

## DTS/GTCC NEW JOIN PROCESSING

### PERSONAL INFORMATION

Date of arrival: \_\_\_\_\_

Rank/Grade: \_\_\_\_\_ Name: \_\_\_\_\_

Service: \_\_\_\_\_ MFC: \_\_\_\_\_ MFN \_\_\_\_\_ RESERVIST \_\_\_\_\_

EDIPI: \_\_\_\_\_ DOB: \_\_\_\_\_

Work Email Address: \_\_\_\_\_

Home Address (HERE): \_\_\_\_\_

Work #: \_\_\_\_\_ Home or Cell#: \_\_\_\_\_

Emergency contact name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Do you have a Government Travel Charge Card: YES or NO

GTCC last four: \_\_\_\_\_ GTCC expiration Date: \_\_\_\_\_

### AGENCY INFORMATION (APC WILL INITIAL AS EACH REQUIREMENT IS COMPLETED BELOW)

Application submitted online: \_\_\_\_\_

Application approved by supervisor: \_\_\_\_\_

Application approved by APC: \_\_\_\_\_

Statement of Understanding (SOU) received: \_\_\_\_\_

Training certificate received: GTCC \_\_\_\_\_ DTS \_\_\_\_\_

DTS PROFILE TRANSERRED/CREATED AND UPDATED: \_\_\_\_\_

GTCC PROFILE TRANSFERRED AND UPDATED: \_\_\_\_\_ / \_\_\_\_\_

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