



# Defense Travel System ODTA Training





# Objectives

- Intro
- Support and Help
- Adding a New Traveler
- Transferring and Deleting Travelers
- Changing Routing Lists
- Reorganizations
- Questions



# DTS

## Support & HELP

### Resources



***Defense Travel System***



# DTS Model

- Self-support
- WWW resources for beginner → expert
- Train the trainer
- Extensive context sensitive HELP
- “Trust the Traveler”



# Best for Beginners

(no Travel Manager experience)

- About DTS
- DTS Online Training
  - DTS Demonstration
  - DTS Web Based Training (WBT)
    - Self-paced
    - No Testing
    - Good simulation
    - Step-by-step Learning
- Documentation – can be downloaded



# Expert Help

- DTS WBT – memory refresher
- EWTS (used in this class)
- Context sensitive help screens
- Documentation – DTA User's Manual
- Quick Reference Guide
- Acronyms (~200)



# Helpdesk Tiers

1. User uses online resources
2. Phone call to G2's DTS Helpdesk
3. DTS Helpdesk



# Adding New Travelers

- Traveler Information field:
  - SSN
  - Name
  - Mailing Address & Residence city
  - Present Duty Station
  - Organization
  - Title/Rank
  - Civilian/Officer/Enlisted
  - Routing List
  - Emergency Contact
  - E-Mail



# Adding New Travelers, con't

- Account – EFT Information
  - Send EFT form to Travel Office
- Traveler MUST check GOVCC number and expiration date in profile
- ODTA can add/correct GOVCC data
- Default LOA
  - Multiple LOAs ok in DTS
- Travel Prefs – none



# Transferring & Deleting Travelers

- Send email to Travel Office
- Indicate transfer or delete for traveler
- Gaining organization must send email to Travel Office for proper traveler placement within DTS database
- Travelers are detached, not deleted
  - New command reinstates them in DTS



# Routing List Changes

- Send email to Travel Office
- Routing List formats are standardized
  - SATO
  - Reviewer for academic departments and students
  - AO



# Authorizations

- Verify that CC#, expiration date and EFT info are correct in profile
- Overseas travel—put SSN in comments to SATO
- BOQ—request in comment to SATO
  - Include Base, Command, Rank, CC#, SSN



# Cancellations

- Doc Processing Manual, Chap 8
- Traveler/DTA initiates
- AO must approve cancellation
- Different procedures
  - Expenses incurred or not
  - Reservations made or not
- Follow instructions carefully



# Web Resources

- Appendix O
  - <http://www.dtic.mil/perdiem/jtr/jtr-ao.txt>



- <http://www.defensetravel.osd.mil>
- NPS Travel Site
  - <http://www.nps.navy.mil/travel>



# DTS Help

- Bill Rhodes, Tom Krieger (San Diego) (Tier 2 help)
  - 619 222-8025, Bill X130, Tom X131
  - wcrhodes@nps.navy.mil,  
Thomas.Krieger@navy.mil
  - DTS-HelpDesk@nps.edu
- Nick Pavlina, Lead DTA
  - njpavlin@nps.navy.mil, X3600, 831 239-0967 cell
- Aimée DeLorimier (Monterey--full time)
  - amdelori@nps.navy.mil, X1184



# Summary

- Intro
- Adding a New Traveler
- Transferring and Deleting Travelers
- Changing Routing Lists
- Reorganizations
- Questions



# Questions?

