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TSA Pre-Check Benefit Impacts Travel For DoD Civilians

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SPECIAL ISSUE

This Fact Sheet:

- Provides background information on the TSA Pre✓™ program
- Explains program eligibility
- Lists actions to take to participate

Eligibility

DoD civilian employees are now eligible to participate at no charge in the Department of Homeland Security's Transportation Security Administration Pre-Check program (or TSA Pre✓™).

The convenience with TSA Pre✓™ means participating travelers can transit more quickly through domestic airport security screening, improving their travel experience.

Program Background

TSA Pre✓™ is a voluntary, expedited security screening process offered at more than 100 domestic airports that allows participants to keep on their shoes, belt and light jacket, while passing through TSA security lanes during domestic travel. Program participants will also no longer be required to remove laptops and 3-1-1 compliant liquids from their carry-on bags. View all the participating airlines and domestic airports at <http://www.tsa.gov/tsa-precheck/airlines-airports>.

Children, 12 years of age and younger, who accompany participating passengers are allowed to pass through TSA Pre✓™ lanes. However, passengers 13 years of age and older must go through regular security lines or may apply to participate, with a fee. Applications are available at <http://www.tsa.gov/tsa-precheck/application-program>.

To confirm participation in the program, travelers must submit their Known Traveler Numbers (KTNs) when they make new reservations through a commercial travel office (CTO) or through the Defense Travel System (DTS). See page 2 for more information about submitting KTNs while making reservations.

Additional Information

TSA Pre✓™ screening lanes are available for passengers traveling domestic within the United States and when departing from a U.S. airport to a location outside the country.

If participating travelers have more than one KTN, they may use any one for their air reservations. But they must verify that the airline has their correct dates of birth, first, middle, last names that are associated with their KTN.

TSA will incorporate random and unpredictable security measures throughout the airport, so there is no guarantee that screening will be expedited for *every* flight. This applies even to TSA Pre✓™ participating passengers.

In March 2014, TSA ended its CAC scan process as a means of program participation.

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Instructions At The Airport

- Locate and join a dedicated TSA Pre✓™ lane at a participating airport
- Present the boarding pass and government-issued ID to the travel document checking agent
- Have the agent scan the boarding pass barcode, where the TSA Pre✓™ eligibility information is embedded

Please note, not all airlines print a TSA Pre✓™ approved indicator on the boarding pass. To confirm eligibility after completing the air reservations using their KTNs, travelers may proceed to a dedicated TSA Pre✓™ security lane or call their commercial travel office.

Boarding passes must have TSA Pre✓™ eligibility information embedded in the barcode when scanned on the boarding pass scanner system in order to use the TSA Pre✓™ security lanes.

Action Required For Participation

To participate in the TSA Pre✓™ program, DoD civilian employees must first opt-in to the program, using their Common Access Card (CAC) through MilConnect at www.dmdc.osd.mil/milconnect. Follow Steps 1-5 below:

1. Locate the DoD Identification Number (The 10-digit number found on the back of the employee's Common Access Card). This number is also the KTN. If there is no number on the CAC, employees can locate the number by logging in to MilConnect. Click "My Profile" tab → "Update and Review My Profile" drop-down tab → Go to the "Civ" tab.
2. In the Personnel Status information box in the "Civ" tab, click on the "TSA Pre-check Program" checkbox and scroll to the bottom of the page and click "Submit." Once submitted, the employee has opted-in to the TSA Pre✓™ program.
3. Employees then must save the KTN in their DTS profile. Doing so will ensure the TSA Pre✓™ eligibility information is automatically embedded into the barcode of the boarding pass. Embedding eligibility information applies to new reservations only. Employees cannot retro-actively embed the information into existing DTS reservations. For instructions on how to enter the DoD ID number and update DTS profile, visit http://www.defensetravel.dod.mil/Docs/How_to_Enter_Your_DoD_ID.pdf
4. For official travel: Once the KTN is saved in the DTS profile, it will automatically populate into the KTN field when prompted to verify the Secure Flight Information (gender, date of birth, name) during the reservation process through DTS. If the KTN does not appear, enter it manually.

When making reservations through a commercial travel office, either for official travel or leisure, provide the KTN when asked to verify the Secure Flight Information (full name, birthdate, gender). CTOs are not required to ask travelers for their KTNs, but they will enter it in the reservation if the traveler volunteers the information. Employees should contact participating airlines to submit their KTN for existing air reservations. The KTN **cannot** be added to existing reservations that are made through DTS, but this is possible if the reservation was made through a CTO.

5. At the airport, look for and join dedicated TSA Pre✓™ security lane.

To learn more about TSA Pre✓™, visit the program's
Frequently Asked Questions at
<http://www.tsa.gov/tsa-precheck/faqs>



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