

DMDC Reporting System

August 2023

This document provides instructions for accessing DMDCRS and submitting requests after the MyTravel Close-Down.

Overview

Following the sunset of MyTravel, access to travel documents must be requested through the Defense Manpower Data Center's Reporting System (DMDCRS). Follow the instructions in this document to gain access to DMDCRS and to submit requests for MyTravel documents.

Request Access to DMDCRS

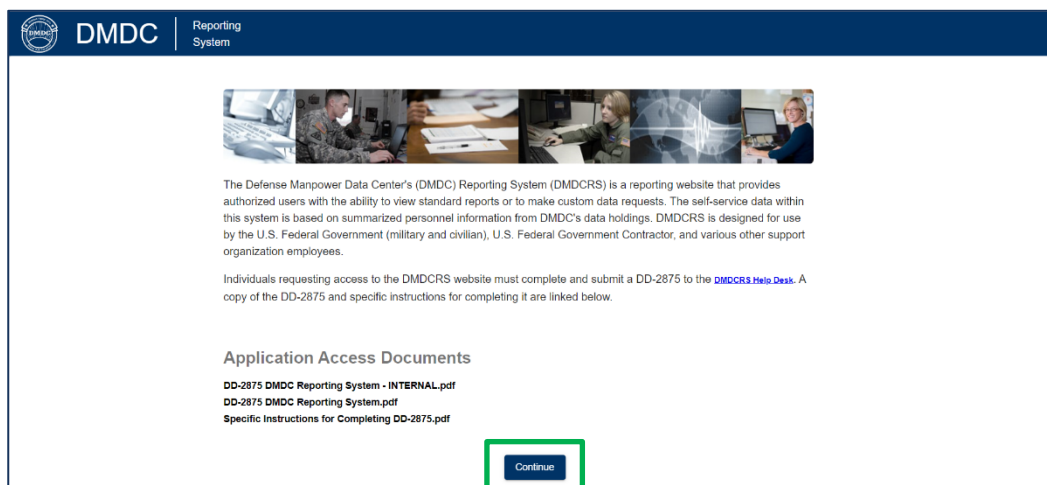
1. Download the [DD-2875 Reporting System form](#) and [Specific Instructions for Completing DD-2875](#) from the [DMDCRS website](#). **Do not use the DD-2875 DMDC Reporting System - INTERNAL form.**
2. Complete the [DD-2875 form](#) to request DMDCRS access, following the instructions and send the form to the DMDCRS Help Desk at dmdc.dmdcrshelpdesk@mail.mil

It may take up to 2 business days to receive your account information via email.

If you have any questions or need further assistance, you can contact the DMDCRS Help Desk at the email listed above or by calling +1 831-583-2400 or DSN 322-220-7070.

Logging into DMDCRS

1. Go to the [DMDCRS Website](#)
2. Click **Continue**



3. Read and acknowledge the DoD Notice and Consent and Responsibilities of Receiving and Maintaining Privacy Act Data, click **OK**

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Standard Mandatory DoD Notice and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests - not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Acknowledgement Of Responsibilities Of Receiving And Maintaining Privacy Act Data

DATA YOU ARE ABOUT TO ACCESS COULD POTENTIALLY BE PROTECTED BY THE PRIVACY ACT OF 1974. You must:

- Have completed the necessary training with regards to Security Awareness and safe-guarding Personally Identifiable Information.
- Ensure that data is not posted, stored or available in any way for uncontrolled access on any media.
- Ensure that data is protected at all times as required by the Privacy Act of 1974 (5 USC 552a(1)(3)) as amended and other applicable DOD regulatory and statutory authority; data will not be shared with offshore contractors; data from the application, or any information derived from the application, shall not be published, disclosed, released, revealed, shown, sold, rented, leased or loaned to anyone outside of the performance of official duties without prior DMDC approval.
- Delete or destroy data from downloaded reports upon completion of the requirement for their use on individual projects.
- Ensure data will not be used for marketing purposes.
- Ensure distribution of data from a DMDC application is restricted to those with a need-to-know. In no case shall data be shared with persons or entities that do not provide documented proof of a need-to-know.
- Be aware that criminal penalties under section 1106(a) of the Social Security Act (42 USC 1306(a)), including possible imprisonment, may apply with respect to any disclosure of information in the application(s) that is inconsistent with the terms of application access. The user further acknowledges that criminal penalties under the Privacy Act (5 USC 552a(1)(3)) may apply if it is determined that the user has knowingly and willfully obtained access to the application(s) under false pretenses.

[Contact DMDC](#) | [Accessibility/508](#) | [USA.gov](#) | [No Fear Act Notice](#)

OK

For assistance or to report problems, please call toll free: 800-538-9522 Commercial: 502-335-9980.

4. Select **Smartcard (CAC, PIV)**, click **Continue** and select your Authentication certificate

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Registered User Login

AUTHORITY 5 USC 301

PURPOSE/ROUTINE USE Information you provide is used to verify your identity and usage of this website.

DISCLOSURE Voluntary. However, if you fail to provide the requested information, DMDC will not be able to verify your identity. If your identity is not verified, you will be unable to gain access to the website.

Prevent illegal access of Privacy Act data by closing your browser before leaving your computer.

The material/information contained herein falls within the purview of the Privacy Act of 1974 and will be safeguarded in accordance with the applicable system of records notice and DLAR 540021.

For assistance or to report problems, please call toll free: 800-538-9522 Commercial: 502-335-9980.

Select Logon Method

- ☒ Smartcard (CAC, PIV) **Continue**
- ☐ Username / Password **Logon Help**

5. After authentication, you will be directed to the DMDCRS landing page

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Reporting System **SELF SERVICE** **CREATE REQUEST** **MY REQUESTS** **HELP** **Request Id**

The Defense Manpower Data Center's Reporting System (DMDCRS) is a data reporting Web site that provides authorized users with the ability to view standard reports or to create custom data requests. The self-service data within this system is based on summarized manpower and personnel information from DMDC databases and files. DMDCRS is for the U.S. Government (military and civilian), U.S. Government contractors and various other support organizations.

SELF SERVICE REPORTS

Our most common data request are available as self-service reports. Please select this option to see a full list of reports for Active Duty, Reserve and Civilian Data. We also have geolocation data available for self-service including UIC reports.

CREATE DATA REQUESTS

Select Create Request from the menu above to create and submit a new DMDCRS data request. The types of requests available will depend on your role; however, all authorized users are able to create Basic data requests.

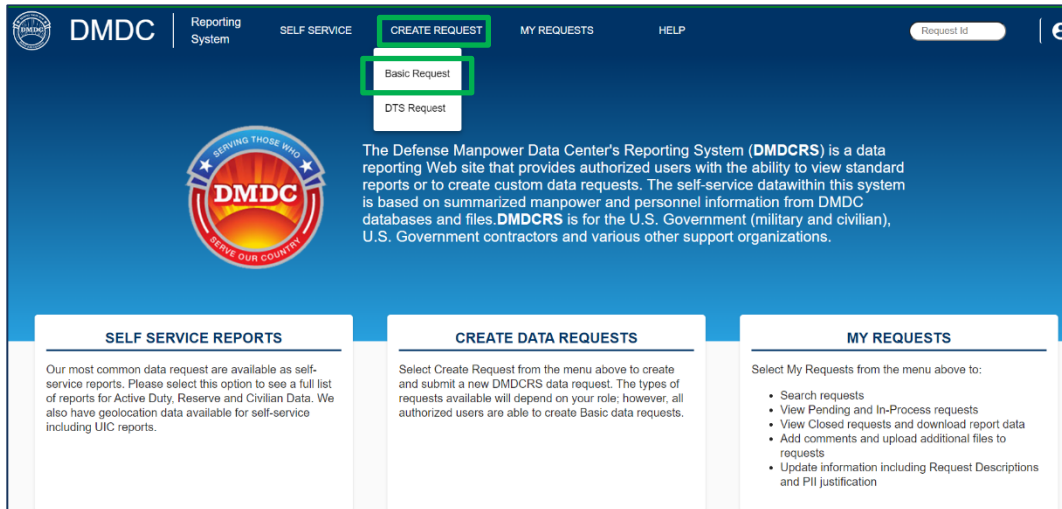
MY REQUESTS

Select My Requests from the menu above to:

- Search requests
- View Pending and In-Process requests
- View Closed requests and download report data
- Add comments and upload additional files to requests
- Update information including Request Descriptions and PII justification

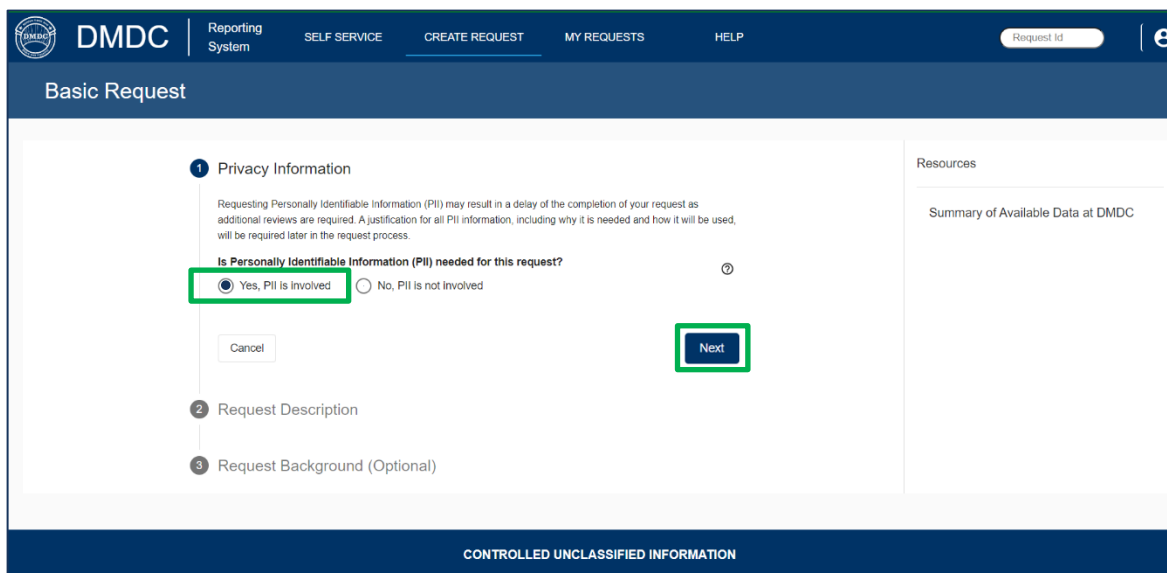
Creating a Request for MyTravel Documents

1. Select **Create Request** then click on **Basic Request**



The screenshot shows the DMDC Reporting System homepage. The navigation bar includes 'Reporting System', 'SELF SERVICE', 'CREATE REQUEST' (highlighted in green), 'MY REQUESTS', and 'HELP'. A dropdown menu under 'CREATE REQUEST' shows 'Basic Request' and 'DTS Request' (both highlighted in green). The main content area features the DMDC logo, a description of the system, and three sections: 'SELF SERVICE REPORTS', 'CREATE DATA REQUESTS', and 'MY REQUESTS'.

2. Select **Yes, PII is Involved**, click **Next**



The screenshot shows the 'Basic Request' form. The 'Privacy Information' section is active, asking 'Is Personally Identifiable Information (PII) needed for this request?'. The 'Yes, PII is Involved' radio button is selected and highlighted in green. The 'Next' button is also highlighted in green. The form includes a 'Cancel' button and a 'Next' button. The footer indicates 'CONTROLLED UNCLASSIFIED INFORMATION'.

3. Read the PII Agreement, click **Accept**

PII Agreement

The Requesting Agency agrees that:

1. It will delete or destroy data covered by this acknowledgement upon completion of the project in accordance with National Archive and Records Administration (NARA) requirements.
2. Only the minimum amount of information or data required for the project is being requested. That information and data will be maintained and disclosed only as authorized by DMDC.
3. Offshore contractors will not have access to DMDC data or information.
4. It will not disclose any aggregations of information or data from the file(s) that is not expressed in the DMDCRS request, without prior DMDC approval.
5. It will neither publish nor release any information that is derived from the file(s), that is not stated in the DMDCRS request, without prior DMDC approval.
6. It will ensure that if the data requested is to be used for human studies, it has complied with all the requirements for the Human Research Protection Program.
7. It cannot use the information or data for marketing purposes unless stated in the DMDCRS request.
8. Data received via secure file transfer protocol (FTP) must be secured immediately upon arrival.
9. All of its agents participating in the provisions of this acknowledgement will adhere to all security requirements for facility storing of Federal data, as set forth in the Electronic Government Act Title III, also known as the Federal Information Security Management Act (FISMA).
10. Criminal penalties under section 1106(a) of the Social Security Act (42 USC section 1306(a)), including possible imprisonment, may apply with respect to any disclosure of information in the file(s) that is inconsistent with the DMDCRS request. The requesting agency further acknowledges that criminal penalties under the Privacy Act (5 USC section 552a(i)(3)) may apply if it is determined the requesting agency, or any individual employed or affiliated therewith, knowingly and willfully obtained the file(s) under false pretenses.

4. Answer the remaining questions in the Privacy Information section, click **Next**

1 Privacy Information

Requesting Personally Identifiable Information (PII) may result in a delay of the completion of your request as additional reviews are required. A justification for all PII information, including why it is needed and how it will be used, will be required later in the request process.

Is Personally Identifiable Information (PII) needed for this request? ⓘ

☒ Yes, PII is involved ☐ No, PII is not involved

Does this request pertain to a Project/Study/Research that has been officially designated as Human Subject Research OR has been officially designated as NOT Human Subject Research? ⓘ

☐ Yes ☒ No

Does this request pertain to a Project/Study/Research that is or will be in the process of obtaining an Institutional Review Board (IRB) determination/approval? ⓘ

☐ Yes ☒ No

Are you requesting these data from outside of the Department of Defense (DoD) or in a non-DoD capacity?

☐ Yes ☒ No

Example: your email address does not end with .mil

Will this request need to be recurring (Annual, Quarterly, or Monthly)?

☐ Yes ☒ No

5. Complete the Request Description information

- Enter this information in the **Description of request** section:

Data request is needed due to the MyTravel sunset. Request all Travel, Request, Expense data, and related documentation and receipts. (Specify organization/suborganization, specify specific Traveler, Approver, as needed.)

2 Request Description

Are there any special circumstances related to this request? *

No Special Circumstances

Please provide the requirements for your request including detailed information about the specific data you need, scope, population, data sources, and report format. Click on Summary of Available Data at DMDC on the right of your screen for additional information.

Description of request. (Do NOT include PII in the description) *

Data request is needed due to the MyTravel sunset. Request all Travel, Request, Expense data, and related documentation and receipts.

101 / 4000

Note: You will be able to attach supporting documents once the request is submitted.

Please indicate frequency of the request. *

One Time

Save as Draft Cancel Previous **Next**

- Click **Next**

6. Complete the PII Justification information

- Enter this information in the **Why is PII data needed and how will it be used?** section:
PII data request is needed due to the MyTravel sunset.
- Enter this information in the **Please provide justification for each item of PII listed.** Section:
Required to identify traveler, approver, accounting information and audit trail at the document level.

3 PII Justification

The responses below will help facilitate the Privacy Approvals necessary to complete your request.

Why is PII data needed and how will it be used? *

PII data request is needed due to the MyTravel sunset.

101 / 4000

Required.

Please provide justification for each item of PII listed. *

Required to identify traveler, approver, accounting information and audit trail at the document level.

101 / 4000

Required. Include why non-PII data cannot be used in place of PII data.

If you are a contractor, please provide information for your government lead.

0 / 4000

Include name, job position and contact information.

Save as Draft Cancel Previous **Next**

- Click **Next**

7. The last section is optional – click Submit when you are done

4 Request Background (Optional)

What is your organization's mission and how do you expect DMDC data to support that mission?

0 / 4000

Please tell us about the specific problem that you're attempting to solve using DMDC data.

0 / 4000

Save as Draft Cancel Previous **Submit**

Note: You will be able to attach supporting documents once the request is submitted.

8. The DMDCRS team may be in contact via email, but requests are usually completed within a 2-week timeframe.

Viewing Requests and Data Requested

The My Requests section on the [DMDCRS website](#) gives you access to all your requests; open, closed or cancelled.

Type	Description
Open Requests	Requests you've submitted but are not complete or still pending resolution
Closed Requests	Requests that are complete or resolved. You can access requested data
Cancelled Requests	Requests you submitted but cancelled (i.e. incorrect data request, documents no longer needed)