

Civilian Traveler DTS Profile Worksheet

Personal Information				
1. Last Name*	2. First Name*	3. M.I.*	4. Social Security Number*	5. Gender*
6. Residence Address*	7. Residence City*	8. R State/ Country*	9. Residence Zip Code*	
10. Residence Phone Number*	11. Duty Station Phone Number*			
12. Mailing Address (if different from Residence) *	13. Mailing City	14. M State/ Country	15. Mailing Zip Code	
16. Date of Birth* N/A	17. Emergency Contact Name/Relationship*	18. Emergency Contact Number*		
19. E-mail Address*	20. Title/Job Series/Band*	21. Office Symbol/Division*		
22. Duty Station Address*	23. Duty Station City*	24. Duty Station State / Zip Code*		
Financial Information				
25. Account Type (Checking/Saving)*	26. Routing Number*	27. Account Number*		
28. GOVCC Credit Card Number	29. Credit Card Exp. Date			

*** REQUIRED FIELDS**

1. The traveler must be informed of their rights under the Privacy Act, outlined below.
2. **PRIVACY ACT STATEMENT:** Authority, Title 5 U.S.C., S 4103 & EO937. The information contained in a completed worksheet is sensitive and is subject to the Privacy Act. The regulatory authority which authorizes the solicitation of this information is contained in Appendix E of the Department of Defense (DoD) Joint Travel Regulations (JTR). The requested information above is intended to be used by Defense Travel Administrators (DTAs) in planning and authorizing official TDY travel for DoD. Disclosure of this personal information is voluntary and no adverse action can be taken against individuals for refusing to provide this information. However, failure by an individual to provide required information (fields 1-18) will result in the inability to process travel on behalf of that individual. All efforts should be made to ensure this information is protected. This includes not distributing a completed worksheet, or information from a completed worksheet, via an unencrypted email, regardless if the email is sent over a secure DoD network.
3. DTA should enter relevant information prior to providing to traveler (fields 28-31).
4. Passport information (fields 19-21) is optional.
5. If lodging and/or rental car reservations are needed, a personal credit card number (fields 25-27) must be provided.
6. This worksheet is separate from the official invitation to travel, but can be used in conjunction with the invitation to travel to allow the traveler a single document packet to complete when accepting an invitation to travel.