

TRAVEL TRAINING PROGRAM

OVERVIEW

The Defense Travel Management Office (DTMO) provides a comprehensive set of resources for Military Services and Defense Agencies to conduct Defense travel training for all users and administrators.

TRAINING RESOURCES

E-Learning

Training is available in the following eLearning formats:

- Web-based Training – Work at your own pace anytime, any place
- Distance Learning – Interactive course with live a instructor
- Demonstrations – Online simulations of DTS functions

Instructor Resources

- Materials available for Defense Travel Administrators and Travel Instructors
- Classroom and Distance Learning versions available
- Gain access to the Enterprise Web Training System (EWTS)

Travel Certificate Program

- A knowledge, skill and assessment-based professional development program
- Currently, the Defense Travel Administrator and Authorizing Official Certificate Programs are available for enrollment

Reference Materials

- Valuable resources including manuals, quick references, guides and information papers



Training Resource Lookup

- Find your training by Type, Role, Topic or Series
- View eLearning course description
- Get easy and immediate access to Instructor Resources and reference materials such as Manuals, Tri-folds, and Quick Reference Guides



Travel Explorer (TraX)

- Launch web-based courses (24/7 availability)
- Sign up for Distance Learning Courses and view schedules
- Launch DTS Demonstrations
- View recommended courses based on role and completed training
- Travel Certificate Program (Tab available for DTAs)



Enterprise Web Training System (EWTS)

- Real-time practice environment
- Simulates DTS
- Customizable

- Use the *Training Resources Lookup* on the Training Resources page of the DTMO website, www.defensetravel.dod.mil/site/training.cfm, to search training by type, role, topic or series

- Available training series:

- DTS Basics
- DTS Special Topics
- Defense Travel Administrator
- Authorizing/Reviewing Official
- Finance
- Instructor Curriculum
- Programs and Policies

All travel training resources are available through *Travel Explorer (TraX)*. To access TraX, register through Passport, DTMO's web portal at www.defensetravel.dod.mil/Passport



DEFENSE TRAVEL MANAGEMENT OFFICE
The DoD Center for Travel Excellence

*Information current as of 3/2016

www.defensetravel.dod.mil