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.
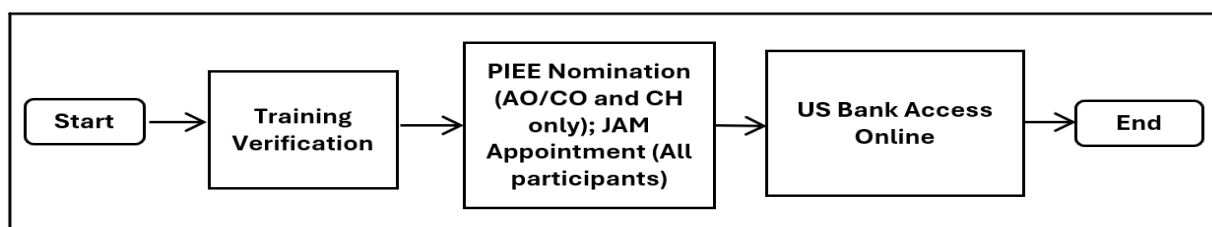

Figure 2.1. GPC Training, PIEE/JAM, and US Bank Access flowchart.

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). https://icatalog.dau.edu/onlinecatalog/tabnavlas.aspx

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: felisha.a.young2.civ@us.navy.mil

- Level 4 (03560) Naval Service Training Command (Mr. Sidney Coleman) E-mail: sidney.e.coleman.civ@us.navy.mil

- Level 5 (Your Unit DoDAAC)

DON CCPMD GPC Training Requirements
Updated July 2024

Training Roles ("X" indicates required or recommended training for each role)
- **A/BO and CO** – Approving/Billing Official and Certifying Officer
- **ALL A/OPC** – Includes Agency/Organization Program Coordinator and Oversight A/OPC
- **CH** – Cardholder
- **CW** - Convenience Check Writer
- **HA** – Head of Activity

Training Categories
- **Initial** – Must complete **BEFORE** assuming program responsibilities
- **Annual** – Required once a year (every 12 months)
- **Refresher** - To be completed within two years of completing initial training and within two years of last refresher training
- **Recommended** – Highly recommended by CCPMD, your command has the option of making it required training

Where to find training
PLEASE NOTE - Access to training requires a CAC
- **CCPMD role-based training -** https://my.navsup.navy.mil/apps/sites/ccpmd_pc/pages/training
- **DAU CLG courses -** https://icatalog.dau.edu/
- **U.S. Bank -** https://piee.eb.mil/
- **Audit Tool (IOD – Insights On Demand)** – Located on US Bank's website (Under the training link)
- **Activity Internal Operating Procedure (IOP)** – Local to your Command

Initial Training	CH - CW	A/BO-CO	All A/OPC	HA
CCPMD GPC Role Based Training	X	X	X	
DAU CLG0010 DoD Government-wide Commercial Purchase Card Overview	X	X	X	X
DAU CLG006 Certifying Officer Legislation Training for Purchase Card Payments		X		
IOD Care Management Course for A/BOs & COs or Completing Performing Oversight Functions		X	X	
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	
Activity IOP	X	X	X	
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
PIEE JAM Training	X	X	X	X

NAVSUP
NAVAL SUPPLY SYSTEMS COMMAND

Need Assistance? Purchase Card Help Desk: DON_Purchasecard@us.navy.mil or CCPMD Training Help Desk: don_ccpmd_training@us.navy.mil

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)
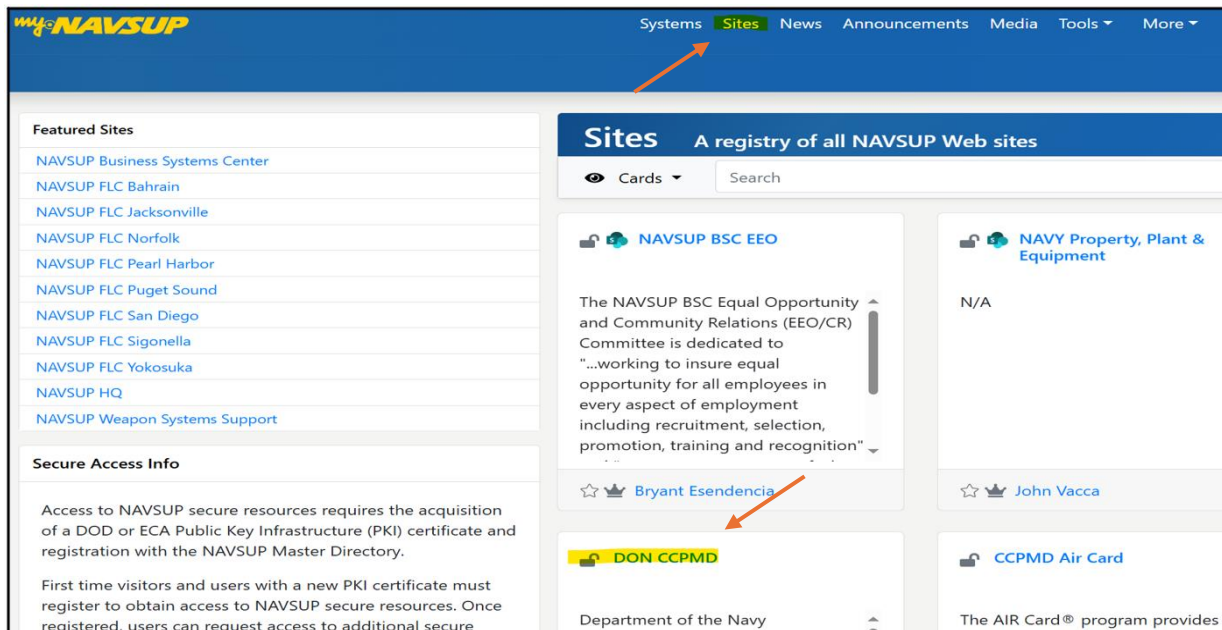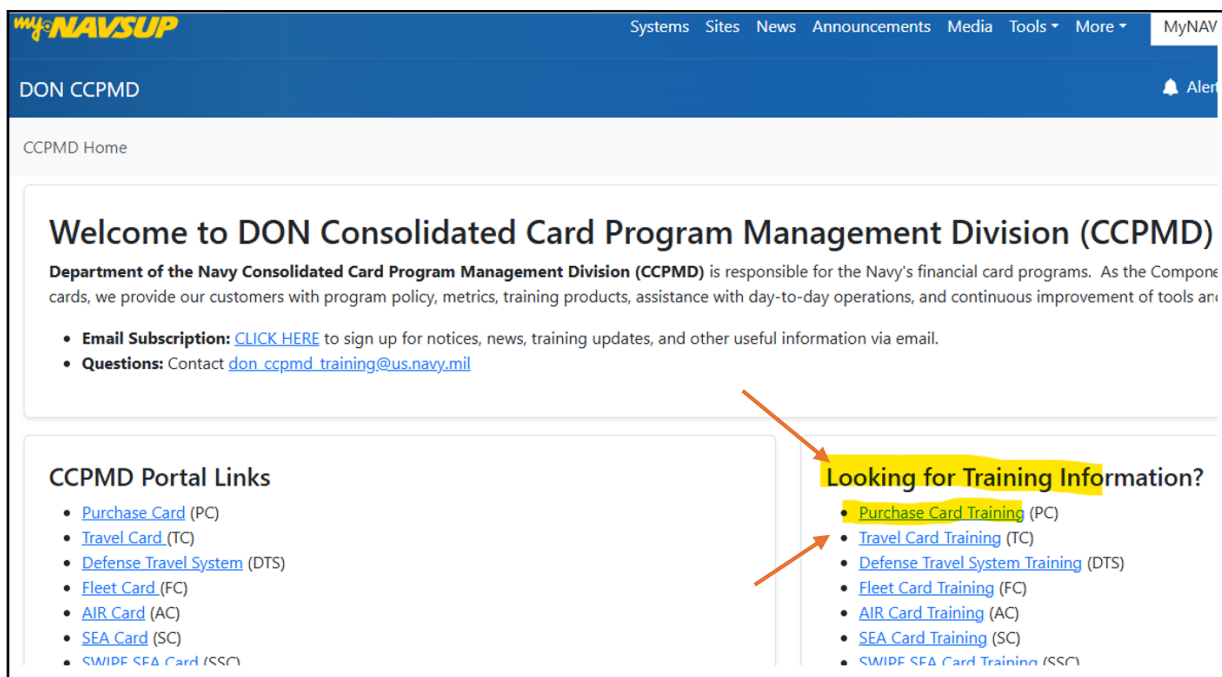

Figure 4.1. My NAVSUP sites registry.

Figure 4.2. My NAVSUP GPC training links.

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: https://saar.dau.edu.

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: https://dau.csod.com/

2. Search for the specific course using the prefix and number (e.g., CLG 0010, CLG 006, CON 2370).
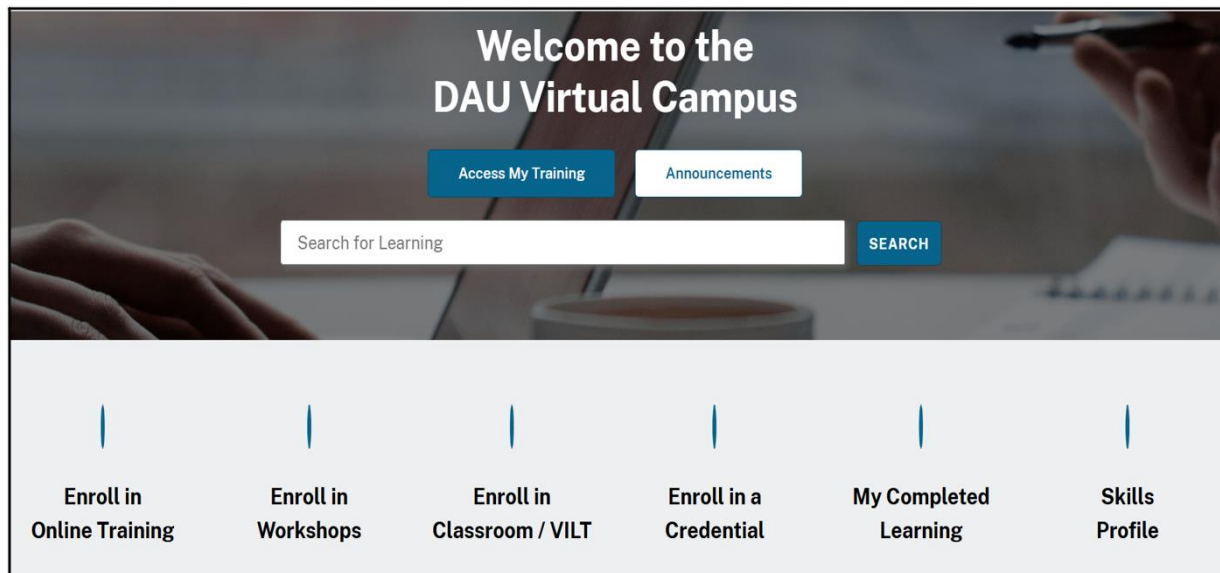
3. Launch the course and complete the exam.

Figure 5.1. DAU virtual home access page.

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

7. TE&PD TRAINING

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.

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.

<u>Points of Contacts:</u>

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