



Travel Certificate Program Who is My Endorser ?

This document is intended to provide general information related to identifying an applicant's endorser, by component. For more information about the Travel Certificate Program, see the [Travel Certificate Program Guide](#).

I. Overview of Travel Certificate Program

The Travel Certificate Program is a knowledge, skill, and assessment-based professional development program to validate the capabilities of personnel who manage travel for the Department of Defense. This program is designed to be a comprehensive, travel manager program that assists in standardization of knowledge and skills across the Department. The [Travel Certificate Program Guide](#) provides additional information on the benefits of the program, stakeholder engagement, and delves into the details of the program.

For each role-based certificate, individuals must submit an application identifying their supervisor and endorser, complete the required curriculum to include developmental activities, receive endorsement at the organizational level, and pass all assessments. Each certificate has a unique, established timeframe for completion.

II. Who is my Endorser for the *Authorizing Official Certificate*?

The endorser should be a travel subject-matter-expert, with extensive DTS experience. This individual may be known as the Lead/Organizational Defense Travel Administrator (LDTA) at their agency, site or major command, though components may provide alternate guidance for the specific endorser role.

Check with your chain-of-command for specific guidance on who, specifically, should fill the role as an endorser for an Authorizing Official.

III. Who is my Endorser for the *Defense Travel Administrator Certificate*?

The endorser should be a travel subject-matter-expert, with extensive DTS Program Management experience. This individual may be known as the Lead Defense Travel Administrator (LDTA) at their agency, site or major command, though components may provide alternate guidance for the specific endorser role.

General guidelines are provided for each component below, though check with your chain-of-command for specific guidance and coordinate with your potential endorser prior to filling out the application.

USA: DTAs supporting travel at the unit/organizational level should identify their LDTA within their chain of command as their endorser. LDTAs should identify their Command LDTA(s) or DTS POC(s). Command LDTAs/ DTS POCs should contact the Defense Travel System Management Office at dfas.bean.jft.mbx.in-army-dts-inquiries@dfas.mil for assistance.

USN: DTAs supporting travel at the unit level should identify their MAJCOM LDTA for their administrative chain-of-command. Each MAJCOM LDTA should identify the travel expert within their operational or administrative chain-of-command. For specific questions, contact Navy DTS PMO at: navsup_navy_dts_pmo@navy.mil or by calling: 717-605-9367 and leave a message.

USMC: USMC: Organizational Defense Travel Administrators (ODTAs) providing travel support at the unit level shall identify their supporting Lead Defense Travel Administrator (LDTA) as the endorser. For specific questions, contact your Tier II Help Desk or the USMC DTS Help Desk at: DTS_USMC@MCW.USMC.MIL .

USAF: Organizational DTAs supporting travel at the base- or site-level should identify their LDTA as their endorser. LDTAs should identify their applicable major command or AF Installation and Mission Support Center (AFIMSC) Travel POC. Major command travel POCs should list their endorser as the POC at the AF DTS Office. For specific questions, contact USAF JB A-NAFW 89 AW List AF/DTS usaf.jbanafw.89-aw.list.afdts@mail.mil .

Defense Agency: DTAs supporting travel within an agency level should identify their LDTA or DTS POC within their agency as their endorser. The LDTA should identify their agency Travel Manager as an endorser. If an applicant above this level is interested in a certificate, contact your OSD sponsor or dodhra.mc-alex.dtmo.list.agency---jcom-liaison@mail.mil .

(Local Level Support/Help Desks contacts can be found at:
<https://www.defensetravel.dod.mil/site/localSupport.cfm>)