



DTMO DISTANCE LEARNING COURSE SYNOPSIS

- Class dates are available on the DTMO website or in TraX under Training (View All); and are updated monthly
- You can download slides anytime during class. Scripts/Guides are available for download at the end of class
- Unless otherwise noted, the content of these courses is not available in TraX via a WBT module
- Attendance certificates are awarded to eligible distance learning participants via TraX 3-5 days after a class

DEFENSE TRAVEL ADMINISTRATOR (DTA) COURSES

D205: EWTS (Enterprise Web Training System) Setup & Application (1 hour)

The Enterprise Web Training System (EWTS) is a free training environment that mirrors the live version of DTS. It is the primary resource for teaching DoD travelers to use DTS without creating live reservations or expending organizational funds. You can customize EWTS to replicate any local organizational hierarchy.

This course covers the purpose and value of EWTS and provides some suggestions for how to use it as a training tool. Key terms and hardware requirements are reviewed. EWTS should always be accessed with PKI Certificates, not a CAC. This course starts with information on how to properly request, install and maintain these certificates. The course also covers how to use EWTS as a training tool for both new and experienced personnel.

The course is most appropriate for Lead Defense Travel Administrators (LDTAs) and trainers responsible for coaching others to use DTS. Travelers should not attend as they are not authorized to submit requests for EWTS certificates.

Travel Certificate Program (TCP) candidates with minimal EWTS experience should take the course before starting their Developmental Activity. Instructors will briefly review the difference between the unique TCP EWTS certificates which candidates must for their Developmental Activity and generic EWTS Certificates which anyone can use classroom and desk side DTS instruction. For more information on the Travel Certificate Program, consult the DTMO website or TraX.

PREREQUISITES: Basic knowledge of DTS and local authority to request EWTS certificates. Or approved TCP-DTA Candidate status

OFFERED: Quarterly

D300 Additional Topics for DTAs (1 hour)

This course is comprised of a disparate group of topics not covered in any other DTMO training. In varying degrees of detail, the instructor discusses DTS self-registration, special circumstance travel, read only access, the import/export tool, reorganization, and DTS change management.

This is a mandatory curriculum requirement for Travel Certificate Program (TCP) Candidates working on the DTA Certificate. D300 is also open to experienced DTAs who are not TCP-DTA candidates; no special approval is required to attend. For more information on the Travel Certificate Program, consult the DTMO website or TraX.

PREREQUISITES: None; DTA experienced recommended; but not required

OFFERED: Monthly

D305 Troubleshooting and Prevention for DTAs (1 hour)

This course provides Defense Travel Administrators (DTAs) with practical solutions to common DTS problems faced by travelers, Authorizing Officials or other DTA's. The content addresses troubleshooting situations such as authorizations stuck at CTO SUBMIT, travelers at an airport without tickets, and personal profiles which cannot be received by an organization. The instructor outlines prevention strategies including maintenance tactics, best practices, DTS report options, and training strategies.

PREREQUISITES: DTA experience and DTA Maintenance Tool familiarity suggested

OFFERED: Six times annually

D310 DTA Refresher (1 hour)

This course was created to keep Defense Travel Administrators (DTAs) apprised of the latest changes in the DoD travel enterprise. **Content is regularly adjusted to highlight updates** to travel regulations, tools, procedures, and training resources that have occurred over the past 12-18 months.

This is a mandatory curriculum requirement for DTAs who have successfully completed the Travel Certificate Program for DTAs (TCP-DTA); and who are in the renewal stage of the program. D310 is also open to experienced DTAs who are not TCP-DTA Renewal candidates; no special approval is required to attend.

PREREQUISITES: DTA experience and DTA Maintenance Tool familiarity suggested

OFFERED: Monthly (1-2 per month)

FDTA and TRANSPORTATION OFFICER COURSES**F200: Centrally Billed Accounts (CBA) Reconciliation Overview (90 minutes)**

Centrally Billed Accounts Specialists (CBA-Ss) and DTAs assigned to work with CBA accounts are required to reconcile all invoices on a monthly basis. This course is an introduction to the CBA reconciliation module in DTS including account set-up, transaction types, the reconciliation process, and the role and responsibilities of a CBA Specialists.

PREREQUISITES: None

OFFERED: Quarterly

F205: Centrally Billed Accounts (CBA) Reconciliation Application (90 minutes)

This course provides a review of the DTS CBA reconciliation module functions with emphasis on best practices. Trouble shooting techniques are covered using screen shots and specific situational examples. The goal is to provide CBA Specialists (CBA-Ss) with the knowledge needed to successfully manage the CBA module.

PREREQUISITES: Completion of F200 CBA Reconciliation Overview is recommended

OFFERED: Quarterly

F210: Fiscal Year (FY) Crossover (1 hour)

The purpose of this course is to provide new Finance and Budget Defense Travel Administrators (FDTAs and BDTAs) with an overview of the fiscal year crossover process. The review includes how to work with the lines of accounting rollover and copy functions, how to set up associated budgets for the new fiscal year, and how to identify and use work around options during the local blackout period.

If applicable, changes to DTS impacting fiscal year crossover implementation are discussed. When this occurs, all scheduled classes will be noted in TraX as "Updated".

PREREQUISITES: None

OFFERED: Twice annually; August only

Also available in TraX via an on-demand WBT module; with a training completed certificate.

POLICY

P200: JTR Module A (1 hour)

This is the first module in a series of distance learning courses created to review the content of the Joint Travel Regulations (JTR). Module A is an introduction covering Chapter 1 of the JTR, along with Appendices A, I and T. The instructor will review general administrative information about official travel, JTR terms, mandatory travel order content, and more.

This course is recommended for all DoD travelers and Authorizing Officials.

PREREQUISITES: None

OFFERED: Twice per Quarter

P205: JTR Module B (1 hour)

This is the second module in a series of distance learning courses created to review the content of the Joint Travel Regulations (JTR). Module B covers Chapter 2 of the regulations, which is a broad overview of official travel. Specifically, Chapter 2 encompasses pre-trip considerations (e.g., using a commercial travel office), selection of transportation, claims for trip reimbursement, and special travel situations (e.g., variations authorized, blanket travel orders).

This course is recommended for all DoD travelers and Authorizing Officials.

PREREQUISITES: None; Completion of P200 JTR Module A is recommended

OFFERED: Quarterly

P210: JTR Module C (1 hour)

This is the third module in a series of distance learning courses created to review the content of the Joint Travel Regulations (JTR). Module C covers Chapter 3 of the regulations along with Appendices G, H, and P. Specifically, Chapter 3 covers transportation used for official business; Appendix G outlines reimbursable official travel expenses; Appendix H deals with "other than economy/coach class travel" and Appendix P explains the City Pair program, the General Service Administration's (GSA) contract airfare program.

This course is recommended for all DoD travelers and Authorizing Officials.

PREREQUISITES: None; Completion of P200 JTR Module A is recommended

OFFERED: Quarterly

P215: JTR Module D (1 hour)

This is the fourth module in a series of distance learning courses created to review the content of the Joint Travel Regulations (JTR). Module D covers Chapter 4 of the JTR along with Appendix O. DoD civilian employees are the targeted audience for these regulations. Per Diem allowances and TDY travel are both specifically addressed.

This course is recommended for all DoD civilian travelers and Authorizing Officials.

PREREQUISITES: None; Completion of P200 Module A is recommended

OFFERED: Quarterly

P220: JTR Module E (1 hour)

This is the fifth module in a series of distance learning courses created to review the content of the Joint Travel Regulations (JTR). Module E covers Chapter 4 of the regulations plus Appendix O. Uniformed members are the targeted audience for these regulations. Specifically, both resources address Per Diem allowances and TDY travel.

This course is recommended for all uniformed travelers and Authorizing Officials.

PREREQUISITES: None; Completion of P200 Module A is recommended

OFFERED: Quarterly

P225: JTR Module F (1 hour)

This is the sixth module in a series of distance learning courses created to review the content of the Joint Travel Regulations (JTR). Module F covers Chapter 6 and Appendix E of the regulations. Specifically, Chapter 6 addresses allowances and travel considerations for evacuation travel; Appendix E covers Invitational Travel.

This course is recommended for all DoD travelers and Authorizing Officials.

PREREQUISITES: None required; Completion of P200 Module A is recommended

OFFERED: Twice Annually

P230: JTR Module G (1 hour)

This is the seventh module in a series of distance learning courses created to review the content of the Joint Travel Regulations (JTR). Module G covers Chapter 7 of the JTR which addresses allowances and travel considerations for special circumstances travel, such as leave travel, medical travel, and Reserve Component member travel. Uniformed travelers are the target audience for these regulations.

This course is recommended for all uniformed travelers and Authorizing Officials.

PREREQUISITES: None required; Completion of P200 Module A is recommended

OFFERED: Twice Annually

P235: JTR Module H (1 hour)

This is the eighth module in a series of distance learning courses created to review the content of the Joint Travel Regulations (JTR). Module H covers Chapter 7 of the JTR which addresses allowances and travel considerations for special circumstances travel, such as leave travel, medical travel, and Reserve Component member travel. DoD civilian travelers are the target audience for these regulations.

This course is recommended for all DoD travelers and Authorizing Officials.

PREREQUISITES: None required; Completion of P200 Module A is recommended

OFFERED: Twice Annually

P300: Travel Policy Compliance Tool Administration (1 hour)

This course provides basic instruction on the functional aspects of the Travel Policy Compliance Tool. This tool reviews paid DTS vouchers to identify specific violations of DoD travel policy. While the majority of class time is dedicated to a demonstration of functionality, the instructor will explain how to assist travelers and AOs who are identified as having policy violations.

This class is most appropriate for Compliance Tool Administrators (CTAs) who are individuals designated by their component to administer the Travel Policy Compliance Tool. Individuals who manage travel but who are not currently working with the tool are welcome to attend. This course is not appropriate for travelers.

PREREQUISITES: None

OFFERED: One per quarter