Overview of Training Resources

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
- PRI$M
- CTIM Express
- Secure Communications Portal

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Browse Tab

Search Knowledge Center

Search Tips

Search

Topics

Most Popular Answers
- Cost Comparison Worksheet for Constructed Travel
- DTA Manual, Chapters and Appendices
- What receipts are required for travel reimbursements?
- CBA Reconciliation: PowerPoint Presentation
- Where can I find information on DTS training?
- Will I receive training for the proper use of the travel card?
- Available Instructor-Led Training Materials
- What is an Agency Program Coordinator (APC) and how do I locate the one assigned to me?
- Can you change the routing list on a DTS document after it has been created?
- How do I apply for a travel card?
- TAOCO (CCL) Quick Reference Guide
- Why aren't charge card statements and electronic records in DTS valid receipts?
- I want to go on personal leave while on TDY. Can I use the rental vehicle?

Most Recent Topics
- Instructor Guide, Distance Learning Classes, Download Instructor-Led Training, PowerPoint Presentation, Demonstration (82)
- Rate, CTO, Conference Lodging, TDY Location, Rental Cars (77)
- Trip Types, SCT, Special Circumstances, List, Overview Screen (40)
- TAC, Removed, Changes, Organization, Update (137)
- Transportation Allowance Committee Website, Air Mode, Constructed Par (43)
- Civilian Employees, Contract, Transportation Allowance (38)

Knowledge Center Links
- Passport Profile
- Passport Applications
- HOME
- Help Tickets
- Knowledge Center
- Training
- Trip Tools
- Links
- Feedback
# Training Screen

The Training Screen is a web-based application developed by the Defense Travel Management Office, Office of the Under Secretary of Defense (Personnel and Readiness) for official use only.

### Available/Recommended Training

<table>
<thead>
<tr>
<th>Class Name (Recommended)</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programs &amp; Policies - Travel Policies</td>
<td>Web Based</td>
</tr>
<tr>
<td>Travel Card Program Management</td>
<td>Web Based</td>
</tr>
<tr>
<td>Citibank Custom Reporting System - Advanced - Norfolk, VA</td>
<td>Instructor Led</td>
</tr>
<tr>
<td>Citibank Custom Reporting System - Advanced - Washington, DC</td>
<td>Instructor Led</td>
</tr>
<tr>
<td>CITIDirect - Camp Lejeune, NC</td>
<td>Instructor Led</td>
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<tr>
<td>CITIDirect - Norfolk, VA</td>
<td>Instructor Led</td>
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<tr>
<td>CITIDirect - Okinawa, Japan</td>
<td>Instructor Led</td>
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<tr>
<td>CITIDirect - Pearl Harbor, HI</td>
<td>Instructor Led</td>
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<tr>
<td>CITIDirect - San Diego, CA</td>
<td>Instructor Led</td>
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<tr>
<td>CITIDirect - Washington, DC</td>
<td>Instructor Led</td>
</tr>
<tr>
<td>Approval Process for TDY (Route &amp; Review)</td>
<td>Distance Learning</td>
</tr>
<tr>
<td>Budgets in DTS</td>
<td>Distance Learning</td>
</tr>
</tbody>
</table>
WEB-BASED TRAINING (WBT)
# WBT Tab

Below is a screenshot of the WBT Tab within the Defense Travel Management Office's online training portal. The screenshot highlights the 'Web Based' training courses and focuses on 'DTS (Special Topic) - Constructed Travel'.

The portal includes various categories such as 'Available/Recommended Training', 'My Schedule', 'My Completed', 'My Roles', 'Conferences', and 'Info'. The navigation bar at the top includes links to 'PASSPORT PROFILE', 'Help Tickets', 'Knowledge Center', 'Training', 'Trip Tools', 'Links', and 'Feedback'.

**Courses Highlighted:***
- DTS (Special Topic) - Constructed Travel

**Course Details:**
- **Type:** Web Based
- **Description:** Information on how to construct travel within the DTS system for special topics.

**Other Courses:**
- AO/RO - TAGCO (COL)
- AO/RO - The DTS Approval Process
- Citidirect - EAS1
- Citidirect - EAS2
- Citidirect - EAS3
- DTA - DTA Overview
- DTA - Maintenance Tool: An Overview
- DTA - Maintenance Tool: Groups
- DTA - Maintenance Tool: Organizations
- DTA - Maintenance Tool: People
- DTA - Maintenance Tool: Routing Lists
- DTA - Reports
- DTS (Basic) - DTS Travel Documents
- DTS (Special Topic) - Cancellation Procedures
- DTS (Special Topic) - FY Crossover
- DTS (Special Topic) - Group Travel
- DTS (Special Topic) - Itinerary Adjustments

**View Options:**
- View All Available/Recommended
- Only View Recommended
Information Screen

DESCRIPTION

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.

Recommended To: AO, CO, RO, LDTA, ODTA, EDTA, BDTA, CBA

Have you already taken DTA - Reports? Yes
## Launching Classes

<table>
<thead>
<tr>
<th>Class Name (Recommended)</th>
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</tr>
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<tr>
<td>AO/RO - TACQO (COL)</td>
<td>Web Based</td>
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<td>AO/RO - The DTS Approval Process</td>
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<td>DTS (Basic) - DTS Travel Documents</td>
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DISTANCE LEARNING WEBINARS
New DTMO Website – Webinar Schedule

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.

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.

- Distance Learning Schedule

Other Quick Links and Resources:
- DTS Document Processing Manual
- DTS Defense Travel Administrator’s Manual / DTA Manual Appendices
- Financial Field Procedures Guide
- Information on Training for Certifying Officers/Accountable Officials (COI)
- 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.
## Webinar Information On TraX

<table>
<thead>
<tr>
<th>Actions</th>
<th>CLASS NAME (RECOMMENDED):</th>
<th>TYPE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule</td>
<td>Document Processing - Vouchers</td>
<td>Distance Learning</td>
</tr>
<tr>
<td>Schedule</td>
<td>DTA Maintenance Tool - Groups</td>
<td>Distance Learning</td>
</tr>
<tr>
<td>Schedule</td>
<td>DTA Maintenance Tool - Organizations</td>
<td>Distance Learning</td>
</tr>
<tr>
<td>Schedule</td>
<td>DTA Maintenance Tool - Overview</td>
<td>Distance Learning</td>
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<tr>
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<td>DTA Maintenance Tool - People</td>
<td>Distance Learning</td>
</tr>
<tr>
<td>Schedule</td>
<td>DTA Maintenance Tool - Routing Lists</td>
<td>Distance Learning</td>
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<tr>
<td>Schedule</td>
<td>EWTS Setup and Application</td>
<td>Distance Learning</td>
</tr>
<tr>
<td>Schedule</td>
<td>Fiscal Year (FY) Crossover</td>
<td>Distance Learning</td>
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<tr>
<td>Schedule</td>
<td>Itinerary Adjustments</td>
<td>Distance Learning</td>
</tr>
<tr>
<td>Schedule</td>
<td>Lines of Accounting in DTS</td>
<td>Distance Learning</td>
</tr>
</tbody>
</table>
Register For Training

Training Scheduled

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>
<th>Start</th>
<th>End</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>EWTS Setup and Application</td>
<td>Distance Learning</td>
<td>13Apr10</td>
<td>13Apr10</td>
<td>1030</td>
<td>1130</td>
</tr>
</tbody>
</table>

[Launch button]
DEMONSTRATIONS
Watch A Demonstration
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.

- **Type**: Select...

Quick Links and Resources

- Distance Learning Schedule
- DTS Document Processing Manual
- DTS Defense Travel Administrator’s Manual / DTA Manual Appendices
- Financial Field Procedures Guide
- Information on Training for Certifying Officers/Accountable Officials (COI)

This training environment is not compatible with the Common Access Card (CAC). A 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 Material Search On TraX

- Search by Category
  - DTS Instructor Curriculum
  - All Subcategories
  - Traveler
  - Advanced Traveler
  - Routing Official
  - Defense Travel Administrator

- Instructor

499 Answers Available

1. Cost Comparison Worksheet for Constructed Travel
2. DTS TDY Documents: Document Processing Manual
3. DTA Manual, Chapters and Appendices
4. What receipts are required for travel reimbursements?
5. CBA Reconciliation: PowerPoint Presentation
6. Where can I find information on DTS training?
7. Will I receive training for the proper use of the travel card?
8. Available Instructor-Led Training Materials
9. What is an Agency Program Coordinator (APC) and how do I locate the one assigned to me?
10. Can you change the routing list on a DTS document after it has been created?
11. How do I apply for a travel card?
12. TADOO (COL) Quick Reference Guide
13. Why aren't charge card statements and electronic records in DTS valid receipts?
14. I want to go on personal leave while on TDY: Can I use the rental vehicle?
15. Can I access DTS from a public domain via the public Internet?
## ILT Materials List

<table>
<thead>
<tr>
<th></th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Available Instructor-Led Training Materials</td>
</tr>
<tr>
<td>2</td>
<td><strong>Updated</strong> - Available Web-Based Training Materials</td>
</tr>
<tr>
<td>3</td>
<td>DoD Travel Card Program: Available Training</td>
</tr>
<tr>
<td>4</td>
<td>Available Training and Training Materials</td>
</tr>
<tr>
<td>5</td>
<td><strong>Updated</strong> - DoD TDY Travel Policy: Distance Learning Materials (P-115)</td>
</tr>
<tr>
<td>6</td>
<td>ILT Materials: DTS Basics</td>
</tr>
<tr>
<td>7</td>
<td><strong>Updated</strong> - DoD Rental Car Program: Available Training</td>
</tr>
<tr>
<td>8</td>
<td>DoD TDY Travel Policy: Available Training</td>
</tr>
<tr>
<td>9</td>
<td><strong>ILT Materials: Cancellation Procedures</strong></td>
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<tr>
<td>10</td>
<td>ILT Materials: OCONUS Travel</td>
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<td>11</td>
<td>ILT Materials: Group Travel</td>
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<tr>
<td>12</td>
<td>DTS Basics: Available Training</td>
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<tr>
<td>13</td>
<td>DTS Demonstrations</td>
</tr>
<tr>
<td>14</td>
<td>DTA MT: Available Training</td>
</tr>
<tr>
<td>15</td>
<td>DTS TDY Documents: Distance Learning Materials (T-101)</td>
</tr>
</tbody>
</table>
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
MORE TRAINING RESOURCES
Most Commonly Accessed Manuals

DoD Travel Training and Resource Center

- eLearning: Comprising Web-based training, Distance Learning and Demonstrations.

Training Resources Lookup

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Connect 2011
DISCOVER NETWORK ENERGIZE

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

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- **Role:** Instructor Resources

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Financial Field Procedures Guide
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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