Training Resources

DTA JumpStart @ Connect 2011 Seminar
April 2011

For Official Use Only
Agenda

• Travel Explorer (TraX)
• Web-Based Training
• Distance Learning
• DTS Demonstrations
• Enterprise Web Training System
• Instructor Materials
Training Resources Overview

• E-Learning
  – **Web-based training** – self-paced, on-demand instruction from desktop
  – **Distance learning** – interactive PowerPoint presentations and demonstrations with a live instructor
  – **Demonstrations** – watch and learn simulations of DTS functions

• Instructor resources: access to Enterprise Web Training System and courseware for instructors

• Reference materials: manuals, quick reference materials, guides and information papers
New DTMO Website – Access to TraX
DTMO Passport Login Screen

www.defensetravel.dod.mil/passport
Passport Access Screen

- TRAX Travel Xchange
- PRI$$M
- SiM
- Training Administrator
- CTIM Express
- Secure Communications Portal
TraX – Knowledge Center

DoD Travel Explorer Home

Welcome Message
Welcome Video
Training Screen

### Available/Recommended Training

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<thead>
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<th>Actions</th>
<th>CLASS NAME (RECOMMENDED)</th>
<th>TYPE:</th>
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<td></td>
<td>Programs &amp; Policies - Travel Policies</td>
<td>Web Based</td>
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<tr>
<td></td>
<td>Travel Card Program Management</td>
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<tr>
<td>Schedule</td>
<td>Citibank Custom Reporting System - Advanced - Norfolk, VA</td>
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<td>Citibank Custom Reporting System - Advanced - Washington, DC</td>
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<td>Approval Process for TDY (Route &amp; Review)</td>
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<td>Schedule</td>
<td>Budgets in DTS</td>
<td>Distance Learning</td>
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WEB-BASED TRAINING (WBT)
### WBT Tab

The WBT (Web-Based Training) tab is part of the online training platform provided by the Defense Travel Management Office. This platform offers a variety of courses and training materials accessible through different tabs and sections.

#### Available/Recommended Training

- **Web Based**
- **Demos**
- **Instructor Led**
- **Distance Learning**

**View All Only View Recommended**

<table>
<thead>
<tr>
<th>Course Title</th>
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<tbody>
<tr>
<td>AO/RO - TACCO (CGL)</td>
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<tr>
<td>AO/RO - The DTS Approval Process</td>
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<td>CITIDirect - EAS2</td>
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<tr>
<td>CITIDirect - EAS3</td>
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<td>DTA - Maintenance Tool: An Overview</td>
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<td>DTS (Basic) - DTS Travel Documents</td>
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<tr>
<td>DTS (Special Topic) - Cancellation Procedures</td>
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This class explains how to produce reports in DTS. Understanding DTS’s reporting capabilities will assist in answering questions such as how many travelers went to conference last year, what funding is available, and what bottlenecks exist in the electronic routing chain.
Launching Classes

Available/Recommended Training

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New DTMO Website – Home Page

IN THE SPOTLIGHT

2011 BAH Rates Released

The Department of Defense released the 2011 Basic Allowance for Housing (BAH) rates, which take effect Jan. 1, 2011.

Find out more.

Travel Tools
- DTS
- Travel Explorer (TraX)
- Allowance Calculators/Tools
- Per Diem Rates Tool
- Premium Class Travel Tool
- Travel per diem Estimator
- DoD Travel Regulations
- Rental Vehicle Customer Assistance
- Find Your Local DTA

Travel Assistance Center
24 hours a day, 7 days a week
1-888-Help1Go (888-435-7146)
Overseas: 1-888-Help1Go from any DSN line
Submit a help desk ticket through the Tickets section of TraX
www.defensetravel.dod.mil/Passport
Contact your local help desk for local business rules.

Director’s Blog

Travel Talk

Welcome to Travel Talk with DoD, our DoD Live weblog. Designed to share travel related news and initiate an ongoing conversation with you, our most important stakeholder...

Talk Back - click to participate

Learn more about the DTMO
New DTMO Website – Webinar Schedule
# Webinar Information On TraX

- **Web Based**: X
- **Demos**: X
- **Instructor Led**: X
- **Distance Learning**: checkmark

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<td>Fiscal Year (FY) Crossover</td>
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<td>Itinerary Adjustments</td>
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<tr>
<td>Lines of Accounting in DTS</td>
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Register For Training

Your training has been scheduled and an email has been sent to your account with course details! Click on the "My Schedule" Tab to view it.
## Attend Webinar

<table>
<thead>
<tr>
<th>Class Scheduled</th>
<th>Type</th>
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<th>End:</th>
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<td>13Apr10</td>
<td>1030</td>
<td>1130</td>
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</table>
DEMONSTRATIONS
Watch A Demonstration

Available/Recommended Training

- Web Based
- Demos
- Instructor Led
- Distance Learning

Actions

1. Authorization - Reservations - Air
2. Authorization - Reservations - Lodging
3. Authorization - Reservations - Rail
4. Authorization - Reservations - Rental Car
5. Authorization - Reservations - Trip Summary
6. Authorization - Review/Sign - Digital Signature
7. Authorization - Review/Sign - Other Authorizations
8. Authorization - Review/Sign - Pre-Audit
9. Authorization - Review/Sign - Preview Trip
10. Authorization - View Entire Authorization
11. Cancel a Trip
12. Create a Group Authorization
13. Create a Local Voucher
14. Create a Voucher
15. Create an Imported Authorization
16. First Time Log Into DTS
17. Route and Review
18. Special Circumstances Travel

TYPE:

- Demo
ENTERPRISE WEB TRAINING SYSTEM
Enterprise Web Training System

- DTS “simulator”
  - Training environment to practice DTS applications
  - Requires Public Key Infrastructure (PKI) certificates
  - EWTS Guide available online
    - Certificate request form on last page
New DTMO Website – EWTS Access

DoD Travel Training and Resource Center

DTMO provides a comprehensive set of resources to conduct training. These resources are continually reviewed, evaluated and updated. They include:

- **eLearning**: Comprising Web-based training, Distance Learning and Demonstrations.
- **Instructor Resources**: Access to the Enterprise Web Training System and courseware summary for instructors.

Select any of the above links to find more information on training resources.

Training Resources Lookup

To view training by Type, Role, Topic or Series, choose from the appropriate corresponding drop downs below. To view all training resources, leave the criteria blank and click Submit.

EWTS

This training environment is not accessible of the Common Access Card (CAC) is not recommended to access EWTS. If you need access to the training environment, please contact your Lead Defense Travel Administrator (LDTA). Refer to the EWTS guide for detailed information on requesting PKI certificates.
INSTRUCTOR-LED MATERIALS
ILT Materials List

Summary

1. Available Instructor-Led Training Materials
2. Updated - Available Web-Based Training Materials
3. DoD Travel Card Program: Available Training
4. Available Training and Training Materials
5. Updated - DoD TDY Travel Policy: Distance Learning Materials (P-115)
6. ILT Materials: DTS Basics
7. Updated - DoD Rental Car Program: Available Training
8. DoD TDY Travel Policy: Available Training
9. ILT Materials: Cancellation Procedures
10. ILT Materials: OCONUS Travel
11. ILT Materials: Group Travel
12. DTS Basics: Available Training
13. DTS Demonstrations
14. DTA MT: Available Training
15. DTS TDY Documents: Distance Learning Materials (T-101)
Download ILT Materials

ILT Materials: Cancellation Procedures

Description
Are instructor-led training materials available to allow service/agency instructors to teach how to handle a Defense Travel System (DTS) authorization when a trip is cancelled?

Answer
Yes.

This class explains the procedures for authorizations that include incurred expenses and for those that contain no incurred expenses. It outlines the procedures that not only help ensure the traveler receives the correct reimbursement, but also prevent additional funds being paid to the traveler or the government after the cancellation.

Select the link to download the materials.
Open Or Save ILT Materials

Do you want to open or save this file?

Name: Cancellation_Procedures_ILT.zip
Type: Compressed (zipped) Folder, 13.2MB
From: www.defensetravel.dod.mil

Open Save Cancel

Cancellation_Procedures_2003.ppt
Cancellation_Procedures_2007.pptx
Cancellation_Procedures_InstructorGuide.doc
Cancellation_Procedures_PartnerGuide.doc
MORE TRAINING RESOURCES
Most Commonly Accessed Manuals

DoD Travel Training and Resource Center

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- **eLearning:** Comprising Web-based training, Distance Learning and Demonstrations.
- **Instructor Resources:** Access to the Enterprise Web Training System and courseware summary for instructors.
- **Reference Materials:** Manuals, quick reference materials, guides and information papers.

Select any of the above links to find more information on training resources.

Training Resources Lookup

To view training by Type, Role, Topic or Series, choose from the appropriate corresponding drop downs below. To view all training resources, leave the criteria blank and click: Submit.

Quick Links and Resources

- DTS Document Processing Manual
- DT & Defense Travel Administrator’s Manual / DTA Manual Appendices
- Financial Field Procedures Guide
- Information on Training for Certifying Officers/Accountable Officials (COA)

Connect 2011

Office of the Under Secretary of Defense (Personnel and Readiness)
Training Resource Lookups

Select any of the above links to find more information on training resources.

**Training Resources Lookup**

To view training by Type, Role, Topic or Series, choose from the appropriate corresponding drop downs below. To view all training resources, leave the criteria blank and click **Submit**.

- **Type:** Reference Materials
- **Role:** Instructor Resources
- **Topic:** Select
- **Series:** Select

Submit

**DTS Defense Travel Administrator’s Manual / DTA Manual Appendices**

**Financial Field Procedures Guide**

**Information on Training for Certifying Officers/Accountable Officials (COL)**

**EVTS** - This training environment is not secure, use of the Common Access Card (CAC) is not recommended to access EVTS. If you need access to the training environment, please contact your Lead Defense Travel Administrator (LDTA). Refer to the EVTS guide for detailed information on requesting PIC certificates.

All courses are offered through Travel Explorer (Trax). To access Trax, users must register through Passport, DTMO's web portal. For instructions on accessing training in Trax, click here.
Resources

DTMO Website
• Access EWTS
• Access eLearning, instructor resources, and reference materials through Training Resource Lookup Tool

www.defensetravel.dod.mil

Travel Explorer (TraX)
• Access e-learning, instructor resources, and reference materials
• Access FAQ through Knowledge Center

www.defensetravel.dod.mil/Passport

Travel Assistance Center (TAC)
• 1-888-Help1-Go (1-888-435-7146)
• Overseas: Use DSN to dial directly
• 24 hours a day/7 days a week
• Submit a Help Ticket through the Tickets section of TraX