TRAINING FOR REVIEWERS

TRAX TRAVEL EXPLORER

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- Registering:
  - Access DTS
    - http://www.defensetravel.osd.mil
  - Select TraX Travel Explorer in the lower left corner of the log in page

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Select Trax Travel Explorer

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- Registering in DTMO Passport
  - Select → Register
  - Complete registration form
    - Log in e-mail
    - First Name
    - Last Name
    - Service/Agency (drop down)
    - Duty Station/Site Name (drop down)
    - Employment type (drop down)
    - Alternate e-mail – please leave blank
    - Primary Phone Number
  - Return to Login Screen

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Select Register

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- DoD Travel Explorer Home
  - Once you have logged in, select Training from the top page markings
  - Then select My Roles
  - Select both of the below options:
    - ○ ☐ I have a Travel Card
    - ○ ☐ I am a DoD Traveler and/or I use DTS
    - ○ View Recommended Training
  - The list of training provided, is specific to the roles that you selected above.

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Select Training

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Select My Roles

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Check the Two boxes and click View

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- DTS Training Requirements for all Reviewers:
  - DTS (Basic) – About DTS
  - DTS (Basic) – DTS Travel Documents
  - DTS (Special Topic) – Constructed Travel
  - Programs & Policies – City Pair Program
  - Programs & Policies – Rental Car Program
  - Programs & Policies – Travel Card Program (Travel Card 101)
  - Programs & Policies – Travel Policies
- Members are expected to complete the required training within 30 days of being received in DTS

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The list of training is based upon your rolls that you selected.

All training is required, and certificates are to be provided to IBF for submission to AR.

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- Completion of Training
  - Once all required is completed, please submit a copy of the certificates to IBF for submission to AR for their files.
- POC's for this action is:
  - Carolyn Dickinson – ODTA, Intel Dept
    - (703) 614-4868
    - E-mail: carolyn.dickinson@usmc.mil
  - Chris Brown – ODTA, AR Div
    - (703) 614-1970
    - E-mail: christopher.j.brown4@uscm.mil