



Travel Certificate Program New-to-Endorsing Fact Sheet

This document is intended to provide an overview for a new endorser. For additional information on the Travel Certificate Program, please refer to the [Travel Certificate Program Guide](#).

I. Overview

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.

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.

The [Travel Certificate Program Guide](#) provides additional information on the benefits of the program, stakeholder engagement, and delves into the details of the program.

Summary of Endorser Responsibilities

1. **Accept** a candidate into the certificate program. (Accept in the Travel Explorer, Endorser Dashboard)
2. **Validate** organizational knowledge, while monitoring a candidate, as required
3. **Endorse** candidate (within your dashboard.)

II. Endorser – General Definition

As an endorser, you are the individual who is part of the applicant's organization or chain of command who agrees to monitor a candidate and ensure they have fulfilled the organization requirements for knowledge as listed on the *Organizational Knowledge Checklist**. As an endorser, you play an important part in the candidate's travel knowledge development.

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.

(*Note: The checklist is in the TCP Guide, Appendix C.)

III. First-Time Endorser Preparation

- Understand the overall Travel Certificate Program. ([TCP Guide](#))
- Review the certificate details for which you are asked to be an endorser. The details of this certificate are listed in the TCP Guide, Appendix A. (*Note: Initially, all endorsers will be for the DTA Certificate since that is currently the only one offered.*)
- Familiarize yourself with the *Organizational Knowledge Checklist*.
- Maintain a Travel Explorer (TraX) account. If you do not have an account, go to TraX (www.defensetravel.dod.mil/passport) to register using the same email address where you received the email titled, "TCP Action: Application Approval Pending."
- Review the Endorser Dashboard functionality. (Either by viewing Appendix D in the TCP Guide or viewing the actual dashboard in TraX.)

IV. Endorser's Responsibilities

- Regularly review **Pending Applications** and take appropriate action*.
- Regularly review **Pending Extensions** and take appropriate action*.
- Regularly review **Pending Endorsements** and coordinate sessions with your candidates to share/validate organizational knowledge.
- After you have validated organizational knowledge, indicate "endorse"* for the candidate(s).
- Monitor your candidates' progress through their program.
- If required, assist your candidate with completion of the Developmental Activity (DA.) You can find out more about the activity by attending the class titled, *Developmental Activity Prep* or by reviewing the class materials.
(http://www.defensetravel.dod.mil/Docs/Training/InstMat/D305_Troubleshooting_and_Prevention_for%20DTAs.zip)

* Complete these actions within the Endorser Dashboard.