

TRAVEL TRAINING PROGRAM

OVERVIEW

The Defense Travel Management Office (DTMO) provides a comprehensive set of resources for Military Services and Defense Agencies to conduct Defense travel training for all users and administrators.

TRAINING RESOURCES

E-Learning

Training is available in the following eLearning formats:

- Web-based Training – Work at your own pace anytime, any place
- Distance Learning – Interactive course with live a instructor

Instructor Resources

- Materials available for travel instructors
- Classroom and Distance Learning versions available
- Gain access to the Enterprise Web Training System (EWTS)

Reference Materials

- Valuable resources include manuals, guides, information papers, and tri-folds

• Available training series:

- DTS Basics
- DTS Special Topics
- DTM Introduction Sessions
- Authorizing/Reviewing Official
- Defense Travel Administrator
- Finance Defense Travel Administrator
- Programs and Policies

- Use the *Training Resources Lookup Tool* to search training by type, role, topic or series - Go to: www.defensetravel.dod.mil/site/training.cfm

The screenshot shows a search form with four dropdown menus labeled 'Type:', 'Role:', 'Topic:', and 'Series:'. Each dropdown menu has a 'Select...' option and a small blue question mark icon next to the 'Role:' dropdown.

Training Resources Lookup Tool

- Find your training by Type, Role, Topic or Series
- View eLearning course description
- Get easy and immediate access to Instructor Resources and reference materials such as manuals, guides, information papers, and tri-folds



TraX

- Launch web-based courses (24/7 availability)
- Sign-up for Distance Learning courses and view schedules
- View recommended courses based on role and completed training



Enterprise Web Training System (EWTS)

- Real-time practice environment
- Simulates DTS
- Customizable

All travel training resources are available through TraX. To access TraX, register through Passport, DTMO's web portal at www.defensetravel.dod.mil/Passport



DEFENSE TRAVEL MANAGEMENT OFFICE
The DoD Center for Travel Excellence

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www.defensetravel.dod.mil