

# Defense Travel Management Office



## About the DTMO

The DTMO was established in February 2006 to consolidate and improve commercial travel oversight and management within the Department of Defense (DoD).

## Mission

Serve as the single focal point for commercial travel within the Department of Defense. Establish strategic direction, set policy, and centrally manage commercial travel programs.

## Vision

Reshaping the Defense Travel Enterprise Through Results-Oriented Innovation

## Guiding Principles

Trust the Traveler  
Travel Accountability  
Results-Oriented Innovation  
World Class Travel Management  
Simple Travel Solutions



The Department of Defense  
Office of the Under Secretary of Defense  
(Personnel and Readiness)

[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

# On-Site Travel Training Services

## Overview

Travel Training Services are now available for delivery at your location. For a flat fee\* you will receive:

- ◆ Two instructors
- ◆ Four days of training to include any combination of the courses offered (see course list below)

\*Cost includes TDY travel costs. Different rates apply for CONUS and OCONUS locations.

## Benefits

- ◆ Hands-on instruction
- ◆ Courses offered at any CONUS/OCONUS location
- ◆ Schedule classes to meet your requirements
- ◆ Reduces employee time away from work
- ◆ Eliminates employee travel expenses
- ◆ Ideal for group sessions

## Courses Offered

- ◆ **Introduction to Defense Travel Administration [3 days]** – Provides instruction on Organizational Defense Travel Administrator (ODTA) functions (e.g., updating people and routing lists). *Recommended Audience: New Defense Travel Administrators (DTAs)*
- ◆ **PowerPack: How to Effectively Train Your Travel Community [1 day]** – Provides preparation guidelines and training strategies for instruction of DTS to others. *Recommended Audience: DTAs/Trainers*
- ◆ **Advanced Topics in Defense Travel Administration [1 day]** – Focuses on best practices, reports, cancellation procedures, help desk support, trouble-shooting and Commercial Travel Office communications. *Recommended Audience: Experienced DTAs/Local Help Desk Representatives*
- ◆ **Traveler Training [3 hours]** – Provides instruction on creating and signing an authorization, voucher, and local voucher. *Recommended Audience: Travelers*
- ◆ **Authorizing Official/Reviewing Official Training [2 hours]** – Provides a comprehensive overview of the responsibilities and fiscal liabilities of the Authorizing Official/Reviewing Official. *Recommended Audience: Authorizing Officials/Reviewing Officials*

## How it Works

Please send an email to DTMO Training at [DTMOtraining@dtmo.pentagon.mil](mailto:DTMOtraining@dtmo.pentagon.mil) with your name, contact information, location and preferred dates for training. Training should be scheduled at least 45 days prior to the actual training.

## Additional Information

For more detailed course descriptions, technical requirements, and fees visit [www.defensetravel.dod.mil](http://www.defensetravel.dod.mil) or email at [DTMOtraining@dtmo.pentagon.mil](mailto:DTMOtraining@dtmo.pentagon.mil)

\*\* On-site Travel Training Services was formerly known as Optional Services Catalog.

*The DoD Center for Travel Excellence*

