

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 formats: Web-based Training, Distance Learning, Demonstrations

Instructor Resources

Defense Travel Administrators, Instructors or Travel Managers can download instructor materials for both classroom and Distance Learning modules and gain access to the Enterprise Web Training System (EWTS)

Reference Materials

Valuable resources including manuals, quick references, guides and information papers that support travel training

- 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

FIND YOUR TRAINING

Training Resource Lookup Tool

- Find your training by Type, Role, Topic, or Series
- Immediate access to Instructor Learning Resources and Reference materials such as manuals, tri-folds, and quick reference guide

Enterprise Web Training System

- Simulates DTS
- Customizable
- Real-time practice environment

Travel Explorer (TraX)

- Access all eLearning resources such as web-based training, Distance Learning and Demonstrations
- Recommends courses based on role
- Immediately launch web-based courses or sign up for a Distance Learning course
- Maintains class schedule and keeps a record of completed training

Training Types

- Web-based training – work at your own pace, anytime any place
- Distance Learning – Interactive course with live instructor (see course schedule for information)
- Demonstrations - Online simulations of DTS functions
- Instructor Resources – Instructor material available for download formatted for formal classroom or web-conferencing presentations

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



*Information current as of 4/2012



DEFENSE TRAVEL MANAGEMENT OFFICE
The DoD Center for Travel Excellence

www.defensetravel.dod.mil