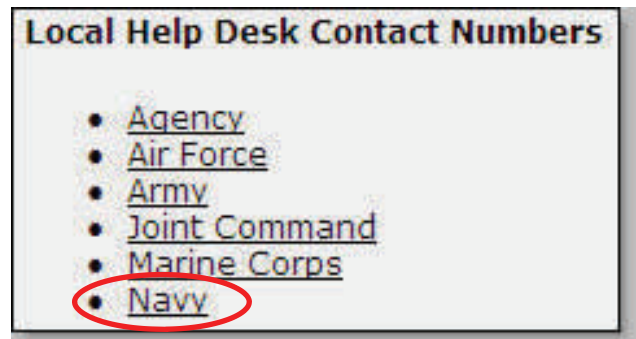


Information Paper:

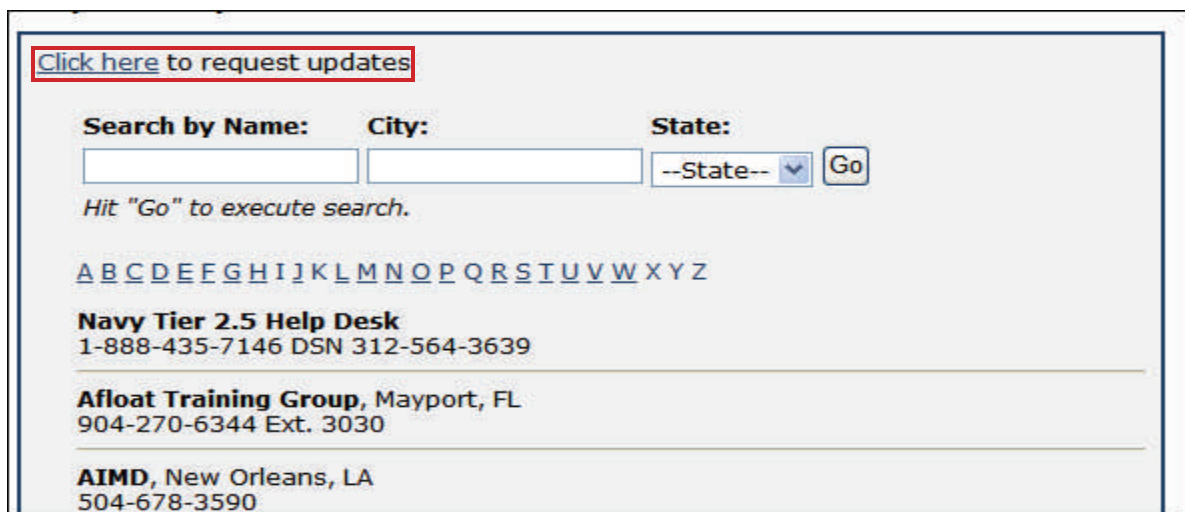
How to Update Local Help Desk Point of Contact (POC) Information

1. To update Local Help Desk Point of Contact (POC) information, access the DTMO Travel Assistance webpage by using the following URL: http://www.defensetravel.dod.mil/Sections/HD_Main.cfm.

2. The Local Help Desk Contact numbers are located under the *Local Level Support* section. To update the Help Desk information for your agency or service, select the appropriate link.



3. After selecting the appropriate agency or service, the *Local Help Desk Contact List* for the selected agency/service will open.



4. To update or provide new help desk phone numbers and/or email addresses, select **Click here to request updates**.

5. Complete all the fields with updated information and click **Submit**. Your submission will be routed to the Customer Support Team for verification. This form should not be used to submit help desk issues or concerns.

Help Desk Updates

Use this form to request updates to the Tier 2 Help Desk Contact List. Do not use this form for technical questions about DTS or for issues concerning the website.

Please enter your contact information below.
Required fields are marked with an asterisk().*

Name *:

Email Address *:

Phone:

Enter information for the Major Command you wish to update.

Service/Agency *:

Major Command *:

Phone *:

Email Address:

Note: email address must be generic; personal email addresses will not be listed.

Comments:

Notes:

1. Please include the commercial phone number along with DSN extension. For example: 703-696-XXXX, (DSN) 426-XXXX.
2. If you are submitting an email address, please make sure it is a work email address. We are unable to display personal email addresses on the website.