

**Vicksburg District
New Employee Training**

Training Title: DoD Government Travel Charge Card (GTCC) – Initial
Course Title: “Programs & Policies – Travel Card Program”

Proponent: CEMVK-RM-F **POC:** Cynthia Lee (601)631-5194
(Office Symbol) (Name) (Phone)

Required By: DoDFMR, DoD 7000.14-R, Volume 9, Chapter 3, Apr 2014
(Source of Requirement, AR, ER, ALARACT, etc)

Required For: Frequent Government travelers (travel 3 times or more in a 12 month period) and all other DoD personnel (military or civilian), unless otherwise exempt, who obtain and use a GTCC to perform travel as part of their duties.

Frequency: Initial – Prior to executing frequent official travel, unless exempt (see below).
 Every 3 Years – Same course is required as refresher training

Purpose: To comply with established regulations, policies, and procedures supporting the GTCC. The GTCC reduces the need to issue traditional travel advances (cash/electronic funds transfer), eliminates the need for the traveler to pay for their own expenses, and provides financial readiness to DoD personnel (military or civilian).

Registration: New users must register for a new account at the DOD Travel Passport site (see DoD Training Link / Instructions at Enclosure 1 below)

Certification: On-Line Certificate (a certificate is provided w/i the on-line training module)
Upon training completion, the student must forward a copy of the completion certificate to the proponent POC shown above.

Suspense: Prior to executing frequent official travel

Exemptions: New appointees/recruits.
 Infrequent travelers (travel 2 times or less in a 12 month period).
 Individuals who are denied travel cards by the vendor (Citibank).
 Temporary or seasonal/intermittent employees upon a determination by the individual’s supervisor that the duration of the employment or other circumstances does not justify issuance of a travel card.

If you have never had an account with Citibank with the Department of Defense, you need to do the following: Please pay strict attention to paragraph 6 when forwarding documents.

1. Reference. Memo CEMVK-RM-F, Citibank (Citi) Application, 7 November 2016.
2. Read the Memorandum (enclosure 1) first, everything else should be self explanatory.
3. Complete the government training and forward a copy of your certificate to the undersigned, web address attached for training. Make sure you take "Program & Policies Travel Card Program (101)".
4. Complete the Statement of Understanding (SOU) which is attached by checking each block, sign, and have your supervisor sign, and return to the undersigned. The SOU can be digitally signed.
5. Since you have an email address in Outlook, online applications are available and is the preferred method of processing applications. After you have completed and returned the required training certificate and SOU, please notify your Agency Program Coordinator (APC), Cynthia Lee, to initiate the online application. You will be sent an email from CITI with logon instructions. You must complete the demographics. The application is then forwarded to your supervisor for approval and back to the APC for final approval.
6. Since an application cannot be initiated without the required training and SOU, please forward all required documents (training certificate and SOU) simultaneously.
7. Attached is a [Direct Deposit Form](#) for travel. This is for travel payments only. If you have not completed this form previously, please complete and forward accordingly.

Thanks.

Cynthia

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MEMORANDUM FOR PROSPECTIVE CARDHOLDER

SUBJECT: Citibank (Citi) Application

1. Online applications will require the following information as a prerequisite to opening an account:
 - (a) Name
 - (b) Address (If using a PO Box as the primary address, you must include a physical address as well.)
 - (c) Phone (work and home)
 - (d) Date of Birth
 - (e) Social Security Number
2. The Citi application requires a signature agreement. **YOU MUST CHECK BLOCK (A) or (B)** which gives your concurrence/non-concurrence to a credit check. If you decide to check block B, you will be issued a restricted card that has a lower credit line than a standard card. When a restricted card is received, you must call your APC to activate prior to usage.
3. Prior to completing the online application you must also complete a Statement of Understanding (SOU), and take the required government travel training. After completing the training, forward a copy of your training certificate and the SOU to the Agency Program Coordinator (APC) and request that an online application be initiated. The APC is the only one who can initiate an online application. The name used to initiate your application will be name as it is listed in outlook unless advised otherwise.
4. Citi has informed us that the turn around time for receiving a charge card is approximately 7 to 10 business days from receipt in their office excluding mail time. Since there is a \$20 fee for expediting cards, it is requested that you initiate your request in time to allow for regular mailing.
5. If you have any questions or concerns you may contact your APCs: Cynthia Lee at ext., 1-5194 or by e-mail at Cynthia.R.Lee@usace.army.mil .

/s/
Cynthia R. Lee
Agency Program Coordinator

Attachments:
[Statement of Understanding \(SoU\)](#)
[DoD Training Link / Instructions](#)