

 177TH AR BDE, S8 DTS / GTCC Inprocessing Packet		Battalion/Section		Date
Rank	Name (Last, First, MI)	SSN	DoDID	
Cell Phone	Email	S1 Phone Number		
Instructions to Individual				
1. DTS/ GTCC TRAINING REQUIREMENT/ FREQUENCY: Soldiers will need to complete the required Online Training ("Online" in blue will take you to the location of the training). Frequency is listed beside the training. **Note: If there is a version change to the below training Soldiers will be required to complete the new version. 2. CERTIFICATES / COMPLETION: Attach the below training certificates to the Attachments Panel IOT account for completion. 3. GTCC STATEMENT OF UNDERSTANDING (DD 3120): Soldiers will attach and update the DD 3120 every 3 years.				
Required Attachments / Training Certifications				
01. DTS Account Setup Form Used for updating or creating profile		<input type="checkbox"/>	Complete	Date Completed
02. DoD Statement of Understanding GTC Program Renewed Every 3 years		<input type="checkbox"/>	Complete	Date Completed
03. Assignment Orders		<input type="checkbox"/>	Complete	Date Completed
04. DTS (Basic) - About DTS One Time Training Link		<input type="checkbox"/>	Attached	Date Completed
05. DTS (Basic) - DTS Travel Documents (DTS 101) One Time Training Link		<input type="checkbox"/>	Attached	Date Completed
06. Programs & Policies - Travel Card Program (Travel Card 101) Every 3 years Training Link		<input type="checkbox"/>	Attached	Date Completed
07. Programs & Policies - TDY Travel Policies 101 Every 3 years Training Link		<input type="checkbox"/>	Attached	Date Completed
08. Programs & Policies - City Pair Program One Time Training Link		<input type="checkbox"/>	Attached	Date Completed
09. Programs & Policies - U.S. Government Rental Car Program One Time Training Link		<input type="checkbox"/>	Attached	Date Completed
10. DTS (Special Topics) - Cancellation Procedures One Time Training Link		<input type="checkbox"/>	Attached	Date Completed
11. DTS (Special Topics) - Constructed Travel One Time Training Link		<input type="checkbox"/>	Attached	Date Completed
12. DTS (Special Topics) - Itinerary Changes One Time Training Link		<input type="checkbox"/>	Attached	Date Completed
13. DTS (Special Topics) - Personal Leave w/ Official Travel One Time Training Link		<input type="checkbox"/>	Attached	Date Completed
BN ODTA / S8 Use Only				
	Completed	Date	POC	
DTS Profile Received	<input type="checkbox"/>			
DTS Profile Updated	<input type="checkbox"/>			
GTCC Account Transferred	<input type="checkbox"/>			
GTCC Application Submitted	<input type="checkbox"/>			
GTCC Account Update	<input type="checkbox"/>			
Account Re-opened (as applies)	<input type="checkbox"/>		Account Deactivated	
Updated DTS/GTC Training Tracker	<input type="checkbox"/>		Create Personnel Folder w/ all documents	



PERSONAL INFORMATION

Full SSN	
Gender	
First Name	
Middle Initial	
Last Name	
.mil address	
Date of Birth (MM/DD/YYYY)	
Pay Grade	
Mailing Address	
Mailing Address	
City	
State	
Zip Code	
Resident Phone Number	
Emergency Contact Name	
Emergency Contact Phone Number	

BANKING INFORMATION

Routing Number	***VERIFIED***
Account Number	***VERIFIED***

GOVCC INFORMATION

Govt Travel Card Number	
GTC Expiration Date	

BN Assigned

Unit Phone #	
UIC	