
Generate Report				

Figure A-11: Self Registration Metrics Report Criteria Screen

- 2. (Optional) If you can run reports for more than one site, select a **Site Name** to limit results to that site only. Leave it blank to include all your sites.
- 3. (Optional) Your main organization's name appears by default in the **Organization** field. Change it if you need to search for a different organization.
- 4. (Optional) If you want to view organizations subordinate to the one in the **Organization** field, check the **Include Sub-Organization** box.
- 5. Select **GENERATE REPORT**. DTS prompts you to open or save the report. The option you select determines whether DTS downloads the report to your computer or displays it in an Excel spreadsheet.

There are various **DTS Resources** available (Figure A-12) on the DTMO website <u>Training Search Tool</u> to support DTAs, AOs, and travelers. Just a few materials include:

- DTA Manual Chapters 1-12 and the Appendices
- DTS Guides 1 5
- DoD DTS Best Practices Guide
- Information Papers and Trifolds
- Web-based training in TraX



Figure A-12: DTMO Training Home Page

Appendix A: Additional Resources

This appendix contains the full DTA Manual, Chapters and Appendices which DTAs may find useful when managing travel for their organization.

DTA MANUAL		
CHAPTER	URL	
Chapter 1: DTS Overview	https://media.defense.gov/2022/May/11/2002994773/-1/-1/0/DTA_1.PDF	
Chapter 2: DTS Access	https://media.defense.gov/2022/May/11/2002994797/-1/-1/0/DTA_2.PDF	
Chapter 3: DTS Site Setup	https://media.defense.gov/2022/May/11/2002994799/-1/-1/0/DTA_3.PDF	
Chapter 4: Organizations	https://media.defense.gov/2022/May/11/2002994824/-1/-1/0/DTA_4.PDF	
Chapter 5: Routing Lists	https://media.defense.gov/2022/May/11/2002994853/-1/-1/0/DTA_5.PDF	
Chapter 6: Groups	https://media.defense.gov/2022/May/11/2002994838/-1/-1/0/DTA_6.PDF	
Chapter 7: People	https://media.defense.gov/2022/May/11/2002994837/-1/-1/0/DTA_7.PDF	
Chapter 8: LOAs	https://media.defense.gov/2022/May/11/2002994836/-1/-1/0/DTA_8.PDF	
Chapter 9: Budgets	https://media.defense.gov/2022/May/11/2002994835/-1/-1/0/DTA_9.PDF	
Chapter 10: Reports	https://media.defense.gov/2022/May/11/2002994832/-1/-1/0/DTA_10.PDF	
Chapter 11: MIS Administration	https://media.defense.gov/2022/May/11/2002994834/-1/-1/0/DTA_11.PDF	
Chapter 12: ROA Administration	https://media.defense.gov/2022/May/11/2002994833/-1/-1/0/DTA_12.PDF	

DTA MANUAL			
APPENDIX	URL		
Appendix A: Self-Registration	https://media.defense.gov/2021/Nov/15/2002893136/-1/- 1/0/DTA_APP_A.PDF		

DTA MANUAL		
APPENDIX	URL	
Appendix B: Acronyms	https://media.defense.gov/2021/Nov/15/2002893141/-1/- 1/0/DTA_APP_B.PDF	
Appendix C: Definitions	https://media.defense.gov/2021/Nov/15/2002893143/-1/- 1/0/DTA_APP_C.PDF	
Appendix E: Emails	https://media.defense.gov/2021/Nov/15/2002893222/-1/- 1/0/DTA_APP_E.PDF	
Appendix F: Import / Export Module	https://media.defense.gov/2021/Nov/15/2002893234/-1/- 1/0/DTA_APP_F.PDF	
Appendix G: Error Codes	https://media.defense.gov/2021/Nov/15/2002893232/-1/- 1/0/DTA_APP_G.PDF	
Appendix J: Help Process	https://media.defense.gov/2021/Nov/15/2002893231/-1/- 1/0/DTA_APP_J.PDF	
Appendix K: DTS Tables	https://media.defense.gov/2021/Nov/15/2002893230/-1/- 1/0/DTA_APP_K.PDF	
Appendix L: Reorganizations	https://media.defense.gov/2021/Nov/15/2002893229/-1/- 1/0/DTA_APP_L.PDF	
Appendix M: Ranks and Grades	https://media.defense.gov/2021/Nov/15/2002893228/-1/- 1/0/DTA_APP_M.PDF	
Appendix N: Country Codes	https://media.defense.gov/2021/Nov/15/2002893227/-1/- 1/0/DTA_APP_N.PDF	
Appendix Q: Org Naming Sequence	https://media.defense.gov/2021/Nov/15/2002893226/-1/- 1/0/DTA_APP_Q.PDF	
Appendix R: LOA Formats	https://media.defense.gov/2021/Nov/15/2002893225/-1/- 1/0/DTA_APP_R.PDF	