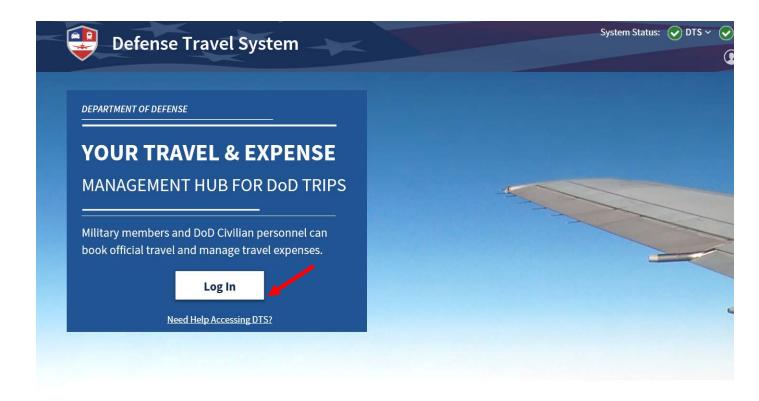
DTS Instructions for CP-56 Funded Training

CP-56 will first have to create a Cross-Org in DTS prior to you creating your travel authorization. Once you have been notified the Cross-Org has been created, you will log into DTS to create your authorization. Prior to signing your authorization, please select the CP-56 routing list, so that your travel will be routed through CP-56 for review and approval.

When creating your authorization, please remember:

- Your TDY location in DTS must match the training location on the SF-182.
- CP-56 cannot fund a rental car. If you feel a rental car is needed, your command must agree to pay for the rental, and the command's LOA must be included on your authorization.
- Do not create DTS orders with a Centrally Billed Account (CBA). You must use an Individually Billed Account (IBA), which means your travel will be charged to your government travel card.
- You MUST include the following language in the comments to the Approving Official Field: "Mission Essential Travel" (and then add a reason for the travel and a description of the need for TDY)



Log into DTS at: https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/

Please read the following DoD Privacy and Ethics Policy concerning DTS website, travel, and usage. By signing in to the DTS Systems, you agree to the terms and conditions of use.

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 Cl 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 safeguarding 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(I)(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(I)(3)) may apply if it is determined that the user has knowingly and willfully obtained access to the
 application(s) under false pretenses.

ETHICS

Travelers must comply with the Federal and Departmental ethics rules when accepting travel benefits (i.e. goods, services, or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers may also keep benefits received for voluntarily vacating a seat on an over-booked flight, but are not to vacate their seat if the Government would incur additional costs or if it would affect the mission.

PRIVACY ACT

AUTHORITY: 5 U.S.C. 57, Travel, Transportation, and Subsistence; DoD Directive 5100.87, Department of Defense Human Resources Activity; DoD Instruction 5154.31, Volume 3, Commercial Travel Management: Defense Travel System (0TS); DoD Financial Management Regulation 7000.14-R, Vol. 9, Defense Travel System Regulation, current edition; DoD Directive 4500.09E, Transportation and Traffic Management; DTR 4500.9-R, Defense Travesportation Regulation, Parts 1, Passenger Movement, II, Gargo Movement, III, Mobility, IV, Personal Property, V, Castoms; 41 C.F.R. 300-304, The Federal Travel Regulation (FTR); Joint Travel Regulations, Uniformed Service Members and DoD Civilian Employees; and E.O. 9397 (SSN), as amended.

PRINCIPAL PURPOSE(S): The purpose of DTS is to provide a DoD-wide travel management process which will cover all official travel, from pre-travel arrangements to post-travel payments. The system facilitates the processing of official travel requests for DoD personnel and other individuals who travel pursuant to DoD travel orders. DTS provides information to financial systems to provide the reimbursement of travel expenses incurred by individuals while traveling on official business. DTS includes a tracking and reporting system whereby DoD can monitor the authorization, obligation, and payment for such travel.

ROUTINE USE: To Federal and private entities providing travel services for purposes of arranging transportation and lodging for those individuals authorized to travel at government expense on official business. To the Internal Revenue Service to provide information concerning the pay of travel allowances which are subject to federal income tax. To banking establishments for the purpose of confirming billing or expense data. See the applicable system of records notice for a complete listing of routine uses: DMDC 28 DoD, Defense Travel System (DTS) located at http://dpcdd.defense.gov/Privacy/SORNsIndex/DOD-wide-SORNArticle-View/Article/S70689/dha-08-dod/.

DISCLOSURE: Voluntary, however, failure to provide all of the requested information may preclude the processing of both the travel request and the claim for reimbursement.



Select "Accept."

Q Per Diem Rate Lookup	tor Routing Chain Lookup Cross-Org Document Lookup	ces Message Center
My Travel Documen Your upcoming, current, and completed trip		➔ Create New Document
7 Authorizations	7 Authorizations Sort by Departure Date (Latest)	
4 Vouchers	SLARLINGTONVA091117_A02-01 Reconciled Departing on 09/11/2017 TA Number: 21E9L1	Options : View
1 Local Vouchers	SLARLINGTONVA040317_A01-01 Reconciled	Options :
0 Group Authorizations	Departing on 04/03/2017 TA Number: 1YW181	View
	SLARLINGTONVA091216_A01 (Archive Submitted) Departing on 09/12/2016 TA Number: 1VYWDD	Options : View

Select "Create a New Document."

Per Diem Rate Lookup		and Notices
My Travel Documen Your upcoming, current, and completed trip		Create New Document
7 Authorizations	7 Authorizations Sort by Departure Date (Latest)	Special Circumstances
4 Vouchers	SLARLINGTONVA091117_A02-01 Reconciled Departing on 09/11/2017 TA Number: 21E9L1	Voucher
1 Local Vouchers	SLARLINGTONVA040317_A01-01 Reconciled	Local Voucher
0 Group Authorizations	Departing on 04/03/2017 TA Number: 1YW181	Group Authorization
	SLARLINGTONVA091216_A01 (Archive Submittee) Departing on 09/12/2016 TA Number: 1VYWDD	View

Select "Routine TDY Trip."

Home Trips∨	Travel Tools ∽	News & Notices Administra				
		— Itinera	ry —			
Create Itiner	ary					
YOUR TDY LOO	CATION(S)					
Arriving	Departing	TDY Location	Traveling By	Time of Day	Rental Car?	
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Your TDY Location

- Enter the date you will be arriving at/departing from TDY location (if traveling from CONUS, you will arrive one day prior to the start training date; if traveling from OCONUS, you will begin traveling two days prior to the training start date).
- Enter the TDY Location (must match the city, state that was indicated on the SF-182).
- Enter your mode of travel.
- You can enter the time of day you wish to travel, but this may limit your flight selections.
- Select "Rental Car" only if you are authorized by your command and your command is funding the rental car. If you select a rental car, make sure to explain in the notes section that your command is funding the rental car and have the command's LOA on the order.

Trip Overview

- Leaving On/Returning On Date should prepopulate, along with the trip duration and mode of travel.
- Indicate where you are leaving from/returning to.

Your Trip Details

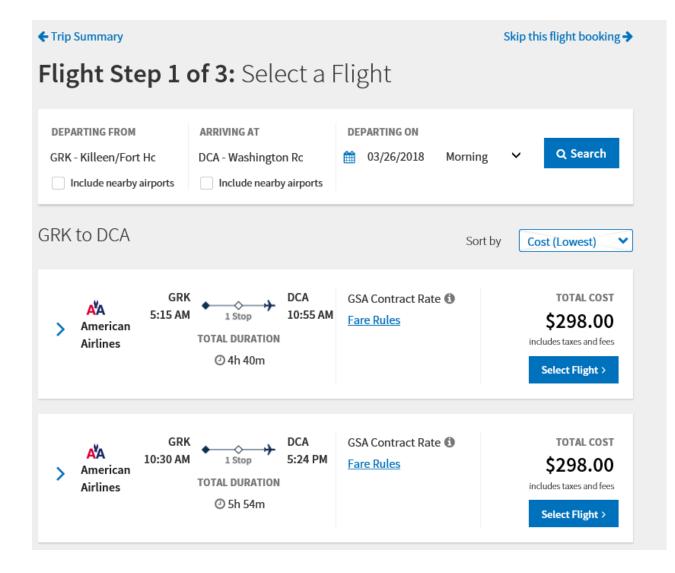
- Select "AA-Routine TDY/TAD" for Type.
- Select "Training Attendance" for Purpose.
- Enter description of the training you are attending.
- Select "Not attending a conference."
- Select "Continue."

Enter Your TSA Info for This Trip 🛽

Please enter the information below EXACTLY as it appears on your state or government issued identification card. When entering last name, do not include suffixes (e.g., Jr). As a Service member or DoD civilian, you qualify for TSA PreCheck for free. For more information on participation or the TSA privacy policies, visit the TSA's website

First Name * Sarilyn	Last Name *	Middle Initial Hardee
Gender *		
🔿 Male 🛛 🐼 Female		
Date of Birth *	Redress Number 🔞	
Save this TSA information to my	profile	
		Continue to Booking

Confirm or enter your TSA Information, if desired.



Book your flights and lodging in DTS.

If you have made lodging arrangement outside of DTS, you will need to enter a justification as to why prior to signing your authorization on the "Other Auths and Pre Audits" screen.

After booking your travel, select "Continue to Expenses."

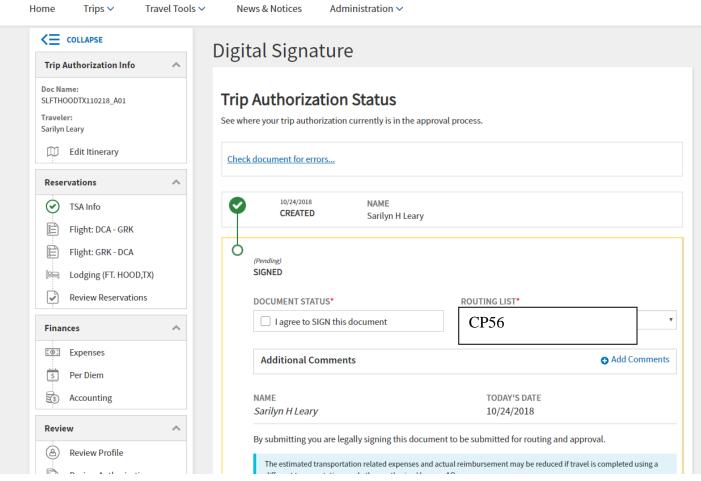
Enter Travel Expense	25		
∧ Uploads			🖬 Fax Cover Sheet
Drag a	nd drop or <u>browse</u> for a new documer	nt	
Reservation Expenses Reservation expenses include air, rail, rental or your document's itinerary.	ar and hotel costs when booked through DTS.	Sort by They are a	Date (Oldest)
▲ Other Expenses Other expenses include mileage, non-mileage the transportation costs are charged to your I	Sort by Date (Oldest)	fees are re	+ Add Expense imbursable expenses when
 Substantiating Documents Substantiating documents are additional doc (CTW), authorization orders, itineraries and end 	umentation relevant to my trip which may inc	✓ lude Const	+ Add Document ructed Travel Worksheets

Select "Add Expense" to add expense estimates, inlcuding mileage, baggage, parking, hotel tax, etc. These items only have to be reasonable expenses, not exact amounts.

If you need to upload any Substantiating Documents, like a Constructed Travel Worksheet if driving more than 400 miles one way, you would do so here.

If you are taking leave in conjunction with the travel training, you need to upload an approved copy of your leave form.

You will continue to click through the "Review Authorization" and "Other Auths and Pre-Audits" pages. On the "Digital Signature" page you will add the mission critical language (see below), SF-182 number, select the CP56 from the routing list, and check the box for "I agree to SIGN this document":



You must indicate in the Additional Comments section the "Mission Essential Travel (and then add a reason for the travel and a description of the need for TDY)"

If you are authorized a rental car paid for by your command, you must indicate in the comments box that your command is paying for the car.

Explain any other variances in travel dates, travel expenses, etc. in the comments box.

Select the "I agree to SIGN this document" and select CP56 from the routing list.

You will select "Submit Completed Document" to complete your authorization, digitally sign, and route for review and approval by the CP-56 office.