



Defense Travel System

DTA Manual, Chapter 7: People

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Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
1.0	04/25/18	Defense Travel Management Office (DTMO)	Change format, updated language & screenshots	All
1.1	07/09/18	DTMO	Updated URLs to “https” vs. “http”	Throughout
1.2	08/18/20	DTMO	General Review and Update Updated the Delete Profile section Updated the Receive Profile section	All Section 3 Section 3

Note: For the purposes of this chapter, the terms “person,” “profile,” “DTS profile,” “personal profile,” and similar terms are generally synonymous.

1 Introduction to Personal Profiles in DTS

Everyone who accesses DTS for any purpose must have a personal profile in the system. DTS uses information in that profile to determine what DTS tools a person may access and what actions they may take in the system. As a Defense Travel Administrator (DTA), one of your responsibilities may be the creation and maintenance of the personal profiles that belong to personnel assigned to your organizations. This chapter explains how you manage the personal profiles.

1.1 Types of DTS Profiles

DTS only has two types of profiles: user profiles and user/traveler profiles. A person has a profile type based solely on whether or not they will perform official travel for DoD. A person who never does (or never will) perform such travel has a user profile. A person who does (or may) perform such travel has a user/traveler profile. In this respect, their assigned DTS roles, if any, are irrelevant to their profile type.

1.2 The DTS Personal Profile

A DTS user profile only contains enough information for DTS to confirm the individual’s identity and permit access to the DTS tools and modules required to perform their assigned DTS roles. A user/travel profile contains that same information, but also includes data necessary to support travel document processing and voucher payments (e.g., personal address, duty station address, financial information). Sections 1.2.1 through 1.2.8 provide more details about profile contents.

Notes:

1. In all profile sections, a red asterisk denotes a mandatory field.
2. Slightly different fields display in the personal profile screens, depending on whether you are creating or updating the profile. Clarification of these differences are below.

1.2.1 Common Data

The **Common Data** section (Figure 7-1), which appears in both user and user/traveler profiles, holds very basic personal information. Table 7-1 explains its contents in detail.

Common Data

SSN: XXXXX2111

First Name: *

Middle Initial:

Last Name: *

Organization Name: * DTMOCS

Email: *

Figure 7-1: Personal Profile – Common Data Section

Table 7-1

COMMON DATA FIELDS	
Field	Description
SSN	The person’s Social Security number. This is a non-editable field.
First Name Middle Name Last Name	Enter the person’s name.
Organization Name	Enter/select the assigned organization for the person.
Email	Enter the person’s work email address.

1.2.2 User Specific Data

The **User Specific Data** section (Figure 7-2) also appears in both user and user/traveler profiles. It contains information that allows DTS to provide access to various DTS tools and modules. Table 7-2 explains its contents in detail.

User Specific Data

Organization Access: * No Org Access

Group Access: --Organization Owner Name
None --Group Name

Editable Permission Level(s): * 0 1 2 3 4 5 6

Approval Override: * NO

Manually Entered Transaction: * Yes No

Non-DTS Entry Agent (T-Entered): * Yes No

It may take up to a day to propagate a user to specific groups in the BI and Reporting Tool, depending on permission levels.

DTA's BI Advanced Reporting Access: No

BI Advanced Reporting Access: * NO

Self-AO Approval: * Yes No

User ID: DEFAULT [Reset User ID](#)

Figure 7-2: Personal Profile – User Specific Data Section

Table 7-2

USER SPECIFIC DATA FIELDS	
Field	Description
Organization Access	Enter the person's main organization. Allows the person to edit the DTS assets (e.g., routing lists, budgets) of the named organization and its subordinate organizations.
Group Access	<i>Organization Owner Name</i> : Enter the organization that owns the group. Allows you to select a <i>Group Name</i> .
	<i>Group Name</i> : Select the group. Allows the person to see travel documents of travelers who are members of the group.
Non-editable Permission Level(s)	(Only displays when editing a profile.) Shows permission levels the person has, but that you can't change (e.g., because you don't have the permission level).
Editable Permission Level(s)	Checks show the person's permission levels. Check or uncheck boxes to grant or revoke permission levels.
Approval Override	Defaults to No . Non-editable unless you have permission level 7. Shows whether or not the person may approve travel documents without being on a routing list.
Manually Entered Transaction	Defaults to No . Select Yes if the person may enter an adjustment transaction into the budget. (Usually, Finance and Budget DTAs have this option.)
Non DTS Entry Agent (T- Entered)	Defaults to No . Select Yes if the person may sign vouchers on behalf of travelers.
Debt Management Monitor	(Only displays when editing a profile.) Defaults to No . Select Yes if the person may use DTS to track travel debt and collection actions.
DTA's BI and Reporting Tool Access	Non-editable. Yes or No indicates whether or not you may access the Business Intelligence and Reporting Tool (BIRT).
BI Advanced Reporting Access	Non-editable if you don't have access to BIRT. If editable, defaults to No . Select Yes if the person may access BIRT.
Self AO Approval	Defaults to No . Select Yes if the person may sign their own DTS authorizations.
User ID	Non-editable. Displays DEFAULT if the person's DTS account is inactive. Updates to the person's User ID when they log in to DTS for the first time.
Reset User ID	Select to inactivate the person's DTS account. Useful in some troubleshooting scenarios (e.g., DTS won't recognize the person's Common Access Card).

1.2.3 General Traveler Data

The **General Traveler Data** section (Figure 7-3) only appears in user/traveler profiles. It contains the traveler's contact information at work and some personal information DTS needs when creating travel documents. Table 7-3 explains its contents in detail.

Figure 7-3: Personal Profile – General Traveler Data Section

Table 7-3

GENERAL TRAVELER DATA FIELDS	
Field	Description
Civilian / Military	Identify the person as a DoD civilian, a military enlisted person, or a military officer.
Title / Rank	Select the person’s pay grade. Options populate after you select the Civilian / Military option. For military personnel, additional fields for the person’s Active / Reserve Category and Military Branch of Service display.
Mailing Address Line 1 Mailing Address Line 2 City State / Country [Lookup] Zip / Postal Code	Enter the person’s work address. If needed, use Lookup to find the state or country code.
Is mailing address same as residential address?	Defaults to No . Select Yes to copy all address fields into the Personal Data section.
Routing List Name	Select the routing list that will automatically populate in the person’s DTS travel documents.
Default LOA Label	Select the default line of accounting (LOA) that will automatically populate in the person’s DTS travel documents.

1.2.4 Personal Data

The **Personal Data** section (Figure 7-4) only appears in user/traveler profiles. It contains the traveler’s home contact information. Table 7-4 explains its contents in detail.

Personal Data

Gender: * MALE ▾

Resident Address Line 1:

Resident Address Line 2:

Resident City:

Resident State / Country:

Resident Zip / Postal Code:

Resident Phone Number: *

Emergency Contact Name: *

Emergency Contact Phone Number: *

Figure 7-4: Personal Profile – Personal Data Section

Table 7-4

PERSONAL DATA FIELDS	
Field	Description
Gender	Select the person's gender.
Resident Address Line 1 Resident Address Line 2 Resident City Resident State / Country [Lookup] Resident ZIP/ Postal Code	Enter the person's work address. If needed, use Lookup to find the state or country code. Note: If you selected Yes to the question, "Is mailing address same as residential address?" in the General Traveler Data section, DTS populates this information for you.
Resident Phone Number	Enter the person's cell / home telephone number.
Emergency Contact Name	Enter the name of the person's emergency contact.
Emergency Contact Phone Number	Enter the emergency contact's cell/ home telephone number.

1.2.5 Duty Station Data

The **Duty Station Data** section (Figure 7-5) only appears in user/traveler profiles. It contains the traveler's duty station information, and some additional information DTS needs when creating travel documents. Table 7-5 explains its contents in detail.

Figure 7-5: Personal Profile – Duty Station Data Section

Table 7-5

PERSONAL DATA FIELDS	
Field	Description
Printed Organization Name	Enter the real (i.e., not DTS) name of the person’s organization.
Present Duty Station Name	Enter the name of the person’s duty station.
Service / Agency by which the traveler is employed	Select the person’s Component.
Number of Work Hours / Day	Select the number of hours the person spends at work each workday.
Time Zone	Select the time zone the duty station is in.
Duty Station Address Line 1 Duty Station Address Line 2 Duty Station City Duty Station State / Country [Lookup] Duty Station ZIP/ Postal Code	Enter the person’s duty station address. If needed, use Lookup to find the state or country code.
Mail Code	Enter the duty station mail code, if any.
Duty Station Phone Number	Enter the duty station’s emergency contact cell/ home telephone number.
Duty Station Fax Number	Enter the duty station’s fax number.
Number of Miles to Closest Airport	Enter the distance from the duty station to the nearest airport.
Unit ID	Enter the unit ID code.

1.2.6 Other Data Elements

The **Other Data Elements** section (Figure 7-6) only appears in user/traveler profiles. It contains one or two pieces of additional information that DTS needs in rare travel situations. Table 7-6 explains its contents in detail.

Figure 7-6: Personal Profile – Other Data Elements Section

Table 7-6

PERSONAL DATA FIELDS	
Field	Description
Tech Status (For Information Only)	Defaults to No . Select Yes if the person is a dual-status military technician.
Air Crew Status (For Information Only)	Only appears for military personnel. Defaults to No . Your Component determines the circumstances under which you would select Yes .

1.2.7 Government Charge Card (GOVCC) Data

The **Government Charge Card (GOVCC) Data** section (Figure 7-7) only appears in user/traveler profiles. It contains information about the traveler's Government Travel Charge Card (GTCC) account. Table 7-7 explains its contents in detail.

Note: DTS uses the abbreviation *GOVCC* instead of *GTCC*.

Government Charge Card (GOVCC) Data

CSA/TTR: * No

Gov't Charge Card Holder: * Yes No

Advance Authorization: * CARD HOLDER ▼

Mandatory Use Of GOVCC: * Exempt Non-Exempt

Account Number:

GOVCC Exp. Date: ▼ ▼

Figure 7-7: Personal Profile – Other Data Elements Section

Table 7-7

GOVERNMENT CHARGE CARD (GOVCC) DATA FIELDS	
Field	Description
CSA/TTR	This field is not editable and is no longer used.
Gov't Charge Card Holder	Defaults to Yes . Select No if the person is not a GTCC holder.
Advance Authorization	Defaults to CARD HOLDER , which prevents the person from requesting travel advances. Change to another option to allow the person to request a travel advance.
Mandatory Use of GOVCC	Defaults to Non-Exempt , which forces certain payments to GTCC and prevents travel if valid GTCC data is absent. Select Exempt to allow travel even without valid GTCC data.
Account Number	Enter the person's GTCC account number.
GOVCC Expiration Date	Select the person's GTCC expiration date (month and year).

1.2.8 Electronic Funds Transfer Data

The **Electronic Funds Transfer Data** section (Figure 7-8) only appears in user/traveler profiles. It contains information about the traveler's personal checking and/or savings account. This information allows the traveler to receive electronic payments. DoD requires EFT data in most cases. Table 7-8 explains its contents in detail.

Electronic Funds Transfer Data

Enter only one account with a routing number

Mandatory EFT Payment: * Yes No More information

Checking Routing Number:

Checking Account Number:

OR

Saving Routing Number:

Saving Account Number:

Figure 7-8: Personal Profile –Electronic Funds Transfer Data Section

Table 7-8

GOVERNMENT CHARGE CARD (GOVCC) DATA FIELDS	
Field	Description
Mandatory EFT Payment	Defaults to Yes . Select No <u>only</u> if the person does not have an account with a financial institution that can receive EFTs. If you select No , the traveler must justify the selection on very trip authorization.
Checking Routing Number Checking Account Number OR Saving Routing Number Saving Account Number	Unless you set Mandatory EFT Payment to No (very rare), you must enter EFT information for a checking or savings account, but not both.

1.3 Entering and Updating Profile Information

As a DTA, you can create and maintain personal profiles in DTS. This chapter teaches you the required methods. However, individuals can also create and maintain their own profiles (with certain exceptions). The decision on which way you want to handle it is a local or Component decision. In general:

- Smaller organizations and organizations, which experience little personnel turnover, may prefer a DTA to create and maintain personal profiles. Even so, everyone with a DTS personal profile should periodically review the data to ensure accuracy. After all, a DTA is not always in a position to know when another person’s personal details (e.g., home phone number, bank account information) change.
- Larger organizations and organizations, which incur a great deal of personnel turnover, may require individuals to create and maintain their own profiles as much as possible. However, when a personal profile requires a rank/grade update or an organization reassignment, then only a DTA (not a traveler) must update the profile.

The bottom line, keeping personal profiles up to date reduces document processing and payment problems.

1.3.1 DTA Creates and Maintains DTS Personal Profiles

See section 2.7 for instructions on how to create personal profiles when a new

arrival does not have a DTS personal profile. See section 2.2 for instructions on updating DTS personal profiles.

1.3.2 Individual Self-Registers and Updates Their Own DTS Personal Profile

New arrivals who do not have a DTS personal profile can use the self-registration module to create their own personal profile. They can complete most of the form on their own, but usually are unfamiliar with required data such as their DTS organization name. Whenever possible, a DTA should provide a reference sheet to assist with profile setup.

When they finish entering their self-registration information, they submit the self-registration form. After you or another DTA at your site reviews and accepts the self-registration, they will be able to log in to DTS.

Regardless of who initially created the DTS profile, all personnel should verify and when necessary update their own information. Here's how a traveler updates their profile:

- From the **DTS Dashboard**, access the **Login Information**. They select their name and a drop-down provides access to **My Profile**. From here, they can change their information at any time.
- The first time they try to create a travel document, DTS will present their profile for review and update.
- Any time they try to create a travel document, if they have not logged onto DTS in 60 days or if their GTCC is due to expire within 60 days, DTS will present their profile for review and update.
- In any active DTS travel document, they can update their profile. They can choose to execute those changes for the active document only or to save them to their permanent profile.

Note: For all of these options, the person can update most of the information themselves, but certain data is read-only, meaning you must update it for them.

2 Working with Personal Profiles in DTS

Access the DTS **DTA Maintenance Tool** to manage and maintain personal profiles. You use the **People** module to find, update, detach, delete, create, and receive personal profiles. The various sections of this chapter discuss all these options.

From the **DTS Dashboard**, select the **DTA Maintenance Tool** using the quick tile access or from the **Administration** drop-down list (Figure 7-9), select **DTA Maintenance Tool**.

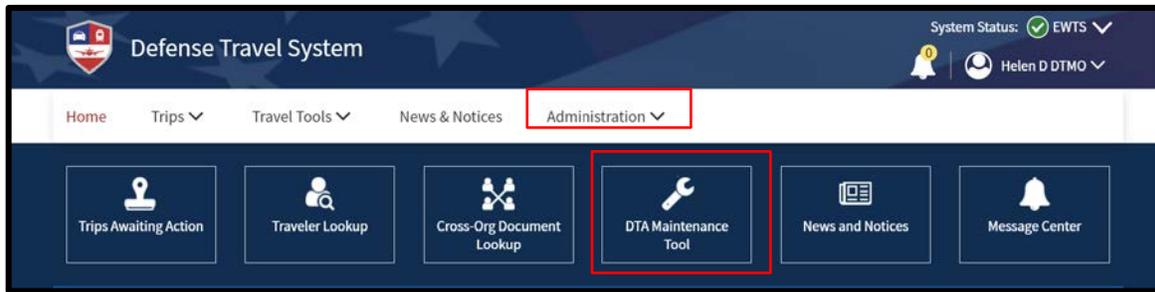


Figure 7-9: DTS Dashboard Screen

The **DTA Maintenance Tool Home** page (Figure 7-10) opens. From the **DTA Tools** bar (which appears on every screen in the DTA Maintenance Tool), you can select the DTS Maintenance Tool modules in which you have access, without returning to the **DTS Dashboard**.

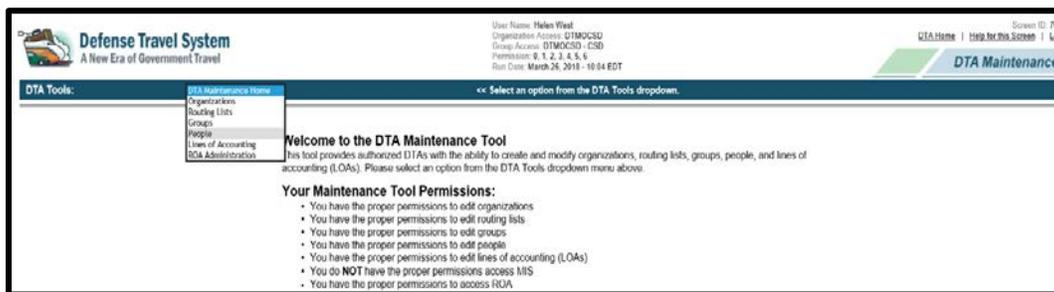


Figure 7-10: DTA Maintenance Tool Home Page

Select **Organizations** from the DTA Tools drop-down list. The **Search Organization(s)** screen (Figure 7-10) opens and the **DTA Tools** bar updates to display tools that let you:

- Search for a profile.
- Create a profile from scratch.
- Receive a profile.
- Create a report that shows you details about the profile.

A description of these options is below.

2.1 Search for People

Before you can update a person's data or delete a profile, you must locate it. To help you do that, the **Search People** screen (Figure 7-11) automatically opens when you open the **People** module. You can also access this screen from any screen in the **People** module by selecting **Search People** from the **DTA Tools** bar.

Figure 7-11: Search People Screen

To search for personal profiles:

1. (optional) Your main organization's name appears by default in the **Organization Name** text field. Change it if you need to search for people in a different organization.
2. (optional) If you want to view people who belong to organizations subordinate to the one in the **Organization Name** field, check the **Include Sub-Organizations** box.
3. Use the following fields to limit the search results, or skip them all to give your search the widest possible scope:
 - **Person Type:** Limit by profile type – User or User/Traveler.
 - **SSN:** Limit to a single individual - must enter full SSN.
 - **Last Name:** Limit by full or partial name at start of name.
 - Example: Enter "ed" to find "Edmonds" and "Edwards" but not "Fredrick".
 - **First Name:** Same as **Last Name**.
 - Example: Enter "ra" to find "Rachel" and "Randy" but not "Clara".
 - **Organization Access:** Limit by the organization to which a person has access or to those who have "No Organization Access".
 - **Permission Level:** Limit by a selected permission level.
4. Select **Search**. The **People (Search Results)** screen (Figure 7-12) opens. It displays all the people who met your search criteria.

People (Search Results)			
Organization Name: DTMOCSD		SSN:	Permission Level:
Include Sub-Organizations: No		Last Name: west	Person Type: All
Organization Access:		First Name: eric	
<input type="button" value="Update"/> <input type="button" value="Detach"/> <input type="button" value="Delete"/> <input type="button" value="View Group(s)"/> <input type="button" value="View Dependents"/>	Name: West, Eric T	SSN: XXXXX9743	Organization: DTMOCSD
		Permission: 0	Organization Access: No Org Access
		Rank: ME-06	Group Access: None
		1 - 1 of 1	

Figure 7-12: People (Search Results) Screen

From this screen, you can update, detach or delete the profile, or view the person's groups and dependents. See the options below.

2.2 Update a Personal Profile

To update a personal profile, begin on the **People (Search Results)** screen (Figure 7-12), then:

1. Select **Update** next to the person's name. The **Update Person** screen (Figure 7-13) opens.

Update Person		Data Required
SSN: XXXXX9743		
Is this person going to travel?: <input checked="" type="radio"/> Yes <input type="radio"/> No		
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>		

Figure 7-13: Update Person Screen

2. (optional) The radio button next to "Is this person going to travel?" defaults to **Yes** if the person currently has a user/traveler profile, or **No** if the person has a user profile. You can change the profile type by selecting the other radio button.

Note: If you try to change the person's profile type from a user/traveler to a user (only) profile, DTS warns you with a pop-up that the traveler information in the profile will be irretrievably lost if you continue. Select **OK** to acknowledge the message and change the profile type. On the other hand, if you try to change the person's profile type from a user to a user/traveler profile, you must enter all mandatory traveler field information before DTS allow you to save the updated profile.

3. Select **Continue**. The **Update Profile (User/Traveler)** or **Update Profile (User)** screen opens, depending on which radio button you selected. It displays all the profile information for that profile type. See section 1.2 for detailed information about the

personal profile types.

4. Make all necessary changes.

Note: DTS uses permission levels, accesses, and special role indicators to limit a person’s ability to use certain modules and functions. You must determine which permission levels, roles, and accesses the person needs to accomplish their duties, and only assign the necessary items. See [DTA Manual, Chapter 3](#) for much more information about permission levels, roles, and accesses.

5. Select **Save Person**. The **People (Search Results)** screen (Figure 7-12) opens.

2.3 Detach a Person from an Organization

DTS has a two-step process for moving a person between organizations, when one DTA does not have organization access to both the losing and gaining organizations. The first step happens when a DTA at the losing organization detaches the person’s profile. The second step happens when a DTA at the gaining organization receives their profile. For more on the receiving step of the process, see section 2.8.

While the profile is detached, the individual does not belong to any DTS organization and DTS lists their organization as “None”. Many DTAs refer to this state as, “belonging to the None Org.”

People with detached profiles lose all their permission levels, roles, and accesses, meaning they cannot log into DTS. The GGMRs that belong to the losing organization, however, continue to affect the detached profile until the new organization receives it.

To detach a person’s profile from your organization:

1. From the **People (Search Results)** screen (Figure 7-12), view the profile. Select **Detach** next to the name of the person you want to remove. The **Detach Person** screen (Figure 7-14) opens. Verify the full SSN.

Detach Person	
Name:	Nguyen, Andreas
SSN:	111141111
Rank:	
Permission Level:	
Organization Name:	DTMOCSD
Organization Access:	No Org Access
Group Access:	None
<input type="button" value="Detach"/> <input type="button" value="Cancel"/>	

Figure 7-14: Detach Person Screen

2. Select **Detach**. The **People (Search Results)** screen refreshes with no names on the list.
Note: If you need to retrieve a detached profile, use the **Receive** option. Enter the full SSN to locate the profile and then assign an organization. Update the profile as needed.

2.4 Schedule a Personal Profile for Deletion

Delete means you no longer require access to the traveler. Recommend you do not use the **Delete** option for profiles when travelers have documents. Instead, use the **Detach** function, so you can have future access to traveler documents.

Note: Recommend “only” using **Delete** when a SSN is invalid, as this field is not editable in the profile and the SSN may truly belong to another individual. However, if your traveler processed a document with an invalid SSN, before you **Delete** the invalid profile be sure you follow your local business rules regarding document retention for audit tracking purposes.

If you choose to use the **Delete** option, verify the profile SSN before taking removal action. When you select **Delete** on the **People (Search Results)** screen (Figure 7-12), one of two things happens, depending on whether or not the person has active documents in DTS. See Table 7-9.

Table 7-9

RESULTS OF A DELETE PERSON ACTION			
If the person DTS ...	Is the action reversible?	What are my Options?
Has no signed documents in DTS deletes the profile immediately.	No, the system removes the current profile.	Create a new profile. Verify the SSN and all information.
Has signed documents in DTS schedules the profile for deletion in 15 months. ... schedules the dependents named in the profile for deletion in 15 months. ... does not allow the person to log in. ... allows authorized personnel to see their existing documents for 15 months.	Yes, if a DTA receives the person (see section 2.8) within 15 months.	Receive the profile back into DTS using the SSN and assign an organization. Update the profile if required. Verify the person can log into DTS.
		No, if no one receives the person within 15 months.	If the person requires travel, Create a new profile. Verify the SSN and all information. Verify the person can log into DTS.

To schedule a personal profile for deletion:

1. From the **People (Search Results)** screen (Figure 7-12), select **Delete** next to the name of the person whose profile you want to schedule for deletion. The **Delete Person** screen opens (Figure 7-21). **Note:** Verify the SSN before taking removal action.

Figure 7-15: Delete Person Screen

2. Select **Delete Person**. The **Search Results** screen refreshes. The deleted person’s name no longer displays on the list. **Note:** If you remove the profile and the traveler had no documents, you must **Create** a new profile. If the traveler had documents and the removal action is less than 15 months, then **Receive** the profile back into DTS. Carefully review and update the profile as required.

2.5 View the Groups a Traveler is a Member of

To see all the groups in which that person is a member:

1. From the **People (Search Results)** screen (Figure 7-12), select **View Group(s)** next to the name of the person whose groups you want to see. The **Traveler’s Group(s) Include** screen (Figure 7-16) opens.

Organization Name	Group Name
DTMOCS D	CSD
DTMOCS D	Training
DTMOCS D	Travel Team

Figure 7-16: Traveler’s Group(s) Include Screen

The screen displays all the groups to which the person belongs via both automatic

(GGMR) and manual methods. It is informational only. There are no actions available on this screen (apart from selecting **Close Window** to exit).

2.6 Maintaining a Person's Dependent Information

Everyone who creates documents for official travel (or has them created for them) in DTS must have a personal profile. When dependents go on official travel, they also need a profile, and DTS provides a straightforward way of creating and maintaining profiles for a person's dependents.

To access dependent information in DTS, from the **People (Search Results)** screen (Figure 7-12), select **View Dependents** next to the sponsor of the person whose dependents you want to see. The Dependents for <traveler> screen (Figure 7-17) opens. If the traveler has any dependent information in their profile, it displays on this screen.

Dependents for West, Chris A			
Add Family Member			
Update	Name: West, George	Date Of Birth (mm/dd/yyyy): 04/16/2012	
Delete		Passport Number:	Expiration Date:
Update	Name: West, Lilly	Date Of Birth (mm/dd/yyyy): 12/12/1990	
Delete		Passport Number:	Expiration Date:

Figure 7-17: Dependents for <Traveler> Screen

2.6.1 Add Dependent Information

To add a family member to the person's profile:

1. Beginning on the **Dependents for <Name>** screen (Figure 7-17), select **Add Family Member**. The **Add Family Member** screen (Figure 7-18) opens.

Add Family Member * Required

First Name: *

Middle Initial:

Last Name: *

Date Of Birth(mm/dd/yyyy): *

Relation: ▼ *

Passport Number:

Expiration Date:

[Save Person](#) [Cancel](#)

Figure 7-18: Add Family Member Screen

2. Enter or select an option for all required fields, and as many optional fields as you

want. They are all self-explanatory.

3. Select **Save Person**. The Dependents for Traveler screen (Figure 7-17) refreshes. It displays information about the added dependent.

2.6.2 Update Dependent Information

To update a family member's information in the person's profile:

1. Beginning on the **Dependents for <Name>** screen (Figure 7-17), select **Update** next to the family member whose information you want to modify. The **Edit Family Member** screen (Figure 7-19) opens.

Edit Family Member * Data Required

First Name:

Middle Initial:

Last Name:

Date Of Birth(mm/dd/yyyy):

Relation:

Passport Number:

Expiration Date:

Figure 7-19: Edit Family Member Screen

2. Edit all the information requiring a change.
3. Select **Save Changes**. The **Dependents for Traveler** screen (Figure 7-17) refreshes. It displays the updated information about the dependent.

2.6.3 Delete Dependent Information

To delete a family member's information from the person's profile:

1. Beginning on the **Dependents for <Name>** screen (Figure 7-17), select **Update** next to the family member whose information you want to update. The **Delete Family Member** screen (Figure 7-20) opens.

First Name: George

Middle Initial:

Last Name: West

Date Of Birth(mm/dd/yyyy):

Passport Number:

Expiration Date:

Figure 7-20: Delete Family Member Screen

2. Select **Delete**. The **Dependents for Traveler** screen (Figure 7-17) refreshes. The deleted dependent no longer displays.

2.7 Create a Personal Profile

To create a personal profile in DTS:

1. From any screen in the **People** module, select **Create Person** from the **DTA Tools** bar. The **Create Person** screen (Figure 7-21) opens.

Figure 7-21: Create Person Screen

1. Enter the person's **SSN**.
2. Next to "Is this person going to travel?," select **Yes** to create a user/traveler profile, or **No** to create a user profile.
3. Check the **Reserve/National Guard** box if this profile is for a member of one of those organizations.
4. Select **Continue**. The **Update Profile (User/Traveler)** or **Update Profile (User)** screen opens, depending on which radio button you selected. It displays all the profile information for that profile type. See section 1.2 for detailed information about the personal profile types.
5. Make all required entries and as many optional entries as needed.

Note: DTS uses permission levels, accesses, and special role indicators to limit a person's ability to use certain modules and functions. You must determine which permission levels, roles, and accesses the person needs to accomplish their duties, and only assign those. See [DTA Manual, Chapter 3](#) for much more information about permission levels, roles, and accesses.

6. Select **Save Person**. The **People (Search Results)** screen (Figure 7-12) opens. The details appear for the person you just created.

2.8 Receive a Person

You can receive a person who has a DTS profile that a DTA at their previous organization detached (see section 2.3), meaning the person has a DTS profile, but it does not belong to any organization.

As mentioned in section 2.3, a person with a detached profile has no permission levels, roles, or accesses assigned. They cannot even log into DTS. When a DTA initiates the **Receive Person** steps, the profile assigns to a new organization and that org's **Default Routing List** and **DTA ID** populate into the profile automatically. Based upon the groups specified by the org's GGMRs, the person is automatically a member of the designed groups. Permissions set to zero, so the individual can log into DTS. However, all org and group access and any specialized roles are set to none. If the profile was on schedule for deletion, the receiving action cancel the 15-month removal schedule.

All other profile data remains unaffected by the **Receive Person** action. This means the org specific data (e.g., duty station address, phone number), traveler unique data (e.g., personal address, email, phone, GTCC, and EFT) *all* must be verified and updated to align with the new organization and traveler's valid information (see section 2.2, Update a Personal Profile).

If the profile requires org/group access, additional permissions, specialized roles, a routing list (other than the default), and any other org-specific data then after you complete the **Receive Person** steps, you must use **Update** for the profile (see section 2.2, Update a Personal Profile) to modify these items.

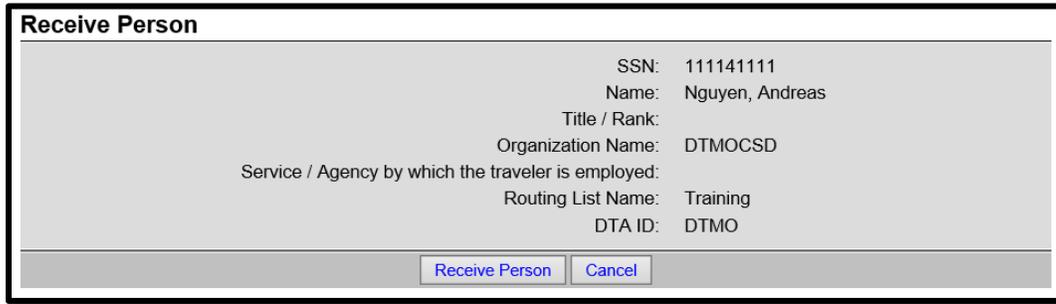
To receive a person into one of your organizations:

1. Select **Receive Person** from the **DTA Tools** bar on any screen in the **DTA Maintenance Tool**. The **Search Person to Receive** screen (Figure 7-22) opens.

Figure 7-22: Search Person to Receive Screen

2. Enter the **SSN** of the person you want to receive.
3. Type the **Receiving Organization Name** – that is, the name of the assigned DTS organization for the person.

4. Select **Search**. The **Receive Person** screen (Figure 7-23) opens.



The screenshot shows a window titled "Receive Person" with a light gray background. The text is centered and lists the following information:

SSN:	111141111
Name:	Nguyen, Andreas
Title / Rank:	
Organization Name:	DTMOCSD
Service / Agency by which the traveler is employed:	
Routing List Name:	Training
DTA ID:	DTMO

At the bottom of the window, there are two buttons: "Receive Person" and "Cancel".

Figure 7-23: Receive Person Screen

5. Select **Receive Person**. The **People (Search Results)** screen (Figure 7-12) opens. The details appear for the person you just assigned to the organization.
6. Select **Update** to access the profile, make all necessary changes and save the record.

Note: If you try to receive a profile that belongs to another organization, DTS displays a message stating that fact, and providing that organization's DTA ID email address, so you can contact a DTA to request they detach the profile.

3 View Person Reports

3.1 View Person Lists

Person Lists show you information in various fields contained in the profiles assigned to your organizations. The **People** module provides four reports to manage data, which are:

- **Basic Traveler Info List.** Contains key information about each traveler, such as his or her name, organization, truncated SSN, permission levels and accesses, profile type, default routing list and LOA, and email address.
- **Accounts Info List.** Displays information about each traveler's financial data, such as their GTCC and EFT information.
- **Special Features Info List.** Shows the granted permission levels and special roles (e.g.,NDEA, DMM) for each person.
- **Groups Info List.** Lists the groups (by group name and owning organization) to which each traveler belongs.

To view a Person List:

1. From any screen in the **People** module, select **View Person Lists** from the **DTA Tools** bar. The **View Person Lists** screen (Figure 7-24) opens.

Figure 7-24: View CBA List Screen

2. (optional) The **Basic Traveler Info List** appears by default in the **Select Report** field. Select the report you need to run, so you can review the findings.
3. (optional) Your main organization name appears by default in the **Organization Name** text field. You can enter a different organization instead.
4. (optional) Check the **Include Sub-Organizations** box to include search results from organizations subordinate to the selected organization.
5. Select **Run Report**. DTS prompts you to open or save the report. The option you select determines whether DTS downloads the report to your computer or displays it in an Excel spreadsheet.

4 The DTA Manual: Contents & Links

DTA MANUAL CHAPTER: TOPIC	URL (SELECT OR CUT & PASTE)
Chapter 1: DTS Overview	https://www.defensetravel.dod.mil/Docs/Training/DTA_1.pdf
Chapter 2: DTS Access	https://www.defensetravel.dod.mil/Docs/Training/DTA_2.pdf
Chapter 3: DTS Site Setup	https://www.defensetravel.dod.mil/Docs/Training/DTA_3.pdf
Chapter 4: Organizations	https://www.defensetravel.dod.mil/Docs/Training/DTA_4.pdf
Chapter 5: Routing Lists	https://www.defensetravel.dod.mil/Docs/Training/DTA_5.pdf
Chapter 6: Groups	https://www.defensetravel.dod.mil/Docs/Training/DTA_6.pdf
Chapter 7: People	https://www.defensetravel.dod.mil/Docs/Training/DTA_7.pdf
Chapter 8: LOAs	https://www.defensetravel.dod.mil/Docs/Training/DTA_8.pdf
Chapter 9: Budgets	https://www.defensetravel.dod.mil/Docs/Training/DTA_9.pdf
Chapter 10: Reports	https://www.defensetravel.dod.mil/Docs/Training/DTA_10.pdf
Chapter 11: MIS Administration	https://www.defensetravel.dod.mil/Docs/Training/DTA_11.pdf
Chapter 12: ROA Administration	https://www.defensetravel.dod.mil/Docs/Training/DTA_12.pdf

DTA MANUAL APPENDIX: TOPIC	URL (SELECT OR CUT & PASTE)
Appendix A: Self-Registration	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_A.pdf
Appendix B: Acronyms	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_B.pdf
Appendix C: Definitions	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_C.pdf
Appendix E: Emails	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_E.pdf
Appendix F: Import / Export Module	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_F.pdf
Appendix G: Error Codes	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_G.pdf
Appendix J: Help Process	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_J.pdf
Appendix K: DTS Tables	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_K.pdf
Appendix L: Reorganizations	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_L.pdf
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Appendix Q: Org Naming Sequence	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_Q.pdf
Appendix R: LOA Formats	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_R.pdf