

DEFENSE TRAVEL SYSTEM REQUIRED ON-LINE TRAINING CLASSES 2021

(Please See Note 1 for Changes to Required DTS Training)

Reference: MCO 4650.39A, Defense Travel System

Note 1:

- ✓ In accordance with HQMC's (RFF) direction on 12/10/2020, required DTS training shall be completed prior to DTS appointments and then **every three years for refresher training**. This is a change from the previous "every year" (annual) training requirement listed in the reference.
- ✓ However, Approving Officials and Certifying Officials must still complete, annually, the following class: **AO/RO - Training for Accountable Officials and Certifying Officers (Annual COL Refresher)**

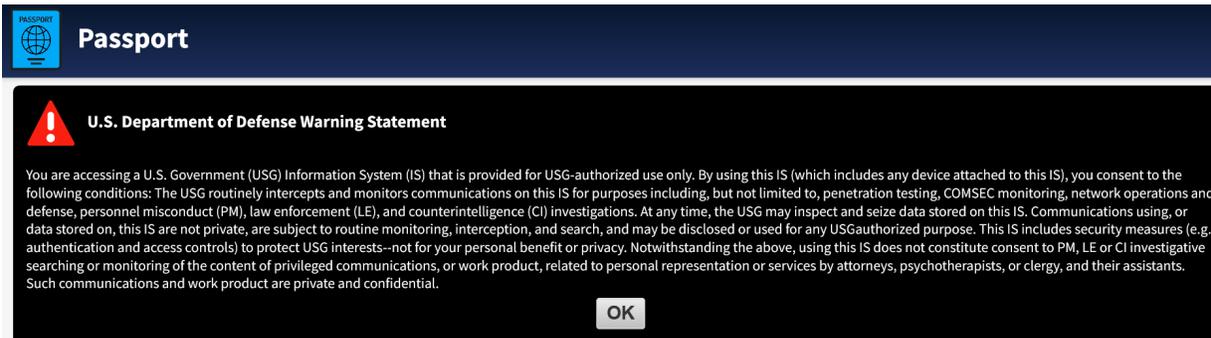
Note 2: MCO 4650.39A lists requirements for additional DTS roles not listed below.

1. DTS TRAINING WEBSITE

a. The DTMO website "**Travel Explorer (TRAX)**" provides important Defense Travel System information and training classes for DTS Travelers and DTS Officials. The TRAX provides many on-line training classes for all DTS personnel to include but not limited to Travelers, NDEAs, ODTAs, ROs, and AOs. See below paragraphs 1 through 6 for required on-line DTS classes. You may access that web site by completing the following steps:

b. a. Enter the web link: <https://www.defensetravel.dod.mil/Passport/>

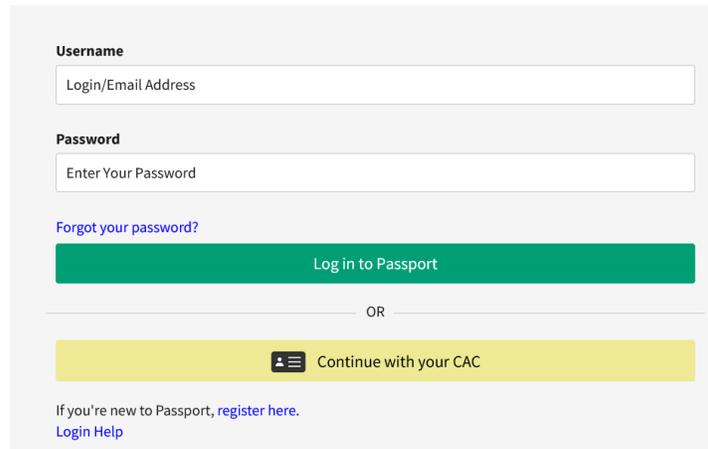
c. Click **OK**:



d. Then, enter the TRAX training module through the below login options:

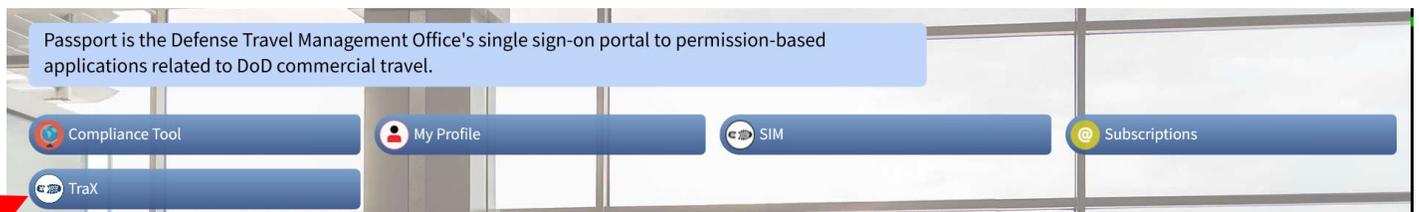
Continue





A screenshot of the Passport login interface. It features a 'Username' field with the placeholder 'Login/Email Address', a 'Password' field with the placeholder 'Enter Your Password', and a blue link for 'Forgot your password?'. Below these fields is a green 'Log in to Passport' button. Underneath is an 'OR' separator and a yellow button labeled 'Continue with your CAC' with a small icon. At the bottom, there is a link for 'Login Help' and a note: 'If you're new to Passport, register here.'

e. Select TRAX:



REQUIRED DTS ON-LINE TRAINING

1. TRAVELERS

- a. **DTS (BASIC) - DTS TRAVEL DOCUMENTS (101)**
- b. **Programs & Policies - Travel Card Program (Travel Card 101) [Mandatory]**

Note: Complete both courses, save the certificates, email them to the DTS Tier I Help Desk

2. NON-DTS ENTRY AGENTS (NDEA)

- a. **About DTS**
- b. **PROGRAM & POLICIES – TDY TRAVEL POLICIES (101)**
- c. **DTS (BASIC) - DTS TRAVEL DOCUMENTS (101)**
- d. **Non-DTS Entry Agent**

3. **Routing Official (RO)**

- a. About DTS
- b. PROGRAM & POLICIES – TDY TRAVEL POLICIES (101)
- c. The DTS Approval Process
- d. US Government Rental Car Program
- e. City Pair Program
- f. DTS (BASIC) - DTS TRAVEL DOCUMENTS (101)

4. **Approving and Certifying Officials (AO/CO)**

a. Approver (COL/TAOCO) - Initial TAOCO (COL) Training

(1) This class must be completed by all AOs and COs prior to completing the “Annual COL Refresher” class.

(2) If the Initial COL class was completed during past years, then annually, only the “Annual COL Refresher” class is required. However, the Initial COL training certificate still must be provided to this office (Tier II Help Desk).

- a. Approver (COL/TAOCO) - Annual TAOCO (COL) Refresher Training, when applicable
- b. DTS TRAVEL DOCUMENTS (101)
- c. Programs & Policies - Travel Card Program (Travel Card 101) [Mandatory]

5. **Organizational Defense Travel Administrator (ODTA)**

- a. DTA Maintenance Tool: An Overview
- b. DTA Maintenance Tool: Groups
- c. DTA Maintenance Tool: Organizations
- d. DTA Maintenance Tool: Routing Lists
- e. DTA Maintenance Tool: People
- f. Reports
- g. DTS TRAVEL DOCUMENTS (101)
- h. PROGRAM & POLICIES – TDY TRAVEL POLICIES (101)

6. **FDTA**

- a. **DTA Maintenance Tool: An Overview**
- b. **Reports**
- c. **Budgets/Lines of Accounting**
- d. **PROGRAM & POLICIES – TDY TRAVEL POLICIES (101)**
- e. **COL Training**

7. **Debt Management Monitor**

- a. **About DTS**
- b. **DTS TRAVEL DOCUMENTS (101)**
- c. **COL Training**
- d. **Debt Management Monitor**