Information Paper:

Update Local Level Support Contact

Introduction

The Lead Defense Travel Administrator (LDTA) for your site is typically responsible for local level support. As the subject matter expert, the LDTA will be able to provide direction on local business rules governing travel for your organization.

Update Local Level Support

To update your local level support information, begin on the DTMO Local Level Support screen (Figure 1).

Figure 1: Local Level Support Screen

1. Select the Update your Local Level Support Contact Information link. The Local Level Support – Request Update screen opens (Figure 2).
Figure 2: Local Level Support – Request Update Screen

2. Fill out all required fields on the form. Required fields have a red asterisk (*) beside them.

3. After you complete the required fields, scroll down to the Action Required drop-down menu (Figure 3).
Choose the action required, then fill in the **Enter Text Below** field with the letters shown on the screen (Figure 2).

4. Select **Submit**. The DTMO will process your request and update the website within a week of your submission. If we require any clarification, we will contact you.