



528th Sustainment Bridge (SO) (A)

RMO In-processing Checklist

Rank

First Name

Last Name

Unit

To In-process RM we need everything within this PDF to be completed, attached and send back to us. Without the completion of this you will not have access to DTS or use of GTCC. At the end of the PDF there is a set of instruction to send the completed checklist.

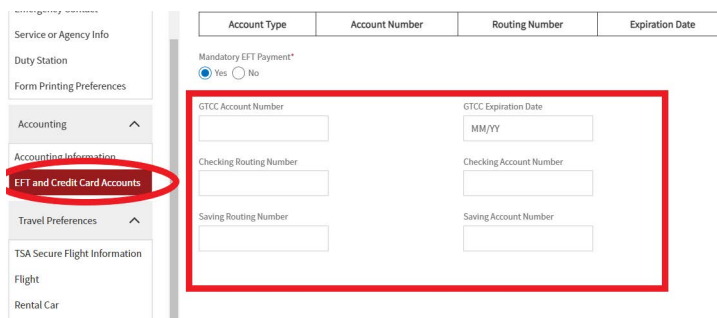
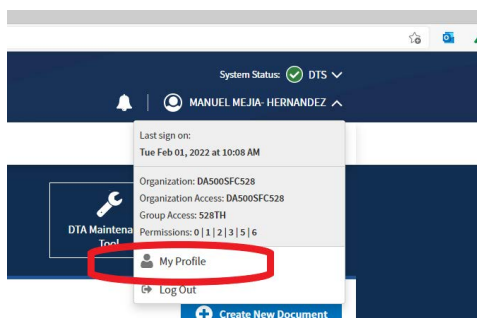
Training Required to be In-Processed:

- DTS (Basic) - About DTS, DTS
- DTS (Basic) - Travel Documents (DTS 101)
- Programs & Policies — TDY Travel Policies 101
- Programs & Policies-Travel Card Program (Travel Card 101) **(Expires after 3 Years)**
- Statement of Understanding (SOU) **(Supervisor portion must be signed by RM)**
- Copy of PCS Orders

The Web based Training modules are available at the TRAX Website:

<https://secure.defensetravel.dod.mil/Passport/bin/Passport.html?#>

Add Personal bank information in to DTS- login to DTS, upper right corner, click your name. You will see my profile, click on that. then on the left side, there will be EFT information. Type in Account number and routing number.





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CITIBANK GTCC Application:

1. Access the following website: <https://home.cards.citidirect.com/CommercialCard/ux/index.html#/login?locale=en>
2. Click on "Apply For Card" Link, then select the "Invitation Passcode" option.
3. Input the following: Passcode – 528RM, 112TH, 389TH, STB. Please use the respected Invitation Passcode. Email address – manuel.a.mejiahernandez.mil@socom.mil,
4. Continue to fill out the application (Approver1 is your supervisor).

Note: New soldiers, Please use a valid local mailing address; either your NCOs home or a P.O. Box.

The screenshot shows the CitiManager website. On the left, there is a dark blue button labeled 'Apply for a Card Today >'. On the right, the 'User Registration' section is visible, with three options: 'CitiDirect System Client Code', 'Invitation Passcode' (which is selected and circled in red), and 'Prefilled Application Code'. Below this, a message states: 'You will be prompted in the next four steps to register for the CitiManager website and complete the card application. Step 1 of 4: - Please enter the Invitation Passcode and Inviter's Email Address provided by your organization. Please contact your card program :'. The form fields show 'INVITATION PASSCODE' with masked characters and 'INVITER'S EMAIL ADDRESS' with the value 'manuel.a.mejiahernandez.mil@socom.mil'. At the bottom, there are two blue 'CONTINUE' buttons and links for 'BACK', 'CANCEL', and 'CLEAR'. A QR code is located on the right side of the form.

The SOU is saved as an attachment within this PDF.

Attach training certificates and SOU to this PDF by clicking this button →

(Certificates and SOU must be attached to this PDF. If you are unable to attach the documents, send them in a Compressed "Zipped" Folder. Any other method will not be accepted.)

Send this form with all attachments and your DA 4187/Orders assigning you to a Battalion to [528SB-HQ-RM DL <528SB-HQ-RM@socom.mil>/manuel.a.mejiahernandez.mil@socom.mil](mailto:528SB-HQ-RM_DL@528SB-HQ-RM@socom.mil) with the subject line: **INPROCESSING_BN_LASTNAME.**