

**NOTE: Effective 1 Oct 04, Government Travel Charge Card courses will no longer be available by Video TeleTraining.**

1. The Department of the Navy (DON) eBusiness Operations Office through the Navy Supply Corps School (NSCS) is providing comprehensive Government Travel Charge Card Video TeleTraining (VTT) in the following areas: Agency Program Coordinators (APC), Cardholders (CH), and Commanding Officers/Supervisors.
2. Courses are elective, **FREE OF CHARGE**, and provide training on specific roles and responsibilities within the Travel Card program. Travel costs, if required, to attend training are at participant's agency's expense.
3. VTT, available on certain ships, is also available at 25 shore locations in the United States. Each classroom has seating for 18 to 25 participants. Video TeleConferencing (VTC) is available for activities unable to locally participate at a VTT location.
4. Class **registration closes one week prior** to class start date. Activities outside the United States should contact the NSCS Network Scheduler (DSN: 354.7378 / Commercial: 706.354.7378) to find out how to arrange an exception special request class.
5. Follow these easy steps to participate in this valuable training:

- Go to [www.nscs.cnet.navy.mil](http://www.nscs.cnet.navy.mil)
- Select "Training"
- Select "Government Travel Card Training"
- Select the desired course (do not select "Schedules" on the left)
- Select "Schedule" to see available dates. After viewing the schedule, click the "Back" button, then select "VTT Info"
- **VTT** – Select "VTT Shore Locations" and follow directions to choose desired VTT location and obtain contact information for class registration and inquiries

[VTT locations with computer labs include Athens, Balboa, Bangor, Bethesda, Bremerton, Camp Lejeune, Camp Pendleton, Dam Neck Hub, Everett, Great Lakes, Groton, Guam, Ingleside, Kings Bay, Mayport, New Orleans, Newport, Norfolk, Norfolk, Pascagoula, Pearl Harbor, Pensacola, Portsmouth, San Diego Hub, Tactical Training Group Pacific, and Whidbey Island.]

- **VTC** - Select the "Off network procedures for sites with VTC capabilities" link for complete instructions to certify your VTC equipment with Dam Neck Hub (**must be done prior to class start date/time**) and the number to call the Network Scheduler to make the VTC arrangements.

[Note: Dial-in numbers are issued individually and are valid ONLY for the specific date/time of each class offering.]

## 6. **COURSE DESCRIPTIONS:**

**REFRESHER CARDHOLDER TRAINING (CIN 748N/A-500-0066):** this course is designed to provide Travel Card Program cardholders (CHs) with information on policy, procedures, and proper card usage. The course covers CH responsibilities, the role of APC, DON and Bank of America (BOA) policy, and delinquency management. The target audience for this course is Navy Travel Card CHs.

**COMMANDING OFFICER/SUPERVISOR TRAINING (CIN 748P/A-8A-0020):** this course is designed to provide commanders, commanding officers, officers in charge, or supervisors with information on the roles and responsibilities, establishment and management of the Travel Card Program, program monitoring, DON and Bank of America (BOA) policy, and delinquency

management. The target audience is newly appointed persons in charge of a local Travel Card Program, APCs and CHs.

**AGENCY PROGRAM COORDINATOR POLICY TRAINING (CIN 748R/A-500-0067):** this course is designed to provide the Travel Card Program APC with information on DON and Bank of America (BOA) policy, hierarchy levels, cardholder directives, APC responsibilities and program controls. This course targets new APCs.

**AGENCY PROGRAM COORDINATOR DELINQUENCY MANAGEMENT/REPORTING TOOL FOR EAGLS (CIN 748S/A-500-0068):** this course provides the Travel Card APC with information on delinquency management by utilizing Bank Of America's (BOA) web based EAGLS reporting tool. The course reviews scheduling and viewing of critical reports used to aid in portfolio and delinquency management of a local Travel Card program. A working knowledge of EAGLS is required. This course targets APCs who want or need to sharpen their Travel Card Program management skills.

[NOTE: this course may not be reflected on the NSCS website; however, it is still being offered.]

7. August 2004 schedule: all start times are east coast standard.

Course	Date	Time
TC Refresher Cardholder Training	8/18/2004	0800
	8/18/2004	1300
TC Commanding Officer/Supervisor Training	8/18/2004	1030
	8/18/2004	1530
TC APC Policy Training	8/19/2004	0800
	8/19/2004	1300
TC APC Delinquency Management/ Reporting Tool for EAGLS	8/19/2004	1030
	8/19/2004	1530

8. This information may be found at the DON eBusiness website:

- [www.don-ebusiness.navsup.navy.mil](http://www.don-ebusiness.navsup.navy.mil)
- Click on "Travel Card Training" (under "Quick Links")
- Click on Video TeleTraining Announcement

9. You can contact DON EBUSOPSOFF by email at [DONeBUstraining@navsup.navy.mil](mailto:DONeBUstraining@navsup.navy.mil)

10. We hope you have a quality training experience!

11. Request re-addressals to area commands & dissemination to all subordinate commands.