



DTMO DISTANCE LEARNING COURSE SYNOPSIS

POLICY

P-115: Travel Policy while TDY (1 hour)

This course provides an overview of TDY travel policy as defined by the Joint Federal Travel Regulations/Joint Travel Regulations. TDY travel policy is reviewed with an emphasis on common mistakes made by travelers. The course also reviews Authorizing/Reviewing Official responsibilities related to monitoring travel policy.

PREREQUISITES: None

OFFERED: Monthly

TRAVELER COURSES - INTRODUCTORY

All T-100 series courses include basic or introductory material for the traveler and the Non-DTS Entry Agent (NDEA). Approving officials and DTAs should find the courses helpful if they have no prior DTS experience.

T-101: TDY Authorization (1 hour)

This course provides a step-by-step demonstration of how to create a simple authorization using DTS. The instructors will review preparation of a simple TDY itinerary, making travel reservations, request CTO assistance, enter pre-trip expense estimates and how to enter or adjust per diem entitlements.

PREREQUISITES: None

OFFERED: Monthly

T-102: TDY Vouchers (1 hour)

This step-by-step demonstration covers how to create a voucher from an approved DTS authorization. The instructor will review how to add new expenses and how to edit pre-travel estimated expenses. Creation of a local voucher is also demonstrated as a part of this course

PREREQUISITES: T-101

OFFERED: Monthly

TRAVELER & APPROVING OFFICIAL COURSES

All courses in the T-200 series include intermediate level material appropriate for the traveler and Non-DTS Entry Agents (NDEA). It is recommended that the Authorizing Official (AO) also take these courses since all traveler actions ultimately require AO evaluation and/or approval. It is ultimately the AO's responsibility to determine if a traveler's request or action is appropriate, and complies with DoD TDY policy guidelines.

T-200: Constructed Travel (1 hour)

Constructed travel is used to compare costs when the traveler is requesting approval to use a non-standard mode of travel. Participants will learn how to access and build a Constructed Travel Worksheet. The instructor will also discuss the AO's approval options (i.e.: "limited" and "full"). **PREREQUISITES: T-101 and T-102 or equivalent DTS training**

OFFERED: Every other month

T-205: Trip Cancellation (1 hour)

An improperly cancelled DTS travel document can cost individuals and organizations extra time and money. Travelers, Non-DTS Entry Agents and routing officials (including AOs) will all benefit from this review of the correct process to cancel a trip in DTS.

PREREQUISITES: T-101 and T-102 or equivalent DTS training

OFFERED: Every other month

T-210: TDY Adjustments and Amendments (1 hour)

Changing an itinerary or a reservation after an authorization has been created in DTS can be a tricky process. The goal of this class is to simplify the process so travelers and Non-DTS Entry Agent can efficiently manage documents to correctly reflect projected or actual trip dates and reservation changes. The instructor will review the differences between adjustments and amendments and the impact of both to the approval process.

PREREQUISITES: T-101 and T-102 or equivalent DTS training

OFFERED: Every other month

T-215: Personal Leave with Official Travel (PLOT) (1 hour)

PLOT or Personal Leave with Official Travel is the designation used any time a traveler attaches personal time to a TDY. Participants will be shown how to correctly reflect and calculate per diem expenses within a DTS document for days of leave taken in conjunction with official travel. **PREREQUISITES: T-101 and T-102 or equivalent DTS training**

OFFERED: Every other month

T-220: OCONUS Travel (1 hour)

Using DTS while traveling OCONUS, can provide unique challenges. This course is appropriate for travelers, Non-DTS Entry Agents, and Authorizing Officials. Instructors will review using DTS to manage currency exchange, and how to deal with itinerary and reservation issues when crossing the International Date Line. The use of foreign airlines is also covered along with the proper management of reservations that must be handled by a third party for security or diplomatic concerns.

PREREQUISITES: T-101 and T-102 or equivalent DTS training

OFFERED: Every other month

T-230: SPECIAL CIRCUMSTANCES TRAVEL (45 minutes)

This course will provide instruction on how to use the new DTS Trip Type; Special Circumstances. Information will be provided on eligibility requirements for trips, entitlements for different trip types, and an in-depth explanation of how the inclusion of SCT has changed DTS.

PREREQUISITES: T-101 and T-102 or equivalent DTS training

OFFERED: One course every other month

APPROVING OFFICIAL COURSES

Any class with an "A" designation has been specifically designed as a basic or introductory class for a DTS Approving Official and is not appropriate for travelers.

A-100: TDY Approval Process (1 hour)

Class is designed to teach new Approving, Authorizing and Routing Officials the fundamentals of managing the route and review process within DTS. Content includes proper use of the DTS electronic stamps and the consequences of the application of various stamps to a document. . Instructors will also review how to delegate reviewing and approving authority

PREREQUISITES: T-101 and T-102 or equivalent DTS training

OFFERED: Monthly

DEFENSE TRAVEL ADMINISTRATOR COURSES

DTAs handle various task management and set-up functions within DTS. They may create organizations and groups within DTS to control the travel approval processing. They are responsible for maintenance of routing lists, register personnel to use DTS by setting up personal profiles, and accept or release personnel as transitions occur.

Each course within the distance learning “D” series covers one specific function of the tool. After attending the D-100 overview course the remaining courses may be completed in any order. It is not appropriate for travelers, NDEAs, or routing officials (including AOs) to attend these courses as these persons normally will not have the necessary DTS permissions to access the Maintenance Tool.

Some organizations may refer to their DTA’s as a Lead Defense Travel Administrator (LDTA), an Organizational Defense Travel Administrator (ODTA) or a Finance Defense Travel Administrator (FDTA).

D-100: DTA Maintenance Tool – Overview (1 hour)

Open to any DTA, this overview provides general information on how to utilize all of the DTS Maintenance Tool resources. The instructor will discuss appropriate distribution of DTS permission levels including how they safeguard data through controlled access.

PREREQUISITES: None

OFFERED: Once every other month

D-105 DTA Maintenance Tool – Organizations (1 hour)

DTS uses a structure of organizations as a path to guide electronic document routing, accounting, and reporting. The course reviews how to manage organizations using the DTA Maintenance Tool. The instructor will cover the following organization related topics:

- Organizational hierarchy, structure and naming sequences Searching for an organization
- Copying an existing organization to create a new organization,
- Creating a new organization, as well as updating and deleting organizations,
- Viewing organization lists and reports
- Reassigning personnel to organizations

PREREQUISITE: D-100

OFFERED: Once every other month

D-110 DTA Maintenance Tool – Groups (1 hour)

In DTS, a group is an electronic list of traveler names used by DTAs to manage traveler documents. The Group feature within DTS allows users with appropriate permission levels access each group member’s profile and travel documents at any time. This course covers the following topics:

- Creating, deleting and searching for groups
- Organization ownership of a group
- Assigning travelers to a specific group
- Creating global and individual group membership rules
- Searching, removing, and adding individual group members.
- Updating a users’ group access

PREREQUISITE: D-100

OFFERED: Once every other month

D-115 DTA Maintenance Tool – Routing Lists (1 hour)

In DTS, authorizations, vouchers from authorization (referred to as vouchers), and local vouchers move electronically from the traveler along a chain of Routing Officials (ROs) before final approval is applied by the AO. In order for an individual to receive permission to travel or reimbursement for travel, each RO on a routing list must perform specific assigned tasks. . This chain of task driven officials is referred to as a routing list. This course covers the following topics:

- Searching for, creating, copying, deleting and modifying routing list,
- Defining default and conditional routing lists and adding routing list elements
- Executing global edits to a routing list Understanding DTS status stamps
- Creating a list of routing lists and viewing a delegated authority list

PREREQUISITE: D-100

OFFERED: Once every other month

D-120 DTA Maintenance Tool – People (1 hour)

DTAs use the people tool in DTS to manage the personal information of all users assigned to their organizations. With the people tool, DTAs can update personal profiles for existing users, create new user profiled, accept new users into the organization and delete users.

This course covers the following topics:

- Entering and updating personal information,
- Searching for people and viewing groups,
- Creating and updating personal profiles including assigning permission levels
- Updating GTCC information
- Receiving, detaching, deleting and removing a person from an organization

PREREQUISITES: D-100

OFFERED: Once every other month

D-200: Reorganization Tool in DTS (1 hour)

This course is only recommended for staff from sites planning a major reorganization or for staff from sites that have recently completed reorganization. It is most appropriate for the Lead DTA because the content focuses on how to move all the various aspects of one organization into a new or different organization. The instructor will review reorganizational management of routing lists, groups, people, lines of accounting, and budgets.

PREREQUISITES: D-100

OFFERED: Twice annually; April and July

D-205: Enterprise Web Training System (EWTS) (45 minutes)

Course will review the purpose and value of the EWTS environment as a practical training resource. Information is provided on how to request PKI certificates (which must be used for access), as well as suggestions on how to use the system for training.

PREREQUISITES: None

OFFERED: Quarterly

FDTA and TRANSPORTATION OFFICER COURSES

Classes in the "F" series are specifically designed for Finance Defense Travel Administrators and Transportation Officers. These classes are introductory and only cover the basics of how to set up and use DTS finance tools.

F-100: Lines of Accounting (1hour)

This course reviews the basics of creating, adjusting, and deleting lines of accounting using the DTA Maintenance Tool.

PREREQUISITES: D-100

OFFERED: Quarterly

F-101: Budgets (1hour)

The Instructor will review the basics of creating, adjusting, and deleting budgets within DTS.

PREREQUISITES: D-100

OFFERED: Quarterly

F-105: Debt Management Monitoring (1.5 hours)

The content presented by the instructor is designed to guide the Debt Management Monitor or the Finance Defense Travel Administrator (FDTA) through the basics of tracking Due US documents in DTS from the point where a debt is identified to the point where it is resolved.

PREREQUISITES: None

OFFERED: Quarterly

F-200: Centrally Billed Accounts Reconciliation Overview (1.5 hours)

CBA Specialists (formerly referred to as TOs or Transportation Officers) and DTAs assigned to work with centrally billed accounts are required to reconcile all CBA invoices on a monthly basis. Instructors will review proper use of the DTS Centrally Billed Accounts Reconciliation module for this function.

PREREQUISITES: None

OFFERED: Quarterly

F-205: Centrally Billed Accounts Reconciliation Application (1.5 hours)

Instructors will provide detailed examples of best practices in the use of the CBA Reconciliation module and its various functions. Trouble shooting techniques will also be covered. The course goal is to provide Transportation Officers and/or CBA specialists with the knowledge needed to successfully manage the CBA module prior to actual initiation of any actions.

PREREQUISITES: F-200

OFFERED: Quarterly

F-210: FY Crossover (1 hour)

Instructors will provide an overview of the fiscal year changeover process for local Finance Defense Travel Administrators (FDTAs) and Budget Defense Travel Administrators (BDTAs). Any changes to DTS impacting organizational implementation of the FY Crossover will be highlighted. The course always includes a brief review of the lines of accounting or LOA rollover and copy functions, as well as information on how to set up associated budgets for the new fiscal year.

PREREQUISITES: None

OFFERED: Four sessions annually; during the 4th quarter and the beginning of the 1st quarter