



DTMO DISTANCE LEARNING COURSE SYNOPSIS

- Class dates are found in TraX under Training (View All); all times are **Eastern**; new dates are added monthly
- Unless otherwise noted, the content of these courses is not available in TraX via a WBT module

DEFENSE TRAVEL ADMINISTRATOR (DTA) COURSES

D205: EWTS (Enterprise Web Training System) Setup & Application (1 hour)

The Enterprise Web Training System (EWTS) is a free training resource that simulates the live version of DTS. It should be used as the primary resource for teaching DoD travelers to use DTS. EWTS users can practice creating documents without creating live reservations or expending real organizational funds. To maximize the training experience, components customize EWTS to replicate their local organizational hierarchy.

This course covers the purpose and value of EWTS and gives suggestions for using it as a training tool for both new and experienced travelers. Participants learn how to properly request, and manage PKI certificates which are the keys that must be used to access EWTS. And they learn how to create training plans using EWTS.

The course is most appropriate for Lead Defense Travel Administrators (LDTAs) and trainers responsible for coaching others to use DTS. **Travelers should not attend** as they are not authorized to request EWTS certificates. Travel Certificate Program (TCP) Candidates for the DTA certificate should take the course before starting their Developmental Activity. For more information on the TCP-AO program, see the DTMO website or TraX.

PREREQUISITES: Basic knowledge of DTS and local authority to request EWTS certificates; or approved TCP-DTA Candidate status

OFFERED: Monthly

POLICY

P300: Travel Policy Compliance Tool Administration (1 hour)

This course provides basic instruction on the functional aspects of the Travel Policy Compliance Tool. This tool reviews paid DTS vouchers to identify specific violations of DoD travel policy. The majority of class time is dedicated to a demonstration of functionality. The instructor will also explain how to assist travelers and Authorizing Officials (AOs) who are listed on documents that have been identified as having policy violations.

This class is most appropriate for Compliance Tool Administrators (CTAs) who are individuals designated by their component to administer the Travel Policy Compliance Tool. Individuals who manage travel but who are not currently working with the tool are welcome to attend. This course is not appropriate for travelers.

PREREQUISITES: None

OFFERED: Monthly