



**DEFENSE TRAVEL
MANAGEMENT OFFICE**

How to Enter Your DoD ID Number in Your DTS Profile

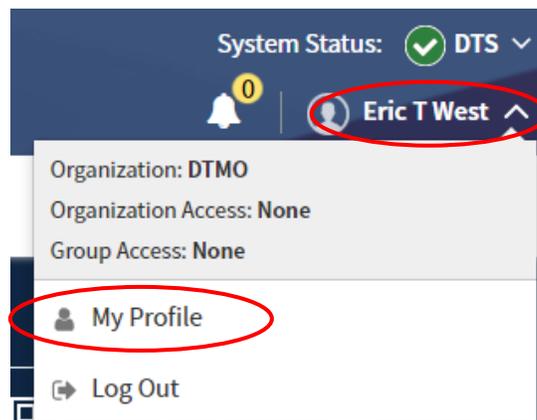
TSA Precheck is a voluntary, expedited security screening process that allows participants to keep on their shoes, belt, and light jacket, and leave laptops and 3-1-1 compliant liquids in their carry-on bags at most domestic airports. The program is open at no cost to DoD civilians and Service members (including Reservists, National Guardsmen, members of the Coast Guard, and students at the U.S. Military Academy, the U.S. Naval Academy, the U.S. Coast Guard Academy, and the U.S. Air Force Academy). In order to use dedicated TSA Precheck security lanes, participants must enter their DoD ID number as the “Known Traveler Number” when making official travel reservations. Below are instructions on how to save your DoD ID number in your Defense Travel System (DTS) profile so that you receive the benefit on future trips.

I. Steps

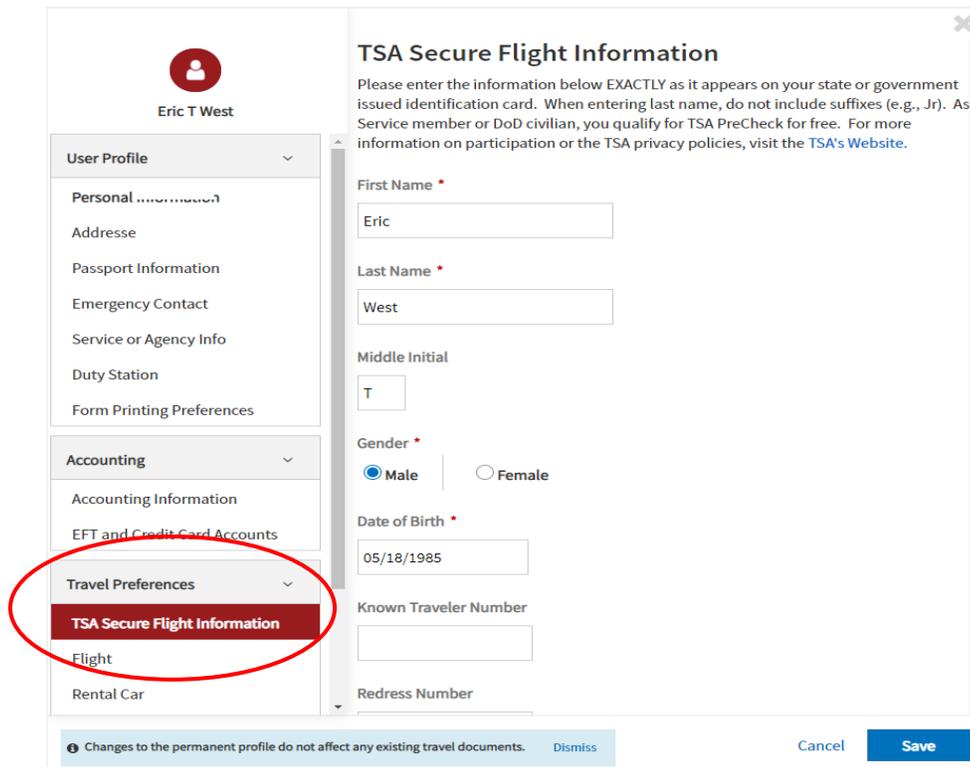
1. Find your DoD ID number by looking on the back of Common Access Card (CAC) for the 10 digit number. It is **NOT** your Social Security Number. If your CAC still displays your Social Security Number (SSN), you can find your DoD ID number by signing in and selecting “My Profile” on the milConnect website (<https://www.dmdc.osd.mil/milconnect>).



2. To update your DTS profile, log into DTS (www.defensetravel.osd.mil). Select your name at the top right corner of the DTS Dashboard to display the dropdown box. Then, select *My Profile* to display the profile update tool.



- 3. On the left menu, select *Traveler Preferences* to expand the menu. Then, select *TSA Secure Flight Information* to display that info.



- 4. Enter your DoD ID Number in the Known Traveler Number field (and make any other needed edits), then click *Save*.

