

REQUIRED TRAINING GUIDE:**12/01/2016**

NEW or Transferring employees (military and civilian) Defense Travel or Government Travel Card Accounts
This office is required to maintain training certificates and SOU on file for audit purposes and OIP
Inspections submit valid certificates Julie Parsons. Your account will transferred in to Garrison Ft Campbell
Hierarchy.

All travelers in DTS Hierarchy are required to complete the basic trainings:

DTS Basic 1.5hrs

DTS Travel 101 (Documents)

Program & Policies Travel Policies –refresher required “every three years” 1.5hrs.

Approving and Routing Officials:

DTS Basic 1.5hrs

DTS Travel 101 (Documents) 1.5hrs

Program and Policies Travel Card 101 – refresher required “every three years” 1.5hrs

Program and Policies Travel Policies – refresher required “every three years” 1.5hrs

AO/RO DTS Approval Process 1.5hrs

AO/RO Training for Accountable Officials and Certifying Officers – Initial Training then “refresher
required annually 1.5hrs”.

Government Travel Card:

DTS Basic 1.5hrs

Program and Policies DTS Travel 101 (Documents) 1.5hrs

Program and Policies Travel Policies –refresher required “every three years” 1.5hrs

GTCC Statement of Understanding (SOU) – resign every three years

Organization Defense Travel Administrators (ODTA’s) – need to complete the same trainings as
Approving and Routing Officials listed above, and all DTA modules and Special Topics.

OTHER TRAININGS LISTED IN DTMO – want to make your next DTS/TDY encounter less stressful? Gain
system knowledge by taking the other recommended training in DTS.

DEMO Trainings - are interactive self-paced trainings, to give you simulated hand on experience.

NEW MANDATORY DTS TRAINING CERTIFICATION (TCP) COMING SOON - TRAVEL CERTIFICATION
PROGRAM (TCP) FOR ACCOUNTABLE OFFICIALS, CERTIFYNG OFFICIALS, and DTA’s!

Garrison POC for Travel Cards and Defense Travel System is Julie Parsons 270-798-3214.