

Purchase Card Training Requirements

All DON Government Commercial Purchase Card (GCPC) Program participants are required to successfully complete mandatory government purchase card training. All training must be documented. Participants are responsible for submitting copies of training completion documentation to their Agency Program Coordinator. All training documentation must be retained by participants and their Agency Program Coordinators for the duration of each GCPC Program participant's appointment plus three years beyond.

Mandatory documented training is required for prospective and existing GCPC participants---i.e., Agency Program Coordinators, Approving Officials and Cardholders (training for Heads of Activity is very highly recommended but is not mandatory). The training is:

1. DON eBusiness Operations Office Purchase Card Training (required initially for prospective GCPC Program participants before being officially appointed in their role and as biennial refresher training for all existing participants)

This training is available in 3 formats: 1) online, at Navy eLearning via Navy Knowledge Online (NKO); 2) downloadable, from zip files on the "Purchase Card Training" web page at www.don-business.navsup.navy.mil ; and, 3) CD-ROM (contact DONeBusTraining@navsup.navy.mil). These courses are role specific for Cardholders, Approving Officials, Agency Program Coordinators and Heads Of Activity. Course selection requirement shall be based on the prospective participant's future role, or the existing participant's current role, in the Purchase Card Program, with consideration given to the electronic certification system used by the activity---i.e., CitiDirect or WinSALTS. Certificate required.

2. The Defense Acquisition University Continuous Learning Center (DAU CLC) DoD Government Purchase Card Tutorial, available in three formats: 1) online, at the DAU CLC website at clc.dau.mil; 2) downloadable, from a zip file on the "Purchase Card Training" web page at www.don-ebusiness.navsup.navy.mil and, 3) CD-ROM (contact melody.Stoddard@saalt.army.mil). In any format, the test must be taken online at clc.dau.mil. This course is **DoD mandated training** and is required for all DoD GCPC participants. This training is not mandatory for biennial refresher training. Certificate required.

Per the 8 July 2004 memo from the Office of the Under Secretary of Defense, the DAU DoD Purchase Card Tutorial training remains mandatory for all appropriated fund activities. NAF activities, however, may choose between two training sources to satisfy their mandatory DoD Purchase Card training requirement.

1. DoD Purchase Card Tutorial, available at http://clc.dau.mil/kc/no_login/portal.asp;

OR

2. GSA SmartPay Training, available at http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=13024&contentType=GSA_OVERVIEW.

Additional mandatory documented training for GCPC Cardholders and Approving Officials, whether prospective or existing:

Cardholder

Any Individual who will be or has been delegated use of the purchase card via SF 1402 (Certificate of Appointment) is required to complete the *Simplified Acquisition Procedures (SAP)* course, CON 237, available on-line through the DAU website at <http://www.dau.mil/>. Certificate required.

[Individuals are exempt from this training if they can provide verification and documentation to their Agency Program Coordinator that they have successfully completed either CON 101, Contracting Fundamentals, or, CON 202, Intermediate Contracting since 1997.]

Cardholder and Approving Officials

Any Cardholder who purchases in excess of \$100,000 per fiscal year and any Approving Official who certifies in excess of \$100,000 per fiscal year is required to complete the Office of Government Ethics Confidential Financial Disclosure Report, Form OGE 450 and, therefore, is required to take annual ethics training compatible with their local Office of General Counsel's recommendation. (Refer to PCPN #FY04-07.) Certificate or other official documentation required.

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