

DM6105 and DM6091010MarBks - Training Requirements for "NON-LOCAL" Personnel - Updated 1 Sep 2023

DTS Individual Role	Initial Training Requirements	Source
<u>Traveler*</u> 3 Year Refresher Requirement on all training *Tracked by ODTA, LDTA will not track	DTS (Basic) - About DTS	TraX
	DTS (Basic) - DTS Travel Documents (DTS 101)	TraX
	Programs & Policies - TDY Travel Policies 101	TraX
<u>Non-DTS Entry Agent (NDEA)</u> 3 Year Refresher Requirement on all training	DTS (Basic) - About DTS	TraX
	DTS (Basic) - DTS Travel Documents (DTS 101)	TraX
	Programs & Policies - TDY Travel Policies 101	TraX
	DTS (Basic) - Non-DTS Entry Agent (NDEA)	TraX
<u>Routing Official (RO)</u> 3 Year Refresher Requirement on all training	DTS (Basic) - About DTS	TraX
	DTS (Basic) - DTS Travel Documents (DTS 101)	TraX
	Programs & Policies - TDY Travel Policies 101	TraX
	Approver (DTS) - The DTS Approval Process	TraX
<u>Approving Official (AO) - For Authorization</u> 3 Year Refresher Requirement with the exception of the (COL/TAOCO) which remains an annual training requirement.	DTS (Basic) - About DTS	TraX
	DTS (Basic) - DTS Travel Documents (DTS 101)	TraX
	Programs & Policies - TDY Travel Policies 101	TraX
	Approver (DTS) - The DTS Approval Process	TraX
	Approver (COL/TAOCO) - Initial TAOCO (COL) Training. On an annual basis, complete the "Approver (COL/TAOCO) - Annual TAOCO (COL) Refresher Training". Note: Mandatory annual refresher training requirement for this role.	TraX
<u>Budget DTA (BDTA) / Finance DTA (FDTA)</u> 3 Year Refresher Requirement on all training	Programs & Policies - TDY Travel Policies 101	TraX
	DTS (Admin) - Reports	TraX
	DTS (Admin) - Lines of Accounting/Budgets	TraX
	DTS (Admin) - Maintenance Tool: An Overview	TraX
<u>Organizational DTA (ODTA)</u> 3 Year Refresher Requirement on all training	DTS (Basic) - DTS Travel Documents (DTS 101)	TraX
	Programs & Policies - TDY Travel Policies 101	TraX
	DTS (Admin) - Reports	TraX
	DTS (Admin) - Maintenance Tool: An Overview	TraX
	DTS (Admin) - Maintenance Tool: Groups	TraX
	DTS (Admin) - Maintenance Tool: Organizations	TraX
	DTS (Admin) - Maintenance Tool: People	TraX
	DTS (Admin) - Maintenance Tool: Routing Lists	TraX