### NROTC Unit Supply Binder – Tab 3-1

### Date: June 2025

# SUBJECT: Government Purchase Card (GPC): Training Requirements

### **1. PURPOSE**

This document provides guidance to NROTC Unit Agency/Organization Program Coordinators (A/OPCs) on the required GPC training processes to enable user access to US Bank Access Online for Government Purchase Card (GPC) management.

### 2. OVERVIEW

Access to the GPC US Bank Access Online program requires the following steps:

- **Training Verification:** The A/OPC must verify that all GPC program participants (including themselves) have completed the required training courses based on their role.
- **PIEE/JAM Nomination/Appointments:** The A/OPC must first complete their own PIEE/JAM appointment. Subsequently, they must initiate and manage PIEE nominations and JAM appointments for the Unit's Approving Official (AO), Certifying Officer (CO), and all Cardholders/Checkwriters (CH/CWs). See Tab 3-1a, Tab 3-1b and Tab 3.1c.
- **US Bank Access Online:** Completion of participant trainings is required before PIEE/JAM appointment approval and before submitting access requests to US Bank Access Online.

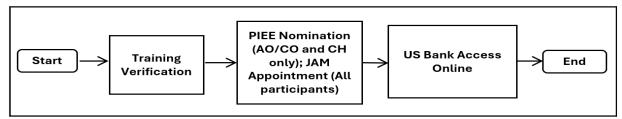


Figure 2.1. GPC Training, PIEE/JAM, and US Bank Access flowchart.

# 3. ACTION REQUIRED: TRAINING VERIFICATION BY ROLE

The A/OPC is responsible for verifying that all personnel have completed the training required for their role. Training requirements are as follows:

# 3.1 Head of Activity (HA) / Commanding Officer:

• Defense Acquisition University (DAU) Course CLG0010, DOD Govt Purchase Card Tutorial (Initial). *Note:* HAs must complete this training prior to signing the Semi-Annual IOD Review.

# 3.2 Agency/Organization Program Coordinator (A/OPC):

- CCPMD APC Training (Initial) Role Based Training.
- DAU Course CLG0010, DOD Govt Purchase Card Overview (every two years).
- Unit GPC Internal Operating Procedures (IOP) / Standard Operating Procedures (SOP) Training (every two years).
- Insights on Demand Training (Initial) Can be completed after gaining US Bank access.

# 3.3 Approving Official (AO) / Certifying Officer (CO):

- CCPMD AO Training (Initial) Role Based Training.
- DAU Course CLG0010, DOD Government Purchase Card Overview (every two years).
- DAU Course CLG006, Certifying Officer Training for Purchase Card Payments (annually).
- Unit GPC Internal Operating Procedures (IOP)/ Standard Operating Procedures (SOP) Training (every two years).
- Insights on Demand Training (Initial) Can be completed after gaining US Bank access.

# 3.4 Cardholder (CH) / Convenience Checkwriter (CW):

- CCPMD CH Training (Initial) Role Based Training.
- DAU Course CLG0010, DOD Government Purchase Card Overview (every two years).
- Unit GPC Internal Operating Procedures (IOP)/Standard Operating Procedures Training (every two years).
- TE&PD Training (Initial) Required if paying for training using an SF 182.
- DAU Course CON2370, Simplified Acquisition Procedures required for Unit Ordering Officer only (sign blk 31.a on SF 1449) - Contact NSTC contract admin team for assistance (Initial). <u>https://icatalog.dau.edu/onlinecatalog/tabnavlas.aspx</u>

#### 3.5 Hierarchy Levels (needed to verify participant hierarchy levels):

- Level 1 (47163) DON Consolidated Card Program Management Division (CCPMD)
- Level 2 (00017) Navy/Marine Corps
- Level 3 (00022) Naval Education and Training Command (Ms. Felisha Young) E-mail: <u>felisha.a.young2.civ@us.navy.mil</u>
- Level 4 (03560) Naval Service Training Command (Mr. Sidney Coleman) E-mail: sidney.e.coleman.civ@us.navy.mil
- Level 5 (Your Unit DoDAAC)

indicates required or ning for each role) .pproving/Billing Official and r	Initial Training CCPMD GPC Role Based Training DAU CLG0010 DoD Government-wide Commercial Purchase Card Overview	CH - CW	A/BO-CO	All A/OPC	HA
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r	Commercial Purchase Card Overview				
		X	X	X	X
ludes Agency/Organization	DAU CLG006 Certifying Officer				
	0				
			X		
tivity	A/BOs & COs or Completing				
s	Performing Oversight Functions		X	X	
mplete BEFORE assuming program	Activity IOP	X	X	X	
	Annual Training	CH - CW	A/BO-CO	All A/OPC	HA
	DAU CLG006		X		
	Refresher Training	CH - CW	A/BO-CO	All A/OPC	HA
	DAU CLG0010	X	X	X	
0	Activity IOP	X	X	X	
<b>o</b> , , , , , , , , , , , , , , , , , , ,	Recommended Training	CH - CW	A/BO-CO	All A/OPC	HA
	CCPMD Knowledge Nuggets	X	X	X	X
	US Bank Training	X	X	X	X
ining	PIEE JAM Training	X	X	X	X
	hator and Oversight A/OPC ce Check Writer tivity s mplete <b>BEFORE</b> assuming program ed once a year (every 12 months) e completed within two years of al training and within two years of al training and within two years of al training - Highly recommended by CCPMD, has the option of making it a	nator and Oversight A/OPC       Legislation Training for Purchase Card         Payments       IOD Care Management Course for         cce Check Writer       IOD Care Management Course for         tivity       A/B0s & COs or Completing         performing Oversight Functions       Performing Oversight Functions         add once a year (every 12 months)       DAU CLG006         e completed within two years of al training and within two years of aning       Refresher Training         – Highly recommended by CCPMD, nas the option of making it       CCPMD Knowledge Nuggets         g       US Bank Training	hator and Oversight A/OPC     Legislation Training for Purchase Card       Payments     Payments       cc Check Writer     IOD Care Management Course for       tivity     A/BOS & COs or Completing       performing Oversight Functions     Activity IOP       Activity IOP     X       Annual Training     CH - CW       DAU CLG006     Refresher Training       Phyly recommended by CCPMD,     Activity IOP       nas the option of making it     CCPMD Knowledge Nuggets       Stining     PIEE JAM Training	hator and Oversight A/OPC     Legislation Training for Purchase Card       Payments     X       cc Check Writer     IOD Care Management Course for       tivity     A/Bos & COs or Completing       performing Oversight Functions     X       Activity IOP     X       ecompleted within two years of al training and within two years of aning     DAU CLG006     X       Highly recommended by CCPMD, has the option of making it     CH - CW     A/BO-CO       CCPMD Knowledge Nuggets     X     X       Vining     PIEE JAM Training     X     X	hator and Oversight A/OPCLegislation Training for Purchase Card PaymentsXLegislation Training for Purchase Card PaymentsXLegislation Training for Purchase Card PaymentsXLoc Check Writer tivityIDD Care Management Course for A/BOs & COs or Completing Performing Oversight FunctionsXManual Training ecompleted within two years of al training and within two years of al training and within two years of al fraining Highly recommended by CCPMD, has the option of making itDAU CLG006XActivity IOP DAU CLG0010XXXRecommended Training CH - CWA/BO-COAll A/OPCDAU CLG0010 DAU CLG0010XXXRecommended Training CH - CWCPMD, Activity IOPXXCH - CWA/BO-COAll A/OPCDAU CLG0010 DAU CLG0010XXXCPMD Knowledge Nuggets US Bank TrainingXXXPIEE JAM TrainingXXX

Figure 3.1. DON CCPMD GPC training requirements.

#### 4. NAVSUP CCPMD TRAINING WEBSITES

#### https://my.navsup.navy.mil/apps/sites/ccpmd\_pc

**Note:** First time visitors and users with a new PKI certificate must register to obtain access to NAVSUP secure resources. Once registered, users can request access to additional secure resources as needed. A System Access Authorization Request (SAAR) form may be required.

### 4.1 Accessing Training:

- 1. Navigate to the "Sites" tab. Sites
- 2. Under "Sites," click "DON CCPMD." 🖿 DON CCPMD
- 3. On the next screen, right side, under "Looking for Training? Use these direct links," click "Purchase Card Training (PC)." Purchase Card Training (PC)

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Featured Sites	Sites A registry of all NAVSU	JP Web sites
NAVSUP Business Systems Center		
NAVSUP FLC Bahrain	<ul> <li>Cards </li> <li>Search</li> </ul>	
NAVSUP FLC Jacksonville		
NAVSUP FLC Norfolk	🔐 🦚 NAVSUP BSC EEO	🔐 🦚 NAVY Property, Plant &
NAVSUP FLC Pearl Harbor		Equipment
NAVSUP FLC Puget Sound		
NAVSUP FLC San Diego	The NAVSUP BSC Equal Opportunity A and Community Relations (EEO/CR)	N/A
NAVSUP FLC Sigonella	Committee is dedicated to	
NAVSUP FLC Yokosuka	"working to insure equal	
NAVSUP HQ	opportunity for all employees in	
NAVSUP Weapon Systems Support	every aspect of employment including recruitment, selection,	
Secure Access Info	promotion, training and recognition"	
Access to NAVSUP secure resources requires the acquisition of a DOD or ECA Public Key Infrastructure (PKI) certificate and	☆ 🖢 Bryant Esendencia	☆ 🖢 John Vacca
registration with the NAVSUP Master Directory. First time visitors and users with a new PKI certificate must	DON CCPMD	CCPMD Air Card
register to obtain access to NAVSUP secure resources. Once registered, users can request access to additional secure	Department of the Navy	The AIR Card® program provide

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<ul> <li>Email Subscription: <u>CLICK HERE</u> to sign up for n</li> <li>Questions: Contact don_ccpmd_training@us.nav</li> </ul>		ther usef	iul info	rmation via email.				
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Figure 4.2. My NAVSUP GPC training links.

Figure 4.1. My NAVSUP sites registry.

# 5. DAU COURSE ACCESS (CLG006, CLG0010, CON 2370)

Use Chrome or Microsoft Edge browsers.

#### 5.1 New Students (Never Accessed DAU Site or Accessed Prior to Sep 2016):

- 1. Complete a DAU SAAR using Chrome or Microsoft Edge: <u>https://saar.dau.edu</u>.
- 2. Allow up to 24 hours for access to be granted.

#### 5.2 Returning Students (Registered on DAU Site Since September 2016):

- 1. Login to the Virtual Campus at: <u>https://dau.csod.com/</u>
- 2. Search for the specific course using the prefix and number (e.g., CLG 0010, CLG 006, CON 2370).
- 3. Launch the course and complete the exam.

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Enroll in Online Training	Enroll in Workshops	Enroll in Classroom / VILT	Enroll in a Credential	My Completed Learning	Skills Profile

#### 6. UNIT SPECIFIC GPC IOP/SOP TRAINING

Complete unit-specific GPC Instruction and document completion (e.g., sign-in sheet, Memorandum for Record, or certificate template).

Figure 5.1. DAU virtual home access page.

Certificate of Completion
Highlight and Type Your Name Here
Has Completed
GCPC Internal Operating Procedures
Highlight and Type Your Command's Name
Date:

Figure 6.1. Activity Internal Operating Procedures (IOP) completion template.

#### 7. TE&PD TRAINING

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Cardholders using the GPC to pay for training requested via SF 182 must complete TE&PD training. Contact the APC Level 4 for assistance with certification issues.

	Consolidated Card-Program Management Division (CCPMD)
Training, Educ	Purchase Card cation and Professional Development Certification Course Certificate of Completion
Completion Date:	October 25, 2018
Name:	Sidney E Coleman
Email:	sidney.e.coleman@navy.mil
APC Name:	Beth Kleinschmidt
Command Name:	NSTC Level IV and V APC
APC Hierarchy	00022 - 00210 - 00210
Code:	

Figure 7.1. DON CCPMD TE&PD Training completion certificate.

In conclusion, this guidance outlines the necessary training requirements for all NROTC Unit personnel involved in the GPC program. Please ensure the following steps are taken:

- 1. **Verify Training:** A/OPCs must verify completion of all required training courses for each GPC program participant based on their designated role.
- 2. **PIEE/JAM Appointments:** Ensure timely processing of PIEE/JAM nominations and appointments for all relevant personnel (AO, CO, CH/CW). See Supply Binder Tab 3-1a, Tab 3-1b and Tab 3.1c.
- 3. **Resource Utilization:** Refer to the provided websites and contact information for access to training materials and support.

#### Points of Contacts:

William Barton NROTC Supply Management Specialist GAM Coordinator 847-688-4141 ext. 176 william.g.barton.civ@us.navy.mil

Jason Sheets NROTC Supply Management Specialist 847-688-4509 ext. 330 jason.d.sheets.civ@us.navy.mil

LaTonya Langston NROTC Supply Management Specialist 847-688-4509 ext. 439 Iatonya.l.langston.civ@us.navy.mil

Eurice Cotton NROTC Supply Management Specialist 847-688-5454 ext. 184 <u>eurice.cotton.civ@us.navy.mil</u> John Bass ELMS APO / ALT GAM ALT GPC Level IV Agency Program 847-688-4141 ext. 143 john.l.bass.civ@us.navy.mil

Sidney Coleman GPC Level IV Agency Program Coordinator 847-688-4141 ext. 187 sidney.e.coleman.civ@us.navy.mil

Jerry Long N4 Logistics Director 847-688-4509 ext. 388 jerry.e.long.civ@us.navy.mil