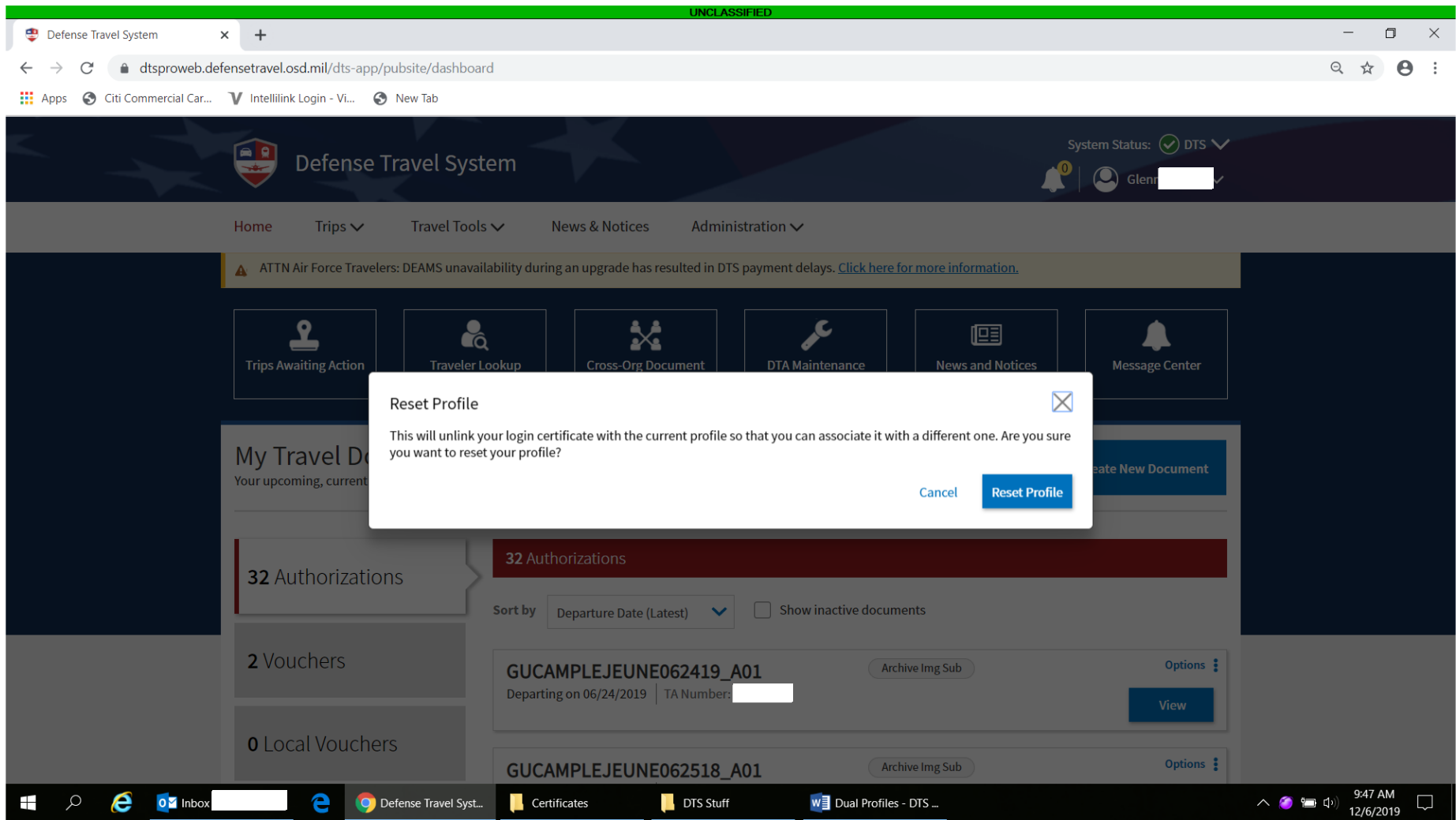# Switching between Civilian/Contractor & Military Reserve Account

1. You can normally utilize just one Common Access Cards (Civ/Mil) to access multiple DTS accounts. Once logged in to your Civilian/Contractor DTS account, click the dropdown arrow next to your name and click the "RESET PROFILE" button as shown below.

   Note: Pay attention to the "Organization" listed below your name to ensure you are working with the correct organizational profile. USMC Policy does not allow reserve "R" profiles to reside in non-reserve (Non-R) organizations. All reserve organizations must contain the letter "R" at the end of the "Organization" name. In the example shown below, the profile is the non-reserve profile, residing in a Non-R organization.

2. DTS will prompt you to confirm you want to reset the user ID (As shown below). Click the "RESET PROFILE" button. DTS will automatically terminate the session associated with your Civilian/Contractor account.

3. Click the "Home" button in the upper left corner to display the "Log In to DTS Page". **Note: If the "RESET PROFILE" button does not display, below your name, you only have one account.**

4. To activate/switch to your Reserve Profile, click the Log In button, accept the policy and ethics, and enter your CAC PIN when prompted. When the "Activate account"page is displayed, enter your 9-digit SSN (No dashes or spaces), AND place a check mark in the block to the left of "Member of the Reserves/National Guard", then click "Activate account" (as shown below).

5. Once logged into the system, click on your name and it should display your Reserve Organization name ending with an "R" (as shown below). To further validate you are working with your "R" account, click on the "My Profile" link under your name. Your personal information should be displayed and you can verify the profile has an "R" at the end of your SSN, i.e ###-##-1234R.

6. Repeat the process but do NOT check the block labeled "Member of the Reserves/National Guard" to return to your civilian/contractor account.

7. To ensure you are utilizing the correct DTS Profile for reserve travel, one must familiarize themselves with the "DTS Reserve Guide" located under the downloads section at: https://www.quantico.marines.mil/Tenants/Marine-Corps-Combat-Development-Command/Defense-Travel-Support-Branch/. The guide explains different types of reserve travel orders and appropriate DTS profile to utilize based on the orders type.