

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

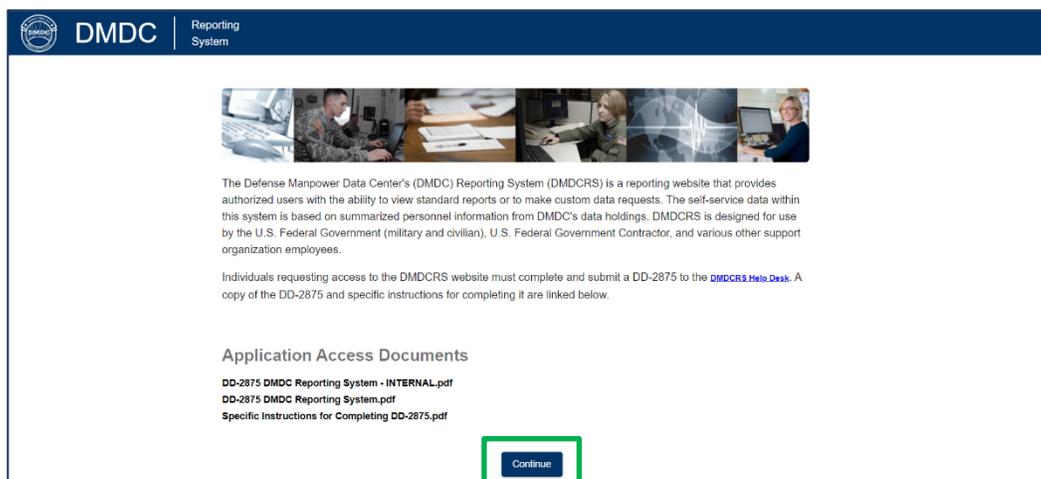
1. Download the [DD-2875 Reporting System form](#) and [Specific Instructions for Completing DD-2875](#) from the [DMDCRS website](#). **Do not use the [DD-2875 DMDC Reporting System - INTERNAL form](#).**
2. Complete the [DD-2875 form](#) to request DMDCRS access, following the instructions and send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

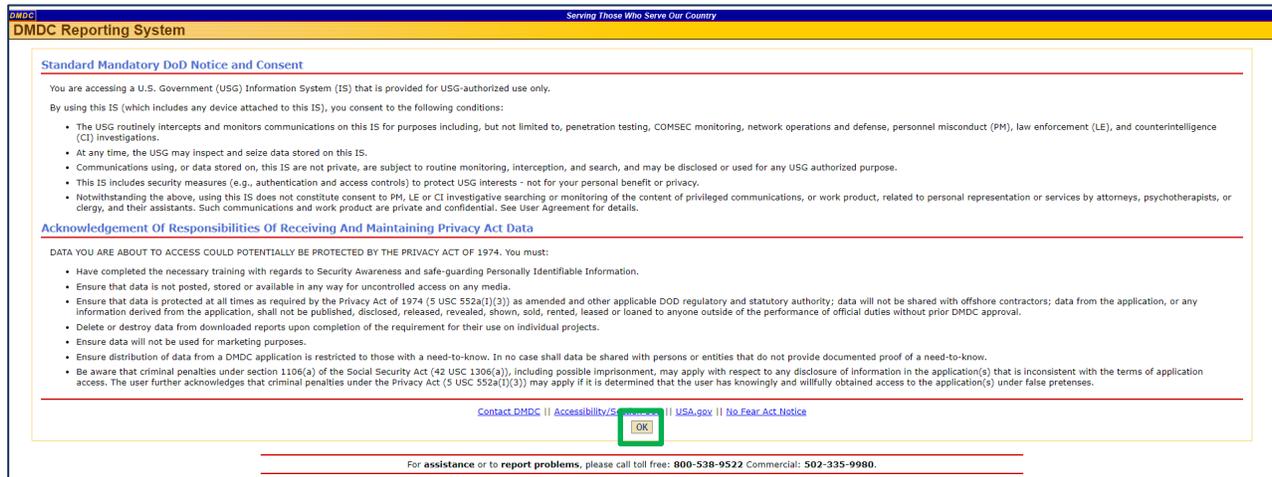
If you have any questions or need further assistance, you can contact the DMDCRS Help Desk at the email listed above or by calling +1 831-583-2400 or DSN 322-220-7070.

Logging into DMDCRS

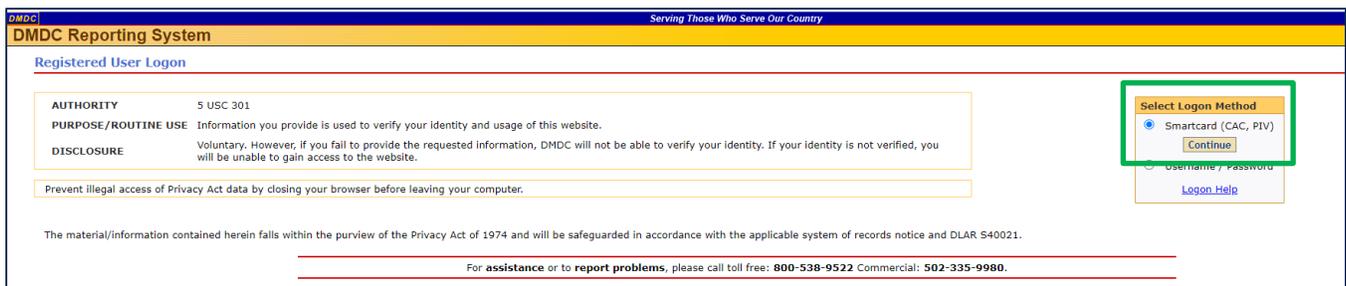
1. Go to the [DMDCRS Website](#)
2. Click **Continue**



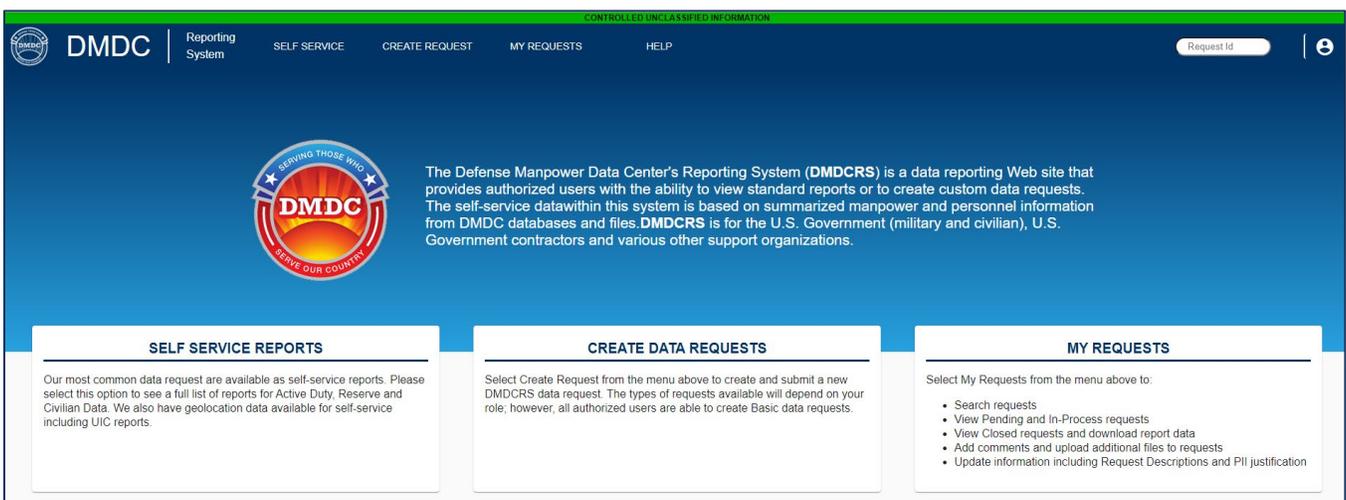
3. Read and acknowledge the DoD Notice and Consent and Responsibilities of Receiving and Maintaining Privacy Act Data, click **OK**



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

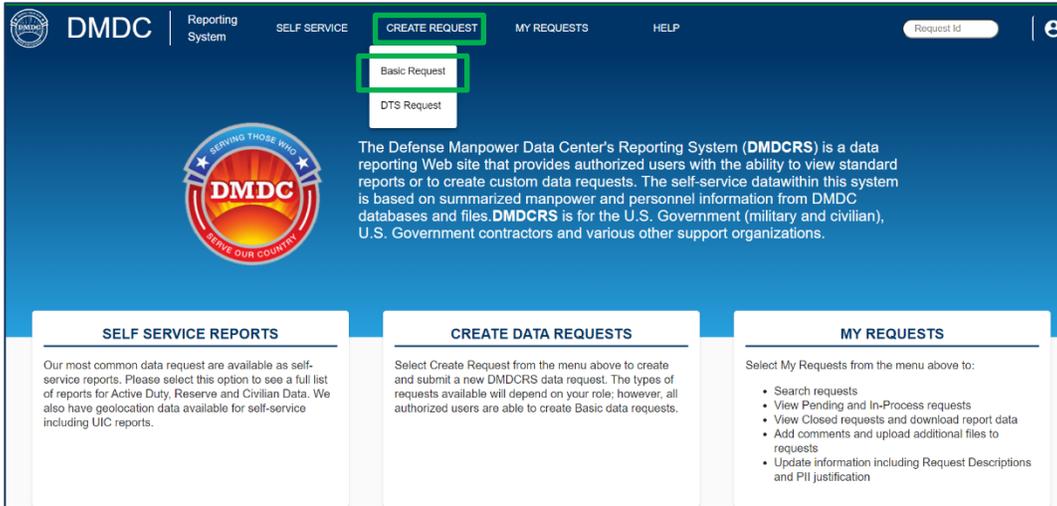


5. After authentication, you will be directed to the DMDCRS landing page

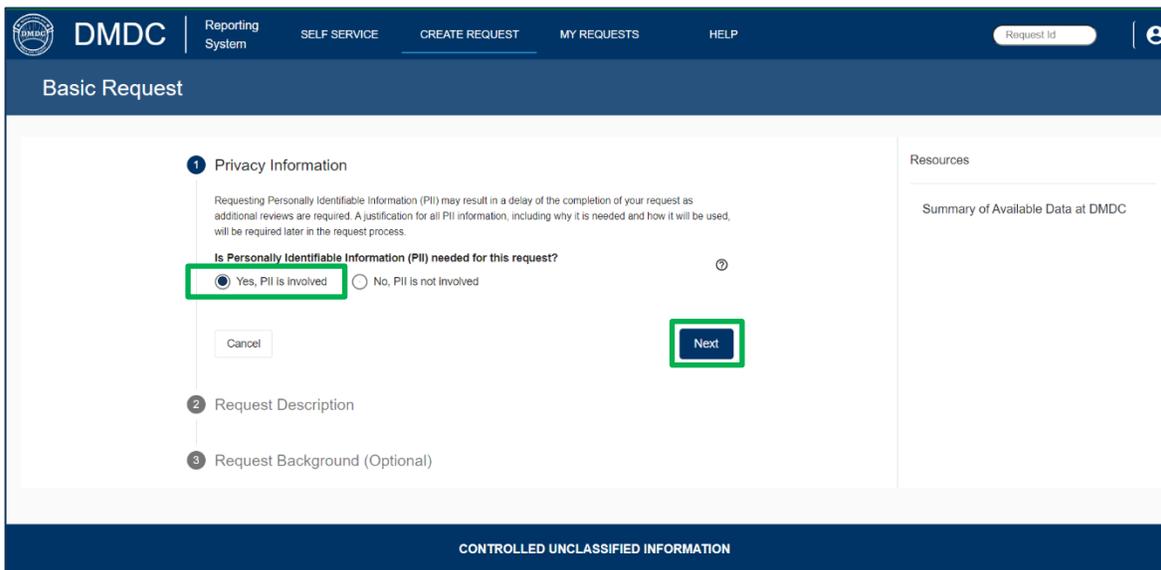


Creating a Request for MyTravel Documents

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



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



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.

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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.

- Click **Next**

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

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)