OFFICE OF THE UNDER SECRETARY OF DEFENSE

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ACQUISITION,
TECHNOLOGY
AND LOGISTICS

JUL 0 8 2004

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE ARMY (PROCUREMENT AND POLICY), ASA(ALT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY FOR ACQUISITION MANAGEMENT, ASN(RDA)
DEPUTY ASSISTANT SECRETARY FOR THE AIR FORCE (CONTRACTING), SAF/AQ
DIRECTORS OF THE DEFENSE AGENCIES
EXECUTIVE DIRECTOR, LOGISTICS POLICY & ACQUISITION MANAGEMENT (DLA)
DIRECTOR, DOD PURCHASE CARD JOINT PROGRAM MANAGEMENT OFFICE

SUBJECT: DOD Purchase Card Program Training – NAF

For the past two years, the Defense Acquisition University (DAU) on-line Purchase Card Training module has been designated as mandatory training for Government Purchase Cardholder, Approving Official, and Billing Official nominees, prior to issuance of purchase cards. The DAU training can be accessed at http://clc.dau.mil/kc/no_login/portal.asp and remains mandatory for all purchase card program participants, with the exception of Nonappropriated Fund (NAF) participants.

NAF purchase card program participants are required to complete either the DAU training described above or the purchase card training module(s) maintained by the General Services Administration (GSA) prior to issuance of purchase cards. In addition, the sponsoring NAF organization is required to maintain adequate records of initial and refresher training provided to its purchase card program officials for review by cognizant internal review and audit organizations. The GSA training modules can be accessed at http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=13024&contentType=GSA_OVERVIEW.

Regardless of the source selected to meet the DoD mandatory training requirement, training must be augmented by Military Department training specific to NAF procedures. To assist in this endeavor, the Department of Navy e-Business Operations Office has developed specific training for Navy NAF activities, and is also available to all NAF Agency/Organization Program Coordinators for assistance in meeting their training needs. The Navy training can be found at

http://www.donebusiness.navsup.navy.mil/portal/page?_pageid=36,56884,48_56922&_dad=pebiz&_schema=PEBIZ. The Navy training can be easily tailored and will minimize the time required to adequately augment the GSA training.

Questions regarding this memo should be directed to Mr. Dan Carro, DoD Purchase Card Program Management Office at 703-681-3417 or dan.carro@saalt.army.mil.

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and Acquisition Policy