

Instructions for Completing an Application for a U.S. Government Travel Card

1. Go to internet address <http://www.bfd.whs.mil>.
2. Click on Programs (located on the left sidebar).
3. Click on Travel Card Program.
4. Scroll down to paragraph 5.d and click on Application Form.
5. When the application form opens, ensure that the cursor is at the first block.
6. Type your first name, middle initial, and last name. Use the Tab key to go from block to block.
7. Do not use the Enter key because it will create additional lines and spaces which will cause the data at the bottom of the page to carryover and create an additional page.
8. Continue to Tab to each section and provide the information requested.
9. Provide your home mailing address in the section for Statement Mailing Address.
10. Stop at the end of the section for Statement Mailing Address because you cannot proceed any further.
11. Print a copy of the application by clicking on the printer icon at the top of the screen.
12. Do not complete the section for Card Mailing Address unless you want the card sent to an address that is different from the Statement Mailing Address. Also, do not provide the date of travel in the Card Delivery section unless you must perform official travel in less than 2 weeks.
13. You will receive your card approximately 2 weeks after the application is submitted. If official travel is scheduled to start in less than 2 weeks you should attach a post-it note indicating your date of travel. The program manager will request a Fed Ex delivery when he submits your application to the card company.
14. In the Signature and Agreement section you should read statements A and B regarding credit reports. Select either A or B by placing your initials in the space provided. Statement B will be automatically selected as the default if you fail to select either statement. A copy of the Agreement between DOD Employee and Bank of America is at paragraph 5.a (see items 1-4 above).
15. Sign and date the application, then forward it to your Administrative Officer.
16. The "standard" card design (with government label) has been setup as the default. If you do not want the standard card design you may request the "quasi-generic" card design (without government

label) by marking an X in the box for quasi-generic located in the lower left portion of the application.

17. Employees who need any assistance completing the application may call the program manager, Larry Murray, at 703-695-8990.