

HOW TO ACCESS TRAVEL CARD 101 TRAINING

(Travel Card 101 training is required for issuance of Government Credit Card and pulling into DC I Heierarchy)

The website for training is:

<https://www.defensetravel.dod.mil/neotrax/index.php>

Click "OK"

Click "CAC Login" - Use authentication certificate, **DO NOT** choose the email certificate

Click "Training"

Click "Available"

Check mark "Show All"

Launch and complete "Programs & Policies - Travel Card Program (Travel Card 101) [Mandatory]"

If you have completed the Travel Card 101 training in the past two years, we will accept your certificate

Email your certificate to the DC I Admin Office at the following email address: HQMC_DCI_IEX_ADMIN@usmc.mil

****NOTE: NEW GOVCC APPLICATIONS OR PULLING INTO DC I HEIERARCHY WILL NOT BE SUBMITTED WITHOUT MANDATORY COURSE COMPLETION****