



Governmentwide Purchase Card (GPC)

New Account Checklist

Name:	Component:	Phone:		
Type of Account (Check one):	Billing Official:	<input type="checkbox"/>	Cardholder:	<input type="checkbox"/>

Listed below are the steps required for establishing a new cardholder account or a new managing (billing official) account. As you complete each step, initial the requirement in the corresponding box.

PLEASE NOTE: If you have previously taken the training listed below within the required timeframe, you may send a copy of your training certificate to the DHRA GPC Agency Program Coordinator (APC). You are not required to repeat the training.

Initial here:

	1. Application for GPC Billing Official or Cardholder Account (DHRA GPC Document 1)
	Complete this application and send to the DHRA GPC Agency Program Coordinator (APC) at dhra.mc-alex.dhra-hq.mbx.gpc@mail.mil . Once the application is approved and a response from the APC is received, complete the training and reading requirements below.
	2. DoD GPC Tutorial Initial Training
	Defense Acquisition University Course CLG001
	This course is required for all <u>new</u> Billing Officials and Cardholders. It can be accessed at: http://www.dau.mil . See instructions for accessing this course on page three.
	3. DoD GPC Tutorial Refresher Training
	Defense Acquisition University Course CLG004
	This course is required <u>annually</u> for Billing Officials and Cardholders beginning the year following Initial Training. It can be accessed at: http://www.dau.mil . See instructions for accessing this course on page three. (Note: If you are submitting your certificate of completion in lieu of taking this course, it must have been completed in the last 9 months.)
	4. DoD Purchase Card Online System (PCOLS) Tutorial
	Defense Acquisition University Course CLG005
	This course is required one time for Billing Officials and Cardholders. It can be accessed at: http://www.dau.mil . See instructions for accessing this course on page three.

	<p>5. DoD Certifying Officer Training (applies only to Billing Officials)</p> <p>Defense Acquisition University Course CLG006</p> <p>This course is required for all <u>new</u> Billing Officials. Complete the Certifying Officer Training at http://www.dau.mil. See instructions for accessing this course on page three. Refresher training is required annually.</p>
	<p>6. Section 508 Micro-Purchase Training</p> <p>Complete the Section 508 Micro-Purchase Training at http://www.dau.mil. Register/login and choose the FAC047 course "Micro Purchases and Section 508." Print the certificate and fill in your name and the date. This course is required one time for Billing Officials and Cardholders.</p>
	<p>7. Access Online Web-Based Training (WBT)</p> <p>Complete the US Bank Access Online WBT at https://wbt.access.usbank.com/. Contact the DHRA GPC Coordinator for current WBT passwords. These passwords change every 3 months; and the password you enter automatically selects the required training modules. This course is required one time for Billing Officials and Cardholders.</p>
	<p>8. DHRA Administrative Instruction 5010.01, Use of the Governmentwide Purchase Card</p> <p>The Administrative Instruction details the policy and regulations for the GPC Program mandated by DoD. This document is required reading for all Billing Officials and Cardholders.</p>
	<p>9. DHRA GPC Guidelines</p> <p>The GPC Guidelines detail the day-to-operations for the GPC Program. This document is required reading for all Billing Officials and Cardholders.</p>
	<p>10. Statement of Understanding: Pecuniary Responsibilities in the Governmentwide Purchase Card (GPC) Program (DHRA GPC Document 3)</p> <p>The Pecuniary Statement of Understanding requires Cardholders and Billing Officials to acknowledge that they have read the GPC Administrative Instruction and the GPC Guidelines and understand the consequences of GPC abuse. Read and sign this document and return to the DHRA APC.</p>
	<p>11. Return Checklist</p> <p>Email completed checklist and the corresponding training certificates to the DHRA APC at dhra.mc-alex.dhra-hq.mbx.gpc@mail.mil. Be sure all steps appropriate to your requirements are initialed.</p>

Should you have any questions please contact:

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Instructions for Accessing DAU Training

1. Access the DAU Training website at <http://www.dau.mil/>.
2. From the menu at the top of the screen, select "Continuous Learning Modules." Next choose "Apply for a Course" from the left side of the screen.
3. At the DAU virtual campus screen, choose the appropriate category, i.e., "DoD Civilian Employee of a Non-military Agency."
4. At the ACQTAS screen, from the "Select your Defense Agency" dropdown list, choose the appropriate agency name; i.e., "Defense Human Resources Activity" or "Civilian Personnel Management Service." Either fill in your SSN and date of birth and click "Login" or choose the option to log in using your CAC.
5. If this is your first visit to the DAU site, you will next have to complete a Student Profile, which automatically appears after Login. You must completely fill in the Student Profile page, being very careful to enter your email address correctly. Then click the "Update Profile." If you are a returning user, choose the "Continue" button.
6. From the left column, entitled "ACQTAS Student Functions" select "Apply for Training."
7. On the "Search for a Course" page:
 - a. Step One: Training Category, select "Continuous Learning Modules."
 - b. Step Two: Choose one of the following:

CLG001	DoD Government Purchase Card (initial training)
CLG004	Government Purchase Card Refresher Training (Annual)
CLG005	Purchase Card Online Training (PCOLS)
CLG006	DoD Certifying Officer Legislation Training (Billing Officials)
FAC047	Micro-Purchases and Section 508 Requirements
 - c. Step Three: Click on "Select Course."
8. Review your profile and select the "Submit Application" button. DAU will email your Username and Password and information on how to access the course.
9. Upon completion of the course and course survey, log out, log back in and print out the course certificate.