



DEFENSE TRAVEL MANAGEMENT OFFICE

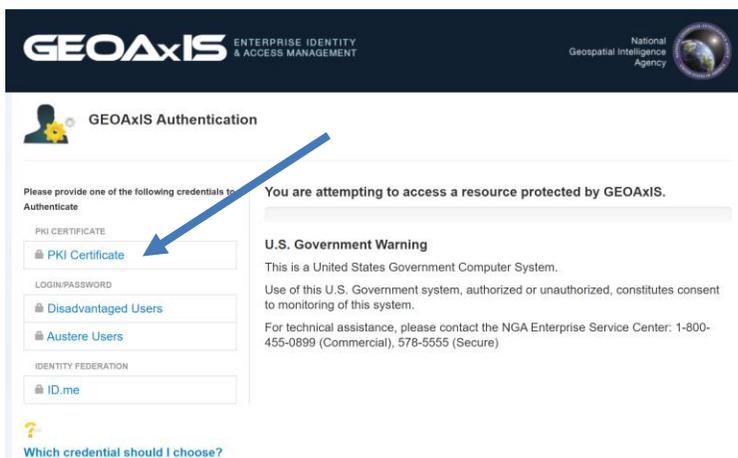
Instructions for Transportation Officers to Access GOPAX

The [Defense Transportation Regulation \(DTR\)](#) outlines the routing authority for bus moves, includes procurement and payment procedures, and gives Transportation Officers the option to utilize the U.S. Transportation Command Group Operational Passenger System (GOPAX). The U.S. Transportation Command has migrated from the ETA/SDDC system to GOPAX 9. This is where DoD personnel will submit requests for bus moves and for carriers to bid on those requests. The purpose of this document is to outline the steps for Transportation Officers to access GOPAX. *Note: GOPAX is for CONUS moves only.

Step 1: Complete the One-Time Registration for GEOAxis

In order to access GOPAX 9, ALL carriers, agents and those requesting ground or surface moves must first complete a one-time registration in GEOAxis. Instructions for registering your certification are below:

- A. Go to <https://geoaxis.nga.mil>
- B. Select PKI Certificate.
- C. Select your CAC certificate or input your PIN.
- D. Disregard the popup window (disadvantage user account). Wait and the pop-up will disappear; it may take up to two minutes.



- E. Your name should appear on the left side after the Home | Welcome on the GEOAxis web page.



Step 2: If you are a Transportation Officer that does not currently have GOPAX access, please send the required documents and information below in a digitally signed email to scott.tcj3.mbx.gopax@mail.mil.

If you already have access, you may skip this step.

A. Provide a copy of the letter that appoints you as the Installation Transportation Agent (see the sample below).



Letter head

27 April 2020

MEMORANDUM FOR GOPAX ADMINISTRATOR

FROM:

SUBJECT: Appointment letter for GoPax ITO's

1. In accordance with 4500.9R, Part I, Passenger, the following personnel are appointed as GoPax Transportation Agent's for Travis AFB CA effective this date.

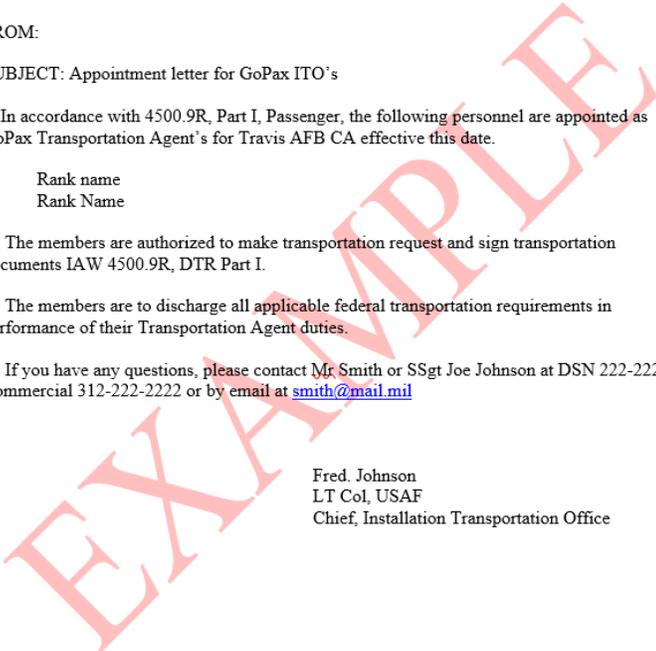
Rank name
Rank Name

2. The members are authorized to make transportation request and sign transportation documents IAW 4500.9R, DTR Part I.

3. The members are to discharge all applicable federal transportation requirements in performance of their Transportation Agent duties.

4. If you have any questions, please contact Mr. Smith or SSgt Joe Johnson at DSN 222-2222, Commercial 312-222-2222 or by email at smith@mail.mil

Fred. Johnson
LT Col, USAF
Chief, Installation Transportation Office



B. Provide the following profile information below:

ORGANIZATION:

Last Name:

Middle Initial:

First Name:

Branch of Service:

Rank:

MAJCOM:

Company / Unit / Wing:

Home Station:

Address:

City:

State:

Zip Code:

DSN Phone Number:

Commercial Phone Number:

NIPRNet Email Address:

Fax:

US CITIZEN (YES OR NO):

NAME OF SOMEONE ELSE IN YOUR OFFICE WHO IS USING GOPAX: We use this information to mirror their account.

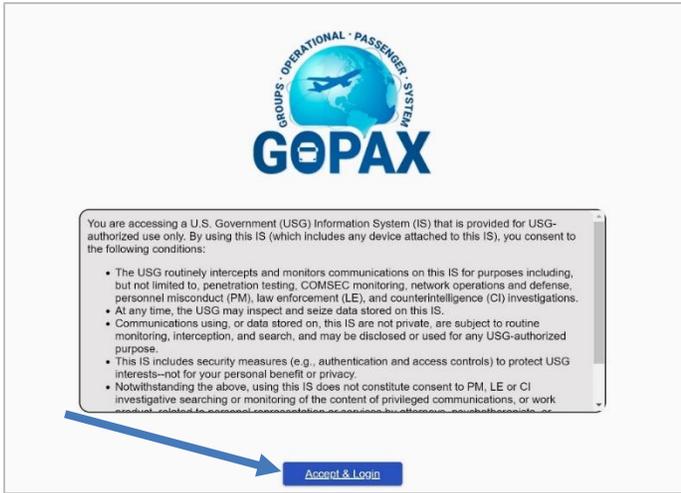
C. Read and sign the Rules of Behavior/User Agreement form at

<https://transcom.deps.mil/org/tcag/PEOT/GOPAX/GOPAXTraining/Forms/AllItems.aspx>

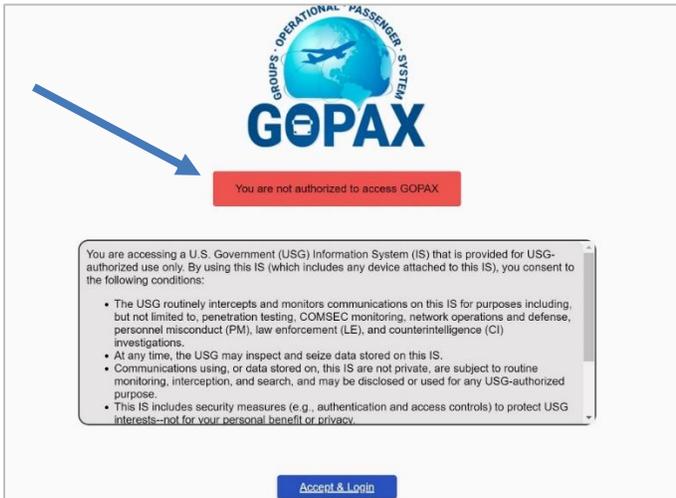
Step 3: Go to GOPAX 9

The recommended internet browser for GOPAX 9 is Chrome.

A. Go to the GOPAX at <https://gopax.transport.mil> and click the **Accept & Login** button.



B. If this is the first time you are accessing this site, you will see a red bar that says 'You are not authorized to access GOPAX.'



C. When you click the blue button and get the red bar, wait 15 minutes to an hour then login again to <https://gopax.transport.mil> and you will have GOPAX access.

Help Desk Support

If you have any questions, call the **USTRANSCOM** at 618-220-6432 or email transcom.scott.tcj3.mbx.gopax@mail.mil

USTRANSCOM **Training videos** and instructions:

<https://transcom.deps.mil/org/tcag/PEOT/GOPAX/GOPAXTraining/Forms/AllItems.aspx>

If you have any questions about the **DoD Bus Program**, email dodhra.mc-alex.dtmo.mbx.military-bus-program@mail.mil