



# GOVERNMENT PURCHASE CARD REQUIRED TRAINING

## BILLING OFFICIAL & ALTERNATE BILLING OFFICIAL

UPDATED 11 August 2022

GPC SHAREPOINT PORTAL:

<https://acc.aep.army.mil/sites/413th/RCO-Hawaii/GPC/default.aspx>

DEFENSE ACQUISITION UNIVERSITY (DAU) <https://id.dau.edu>

DAU Help Desk: 1-866-568-6924

**\*Recent DAU access changes require account authentication.  
Contact DAU for guidance\***

COURSE#	COURSE TITLE	FREQUENCY
CLG 0010	DoD GOVT COMM PURCHASE CARD OVERVIEW	2 YEARS
CLG 006	CERTIFYING OFFICER LEGISLATION	1 YEAR
ACQ 0030	OVERVIEW OF ACQUISITION ETHICS	1 YEAR
CLC 046	DoD SUSTAINABLE PROCUREMENT PROGRAM	INITIAL
CLM 023	ABILITY ONE CONTRACTING	INITIAL
FAC 889	SECTION 889: PROHIB TELECOMM & VIDEO SVC	INITIAL

### GSA: MICRO PURCHASE AND 508 REQUIREMENTS (INITIAL)

<https://section508.gov/training>

1. Scroll down to "Online Training". There are several courses with "508" in the title, make sure you select the correct title, or you won't receive credit.
2. Select the correct course and click the blue link "Take this training on Section 508.gov to earn a Certificate of Completion".
3. Complete the training, insert your name and print/save the certificate.

GSA	MICRO PURCHASE AND SECTION 508 REQUIREMENTS
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### INSIGHTS ON DEMAND (IOD) (INITIAL)

GPC SharePoint portal: <https://acc.aep.army.mil/sites/413th/RCO-Hawaii/GPC/default.aspx>

GPC SHAREPOINT PORTAL: SHARED DOCUMENTS>IOD TRAINING MATERIALS & WEBINAR TRAINING (folder)

1. Review the training slides
2. Create/print your certificate

## GPC LOCAL TRAINING (INITIAL)

GPC SharePoint portal: <https://acc.aep.army.mil/sites/413th/RCO-Hawaii/GPC/default.aspx>

You no longer need to register for GPC monthly classes.

### **AS OF OCTOBER 2021: GPC LOCAL, OVERSEAS AND COMMERCIAL-OFF-THE-SHELF (COTS) TRAINING ARE NOW SELF-PACED, VIA THE GPC SHAREPOINT PORTAL**

1. Go to LIBRARIES> GPC TRAINING MODULES. Review each training module in numerical order (01 through 11).
2. Module 12: Commercial-Off-The-Shelf Training (COTS): Mandatory for Training Card applicants. BO and ABO of applicant must also take this training.
3. Module 13: Overseas: Mandatory if going overseas (Ex: TDY, Exercises, Deployment). If CH is going overseas, the BO and ABO must also complete Overseas training (even if they are not going overseas).
4. After reviewing all the modules, complete the GPC Local Training Statement of Understanding (SOU). The signed SOU serves as your training certificate.

## US BANK ONLINE WEB-BASED TRAINING (WBT) MODULES (INITIAL)

### **1. TO BE COMPLETED “AFTER” YOUR GAM ACTIVATES YOUR ROLE IN PIEE/JAM.**

2. You will be notified by our GPC Clerk with instructions to log on to PIEE to take the US Bank WBT training. You must submit your certificate listing all the required modules, otherwise your application will not be processed in US Bank.

3. BO and ABO must complete the following 11 modules:

	TOPICS	MODULES - LESSONS
1	Get started:	MY PERSONAL INFORMATION
2	Get started:	NAVIGATION BASICS
3	Get started:	ONLINE REGISTRATION
4	Get started:	VIEW STATEMENTS
5	Get started:	USER PROFILES
6	Accounts and users	MANAGING & CARD ACCOUNT LISTS
7	Transactions	TRANSACTION MANAGEMENT
8	Transactions	TRANSACTION APPROVAL PROCESS
9	Transactions	ACCOUNT APPROVAL PROCESS
10	Orders	ORDER MANAGEMENT
11	Reports and statements	STANDARD REPORTS