



WELCOME to... Alaska



THE LAST FRONTIER ★



**HOME of the
ARCTIC WARRIORS**



Prior to venturing out to see all of what this great state has to offer, there are a few necessary steps you need to do in order to properly in-process travel...

There are two things to note when in-processing:

IMPORTANT

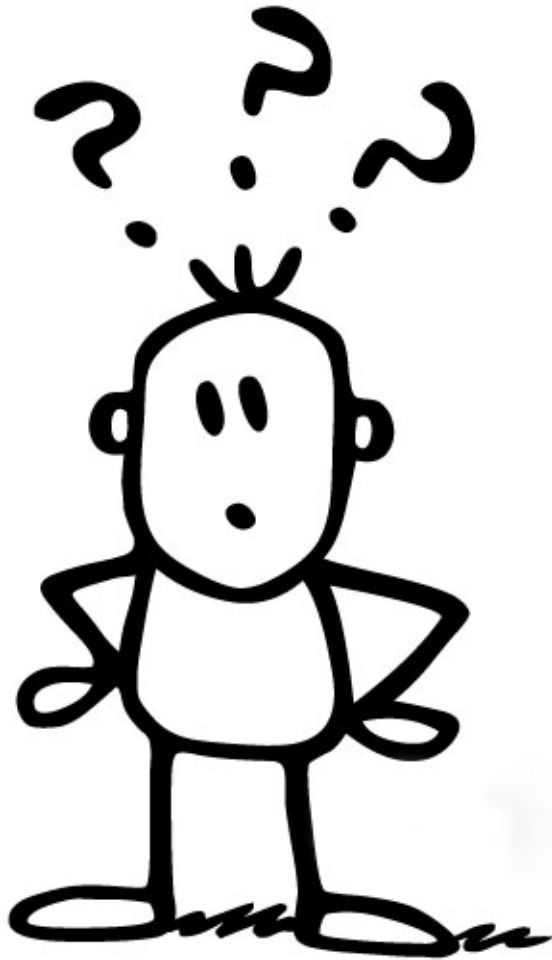
One, all incoming personnel must complete **ALL** of the necessary in-processing steps for both the Defense Travel System (DTS) and Government Travel Charge Card (GTCC).

It is **YOUR** responsibility to ensure all steps are complete!

MANDATORY



Two, having a Government Travel Charge Card (GTCC) is **MANDATORY** for **ALL personnel (military or civilian)** to pay for **ALL** official travel costs for TDY and PCS.



Many of you may be wondering; Why is in-processing travel so important? While there are many reasons, these are our top 5...

USARAK TRAVEL MANAGEMENT TEAM'S

5

Top Reasons to Complete Your Travel In-processing...



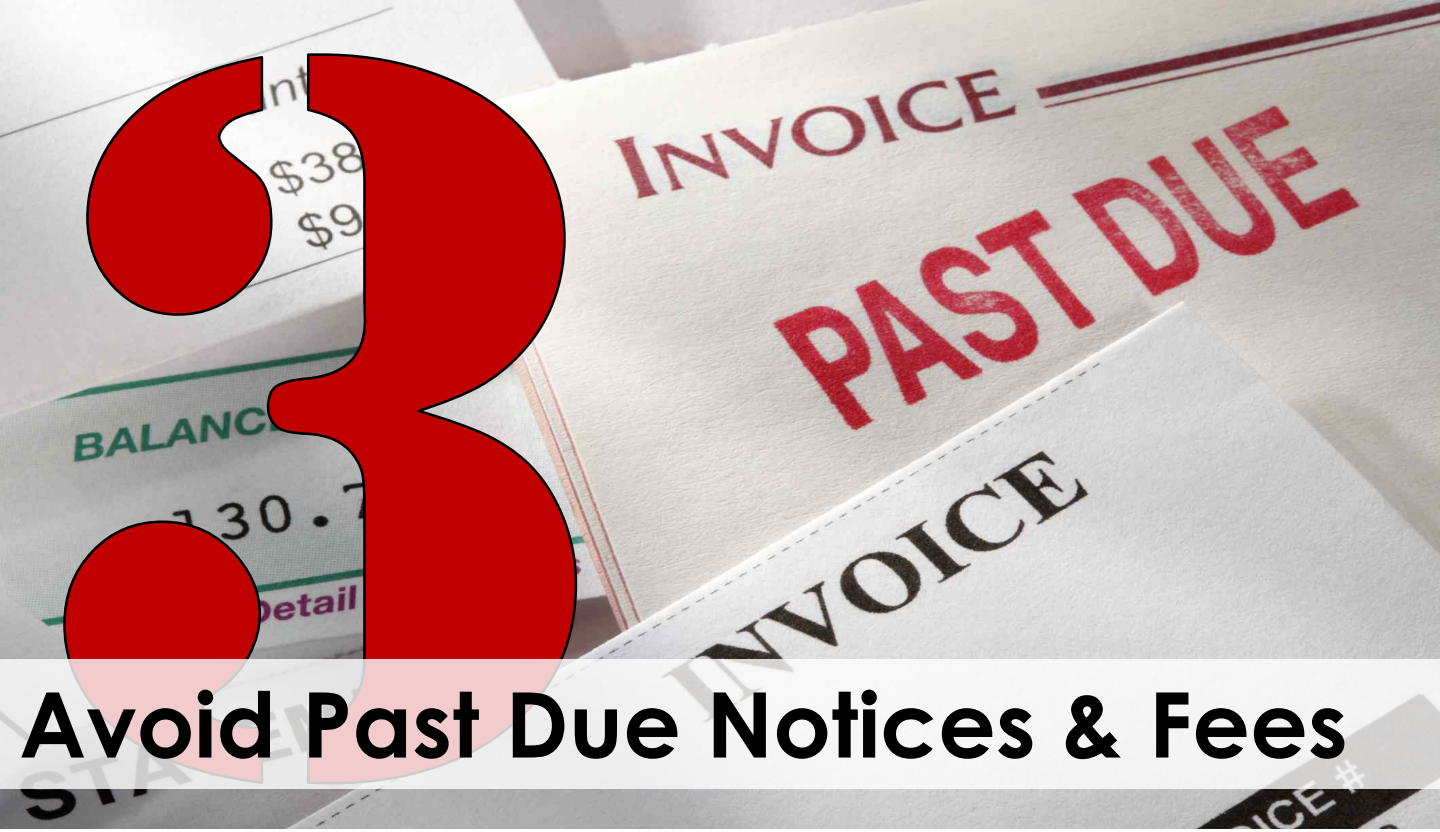
1 Avoid Out-of-Pocket Expenses

Travel expenses add up quickly. By ensuring you have a Government Travel Charge Card (GTCC) and correct Defense Travel System (DTS) profile, you avoid out-of-pocket Expenses.



2 Avoid Not Being Able to Travel

Not properly setting up your DTS and GTCC profiles can lead to many travel problems. If you do not properly in-process, you may miss your flight or not be able to travel at all!



Avoid Past Due Notices & Fees

If you do not properly in-process, you may rack up past due notices and unnecessary late fees.

All are avoidable if you in-process!



Receive Your Payments Quickly

Proper in-processing helps ensure timely reimbursement payments and puts money back into your pocket!



MISSION READINESS BE PREPARED!

Be mission ready for both the expected and unexpected! Having a GTCC and correct DTS profiles supports your....

TRAINING

By preventing delays and supporting your training development

RECEIVING EMERGENCY CARE

By allowing quick response to ensure you receive necessary medical care

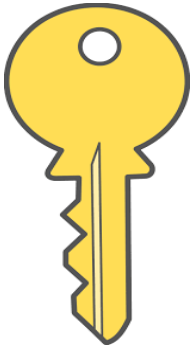
MISSION

By supporting last minute travel no matter the location

FINANCE

By preventing out-of-pocket expenses, delayed advancements and/or reimbursements

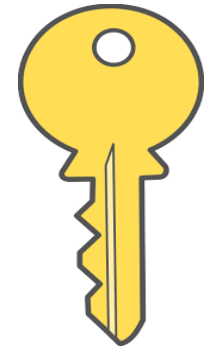
KEY TAKEAWAYS



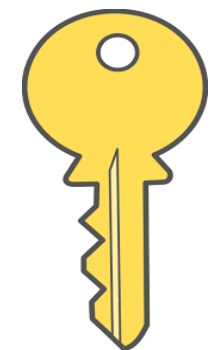
All incoming personnel must complete **ALL** of the necessary in-processing steps for both the Defense Travel System (DTS) and Government Travel Charge Card (GTCC).



Having a Government Travel Charge Card (GTCC) is **MANDATORY** for **ALL personnel (military or civilian)** to pay for **ALL** official travel costs for TDY and PCS.



Proper in-processing benefits you!



It is **YOUR** responsibility to ensure all steps are completed promptly!

LET'S GET STARTED!



INITIAL DTS APPLICATION PROCESS

(NEVER HAD A DTS PROFILE)



Ensure you follow **ALL** in-processing steps below. Correct profiles are essential. Your profile determines what DTS tools you may access and what actions you may take in the system.

Information provided must be complete and correct to avoid potential travel and payment delays!

- Complete DOD required Defense Travel System (DTS) Card Training below in TRAX Passport:

<https://www.defensetravel.dod.mil/Passport>

- DTS (Basic)/About DTS
- DTS (Basic)/DTS Travel Documents
- (DTS 101)Program & Policies/Travel Policies

1

- Provide your Unit Organizational Defense System Administrator (ODTA) your training certificates

2

- Self-Register in the Defense Travel System (DTS).

<https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/>

3

- Before** you start the Self-Register process, ensure you have the following information:

4

- Home Address Information
- Official .mil email
- Bank Routing and Checking Number
- Unit Address Information
- Work Phone Number
- Organization Owner Name (Provided by Unit ODTA)

- Once you have completed the Self-Registration, complete the GTCC Application Process

5

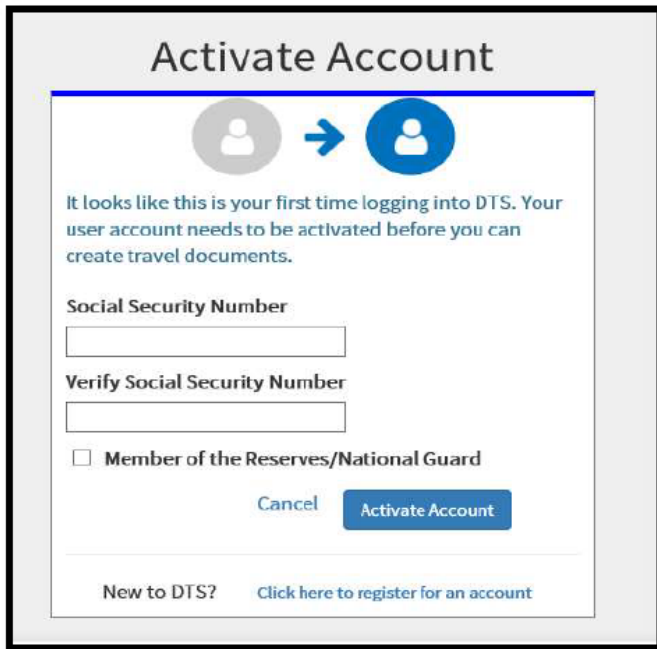
SELF-REGISTRING and ACTIVATING YOUR DTS PROFILE

- ❑ Access Self-Register in the Defense Travel System (DTS) <https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/>

1

- ❑ DTS will display the Activate Account Screen below:

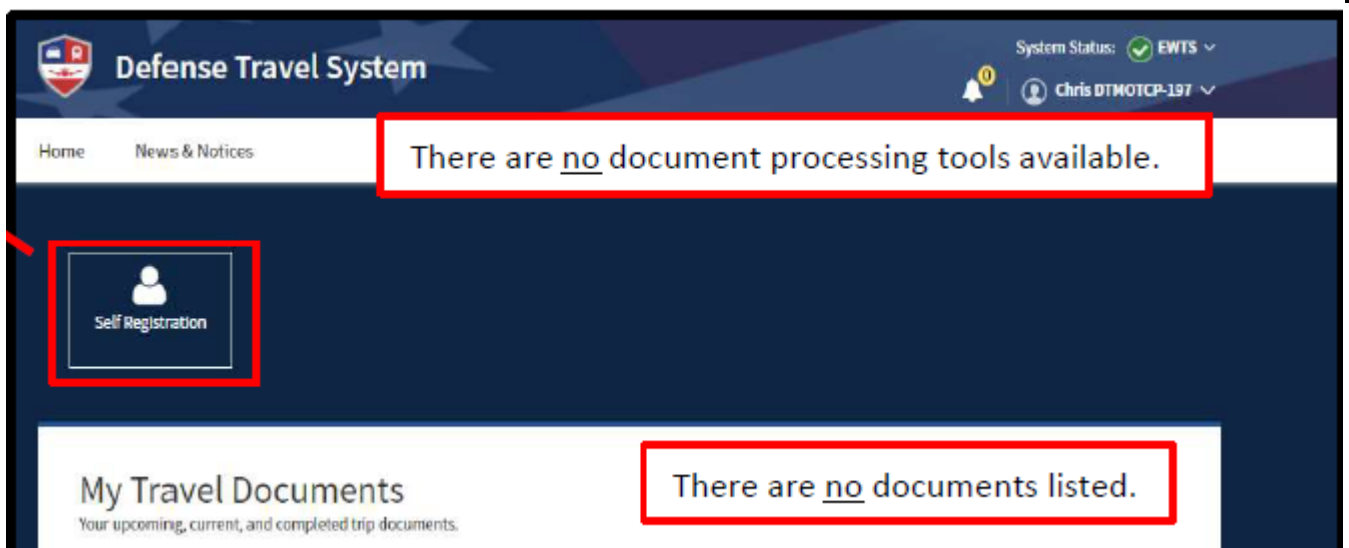
2



- ❑ Enter your Social Security (SSN) in both text fields
- ❑ Select Activate Account

- ❑ DTS provides a Self Registration option

3



- ❑ Click the Self Registration button.

- Click on the **basic information** link to complete your profile.

4

Note: The First Name, Last Name, and SSN (pulled from the CAC) automatically appear on the profile screen (view only). Other key data include the email address, mailing address, duty station address,*DTS Organization, EFT(checking or savings), and Government Travel Charge Card (GTCC). **If you are unsure about any of the required information, contact your DTA before submitting the Self-Registration profile.**

GENERAL INFORMATION Ensure Correct:

5

- Last Name, First Name, and Middle
- SSN
- Enter Official ,mil email

MAILING ADDRESS Enter:

6

- Correct and Current Mailing Address

RESIDENCE ADDRESS Enter:

7

- Correct and Current Residence Address
- Correct and Current Phone #

ELECTRONIC FUNDS TRANSFER DATA Enter:

8

- Bank Account Type
- Bank Account Routing Number
- Account Number

FINANCE INFORMATION Enter:

9

- Gov't Charge Card holder- Select **NO**
- Advance Authorization- Select **ADVANCED AUTHORIZED**

WORK INFORMATION Ensure Correct:

10

- Correct Organization (Obtain from ODTA)
- Military Branch
- Correct Office Address
- Correct Office Phone
- Correct Emergency Contact Name
- Correct Emergency Contact #

- ❑ Select Submit Self-Registration and the below screen opens.



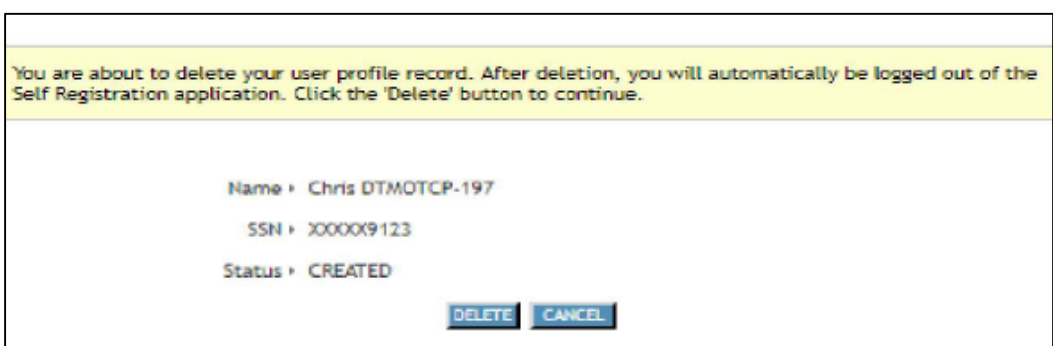
- ❑ Select SUBMIT. DTS emails the DTA, who will review and either accept or reject your self-registration request. DTS will e-mail the results to you.

- ❑ If accepted, log onto DTS again:
<https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/>

- ❑ If rejected, correct the information and re-submit it following the instructions above.

Note: The most common reason for profile rejection is entering the wrong DTS Organization. If you enter the wrong organization, your self-registration request routes to the incorrect DTA, who does not know you, so the DTA will not accept the request. The DTA will reject the submission, providing comments explaining that you selected the wrong organization, and advise you to contact your DTA or supervisor for assistance. Once you make the corrections, re-submit the profile.

Note: If you unintentionally create a self-registration profile, you can remove the entry. Select the here link on the Welcome to the Self Registration Tool screen to remove the partial profile. An information window opens.



- ❑ Select DELETE. This removes the staging profile.
- ❑ Close all browser windows, then log back into DTS to active your profile.

INITIAL GTCC APPLICATION PROCESS (NEVER HAD A GTCC ACCOUNT)



Having a Government Travel Charge Card (GTCC) is **MANDATORY** for **ALL personnel (military or civilian)** to pay for **ALL** official travel costs for TDY and PCS.

- Complete DOD required Travel Card Training below in TRAX Passport:
<https://www.defensetravel.dod.mil/Passport>
 - Programs & Policies - Travel Card Program (Travel Card 101) [Mandatory](Renewed Every 3 years)
- Complete a Statement of Understanding (SoU) (Renewed every 3 years)
- Provide your Training Certificate and SoU to your local Agency Program Coordinator APC
- APC will send you an e-mail notification with instructions on how to apply for your GTCC and the link to the Citibank website.
- Once your GTCC application has been reviewed and approved by your direct supervisor and your local APC, you should receive your new card within 10 business days
Note: The card will arrive in a plain white envelope
- Activate Card when Received
- Update DTS Profile with credit card number and expiration
- Notify** unit ODTA that card was received
- Notify** Local APC to validate activation
- Create Citibank login to manage your Card



You have finished both DTS and GTCC in-processing and are now part of a team of travelers who are travel ready! If you have any questions, contact your unit APC and/or OTDA.

Happy & Safe Travels!
The USARAK Travel Management Team



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Other Important Information

CTO Fort Richardson: 1.855.732.8455
CTO Fort Wainwright: 1.855.729.8688
CTO After Hours Emergency: 1.800.349.8231
DTMO / TAC: 1.888.435.7146
CITI/GTC Customer Svc: 1.800.200.7056



DTS Website: <https://dtsproweb.defensetravel.osd.mil>

Citi GTC Website:

<https://home.cards.citidirect.com/CommercialCard/ux/index.html#/login>

TRAX PASSPORT for Training:

<https://www.defensetravel.dod.mil/Passport>

