



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 199TH INFANTRY BRIGADE
6506 INDIANHEAD ROAD
FORT BENNING, GEORGIA 31905-6221

ATSH-TP


12 December 2011

MEMORANDUM FOR Maneuver Captains Career Course Students

SUBJECT: TDY Procedures for Maneuver Captains Career Course Students

1. Effective 1 November 2011, students assigned to the Maneuver Captains Career Course that require Temporary Duty (TDY) while assigned to the 199th Infantry Brigade will generate their own travel authorizations (see encl). The only exceptions are for medical TDY and 199th IN BDE tasking directives. Those exceptions will be generated by the 199th IN BDE Organizational Defense Travel Administrator (ODTA).
2. Direct all questions pertaining to processing, registering and the Government Travel Charge Card (GTCC) to the ODTA at 199th Infantry Brigade, Brigade S4, building 2520, 706-545-2558/4712 /0368/5529. All other questions should be directed to the agency directing the TDY.
3. Point of contact for this memorandum is the BDE S4 706-545-0368/5529/2558/4712.

Encl
Travel Procedures


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1. Students assigned to the Maneuver Captain Career Course (MCCC) scheduled to attend Temporary Duty (TDY) while assigned to the 199th Infantry Brigade will follow the steps below and the “How To” guides located at the MC3 Home Page. The only *exceptions* are for medical TDY and 199th IN BDE tasking directives which will be processed by the Organization Defense Travel Administrator (ODTA) after Step 1 and 2 are completed.

2. Direct all questions or issues pertaining to processing, registering and the Government Travel Charge Card (GTCC) and this document to the ODTA at 199th Infantry Brigade, Brigade S4, building 2520, 706-545-2558/4712 /0368/5529. All other questions will be directed to the agency directing the TDY.

3. From the MC3 Homepage/Share Point follow the steps below:

Step 1. Register under the 199th Infantry Brigade Defense Travel System (DTS).

a. If registered under a previous unit:

(1) Contact previous unit/installation to be detached.

(2) Complete a “Create & Receive” form (see MC3 Home Page) and submit to the 199th IN BDE ODTA.

b. If never registered :

(1) You will need:

- Bank routing and account number for Electronic Fund Transfer (EFT).

- Government Travel Charge Card (GTCC) number and expiration date.

(2) Log into <http://www.defensetravel.osd.mil/dts/site/index.jsp> using a Common Access Card (CAC) and the self-registration guidance at the MC3 Home Page.

(3) If an error occurs on DTS log on page go to Step 1(2).

Step 2. Determine if a Government Travel Charge Card (GTCC) will be used.

a. GTCC holders:

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(1) Must validate current card information is updated in DTS profile (see MC3 Home Page).

(2) Must complete the required online GTCC training (see MC3 Home Page) at least one month prior to TDY start date, and submit the completed certificate of training to the BDE S4 Agency Program Coordinator (APC), 706-545-2558/5529/0368 in order to be activated under 199th IN BDE.

b. Non-GTCC cardholders:

(1) Must complete the required online GTCC training (see MC3 Home Page) at least one month prior to TDY start date, and submit the completed certificate of training to the BDE S4 Agency Program Coordinator (APC), 706-545-2558/5529/0368 in order to be activated under 199th IN BDE.

(2) Complete the CITI Bank GTCC application provided by the APC. Cardholders who decline a credit check may be approved for a “restricted” card with a limit of \$4,000.00 and travelers who elect to have the credit check completed are allotted \$7,500.00 for a standard card.

(3) Once the GTCC is received (5-10 business days) provide the card number and expiration date to update your profile prior to submitting your authorization.

Travel card accounts will remain “activated” for the duration of the TDY period and return travel time back to Ft. Benning; all balances must be paid in full prior to out-processing MCCC.

Students must inform the agency directing the TDY immediately of the inability to pay for required upfront expenses if they do not have a GTCC or cannot obtain one in time to meet travel needs or the application was declined by CITI Bank.

Step 3. Create the travel authorization in DTS.

a. Use the appropriate Power Point guide (Special Forces, Civil Affairs, Other, etc.; see the MC3 Home Page) or follow the instructions provided by the agency directing the travel.

b. Upload the memo or information sheet reflecting entitlements under “expense supporting documents” in the authorization (see MC3 Home Page).

c. Exceptions and changes to entitlements or instructions are approved by the agency directing the travel. Upload “approved” requested exceptions to the memo (i.e. change in departure or return, POV authorized, phone use, etc.).

d. If Privately Owned Vehicle (POV) is authorized (stated in instructions or an exception was obtained) then a daily in/around log must be completed (see MC3 Home Page).

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e. Contact the ODTA once the authorization is complete and ready for review and approval 706-545-2558/4712 /0368. You will receive confirmation from DTS once the authorization is stamped approved see the MC3 Home Page on how to save or print your document.

Step 4. File the travel voucher within five (5) days of returning from TDY.

a. Complete the drop-off worksheet (see MC3 Home Page) and provide a copy of all receipts except food (hotel, rental car, gas for rental car, taxi, commercial transportation, excess baggage, toll roads, ATM fees receipts, FINAL flight itinerary if purchased with GTCC, etc.) to the ODTA. If food is *not available* per the travel instructions it will be at the rate provided or at the local Per Diem rate as found in DTS rate look up (see MC3 Home Page).

b. If Privately Owned Vehicle (POV) use is authorized (stated in instructions or an exception was obtained) then a daily in/around log must be provided (see MC3 Home Page).

c. You will be contacted within 10-15 working days from the date all receipts and substantiating documents are received to digital sign your voucher; payment is within 3-5 business days.

Step 5. Clearing the 199th IN BDE Defense Travel System and GTCC.

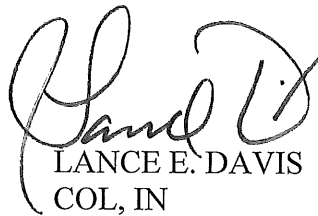
a. Provide a copy of your orders to the ODTA.

b. All vouchers must be complete.

c. All GTCC accounts paid in full.

Upon clearing you will be detached from under the 199th IN BDE and a request submitted to your gaining unit to receive your GTCC account.

4. Point of contact for this memorandum is the BDE S4 706-545-0368/5529/2558/4712.


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