



## DTMO DISTANCE LEARNING COURSE SYNOPSIS

- Class dates are found in TraX under Training (View All); all times are **Eastern**; new dates are added monthly
- 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:** Twice per 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 Assessment 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. DTAexperienced 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:** DTAexperience 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 regularly to highlight changes** 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:** DTAexperience and DTA Maintenance Tool familiarity recommended, but not required.

**OFFERED:** Monthly

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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

### **F300: Managing Travel Card Misuse (30 minutes)**

This course covers the actions required by commanders, directors, and supervisors of Government Travel Charge Card (GTCC) holders and Agency Program Coordinators (APCs) when travel card misuse is suspected. The course defines GTCC misuse and outlines what should be done to minimize and detect it. It also outline actions which can be taken when GTCC misuse is suspected, and when misuse is proven.

This content is targeted to assist DoD commanders, directors, and supervisors of Government Travel Charge Card (GTCC) holders and Agency Program Coordinators (APCs). APCs may attend, but their duties are not covered in depth. APC duties are outlined in detail in the GTCC Regulations

**PREREQUISITES:** Participants currently serve as commanders, directors or supervisor of GTCC Users or APC; or are APCs.

**OFFERED:** Monthly

## **POLICY**

### **P200: *REVISED* JTR Module A (1 hour)**

This is the first in a new in a series of classes that review the content of the rewritten Joint Travel Regulations (JTR). Module A covers the JTR Introduction, Chapter 1: General Policy and Chapter 2: Standard Travel and Transportation Allowances. Instructors will review general administrative information about the JTR and official travel. The bulk of the class aims to clarify the allowances most travelers receive when they undertake official travel.

Module A will begin in May 2017. Eventually this series may include four unique modules.

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

**PREREQUISITES:** None

**OFFERED:** Monthly

### **P205: *REVISED* JTR Module B (1 hour)**

This is the second in a series of classes that review the content of the rewritten Joint Travel Regulations (JTR). Module B focuses on JTR, Chapter 3: TDY Travel. This review covers how TDY travel and transportation allowances differ from the standards introduced in Chapter 2; based on the reason for travel. Since Chapter 3 covers some 80 trip types, Module B focuses on how to interpret the average trip type entry. It also provides key information about the most frequently used travel types

Module B will begin in June 2017. Eventually this series may include four unique modules.

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

**PREREQUISITES:** Completion of P200 JTR Module A is strongly recommended

**OFFERED:** Monthly

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**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