APC CitiManager Onsite Training Request Form

Department of Defense (DoD) – GSA SmartPay® 3 (SP3)

Citi offers on site APC training at no cost to agencies meeting the required minimum participation level of 20 or more per day.

Training consists of an 8-hour hands-on classroom session with intermittent breaks, and a one-hour scheduled lunch. If multiple dates of training are required to accommodate all your APCs, the same training will be repeated over multiple days. Attendees are only required to attend one (1) day of training.

All training participants must have CitiManager access. A list of all participants, with their CitiManager Username and CitiManager e-mail address, is required to secure your training date(s).

If you are interested in hosting CitiManager Training at your base or installation, please complete the form below and email the completed form to CommCard.Training@citi.com. A Citi training coordinator will contact you directly to set up your training session.

Note: In order to submit this form via e-mail, the completed form must first be saved on your computer.

Branch of Service		
DoD Base or Installation Name		
DoD Base or Installation Address	☐ CONUS ☐ OCONUS	
DoD Points-of-Contact (POCs)	Primary POC	Secondary POC
	Name	Name
	Non-DSN Work Number	Non-DSN Work Number
	Mobile Number	Mobile Number
	E-mail	E-mail
	Physical Address Line 1	Physical Address Line 1
	Address Line 2	Address Line 2
	City	City
	State	State
	Zip Code	Zip Code
	Country	Country
Total Number of APC participants Must be a minimum of 20		

Three (3) preferred training dates	Date 1	Date 2	Date 3
If you require more than one day of training to accommodate your participants, enter three (3) separate date ranges. **Note:** Click in each of the Date fields and use the drop-down arrow to display a calendar.	Start Date	Start Date	Start Date
	End Date	End Date	End Date

Physical address of the training facility Address to be entered into a GPS	Location	
	Address Line 1	
	Address Line 2	
	City	State
	Zip Code	Country
	Building	Room
	Additional Location Information	
Number of computers/laptops available in the training room **Note:** One computer/laptop is required for each participant.		
Do you use Visa Intellilink?	☐ Yes ☐ No	
Additional Comments		

The following section is to be completed by Citi.

Confirmed Training Date(s)	
Trainer Assigned	
Date Completed	
Comments	