How to Apply for a Government Travel Card

231st Judge Advocate Officer Basic Course February 2026

Before You Start

- You must have your military Common Access Card (CAC) before you being the application process.

- Do not apply if you already have a GTCC, even if your GTCC is/was issued in another capacity (government civilian employee).

- The Citi Bank application must be completed in one session to avoid duplicated or stalled applications.

Complete the CitiBank GTCC Application

https://home.cards.citidirect.com/CommercialCard/login

- Click "Apply for card Today"
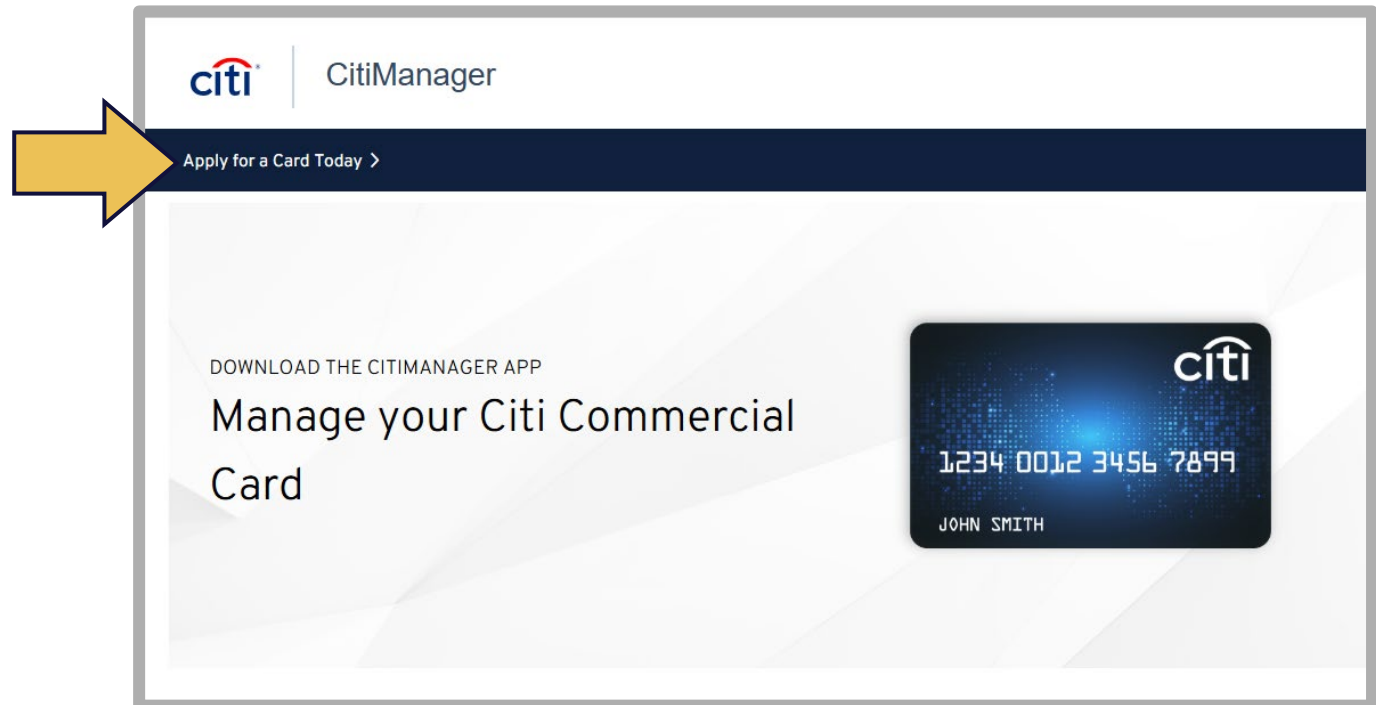
Complete the CitiBank GTCC Application

1. Select the "Invitation Passcode" option
2. Click "Continue"

LOGIN /

User Registration

ℹ️ Welcome to CitiManager. Please select the proper registration process for your organization. You sh
contact your Program Administrator.

1 ➡️ ⦿ Invitation Passcode

My organization provided me with an Invitation passcode and Inviter's Email to apply for a card.

○ Prefilled Application Code

My organization provided me with a Registration ID and Passcode to apply for a card.

2 ➡️ **CONTINUE**   CANCEL

Complete the CitiBank GTCC Application

1. Invitation Passcode: JAOBC

2. Inviter's Email Address: chrystal.a.littleton.mil@army.mil

3. Click "Continue"

LOGIN / USER REGISTRATION /

User Registration - Invitation Passcode/Inviter's Email

1. Passcode Verification   2. Sign on Details   3. Country and Language   4. Card Application Detai

ⓘ You will be prompted in the next four steps to register for the CitiManager website and co
Step 1 of 4: - Please enter the Invitation Passcode and Inviter's Email Address provided by yo

* INVITATION PASSCODE

1 ➤ JAOBC

* INVITER'S EMAIL ADDRESS

2 ➤ chrystal.a.littleton.mil@army.mil

3 ➤ **CONTINUE**   BACK   CANCEL   CLEAR

Complete the CitiBank GTCC Application

1. Enter your information into the form. *Fields marked with an * are mandatory.*

2. Take note of your username, password, and helpdesk verification for future use.

3. Click "Continue"

Complete the CitiBank GTCC Application

1. Approver1 Email Address: chrystal.a.littleton.mil@army.mil
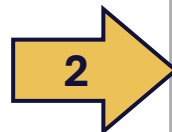
Complete the CitiBank GTCC Application

1. Complete the demographics section.

2. Use the TJAGLCS address shown below for the mailing address

DO NOT USE YOUR HOME OF RECORD

Mailing Address Line 1…..600 Massie Road
Mailing Address Line 2…..ATTN: 231st JAOBC
Mailing City………..……..Charlottesville
Mailing State………………VA
Mailing Postal Code………22903

3. Select "Copy mailing address to   residential address if both are the same."

You will update your residential address once you report to your duty station.

DEMOGRAPHICS

* FIRST NAME

Jane

MIDDLE INITIAL

* LAST NAME

Smith

* SOCIAL SECURITY NUMBER

* CONFIRM SOCIAL SECURITY NUMBER

* DATE OF BIRTH

MM/DD/YYYY

* MAILING ADDRESS LINE 1

MAILING ADDRESS LINE 2

MAILING ADDRESS LINE 3

* MAILING CITY

* MAILING COUNTRY

UNITED STATES OF AMERICA

* MAILING STATE

--Select--

* MAILING POSTAL CODE

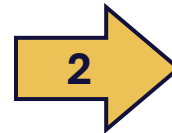Copy mailing address to residential address if both are same.

Complete the CitiBank GTCC Application

1. Shipping Address: Leave blank.

2. Commercial Office Phone: *434-971-3211*

3. Your mobile number. The home number can be the same as your mobile number.
   *This number will be used for verification to access your online account later.

SHIPPING ADDRESS LINE 1

SHIPPING ADDRESS LINE 2

SHIPPING ADDRESS LINE 3

SHIPPING CITY

SHIPPING COUNTRY
--Select--

SHIPPING STATE
--Select--

SHIPPING POSTAL CODE

1

* COMMERCIAL OFFICE PHONE
434-971-3211

2

* HOME PHONE

* MOBILE NUMBER

3

ALTERNATIVE EMPLOYMENT PHONE NUMBER

Complete the CitiBank GTCC Application

1. Click to receive electronic statements.

2. Create a verification.
   Take note of your verification answer for future use.

3. Input your military (.mil@army.mil) email & a personal email address for the alternate.

4. Enter your DODID number from the back of your military ID card.

5. Enter your DOD Component: Active, Guard, or Reservist

6. Supervisor Email Address:
   chrystal.a.littleton.mil@army.mil
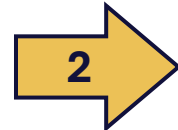
BY CHECKING THIS BOX, I AGREE TO RECEIVE STATEMENTS AND NOTICES ELECTRONICALLY AS DESCRIBED ABOVE AND ACCESS CITIMANAGER.COM TO RECEIVE STATEMENTS AND NOTICES. I UNDERSTAND THAT I MUST REGISTER FOR CITIMANAGER AT WWW.CITIMANAGER.COM/LOGIN IN ORDER TO VIEW STATEMENTS AND NOTICES ELECTRONICALLY.

1 ☐

2
* VERIFICATION INFORMATION (QUESTION)
VERIFICATION ▾

* VERIFICATION INFORMATION (ANSWER)

3
* WORK EMAIL ADDRESS

ALTERNATE EMAIL ADDRESS

4
* DOD ID NUMBER (EDIPI)

5
DOD STATUS

ALTERNATIVE EMPLOYER NAME

6
* SUPERVISOR EMAIL ADDRESS
chrystal.a.littleton.mil@army.mil

SUPERVISOR PHONE NUMBER

Complete the CitiBank GTCC Application

1. Name to Appear on Card: Your name as it appears on a form of identification.

2. Plastic Delivery: Select "N"

Complete the CitiBank GTCC Application

1. Read the cardholder acknowledgement & click the box.

2. Read the declaration & selection an option.

   Credit Worthiness Declaration: Citibank will complete a soft check of your credit score. It will not pull your credit history and will not impact your credit history or credit score. If you do not allow the credit check, you will receive a restricted card with a $4000.00 credit limit (standard is $7500.00). The JAG School will not review any alternate credit worthiness assessments. You may request a card upgrade with an alternate assessment at your next duty station.

1. Click "Submit"

1

By checking the box, I: (i) acknowledge I have read the Citi® Department of Defense Services Travel Card Program *Cardholder Agreement*; (ii) agree to be bound by the terms and conditions as set forth in the Agreement; and (iii) understand that
only the Department of Defense may request particular Authorization Parameters (Section III). This application is for a Department of Defense Travel Card account, which may be standard or restricted, as described in the Cardholder Agreement. I expressly agree to accept whichever type of account is established. Pursuant to requirements of law, including the U.S.A. PATRIOT ACT, the bank is required to request additional information to verify your identity.

IMPORTANT INFORMATION about opening a new Citibank® Corporate Travel Card account: To help the United States Government fight terrorism and money laundering, Federal law requires us or your employer to obtain, verify, and record information that identifies each person that opens an account. What this means for you: when you open an account, we or your employer will ask for your name, a street address, date of birth, and an identification number, such as a Social Security number, that Federal law requires us or your employer to obtain. We or your employer may also ask to see your driver's license or other identifying documents that will allow us or your employer identifies you. We appreciate your cooperation.

Declaration

Credit Worthiness declaration

Declaration - Please read the declaration below:

2

☑ I, as the cardholder, authorize the bank to obtain credit score on me as described in the agreement.
☐ I, as the cardholder, DO NOT authorize the bank to obtain credit score on me. Therefore, I have completed and submitted an alternate credit worthiness assessment (DD Form 2883), and I will not be eligible for a standard card.

INDIVIDUAL ONLINE APPLICATION

3

SUBMIT   VIEW/ UPLOAD ACCOUNT DOCUMENTS   SAVE AS DRAFT   CANCEL