



## DEFENSE TRAVEL MANAGEMENT OFFICE

# Secure Flight Program

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## I. OVERVIEW

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The Defense Travel System has been modified to meet the requirements of the Transportation Security Administration's (TSA) Secure Flight Program, which is aimed at enhancing the security of domestic and international commercial air travel using improved watch list matching. Under the program, TSA requires airlines to provide a traveler's Secure Flight Personal Data (SFPD) via a secure web portal, 72 hours before a flight's departure. SFPD consists of a traveler's full name (first, middle, and last) as it appears on their government issued identification, as well as date of birth, and gender. Airlines are prohibited from issuing a boarding pass until the SFPD is transmitted and an authorization to print a boarding pass is received from TSA. (For additional information about TSA's Secure Flight Program and program FAQs, visit [www.tsa.gov/what\\_we\\_do/layers/secureflight/index.shtm](http://www.tsa.gov/what_we_do/layers/secureflight/index.shtm).)

Travelers making reservations in DTS will be asked to verify or add their name as it appears on the state or federal government issued identification that the traveler plans to use at airport security, as well as, date of birth, and gender. In addition, travelers can provide a TSA-issued Redress Number or Known Traveler Number. This information will be saved to a traveler's profile and the system will continue to prompt travelers to verify or update this information each time they attempt to make any travel reservations.

Please be aware that when contacting a Commercial Travel Office (CTO) (for traditional or CTO assist transactions) to make reservations, you must provide SFPD. This information will be required in order to complete the reservation.

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## II. SUMMARY OF NEW DTS FUNCTIONALITY

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DTS will be modified to remove "N/A" as a selection option under the *Gender category* in the profile in the DTA Maintenance tool, self registration, document profile and profile validation.

When a user indicates the need for reservations on the *Trip Overview* screen and has made an initial reservation booking selection in the Reservation Module, a "Travel/Ticket Identification" pop-up box (see Figure 1) will appear. The text fields will automatically pre-populate based on the information pulled from a user's DTS profile. If a field is blank or incomplete in the user's DTS profile than the information in the corresponding field of the "Travel/Ticket Identification Information" pop-up box will also be blank.

**Travel/Ticket Identification Information**

**TSA Secure Flight Information**

The Transportation Security Administration of the U.S. Department of Homeland Security requires us to collect information from you for purposes of watch list screening, under the authority of 49 U.S.C. section 114, and the Intelligence Reform and Terrorism Prevention Act of 2004. Providing this information is voluntary; however, if it is not provided, you may be subject to additional screening or denied transport or authorization to enter a sterile area. TSA may share information you provide with law enforcement or intelligence agencies or others under its published system of records notice. For more on TSA Privacy policies, or to view the system of records notice and the privacy impact assessment, please see TSA's Web site at [www.tsa.gov](http://www.tsa.gov).

Please enter the information below to EXACTLY match the state or government issued identification card/document the traveler will be using at airport security. When entering last name, do not include suffixes (e.g., Jr.).

\* Last Name:

\* First Name:

Middle Name:   No Middle Name

\* DOB: (MM/dd/yyyy):

\* Gender:  M  F

Redress Number:

Known Traveler Number:

Save changes to permanent traveler information

**Save TSA Information**

*Figure 1: "Travel/Ticket Identification" pop-up box*

Users will be required to verify, modify or input SFPD information as it **EXACTLY** appears on the state or government issued identification the traveler plans to use at airport security. The following fields must be completed to continue with the reservation process:

- **Last name** (Do not include Jr., Sr. or other salutations)
- **First name**
- **Middle name** (or check "No Middle Name")
- **Date of birth**
- **Gender**

Users also have the option to add the following supplemental information:

- **Redress Number** – A unique number issued by the Department of Homeland Security (DHS) to facilitate passenger clearance for those who experience difficulties during travel security screening and participate in DHS's Traveler Redress Inquiry Program (TRIP). The field is limited to 13 alpha-numeric characters in accordance with TSA requirements.
- **Known Traveler Number** – A unique number issued by DHS to those who participate in a voluntary program designed to expedite security screening for passengers who are willing to provide biometric and

other data, and undergo a security threat assessment. The text box field is limited to 25 alpha-numeric characters in accordance with TSA requirements.

SFPD Information input or modified in the pop-up box will be saved to a user's profile. To ensure the information continues to be accurate, each time a user initiates the reservation process or attempts to make travel reservations, the system will prompt travelers to verify or update this information.

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### III. FREQUENTLY ASKED QUESTIONS

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1. ***How does DTS collect SFPD?***

Defense Travel System (DTS) was modified in September 2009 to capture SFPD and send that information to the traveler's Commercial Travel Office (CTO) during the booking process. DoD travelers making reservations in DTS are asked to verify or add their name as it appears on the state or federal government issued identification that the traveler plans to use at airport security, as well as date of birth and gender. Travelers should not include rank, titles or suffixes such as, "III", Jr", or "Ms". Travelers can also provide a TSA-issued Redress Number. This information is saved to your DTS TSA profile. The system will continue to prompt travelers via a pop-up screen to verify or update this information each time they attempt to make any travel reservations.

2. ***Will travelers have to input this information every time they book travel?***

After the initial input, travelers can choose to save this information as part of their DTS profile. If saved, the pop-up box will pre-populate the fields and travelers making reservations will only be prompted to verify or update the information.

3. ***Will travelers be asked for this information when booking only air travel?***

No, travelers will be asked to verify or provide the additional information when making any reservation.