TrackerLite System Instructions

First Time with a CAC and no access:
1. Log into https://trackerlite.wpafb.af.mil/LTS using a valid CAC.
2. Select TrackerLite under Logistics Tool Suite.
3. Select "New LTS Account" and follow instructions to create a SAAR online and gain access to LTS/DD1149.

With a CAC and LTS access but no User Account:
1. Log into https://trackerlite.wpafb.af.mil/LTS using a valid CAC.
2. Select "DD1149".
3. On the DD1149 WEB FORM Main Page, Select "Create an account" to link the CAC to an account.
4. Fill in information tied to the CAC holder for Email thru Phone entries.
5. Use Transp. Office DoDAAC: W45QRE, Department: 21 (Army), and Long Line of Accounting or TAC: To be provided every 90 calendar days. Unit DoDAAC (Optional) will be left blank.
6. Select "Register Account".

With a CAC, LTS access, and a User Account you can now create DD1149s:
1. Log into https://trackerlite.wpafb.af.mil/LTS using a valid CAC.
2. Select "DD1149".
3. On the DD1149 WEB FORM Main Page, Select under Forms "Create a new DD1149"
4. Fill out shipping information on the DD1149 Form Creation page.
5. When completed, click on "Submit"
6. Print out a copy of the DD1149 and attach to the shipment

If the LTS won't allow submission, create a DD1149 and give it to the Ft. Hood Transportation Office to have them manually enter it into TrackerLite when it becomes available.