DEFENSE TRAVEL
MANAGEMENT OFFICE

DTMO DISTANCE LEARNING COURSE SYNOPSIS

> o   **Class dates are available on the DTMO website or in TraX under Training (View All); and are updated monthly**
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> o   **Unless otherwise noted, the content of these courses is not available in TraX via a WBT module**

AUTHORIZING OFFICIAL (AO) COURSES

A200: Vital AO Skills (90 minutes)
This course builds on the foundation information provided in The DTS Approval Process web-based training (WBT) which introduces basic navigation and orientation skills for Authorizing Officials (AOs) who are charged with reviewing and approving DTS travel documents. The Vital AO Skills (live instructor) distance learning course takes this material one step further by presenting the philosophy, thought process and working aids necessary to conduct a thorough and methodical review of DTS travel documents.

This is a mandatory curriculum requirement for Travel Certificate Program – Authorizing Official (TCP-AO) Candidates. A200 is also open to AOs who are not TCP-AO Candidates; no special approval is required to attend.

TCP-AO Candidates should take this course before taking the A300 Vital Skills Applied course. For more information on the Travel Certificate Program, consult the DTMO website or Travel Explorer (TraX).

PREREQUISITES: Basic knowledge of DTS and completion of the DTS Approval Process WBT;
Or approved TCP-AO Candidate status.
OFFERED: Monthly

A300: Vital AO Skills Applied (1 hour)
This course builds on the information provided in the A200 Vital AO Skills course which introduced the philosophy, thought processes, and working aids needed to do a thorough review of DTS travel documents. In this course participants will learn how to deal with more complex scenarios and how to troubleshoot common problems. During the interactive portion of the class, participants are asked to respond to questions after examining sample travel documents.

The course is a mandatory curriculum requirement for Travel Certificate Program – Authorizing Official (TCP-AO) Candidates. A200 is also open to AOs who are not TCP-DTA Candidates; no special approval is required to attend.

TCP-AO Candidates should take A300 before attending the A305 Vital Skills Applied course. A305 is only open to TCP-AO Candidates because it is their live / proctored assessment. For more information on the Travel Certificate Program, consult the DTMO website or Travel Explorer (TraX).

PREREQUISITES: Basic knowledge of DTS and completion of the DTS Approval Process WBT.;
Or approved TCP-AO Candidate status
OFFERED: Monthly

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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 should be used as the primary resource for teaching DoD travelers to use DTS. EWTS users can practice creating their documents without creating live reservations or expending organizational funds. To maximize the training experience, components may customize EWTS to replicate their local organizational hierarchy.

This course covers the purpose and value of EWTS and gives suggestions for using it as a training tool for both new and experienced travelers. Participants learn how to properly request, install, and maintain PKI certificates which are the keys that must be used to access EWTS.

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 request EWTS certificates. Travel Certificate Program (TCP) Candidates for the DTA certificate should take the course before starting their Developmental Activity. For more information on the TCP-AO program, see the DTMO website or TraX.

PREREQUISITES: Basic knowledge of DTS and local authority to request EWTS certificates;
Or approved TCP-DTA Candidate status
OFFERED: Six times annually

D300 Additional Topics for DTAs (1 hour)
The course is comprised of a disparate group of topics not covered in any other DTMO training courses. 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 is 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 that 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 recommended, but not required.
OFFERED: Monthly

D310 TCP Refresher (1 hour)
This course was created to keep Defense Travel Administrators (DTAs) and Authorizing Officials (AOs) apprised of changes in the DoD travel enterprise. Content is updated quarterly 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 and AOs who have successfully completed the Travel Certificate Program and are now in the renewal program stage. D310 is also open to experienced DTAs who are not TCP renewal Candidates; no special approval is required to attend.

PREREQUISITES: DTA experience and DTA Maintenance Tool familiarity recommended, but not required.
OFFERED: Twice per month

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FDTA and TRANSPORTATION OFFICER COURSES

F200: Centrally Billed Accounts (CBA) Reconciliation Overview (90 minutes)
CBA Specialists (CBA-Ss) and Defense Travel Administrators (DTAs) assigned to work with CBAs are required to reconcile all invoices on a monthly basis. This course is an introduction to the CBA reconciliation module in DTS including, transaction types, the reconciliation process, and the role and responsibilities of 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, but not required.
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 FY 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 FY, and how to identify and use work around options during the local blackout period.

*Content is only adjusted when changes to DTS impacting FY crossover implementation have occurred in the past 12 months. When this happens, all scheduled F210 classes will be noted in TraX as "Updated".

PREREQUISITES: None
OFFERED: Three annually; August and September only
This material is also available in TraX via an on-demand web-based training (WBT) module which provides a training certificate upon successful completion.

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.

This course is recommended for all DoD travelers and Authorizing Officials.
PREREQUISITES: None; Completion of P200 JTR Module A is recommended
OFFERED: Quarterly

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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, and the 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, only as they pertain to DoD civilian employees. Per Diem allowances and TDY travel are 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 JTR along with Appendix O, only as they pertain to uniformed members. Per Diem allowances and TDY travel are specifically addressed.

This course is recommended for all uniformed travelers and Authorizing Officials.
PREREQUISITES: None; Completion of P200 Module A is recommended
OFFERED: Quarterly

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. The majority of class time is dedicated to a demonstration of functionality. The instructor will also explain how to assist travelers and Authorizing Officials (AOs) who are listed on documents that have been 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