

DTS Report Request Form

Last updated: June 2011

A. Requestor's Information

- | | |
|---------------------------------------|--|
| 1. Name (Last, First, Middle Initial) | 5. Date |
| 2. Government E-mail | 6. Phone (Commercial/DSN) |
| 3. Installation/Activity | 7. DTS Permissions (if applicable) |
| 4. Service/Agency | 8. DTS Organization Code (if applicable) |

B. Report Parameters

1. Report Date Range:	Start Date:	2. Report Type:	
	End Date:		
3. Contains PII:	Yes	No	
4. If previous answer is yes, what is the intended use of the PII?			
5. Report Purpose:			
6. Search Criteria:			
7. Column Headings (from left to right):			
8. Grouping:			
9. Sorting:			
10. Totals			

C. Information Assurance

1. Where/how the information will be stored?	
2. Who will have access to the data?	
3. What controls are in place to protect the data?	

D. Digital Signature

1. Requestor Name:	2. Supervisor Name:	Supervisor Phone:
Requestor Signature:	Supervisor Signature:	Supervisor E-mail:

Instructions

Please complete this form and attach it to a Travel Assistance Center ticket. You may log into the Ticket Management System at <https://www.defensetravel.dod.mil/passport>. Ensure the following instructions are followed prior to submitting report request:

- Complete all fields
- Reports requiring Personally Identifiable Information (PII) or associated to an investigation must submit a written memo.
- Report delivery can be affected by the complexity of the report data requested and other pending report requests.

A. Requestor Information

1. Last name, first name, and middle initial
2. Official government e-mail address
3. Current organization (i.e. DTMO, DISA, DFAS, Andrews AFB)
4. Department of service (i.e. Air Force, Army, Marine Corp, Navy, DoD Agency)
5. Current date of submission
6. Commercial line Defense Switching Network (DSN) phone number
7. Current user permission levels in DTS, if applicable
8. Current DTS organization code, if applicable

B. Report Parameters

1. Report Range - Start and end date of reporting inquiry
2. Report Type - Reports are categorized into two categories: (1) Ad Hoc Reports – Customized travel report that is not available in DTS. (2) Audit Trail Report – Customer travel report associated to a formal or informal investigation
3. PII – Report requirements contain Personally Identifiable Information?
4. Justify in detail the intended purpose of collecting PII (i.e. verification, identification, authentication, data matching)
5. Report Purpose – Describe the requirement(s) that the report will fulfill and how the report will be used
6. Search Criteria – Describe the identifiable data required in report (i.e. Only local vouchers, vouchers with partial payments, vouchers with expenses > \$75)
7. Column Headings – Data elements required in the report (i.e. traveler name, TANUM, departure date)
8. Grouping – Describe grouping desired if applicable (i.e. group by FY, Service, LOA)
9. Sorting – Describe sorting of data elements (i.e. sort by organization code then by traveler last name)
10. Totals – Describe total(s) or custom calculation desired (i.e. total expenses and travelers per FY)

C. Information Assurance

1. Describe where the report will be stored
2. List who will have access to the data
3. Describe how data will be protected

D. Digital Signature

1. Populate with requestor's name and digital signature
2. Populate with supervisor's name, digital signature, phone and e-mail