



How to Apply for a Government Travel Card

229th Judge Advocate Officer Basic Course
September 2025



Before You Start

- You must have your military Common Access Card (CAC) before you begin 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.
- You must email your documents as directed at the end of these instructions for card approval.



Complete Mandatory Travel Card Training

<https://www.defensetravel.dod.mil/neoaccess/login.php>

- Click “OK”



Passport



U.S. Department of Defense Warning Statement

UNCLASSIFIED This is a Department of Defense computer system. This computer system, including all related equipment, networks and network devices (specifically including Internet access), are provided only for authorized U. S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to monitoring for these purposes. UNCLASSIFIED

OK





Complete Mandatory Travel Card Training

- Click “Continue with your CAC/PIV”


Username

Password

[Forgot your password?](#)

Log in to Passport

OR

 **Continue with your CAC/PIV**



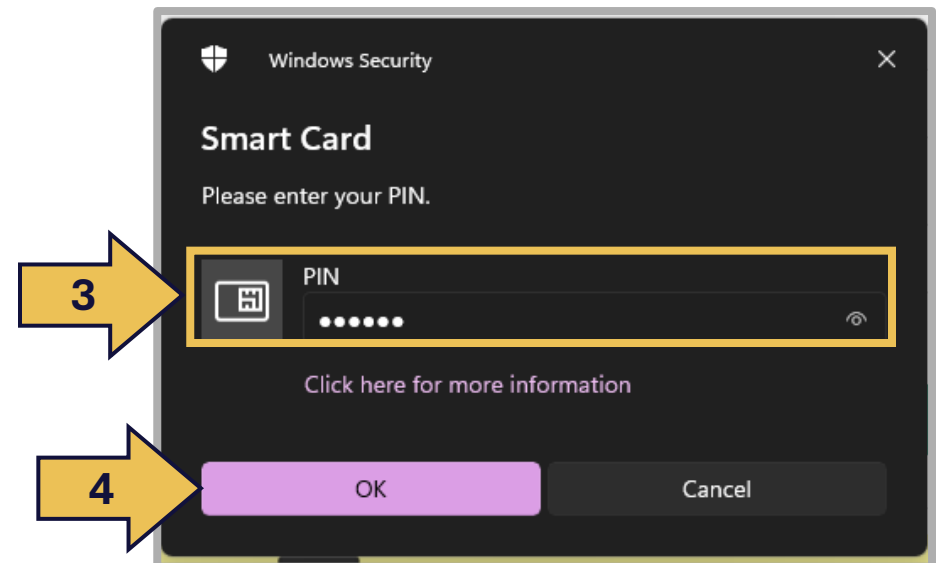
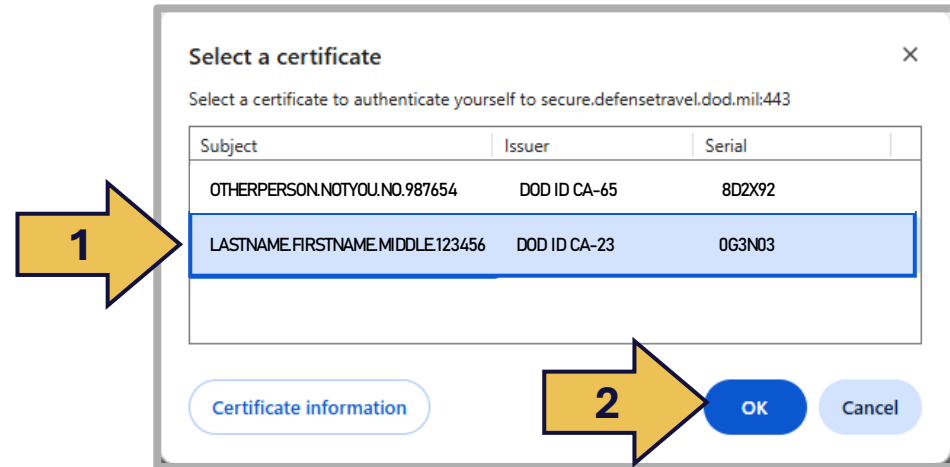
Complete Mandatory Travel Card Training

1. Select **your** CAC certificate.

2. Click “OK”

3. Enter your CAC pin #.

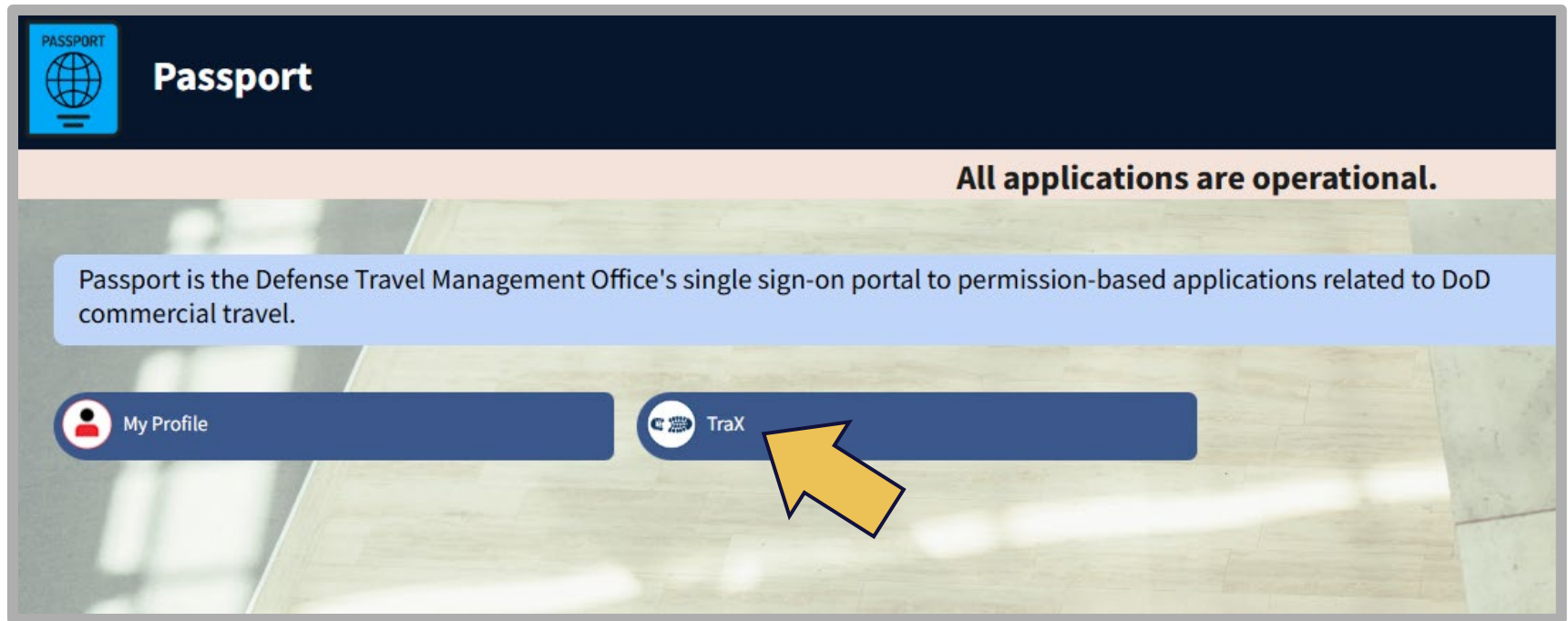
4. Click “OK”





Complete Mandatory Travel Card Training

- Click “TraX”





Complete Mandatory Travel Card Training

- Click the “Training” button.

The screenshot shows the TraX web application interface. On the left is a teal sidebar with the following links: TraX Home, Trip Calculator (+), Quick Tools (+), Training (+), Knowledge Search, Travel Assistance (+), Passport Home, and Logout. The main content area has a dark blue header with the TraX logo. Below the header, there are four large blue tiles: 'Training' (with a red icon of a document and a yellow arrow pointing to it), 'Knowledge Search' (with a blue magnifying glass icon), 'Trip Tools' (with a blue gear and monitor icon), and 'Travel Assistance' (with a blue speech bubble icon). Each tile contains a brief description of its function. At the bottom of the main content area is an 'Announcements' section with two links: 'Trouble Logging into DTS? Check Your Pop-Up Blocker' and 'TAC Outreach Call - Next Call 8/25 (topic: FY Crossover)'.

TraX

Training
Access all of our online travel training. Customize your training itinerary, track your completed training, and print certificates of completion.

Knowledge Search
Find answers to your help topics, guides

Trip Tools
Build a trip estimate and look up location reports that include maps, travel advisories, U.S. Embassy contacts, weather and more.

Travel Assistance
Submit a help desk history.

Announcements

- [Trouble Logging into DTS? Check Your Pop-Up Blocker](#)
- [TAC Outreach Call - Next Call 8/25 \(topic: FY Crossover\)](#)



Complete Mandatory Travel Card Training

1. Type “Travel Card 101” into the search box.
2. Click “Search”

Available Training


Travel Card 101 **Search** **Reset**


☒ Show All **OR:** ☐ Recommended Only ☐ Web Based ☐ Distance Learning ☐ Classroom





Complete Mandatory Travel Card Training

- Click “Launch”


Export to Excel


Export to PDF


Print Classes

Actions	Class Name
<div>  Launch </div>	Programs & Policies - Travel Card Program (Travel Card 101) [Mandatory]

Showing 1 to 1 of 1 entries (filtered from 37 total entries)



Complete Mandatory Travel Card Training

- A new window will pop up.
- Read the information & click “Launch Course”

Welcome to **Programs & Policies - Travel Card Program (Travel Card 101)**


This course provides an overview of the DoD Government Travel Charge Card (GTCC) program. This course familiarizes the traveler with the basics of the GTCC (which is also referred to as the “travel card” in this class), the steps to obtain a travel card, various travel card policies, and ways to pay off the balance on the GTCC. This class is recommended for anyone who has, or will have, a GTCC.

This class takes an average of 60 minutes to complete in its entirety. This estimate assumes you visit all of the mandatory material, view approximately half of the optional material, and complete the assessment at the end of the module. Your time may vary significantly depending on your reading speed, the amount of material you access, and many other factors.

You may complete this class in more than one sitting. Although the Travel Explorer (TraX) does not retain a record of your class progress after you exit a training module, when you return to the module, navigate directly to the page last viewed and proceed from that point; there is no need to start the module over. When you successfully complete the module, you will be able to print your completion certificate, and TraX will record your successful completion. To see a list of your completed training, log into TraX, navigate to the **Training** module, and select the **Completed** tab. You can also print copies of your training certificates from the **Completed** tab.

System Requirements to view the course:

- **Operating Systems:** Windows 8.1 and greater, macOS 10.13 and greater
- **Screen Resolution:** Best viewed in 1024 X 768 or greater
- **Supported Browsers:** Edge, Chrome, Safari, Firefox
- **Technologies:** JavaScript and Cookies enabled
- **Pop-up blockers** must be disabled or manually allowed

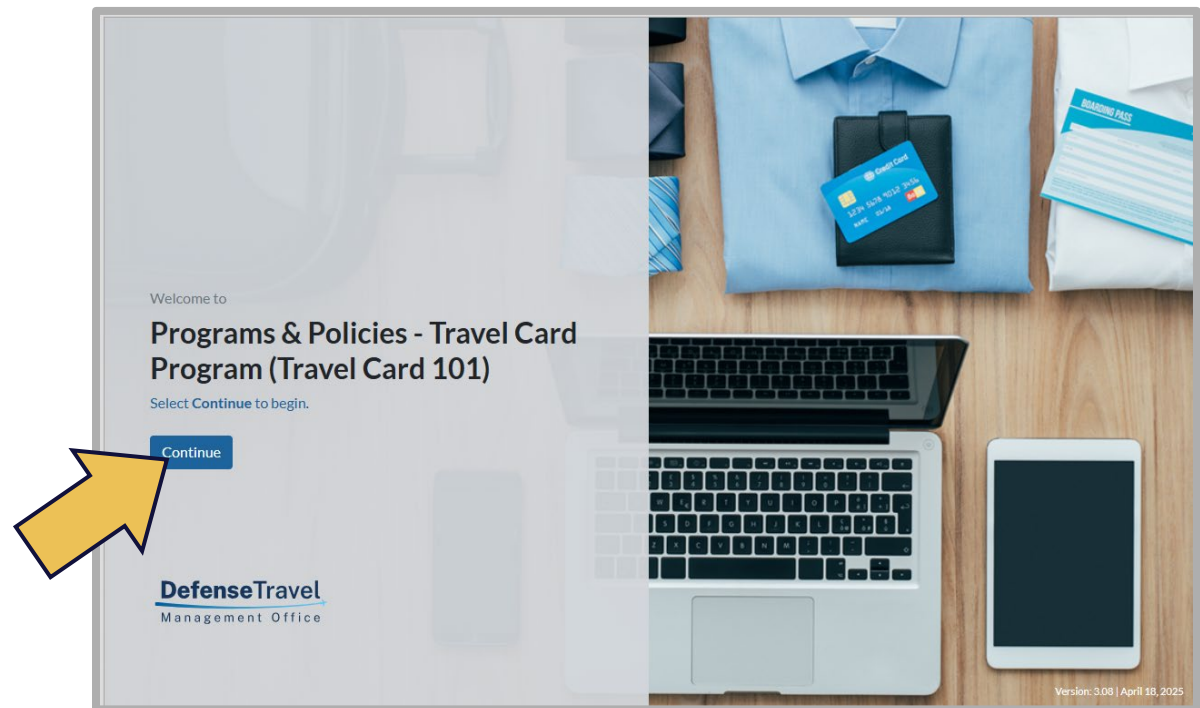


Launch Course



Complete Mandatory Travel Card Training

- The course will launch in a new window.





Complete Mandatory Travel Card Training

- After completing the final assessment, click “View Your Certificate”

Congratulations, you have successfully completed Programs & Policies - Travel Card Program (Travel Card 101)!

You answered 11 out of 12 (91.67%) correctly.

You have completed this assessment successfully.

Your score was successfully sent to TraX. To view/print your class completion certificate, you may:

- Select the **View Your Certificate** button below, or
- Log into TraX, select **Training**, and select the **Completed** tab.

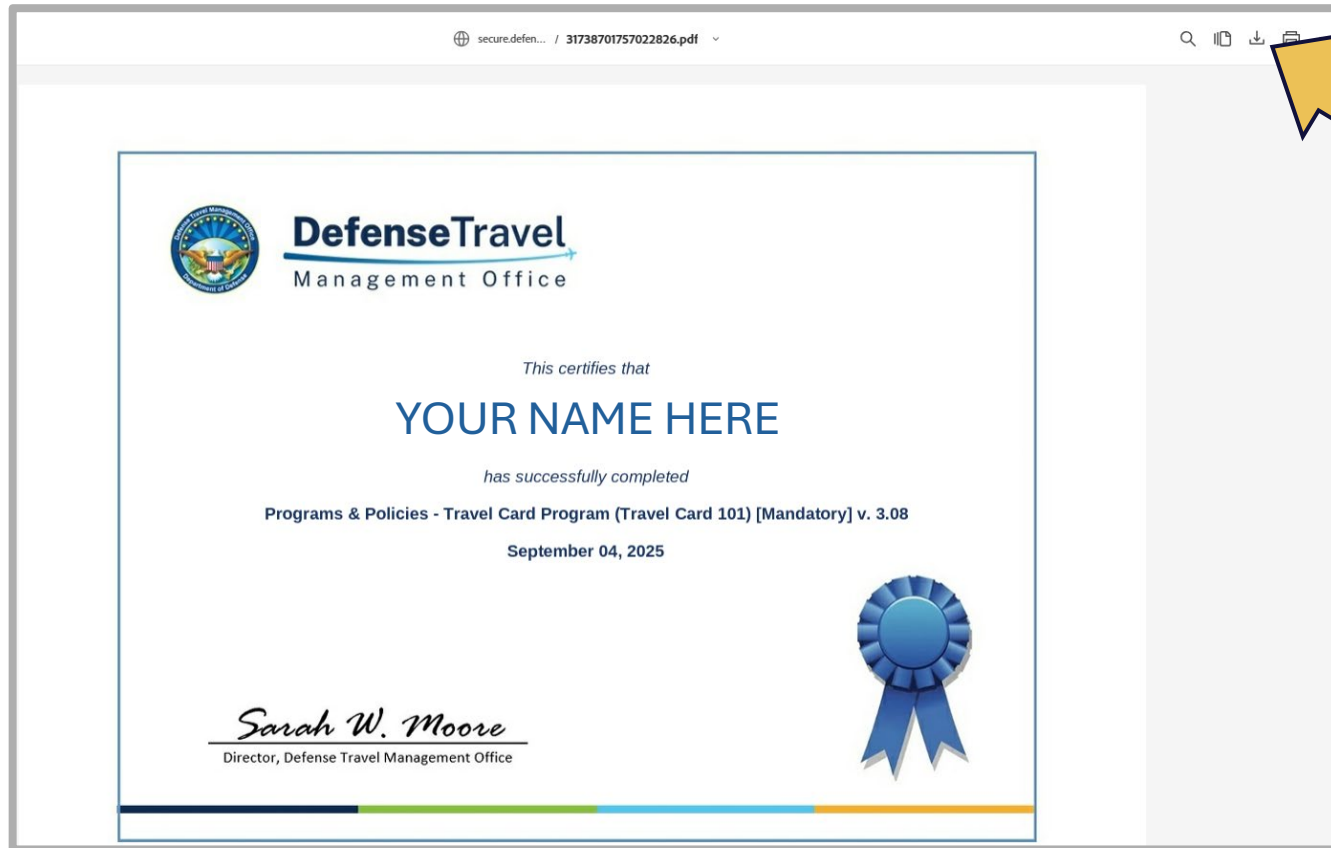
[View Your Certificate](#)

Select **Menu** at the bottom of the screen to revisit the class or close your browser to exit.



Complete Mandatory Travel Card Training

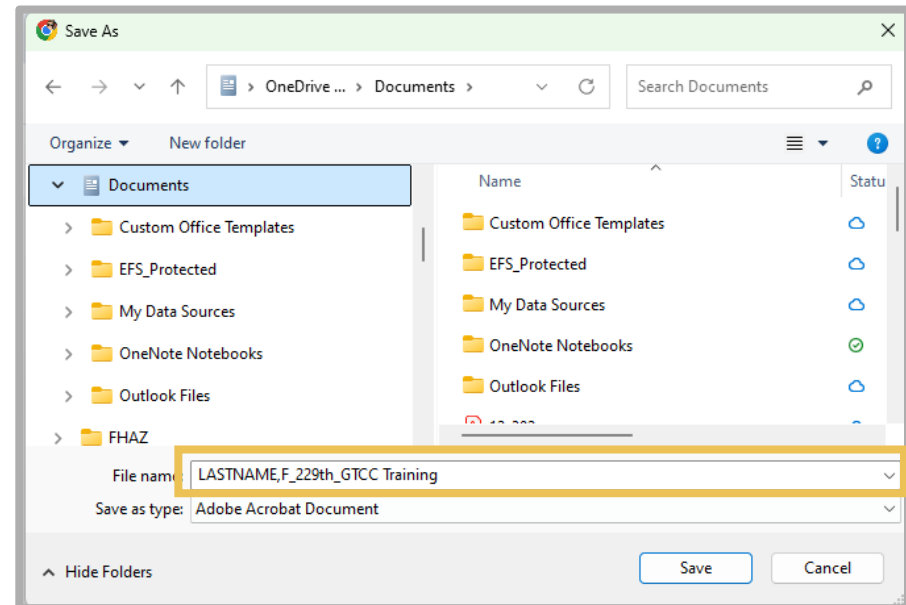
- Your certificate will open in a new window. Download a copy of your certificate by clicking the download button.





Complete Mandatory Travel Card Training

- Save your certificate using the file naming convention:
LASTNAME,F_229th_GTCC Training
- Your last name in all capital letters
- Comma
- Your first initial
- Underscore
- 229th
- Underscore
- GTCC Training

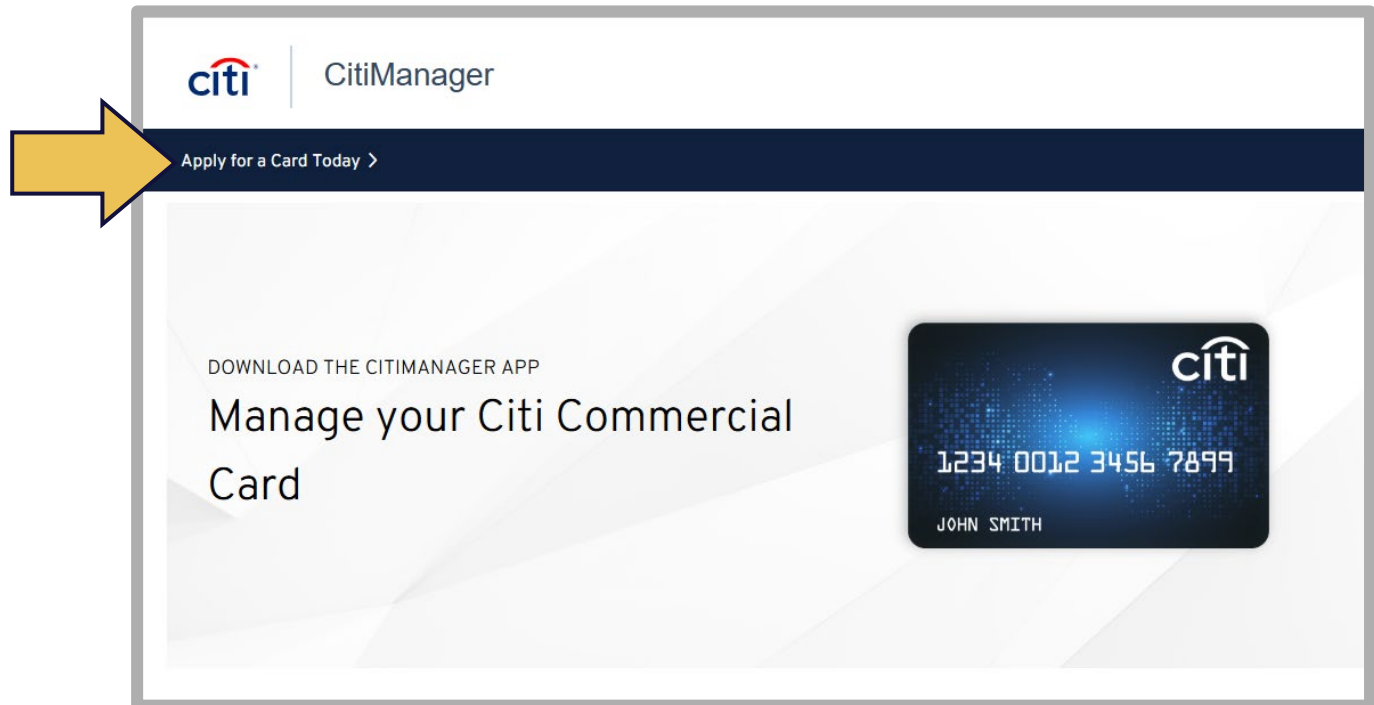




Complete the CitiBank GTCC Application

<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**

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

☒ **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: **tammy.s.kern.civ@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 Details

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

* INVITATION PASSCODE

JAOBC

* INVITER'S EMAIL ADDRESS

tammy.s.kern.civ@army.mil

CONTINUE BACK CANCEL CLEAR



Complete the CitiBank GTCC Application

1 Step 2 of 4: - Please complete the information below to create your CitiManager User Profile. Your verification question will be used by the Helpdesk for authentication in case you forget.

SIGN-ON DETAILS

* USERNAME

* PASSWORD

* CONFIRM PASSWORD

* HELPDESK VERIFICATION QUESTION

* HELPDESK VERIFICATION ANSWER

* CONFIRM HELPDESK VERIFICATION ANSWER

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"

PERSONAL INFORMATION

* FIRST NAME

* LAST NAME

* COUNTRY

* CONTACT NUMBER
 -

ZIP/POSTAL CODE

* EMAIL ADDRESS

* CONFIRM USER PROFILE EMAIL ADDRESS

By providing your phone number, you agree that we or our service providers can contact you at the optoutphoneconsent@citi.com.

3

CONTINUE **BACK** **CLEAR** **CANCEL**



Complete the CitiBank GTCC Application

1. Approver1 Email Address: tammy.s.kern.civ@army.mil

FORM DETAILS

* APPROVER1 EMAIL ADDRESS

tammy.s.kern.civ@army.mil

1

Approver1 email address is mandatory to ...

DOD IOLA Final2



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: 229th JAABC

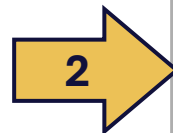
Mailing City.....Charlottesville


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.*

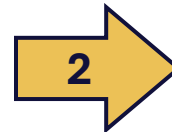


DEMOGRAPHICS	
* FIRST NAME	Jane
MIDDLE INITIAL	
* LAST NAME	Smith
* SOCIAL SECURITY NUMBER	
* CONFIRM SOCIAL SECURITY NUMBER	
* DATE OF BIRTH	MM/DD/YYYY 
* MAILING ADDRESS LINE 1	
MAILING ADDRESS LINE 2	
MAILING ADDRESS LINE 3	
* MAILING CITY	
* MAILING COUNTRY	UNITED STATES OF AMERICA
* MAILING STATE	--Select--
* MAILING POSTAL CODE	
<input type="checkbox"/> Copy mailing address to residential address if both are same.	



Complete the CitiBank GTCC Application

1. Shipping Address: Leave blank.
2. Commercial Office Phone:
434-971-3193
3. Home & Mobile number can be the same.

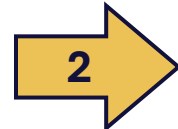


SHIPPING ADDRESS LINE 1	
SHIPPING ADDRESS LINE 2	
SHIPPING ADDRESS LINE 3	
SHIPPING CITY	
SHIPPING COUNTRY	--Select--
SHIPPING STATE	--Select--
SHIPPING POSTAL CODE	
* COMMERCIAL OFFICE PHONE	<i>434-971-3193</i>
* HOME PHONE	
* MOBILE NUMBER	
ALTERNATIVE EMPLOYMENT PHONE NUMBER	



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.

☐

* VERIFICATION INFORMATION (QUESTION)
VERIFICATION

* VERIFICATION INFORMATION (ANSWER)

* WORK EMAIL ADDRESS

ALTERNATE EMAIL ADDRESS

* DOD ID NUMBER (EDIPI)

DOD STATUS

ALTERNATIVE EMPLOYER NAME

* 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”

The image shows a screenshot of a CitiBank GTCC Application form. The form is titled "ADDITIONAL" in a grey header. Below the header, there are three input fields: "DISCRETIONARY CODE", "DISCRETIONARY CODE 1", and "* NAME TO APPEAR ON CARD". The third field is highlighted with a yellow border. To the left of this field is a yellow arrow pointing right with the number "1" inside it. Below the third field is a section titled "PLASTIC DELIVERY" with a dropdown menu. The dropdown menu is open, showing the letter "N" as the selected option. To the left of this dropdown is a yellow arrow pointing right with the number "2" inside it.

ADDITIONAL	
DISCRETIONARY CODE	<input type="text"/>
DISCRETIONARY CODE 1	<input type="text"/>
* NAME TO APPEAR ON CARD	<input type="text"/>
PLASTIC DELIVERY	<input type="text" value="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"

The screenshot shows the CitiBank GTCC Application form. Three yellow arrows with numbers 1, 2, and 3 point to specific parts of the form:

- Arrow 1 points to a small box at the top left of the form, which is part of the cardholder acknowledgement section.
- Arrow 2 points to the declaration section, specifically to the text "Declaration - Please read the declaration below:".
- Arrow 3 points to the "SUBMIT" button at the bottom of the form.

The form content includes:

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:

☒ 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


SUBMIT [VIEW/ UPLOAD ACCOUNT DOCUMENTS](#) [SAVE AS DRAFT](#) [CANCEL](#)



Complete the Statement of Understanding (SOU)

1. Double click the picture of the document pictured to the right to open the SOU.
2. Enter the date **BEFORE** signing.
3. Digitally sign the document using your CAC certificate.
4. Save the file using the file naming convention:

LASTNAME,F_229th_GTCC_SOU



Prescribed by: [DoD GTCC Regulations](#)

DOD GOVERNMENT TRAVEL CHARGE CARD (GTCC) STATEMENT OF UNDERSTANDING (SOU)

The Government Travel Charge Card (GTCC) must be used by DoD personnel to pay for all authorized expenses, to include meals, when on official travel unless an exemption is granted. This includes temporary duty travel (TDY), and per Component guidance, local and permanent change of station (PCS) travel. Refer to the Joint Travel Regulations for authorized and reimbursable travel allowances.

Cardholder must read and check off each item below.

I understand that I am being directed to:

- ☐ Confirm receipt of my GTCC and set up my PIN upon delivery.
- ☐ Ensure that my card account is open for use prior to ticketing and travel.
- ☐ Obtain tax exemption information prior to my trip from <https://smartpay.psa.gov/content/state-tax-information>.
- ☐ Use my card only for expenses incurred by me or when authorized for PCS travel, my eligible dependents.
- ☐ Charge my official expenses to the GTCC wherever possible rather than use cash withdrawals or another form of payment.
- ☐ File my travel voucher within five working days from returning to my PDS after completing my travel.
- ☐ Pay all my undisputed charges by the due date on my billing statement regardless of my travel reimbursement status.
- ☐ Use split disbursement to pay for all outstanding charges.
- ☐ Keep my account number, expiration date and contact information updated in DoD travel systems.
- ☐ Update my contact information with the travel card vendor when necessary.
- ☐ Notify the travel card vendor and my APC immediately if my GTCC is lost, stolen or compromised.
- ☐ Complete "Travel Card 101" training initially and refresher training every three years thereafter.
- ☐ Complete a "NEW" SOU upon arrival at each new duty assignment or every three years.

I understand that:



- ☐ Disputes must be properly submitted to GTCC issuer within 60 calendar days from the statement date or I must pay the charge.
- ☐ I am not allowed to withdraw a credit balance refund from an ATM.
- ☐ If I misuse the card, I will be subject to administrative or disciplinary action.
- ☐ Cash withdrawal fees are part of incidental expenses and not separately reimbursable.
- ☐ Online and mobile access to my account is available at CitiManager.com.

For additional information on the Travel Card, refer to your APC and the DoD GTCC Regulations (<https://www.defensetravel.dod.mil/Docs/regulations/GTCC.pdf>).

APC's Name: _____ APC's Phone Number: _____

Applicant or Cardholder Name/Signature: _____ Date (YYYYMMDD): _____

FORM 3120, MAR 2021





Email Documents to TJAGLCS

Email your Travel Card 101 Training Certificate **and** signed Statement of Understanding to **both** email addresses listed below.

usarmy.pentagon.hqda-tjaglcs.list-g8@army.mil

judgeadvocatebasiccourse@army.mil

229th OBC GTCC Documents - LASTNAME,F

usarmy.pentagon.hqda-tjaglcs.list-g8@army.mil, judgeadvocatebasiccourse@army.mil

229th OBC GTCC Documents - LASTNAME,F

Greetings,

Please see the attached documents for my government travel card application. I have completed the Citibank application as directed.

Respectfully,

1LT First M. Last
229th JAOBC Student

LASTNAME,F_229th_GTCC_SO... (80K)

LASTNAME,F_229th_GTCC Trai... (90K)

↶ ↷ Sans Serif Tt B I U A ▾ ▮ ▮ ▮ ▮ ▮ ▮ " ⚙ ✕

Send

A 📎 🔗 😊 🗑 🖼 🔒 ✎ ⋮