

NOTE: Effective 1 Oct 04, Government Commercial Purchase Card courses will no longer be available by Video TeleTraining.

1. The Department of the Navy (DON) eBusiness Operations Office through the Navy Supply Corps School (NSCS) is providing comprehensive Government Commercial Purchase Card Video TeleTraining (VTT) in the following areas: Agency Program Coordinators (APC), Approving Officials (AO), and Cardholders (CH).
2. Courses are elective, **FREE OF CHARGE**, and provide additional insight on specific roles and responsibilities within the Purchase Card program. Travel costs, if required, to attend training are at participant's agency's expense.
3. VTT, available on certain ships, is also available at 25 shore locations in the United States. Each classroom has seating for 18 to 25 participants. Video TeleConferencing (VTC) is available for activities unable to locally participate at a VTT location.
4. Class **registration closes one week prior** to class start date. Activities outside the United States should contact the NSCS Network Scheduler (DSN: 354.7378 / Commercial: 706.354.7378) to find out how to arrange an exception special request class.
5. Follow these easy steps to participate in this valuable training:
 - Go to www.nscs.cnet.navy.mil
 - Select "Training"
 - Select "Government Purchase Card Training"
 - Select the desired course (do not select "Schedules" on the left)
 - Select "Schedule" to see available dates. After viewing the schedule, click the "Back" button, then select "VTT Info"
 - **VTT** – Select "VTT Shore Locations" and follow directions to choose desired VTT location and obtain contact information for class registration and inquiries

[VTT locations with computer labs include Athens, Balboa, Bangor, Bethesda, Bremerton, Camp Lejeune, Camp Pendleton, Dam Neck Hub, Everett, Great Lakes, Groton, Guam, Ingleside, Kings Bay, Mayport, New Orleans, Newport, Norfolk, Norfolk, Pascagoula, Pearl Harbor, Pensacola, Portsmouth, San Diego Hub, Tactical Training Group Pacific, and Whidbey Island.]

- **VTC** - Select the "Off network procedures for sites with VTC capabilities" link for complete instructions to certify your VTC equipment with Dam Neck Hub (**must be done prior to class start date/time**) and the number to call the Network Scheduler to make the VTC arrangements.

[Note: Dial-in numbers are issued individually and are valid ONLY for the specific date/time of each class offering.]

6. **COURSE DESCRIPTIONS:**

PC PROGRAM OVERVIEW FOR THE APC (CIN 7569/A-500-0074): this course provides new APCs with a comprehensive overview of the Purchase Card program and APC responsibilities. The course includes procedural information APCs need to establish, run, manage and maintain their activity's Purchase Card program. It also covers major policies and issues for guiding oversight of the program. The target audience for this class is newly appointed APCs working in either a CitiDirect or WINSALTS environment.

CITIDIRECT INVOICE CERTIFICATION & STANDARD REPORTS FOR THE AO (CIN 755Z/A-500-0070): this course provides AOs with the necessary knowledge and skills to use the CitiDirect system for certifying their cardholders' monthly statements. The course content includes an introduction to CitiDirect with the primary emphasis on the statement certification process. The

course also provides an introduction to various standard reports available to help AOs manage their program. The target audience for this course is the AO.

PC POLICY AND PROCEDURE FOR THE CITIDIRECT CH (CIN 7567/A-500-0073): this course provides the CH operating in a CitiDirect environment with necessary knowledge and skills for use of the purchase card in making proper and timely mission critical acquisitions. The course emphasizes purchase card policy to ensure the CH performs within the guidelines of the program. The course covers the complete procedure for making an acquisition from funding and screening sources to receipt, documentation and statement reconciliation. This course targets new CH's who use CitiDirect.

7. August 2004 schedule: all start times are east coast standard.

Course	Date	Time
PC Program Overview For the APC	8/16/2004	1030
	8/16/2004	1300
PC CitiDirect Invoice Certification & Standard Reports for the AO	8/16/2004	1530
	8/17/2004	0800
	8/17/2004	1300
PC Policy And Procedure For The CitiDirect Cardholder	8/16/2004	0800
	8/17/2004	1030
	8/17/2004	1530

8. This information may be found at the DON eBusiness website:

- www.don-ebusiness.navsup.navy.mil
- Click on "Purchase Card Training" (under "Quick Links")
- Click on Video TeleTraining Announcement

9. You can contact DON EBUSOPSOFF by email at DONeBUstraining@navsup.navy.mil

10. We hope you have a quality training experience!

11. Request re-addressals to area commands & dissemination to all subordinate commands.