



OUSD (AT&L) Directorate for Administration

Federal Employee In-Processing

Defense Travel System (DTS)

Start Date:

POC: Ms. Lena Yim
Room: 3C553B | (703) 697-2525

PERSONAL INFORMATION

LAST NAME:	M.I.	FIRST NAME:
DOB:	DOD ID:	RANK GRADE:
SSN:	ORG:	DTS ACCOUNT: YES NO
COMPONENT:	TRAVELING SOON: YES NO	
MAILING ADDRESS:		CITY, STATE, ZIP:
RESIDENTIAL NUMBER:	EMERGENCY CONTACT:	EMERGENCY CONTACT #

WORK INFORMATION

WORK MAILING ADDRESS:	CITY, STATE, ZIP	
WORK PH. NUMBER:	SUPERVISOR:	
OFFICE TRAVEL POC:	CITI CARD (GOVCC) NUMBER:	GOVCC EXP DATE:

PERSONAL BANK INFORMATION

ELECTRONIC FUNDS TRANSFER (EFT): CHECKING	SAVINGS
9 DIGIT ROUTING NUMBER:	10 DIGIT ACCOUNT NUMBER

**If you have an existing DTS account and have not been detached by your previous office, please contact your previous Defense Travel Administrator and request to be detached. **DTS travel requires a GOVCC. If you do not have one, please apply through AT&L ADMIN. NOTE: OCONUS travel requires an active AT Level 1 Awareness Training Certificate. Title 5 U.S.C. 6311 and Executive Order 9397. Information contained in this correspondence may be subject to the Privacy Act of 1974 (5 U.S.C. 552a). Personal information contained in this correspondence may be used only by authorized persons in the conduct of official business. Any unauthorized disclosure or misuse of personal information may result in criminal and/or civil penalties. If you are not the intended recipient of this correspondence please destroy all copies of this correspondence after notifying the sender of your receipt of it. Furnishing requested information is voluntary, but failure to do so would preclude you from having access the Defense Travel System.*