



The following data is used for login control, to print your certificate and to record your successful completion of this training in the Automated Training Statistics (ATS) database. All fields are required. Your Travel Card Agency Program Coordinator can provide your correct "Command" name and "Hierarchy Level 3-8" numbers. Select your "Command" name from the dropdown list and the Hierarchy Levels will automatically populate. If your "Command" name is not available in the dropdown list, it and the "Hierarchy" numbers can simply be typed into the form.

Use the Tab key to move between fields.

* First Name:

* Middle Initial:

* Last Name:

* SSN (last 4 digits):

* Rank/Grade:

* Email Address:

* Password:

* Password Again:

* Command:

* Your APC's Name:

* Hierarchy:

Level 3 Level 4 Level 5 Level 6 Level 7 Level 8

* Required field

Quit

Submit

About

The new Create User screen requires that you complete all fields. There is a dropdown box in 'Command' so that you can select your activity. When you select your activity from the dropdown list, the 'Command' and 'Hierarchy' fields are automatically populated.

If your activity does not appear on the dropdown list, or your hierarchy numbers are incorrect, key your activity in 'Command' and your hierarchy number, given to you by your APC, into 'Hierarchy'.



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Use the Tab key to move between fields.

(FHSO) FLEET HOSPITAL SUPP OFF
 14TH DENTAL CO 4FSSG
 20TH NAVAL CONSTRUCTN REGIMENT
 20TH NCR DET C
 22ND NCR
 2ND NCB HQ DET
 4FSSG H&SBN 1 B
 4FSSG H&SBN 1 B
 4TH FSSG 14 DENC0
 4TH FSSG 24 DEN CO DET 2
 4TH FSSG 24TH DC 3
 4TH FSSG 4MB SURG B DET 5
 4TH FSSG DET 4
 4TH MARDIV 1/24
 4TH MARDIV 3/14G
 4TH MARINE DIVISION FMF
 4TH MAW MED
 4TH MD 8TH TANK BATT 102
 7TH NCR
 ABFC BLSS A119
 ABFC BLSS B106
 ABFC CART A401
 ABFC CART B104
 ABFC FOU A1 19
 ABFC HCHB-5 DET
 ABFC LANT 1106
 ABFC NCHB 10
 ABFC NCHB 10 DA106
 ABFC NCHB 4 D B106
 ABFC NCHB 4 D C206
 ABFC NCHB 4 D C206

Previous Commands More Commands Cancel

* Required field

Quit Submit

About

This shows the list of activities from which to choose. The values in the dropdown list have been taken from Bank of America's EAGLS. Since this list is a snapshot in time, you have the capability to key in your activity and hierarchy numbers if they do not appear in the dropdown list.

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Use the Tab key to move between fields.

NAVSCIATTS
NAVSCIATTS
NAVSCOLCECOFF
NAVSCOLCECOFF
NAVSCOLEOD
NAVSCOLEODDET
NAVSCSCOL ATHENS GA
NAVSEA SHIPBUILDING SUP OFFC
NAVSEA SHIPBUILDING SUP OFFC
NAVSEALOG DET LANT
NAVSEALOG DET PAC
NAVSEALOG DET PORTSMOUTH
NAVSECGRUCOM
NAVSECGRUCOM
NAVSECURANT MENWITH HILL
NAVSISA
NAVSPECWARCEN AT DET LCREEK
NAVSECWARCENTER
NAVSECWARGRU
NAVSECWARGRUONE LOGSUPPU
NAVSTA
NAVSTA GUAM
NAVSTA GUANTANAMO BAY
NAVSTA MAYPORT
NAVSTA PEARL HARBOR
NAVSTA POTA SP
NAVSUBSCOL (N713)
NAVSUBTRACENPAC
NAVSUP CLAIMANCY
NAVSUP HQ
NAVSUPPACT-MIDSOUTH
NAVSUPPACT-MIDSOUTH

Previous Commands More Commands Cancel

* Required field

Quit Submit

About

This activities list continues when 'More Commands' is clicked. Clicking on 'Previous Commands' allows you to page back through the list. 'Cancel' is an active choice but serves no function at this time.

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Use the Tab key to move between fields.

NR WSF YORK EOT1
NR WSF YORK EOT2
NR WSF YORK EOT3
NR WSF YORK EOT3
NR WSFSB CD EOT DET 12
NR YOKOSUKA 116
NRC ADELPHI
NRC ANCHORAGE
NRC ASHVILLE
NRC AUSTIN
NRC AVOCA
NRC AVOCA
NRC BALTIMORE
NRC BANGOR
NRC BANGOR
NRC BRUNSWICK
NRC CAPE GIRARDEAU
NRC CAPE GIRARDEAU
NRC CEDAR RAPIDS
NRC CENTRAL POINT
NRC CHARLESTON
NRC CHARLESTON
NRC CHEYENNE
NRC CLEARWATER FL
NRC CLEVELAND
NRC CORPUS CHRISTI
NRC DECATUR
NRC DETROIT
NRC DUBUQUE
NRC DULUTH
NRC FORT

* Hierarchy:

Level 3 Level 4 Level 5 Level 6 Level 7 Level 8

** Required field*

Quit Submit

About

This example shows NRC CHARLESTON as the selected activity. ['*Hierarchy' appears across the bottom of this screen only because this slide was captured in the middle of an automatic return to Create User. You will not see this on the actual dropdown screen.]



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Use the Tab key to move between fields.

* First Name:

* Middle Initial:

* Last Name:

* SSN (last 4 digits):

* Rank/Grade:

* Email Address:

* Password:

* Password Again:

* Command:

* Your APC's Name:

* Hierarchy:

Level 3	Level 4	Level 5	Level 6	Level 7	Level 8
---------	---------	---------	---------	---------	---------

* Required field

Quit

Submit

About

The Create User screen is returned to the with the 'Command' and 'Hierarchy' fields automatically filled in.



The following data is used for login control, to print your certificate and to record your successful completion of this training in the Automated Training Statistics (ATS) database. All fields are required. Your Travel Card Agency Program Coordinator can provide your correct "Command" name and "Hierarchy Level 3-8" numbers. Select your "Command" name from the dropdown list and the Hierarchy Levels will automatically populate. If your "Command" name is not available in the dropdown list, it and the "Hierarchy" numbers can simply be typed into the form.

Use the Tab key to move between fields.

* First Name: JANE

* Middle Initial: D

* Last Name: DOE

* SSN (last 4 digits): 1234

* Rank/Grade: gs/11

* Email Address: jane.d.doe@navy.mil

* Password: ****

* Password Again: ****

* Command: NRC CHARLESTON

* Your APC's Name: John Doe

* Hierarchy: 3047952 4047953 5048001 6048009 0000000 0000000

Level 3 Level 4 Level 5 Level 6 Level 7 Level 8

* Required field

Quit

Submit

About

This example shows the user entering all of the required data. After the data is entered, you must click 'Submit'.



The following data is used for login control, to print your certificate and to record your successful completion of this training in the Automated Training Statistics (ATS) database. All fields are required. Your Travel Card Agency Program Coordinator can provide your correct "Command" name and "Hierarchy Level 3-8" numbers. Select your "Command" name from the dropdown list and the Hierarchy Levels will automatically populate. If your "Command" name is not available in the dropdown list, it and the "Hierarchy" numbers can simply be typed into the form.

First Name JANE
Middle Initial D
Last Name DOE
SSN (last 4 digits) 1234
Rank/Grade gs/11
Email Address jane.d.doe@navy.mil
Password ****
Your APC's name John Doe
Command NRC CHARLESTON
Hierarchy

Level 3	Level 4	Level 5	Level 6	Level 7	Level 8
3047952	4047953	5048001	6048009	0000000	0000000

Is this information correct?
YES NO

About

You will be shown your information and asked to indicate its correctness. If 'NO' is clicked, you will be returned to the Create User screen so that you can re-enter your information. Clicking 'YES' will take you to the next screen, as in our example here.



The following information is provided to show you how to navigate through Government Travel Charge Card Training Course.

Press the ESC key at any time during the instruction to skip the section.



Press the ENTER key on your keyboard to proceed through the How To at your own pace.

How To Use This Training is only accessed from the roll up menu.

The training navigational tutorial automatically begins after clicking ‘YES’ on the Create User confirmation panel. You may leave this tutorial at anytime by pressing ‘Esc’ on the keyboard.



Next, you will be prompted to take a Pre-Test. If 'YES' is clicked, a 25-question exam will begin. In order to get a certificate from the Pre-Test, a 100% score must be attained; otherwise, the user will be taken to the training course main menu. For purposes of this demonstration, we will presume 'NO' is clicked.

Government Travel Charge Card

How Do I ...?

- Introduction 5 minutes
- Travel Card Background 4 minutes
- Department of the Navy Policy 13 minutes
- Bank of America Policy 13 minutes
- Obtaining the Travel Card 8 minutes
- Using the Travel Card 9 minutes
- Problem Solving 11 minutes
- Post-Test

Estimated Total Completion Time: 1 hour, 3 minutes

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You are now presented with the training course menu. All lessons must be taken before the user is permitted to take the Post-Test. The Post-Test is not accessible until all lessons have been taken and red check marks appear.

Government Travel Charge Card

How Do I ...?

- ✓ Introduction 5 minutes
- ✓ Travel Card Background 4 minutes
- ✓ Department of the Navy Policy 13 minutes
- ✓ Bank of America Policy 13 minutes
- ✓ Obtaining the Travel Card 8 minutes
- ✓ Using the Travel Card 9 minutes
- ✓ Problem Solving 11 minutes
- Post-Test

Estimated Total Completion Time: 1 hour, 3 minutes

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Now that the red check marks appear, indicating that this user has read each lesson, the Post-Test is now highlighted and available. The Post-Test must be taken and passed with a 100% score in order to receive a training completion certificate.

Post-Test

You must score 100% to pass the Post-Test. However, if you get at least 60% of the questions correct, you will be given the opportunity to review the incorrectly answered questions, review the corresponding course material, and have two more attempts to answer the missed questions correctly. If you score less than 60%, you will automatically fail and be directed to retake the entire course before attempting the Post-Test again.

Good Luck!!

Click on the forward button to proceed to the test.

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This is the first screen presented in Post-Test. Notice that a score of 100% is required to pass the test and that a total of three tries will be given to achieve that score. A score of less than 60% results in having to re-take the entire course, starting with lesson 1, followed by the Post-Test..

Post-Test

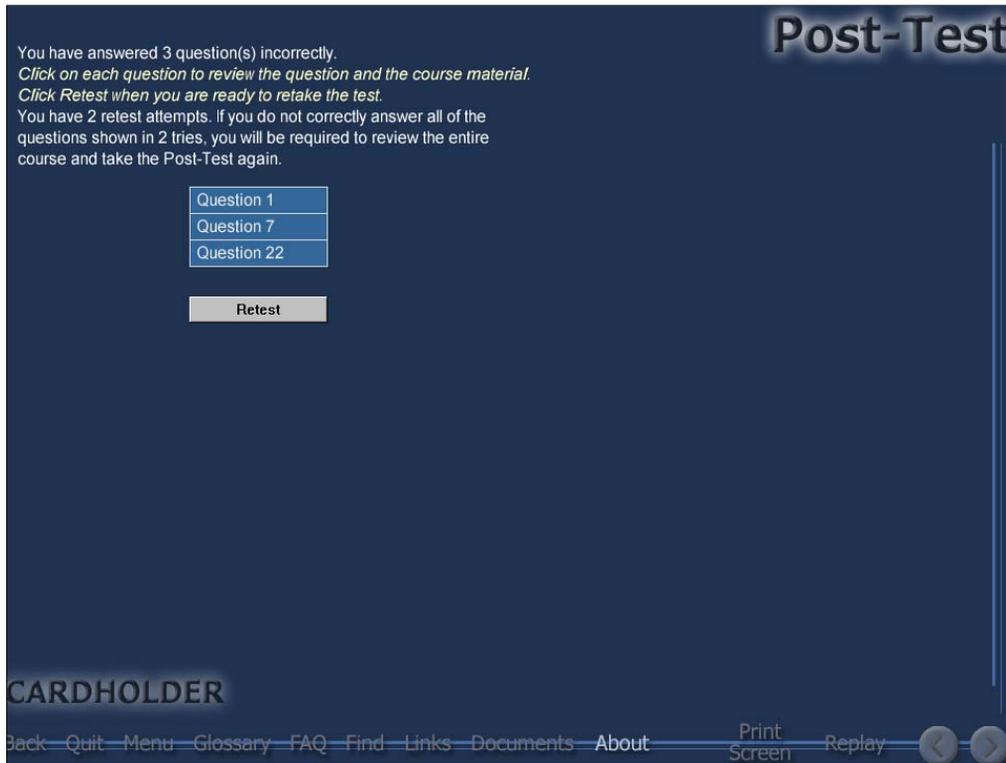
You have answered 3 question(s) incorrectly.
Click on each question to review the question and the course material.
Click Retest when you are ready to retake the test.
You have 2 retest attempts. If you do not correctly answer all of the questions shown in 2 tries, you will be required to review the entire course and take the Post-Test again.

[Question 1](#)
[Question 7](#)
[Question 22](#)

[Retest](#)

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This screen shows that the user in this example missed 3 questions on the Post-Test with 2 chances remaining to achieve 100%.

Post-Test

You have answered 3 question(s) incorrectly.
Click on each question to review the question and the course material.
Click Retest when you are ready to retake the test.
You have 2 retest attempts. If you do not correctly answer all of the questions shown in 2 tries, you will be required to review the entire course and take the Post-Test again.

Question 1
Question 7
Question 22

Retest

1. When you are on long term travel, you must complete and submit a travel voucher every _____ days.
Your answer:
a. 15

Review Course Material

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Our user clicks Question 1 in the blue box on the left. Immediately a blue box on the right appears. The original question and incorrect answer are shown. At the bottom of the box is 'Review Course Material'. You can click this button to go back to the lesson for a review of the related subject material pertaining to the question incorrectly answered.

Using the Travel Card

Travel Voucher

- Submit within 5 days of return
- Submit every 30 days on long term travel
- Use Split Disbursement Option (SDO)

Return from VA

File Travel Claim

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Lesson 6, Page: 9 of 21

Select the previous arrow to return to the Post-Test.

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Question 1 dealt with the number of days that elapses before a traveler on long term travel must submit a travel voucher. Jane Doe, our example student, answered '15'. The correct answer was '30', as we see here.

To return to the Post-Test, you must click on the previous arrow in the lower right corner of the screen.

Post-Test

You have answered 3 question(s) incorrectly.
Click on each question to review the question and the course material.
Click Retest when you are ready to retake the test.
You have 2 retest attempts. If you do not correctly answer all of the questions shown in 2 tries, you will be required to review the entire course and take the Post-Test again.

[Question 1](#)
[Question 7](#)
[Question 22](#)

[Retest](#)

1. When you are on long term travel, you must complete and submit a travel voucher every _____ days.

Your answer:
a. 15

[Review Course Material](#)

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In our example, the user decides she's ready to answer all of the missed questions, so she clicks 'Retest'.

When on long term travel, you must complete and submit a travel voucher every 5 days.

True

False

Click on the correct answer

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She is now presented a new question for each original missed question. Notice that in the left corner of this screen we see '1 of 3'. Three questions were missed and three questions remain to be correctly answered.

Post-Test

Congratulations!

You passed the Post-Test.

Click on the Forward button to proceed.

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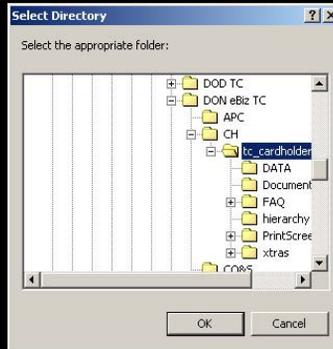
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In our example, Jane has answered the 3 remaining test questions correctly. She now must click on the Forward button in the lower right corner to continue.

Since you have successfully completed the course, a log file has been created for you.
You should save the file and send it via an email attachment to: DONeBusinessStats@navy.mil
Select a location to save the file now.



The DON eBusiness Operations Office maintains a central database of training completion statistics. This database, known as Automated Training Statistics, or ATS, is updated with information from the training log file created automatically for you after you pass the Post-Test. You must select a storage location for your training log and later send a copy to DONeBusinessStats@navy.mil. Your training log must be sent to DONeBusinessStats@navy.mil in order to have your training record recorded in ATS.

When you've selected your storage location, click "OK" to proceed.

Your log file was saved to:
C:\Documents and Settings\linda.k.bailey\My Documents\UNZIPPED\DON eBiz TC\CH\tc_cardholder\do1234_tc_ch.log

OK

This screen confirms that your log file was saved and shows its saved location. Make a note of this location and click “OK” to proceed.

Congratulations!

You passed the Post-Test.

[Print Certificate](#)

*Click on the Menu button to return to the menu,
or click on the Quit button to exit the course.*

CARDHOLDER

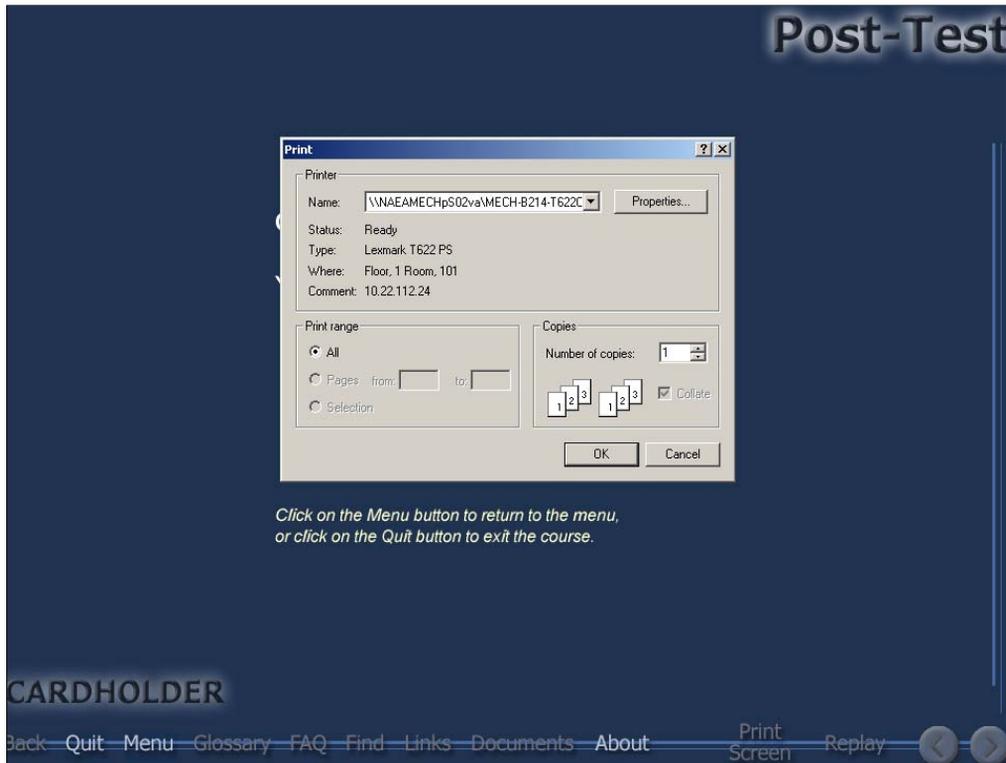
[Back](#) [Quit](#) [Menu](#) [Glossary](#) [FAQ](#) [Find](#) [Links](#) [Documents](#) [About](#)

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You will now receive notice that you passed the Post-Test. Click on the “Print Certificate” link to continue.



The standard MS Windows printer interface box will appear and allow you to choose your printer. When you are ready to print your certificate, click “OK”.

[Note: If you are taking this training from a computer not physically attached to a printer, you must have a default printer setting in order to see your certificate on the screen. When you see the certificate, you can press ‘Print Screen’ on your keyboard and paste the image into another document (Word, PowerPoint., etc.) and save for printing at a later time.]

Department of the Navy



This is to certify that

JANE D. DOE

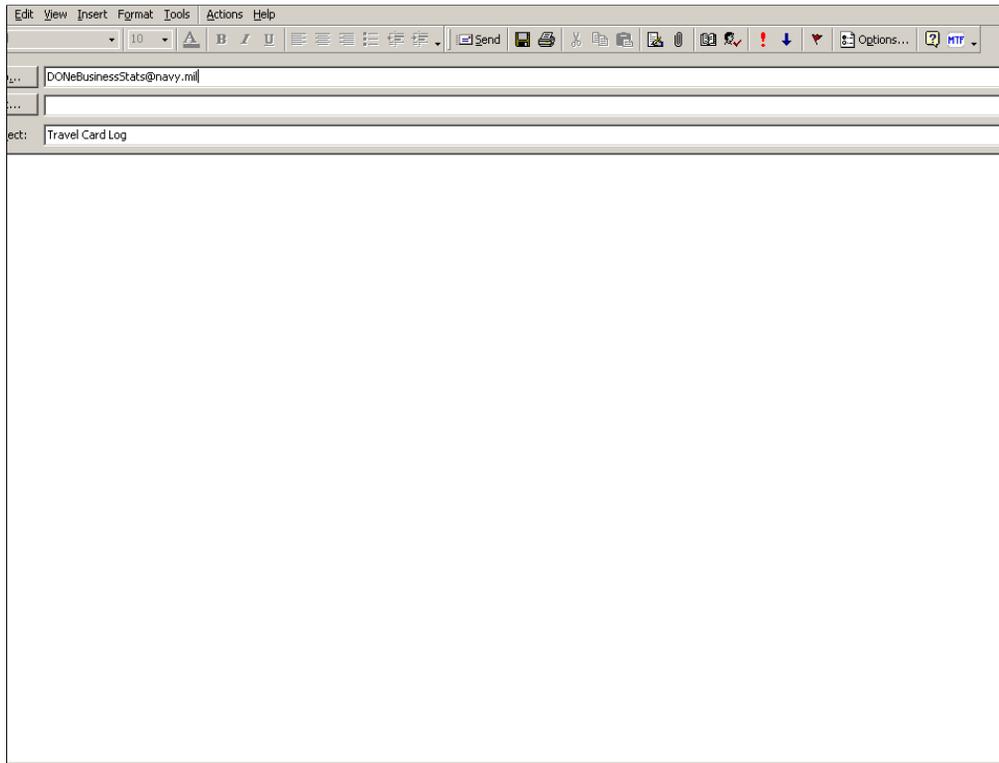
*has successfully completed the Department of the Navy
Travel Card, Cardholder Course (Version: 3)*

25 February 2004

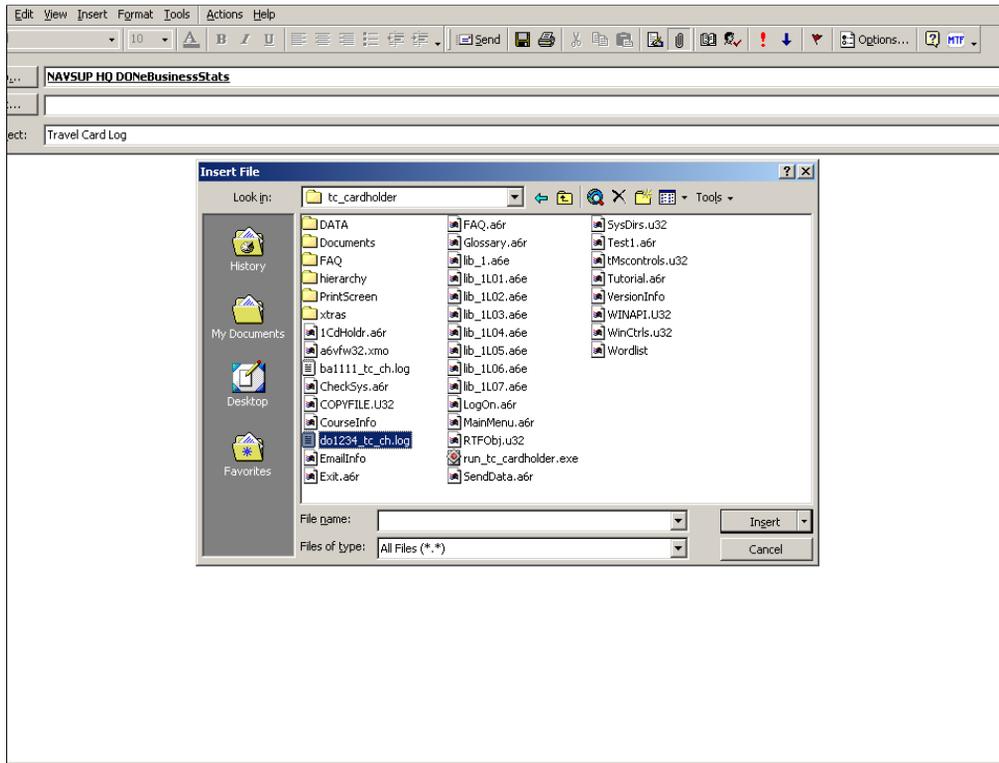
NRC CHARLESTON

John Doe
Agency Program Coordinator

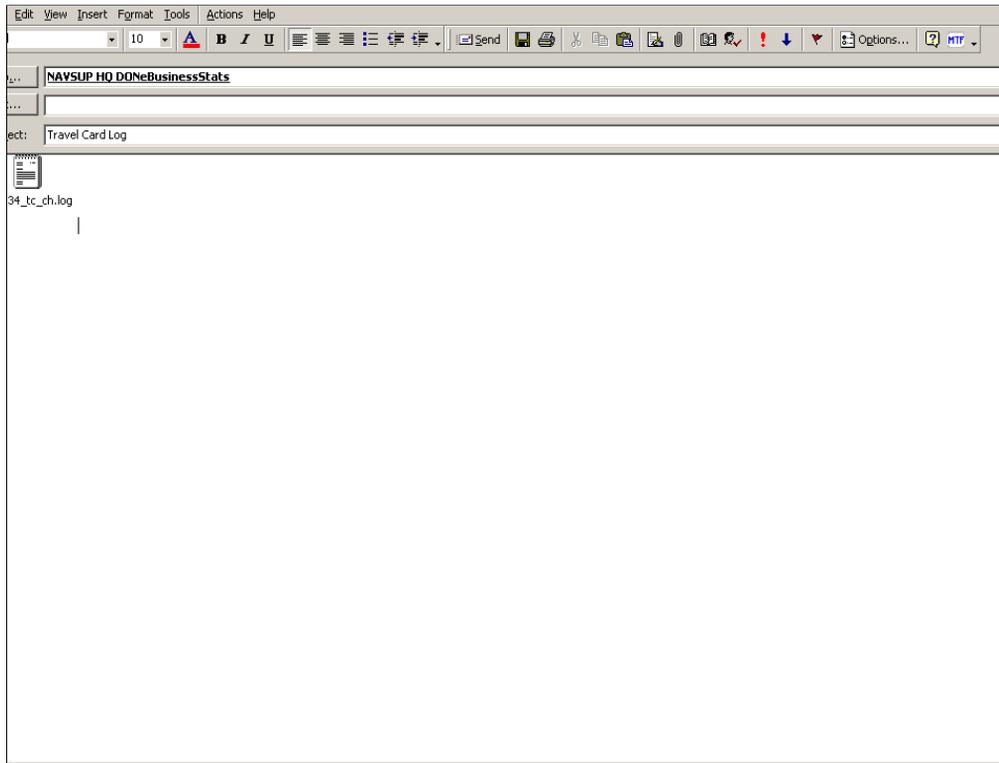
This is an example of a Travel Card Cardholder certificate. Notice that the training course name and version number appear on the certificate, along with the student's name, activity and APC name. [REMEMBER: Provide your APC with a copy of your training certificate.]



Upon completing your training, you need to send your training log to DOneBusinessStats@navy.mil. Please use 'Travel Card Log' in the email subject line.



This shows our example user selecting the log from its saved location. Notice that the email address has changed from `DONEBusinessStats@navy.mil` to **NAVSUP HQ DONEBusinessStats**. This will occur if you are operating a NMCI computer.



This example shows an email message with the training log attachment. You now need to send your email to DONEBusinessStats@navy.mil, and your training is complete.