

		<b>177TH AR BDE, S8 DTS / GTCC</b>		Battalion/Section		Date	
<b>Inprocessing Packet</b>							
Rank	Name (Last, First, MI)		SSN		DoDID		
Cell Phone			Email		S1 Phone Number		
<b>Instructions to Individual</b>							
<p>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.</p> <p>2. CERTIFICATES / COMPLETION: Attach the below training certificates to the Attachments Panel IOT account for completion.</p> <p>3. GTCC STATEMENT OF UNDERSTANDING (DD 3120): Soldiers will attach and update the DD 3120 every 3 years.</p>							
<b>Required Attachments / Training Certifications</b>							
01. DTS Account Setup Form					<input type="checkbox"/>	Complete	Date Completed
Used for updating or creating profile							
02. DoD Statement of Understanding GTC Program					<input type="checkbox"/>	Complete	Date Completed
Renewed Every 3 years							
03. Assignment Orders					<input type="checkbox"/>	Complete	Date Completed
04. DTS (Basic) - About DTS					<input type="checkbox"/>	Attached	Date Completed
One Time <a href="#">Training Link</a>							
05. DTS (Basic) - DTS Travel Documents (DTS 101)					<input type="checkbox"/>	Attached	Date Completed
One Time <a href="#">Training Link</a>							
06. Programs & Policies - Travel Card Program (Travel Card 101)					<input type="checkbox"/>	Attached	Date Completed
Every 3 years <a href="#">Training Link</a>							
07. Programs & Policies - TDY Travel Policies 101					<input type="checkbox"/>	Attached	Date Completed
Every 3 years <a href="#">Training Link</a>							
08. Programs & Policies - City Pair Program					<input type="checkbox"/>	Attached	Date Completed
One Time <a href="#">Training Link</a>							
09. Programs & Policies - U.S. Government Rental Car Program					<input type="checkbox"/>	Attached	Date Completed
One Time <a href="#">Training Link</a>							
10. DTS (Special Topics) - Cancellation Procedures					<input type="checkbox"/>	Attached	Date Completed
One Time <a href="#">Training Link</a>							
11. DTS (Special Topics) - Constructed Travel					<input type="checkbox"/>	Attached	Date Completed
One Time <a href="#">Training Link</a>							
12. DTS (Special Topics) - Itinerary Changes					<input type="checkbox"/>	Attached	Date Completed
One Time <a href="#">Training Link</a>							
13. DTS (Special Topics) - Personal Leave w/ Official Travel					<input type="checkbox"/>	Attached	Date Completed
One Time <a href="#">Training Link</a>							
<b>BN ODTA / S8 Use Only</b>							
	<b>Completed</b>			<b>Date</b>	<b>POC</b>		
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

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Gender

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First Name

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Middle Initial

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Last Name

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.mil address

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Date of Birth (MM/DD/YYYY)

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Pay Grade

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Mailing Address

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Mailing Address

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City

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State

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Zip Code

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Resident Phone Number

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Emergency Contact Name

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Emergency Contact Phone Number

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**BANKING INFORMATION**

Routing Number

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\*\*\*VERIFIED\*\*\*

Account Number

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\*\*\*VERIFIED\*\*\*

**GOVCC INFORMATION**

Govt Travel Card Number

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GTC Expiration Date

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**BN Assigned**

Unit Phone #

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UIC

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