

How to become a Fort Benning GPC Cardholder

A complete GPC Cardholder Request Packet includes the following SIX documents:

1. GPC Cardholder Setup Form (form attached)
(a fillable application is found on our website. The link is "Cardholder Setup Request")
2. THREE DAU Training Certificates; instructions for DAU registration attached
Course CLG 001 –DoD Government Purchase Card,
Course CLM 003 –Overview of Acquisition Ethics,
Course CLG 005 –Purchase Card On Line System
3. Access Online Web Based Training Certificate (instructions for Access Online WBT attached)
4. Email showing Completion of Face-to-Face Fort Benning GPC Training (Training Dates are on our website; link is below)

Upon completion of all steps above, submit the complete packet to the GPC Team, incomplete packets will NOT be accepted and originals are **not** required.

Submit via:

- **email** to the A/OPC Michelle Alexander michelle.m.alexander.civ@mail.mil
- **hand carry** to the GPC Office: 6600 Meloy Drive, Bldg 6, Suite 217



(Billing Officials and Alternate Billing Officials must submit the Billing Official packet)

For Billing Official packet information, please visit our website:

<https://www.benning.army.mil/tenant/micc/GPC.html>

Instructions for DAU TRAINING (CLG001, CLM003 and CLG 005)

ATRRS Registration & Applying for DAU Training

1. Access the Army's application program at: <https://www.atrrs.army.mil/channels/aitas/>
2. Select –Apply for Training from the –Student menu on the left hand side.
3. Use drop-down menu to select a category (Non-Acquisition Civilian & Military Workforce) to log in and log in with your CAC, AKO User ID, or SSN and DOB.

NOTE: If this is your first time logging into ATRRS, the system may prompt you to complete/update your student profile at this time. Upon completing the profile, click –Update Profile and proceed with the steps below.

4. Select —Continuous Learning Modules as the Training Category.
5. Select the course from the course drop down list. You will need — DoD Government Purchase Card—CLG 001, Overview of Acquisition Ethics—CLM 003 and Purchase Card Online System—CLG 005. CLG001 is the first class listed. CLM 003, CLG 005 are listed by name.
6. Select the SEARCH button.
7. You will be directed to review your application and update if necessary. Please verify that the email address is correct. Once you make any other necessary corrections/updates, please submit the application by clicking the red –Submit Application button at the Bottom of the page.

Your application will be forwarded to DAU for enrollment in the Virtual Campus. If you do not already have an account on the DAU Virtual Campus, one will be created for you.

Note: There is a 30-day time limit to complete all DAU CL Modules.

DAU Help

If you do not receive Instructions **within 48 hours** please contact the DAU Virtual Campus at dauhelp@dau.mil or 1-866-568-6924, option 1 (toll free).

ATRRS Help

For assistance filling out the Profile Page please contact the ATRRS Help Desk.
ATRRS Help Desk: COM (703) 695-2353 / 2060 DSN 225-2353 / 2060
ATRRS.HelpDesk@us.army.mil

Instructions for Access Online WBT

1. Access the training site: <https://wbt.access.usbank.com/>
2. Sign on where it says 'Register Now!'
3. You will create your own password
4. The Organization Short Name is Army
5. You will create your own authentication question
6. Use the drop-down menu to select your User Type: (Government Cardholder, Government AO/BO or Government Financial Manager)

Cardholder Lessons

Get Started Using Access Online:

In the Lessons Tab, Select the following classes:

- **Account Profiles**
- **My Personal Information**
- **Navigation Basics**
- **Online Registration**
- **Statements**
- **Cardholder-initiated Account Setup**

Work with Transactions:

In the Lessons Tab, Select the following classes:

- **Transaction Management**
- **Account Approval Process**

Work with Orders:

In the Lessons Tab, Select the following classes:

- **Order Management**

Testing on the Lessons

Once you have completed the training, print your certificate. You will receive ONE certificate listing all the courses that you took. We will only accept certificates listing ALL **nine** required classes.

WBT Password

The Web Based Training (WBT) Password changes every 60 day. Please contact the A/OPC, Michelle Alexander, (706) 545-2277 or michelle.m.alexander.civ@mail.mil for the password.

Help with US Bank

1-888-994-6722

GPC Cardholder Setup Form
One Form Required for Each Card Requested

Office Symbol

Date

MEMORANDUM THRU DRM/Budget Office
FOR MICC- ICO Fort Benning, CCMI-CEU-BEN, Fort Benning, GA 31905
SUBJECT: Request for Designation as Cardholder – Government Purchase Card (GPC) Program

1. Reference the Department of the Army's Government Purchase Card (GPC) Standing Operating Procedure (SOP)
The following individual is nominated for designation as GPC program cardholder:

Name: _____

Grade/Rank – First Name – Last Name

DOD ID Number (EDIPI)

Email

For the Purchase Card On-Line System, we will also need the nominee's supervisor's name and email address. This information will be verified against the DEERS system. Please provide accurate information.

Supervisor Name:

Grade/Rank – First Name – Last Name

DOD ID Number (EDIPI)

Email

Nominee's Official Work Street address: (MUST be complete. Your card will be sent to this address.)

Name of Activity/Unit/BDE/BN

Work Telephone Number

Bldg No. & Street Address

City, State, Zip

2. Card will be used for: (select ONLY one per request form)

25K supply cards are requested on a different form only after an invitation has been sent to the billing official.

- a. Regular Card Supplies <= \$3,500
b. Bills ONLY > amount stated on Contract
c. Training ONLY > \$25,000
d. Other: (specify purpose).

3. The Current Primary Billing Official is
(signature required at the bottom of the form, as the requestor)

The Current Alternate Billing Official is _____

As a Billing Official, I understand that I cannot have more than SEVEN Cardholder Accounts under my supervision.

(Name & title of requesting Billing Official) (Signature of requesting Billing Official)

This section is for the Resource Managers/Budget Analysts

The Resource Manager/Budget Analyst (RM/BA) for this account is: _____
(printed name & title)

For the Purchase Card On-Line System, we will also need the RM/BA's name and email address. This information will be verified against the DEERS system. Please provide accurate information.

Supervisor Name: _____

Grade/Rank – First Name – Last Name

Supervisor's Email Address

- A. The Single Purchase Limit is established at \$ Monthly Purchase Limit is established at \$
B. The following actions have been coordinated with the DRM/Budget Office.
a. A line of accounting (LOA) has been established for this account for Access Online.
b. A GFEBs PR Processor and L1 Approver has been appointed by the DRM/Budget Office.
c. The card account ID will be added to GFEBs for this account.

I will be managing the cycle and credit limits for this account. I will also be the Funds Certifier in GFEBs for this account.

Telephone

Email

Signature & Date of Resource/Financial Manager