

## How to become a Fort Benning GPC Billing Official (BO) (Primary or Alternate)

Alternate BO duties are the same as the Primary BO, and should only be performed in the absence of the Primary BO.

A complete GPC Billing Official Request Packet includes the following ELEVEN documents; Complete Steps 1-6. Step 6 is required **ONLY** if **requesting to terminate** the appointment of a former Billing Official.

1. GPC Billing Official Setup Form (form attached)
2. FIVE DAU Training Certificates: (instructions for DAU registration attached)  
Course CLG 0010 –DoD Government Purchase Card (**Every 2 years**)  
Course CLM 003– Overview of Acquisition Ethics (**Annually**)  
Course CLM 023- Ability One (**One-Time**)  
Course CLC 046- DoD Sustainable Procurement Program (**One-Time**)  
Course CLG 006 –Certifying Officer Legislation Training (**Annually**)
3. Access Online Web Based Training Certificate (instructions for Access Online WBT attached)
4. Face-to-Face Fort Benning GPC Training Certificate(See AOPC for Training Dates)
5. Insight On Demand (IOD) Training Certificate (instructions for webnair Training is sent monthly)
6. DD Form 577 Section I, Section II, Section III – This form **MUST** be **BOTH 1. Digitally signed** and **2. Manually signed in BLUE INK** ( DD Form 577 is on our website; link is below)
7. DD Form 577 Section I, Section II, Section IV (Required only if terminating a former Billing Official or Alternate Billing Official)

All training packets will be submitted at the time of Face to Face training. Incomplete packets will not be accepted. Attendees missing training will have to attend the next Face to Face class. POC for the GPC program is Ms. Leatrice Person at (706) 545-4943, email: [leatrice.f.person.civ@mail.mil](mailto:leatrice.f.person.civ@mail.mil) or Mr. Mark Street at (706) 545-5-2664, email: [mark.j.street2.civ@mail.mil](mailto:mark.j.street2.civ@mail.mil).



For Cardholder packet information, please visit our website:  
<https://www.benning.army.mil/tenant/micc/GPC.html>

**Instructions for DAU TRAINING (CLG0010, CLM003,CLG006, CLM023 and CLC046)**

1. First Time Students: To get started, you will need to complete the System Authorization Access Request (SAAR) form (<https://saar.dau.mil>) and request access to the "Virtual Campus". The preferred browsers for the SAAR are Google Chrome or Microsoft Edge.
2. Once access has been granted you will receive automated emails with further instructions on how to access your account.
3. If you do not receive an email within 4 hours after submitting the SAAR, please send an email to DA Help [dau.mil](mailto:dau.mil) and provide the date you submitted the SAAR so we can escalate your request.
4. New Students and Returning Students who have not accessed their account since September 2016:  
You will need to request access to the Virtual Campus in order to register for courses. Select the link below for step-by-step guidance on completing this process.  
<https://www.dau.mil/faq/documents/created austudentaccount.pdf>
5. Current Students: Follow the steps below to register for an online course.
  - a. Login to the Virtual Campus (<https://dau.csod.com>).
  - b. Locate the "Search" box in the upper right corner of the page.
  - c. If you know the specific Course Prefix and Number, type it in the Search box and press enter. You must include a space between the course prefix and number, i.e. CLG 001.
  - d. Select the course title listed under "Training Results".
  - e. Click "Request" to be officially enrolled in this course.
  - f. Thereafter, you will be redirected to your "Active Transcript" where you will be able to begin the course.

**DAU Help**

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

### **Instructions for Access Online WBT**

1. Request User Name and Password for access to WBT site from your AOPC. US Bank website: <https://www.access.usbank.com>
2. The Organization Short Name is Army
3. Enter User ID and Password provided by the A/OPC (Must change password within 24 hrs)
4. You will create your own authentication question
5. Use the drop-down menu to select your User Type: (Government Cardholder, Government AO/BO or Government Financial Manager)

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### **Billing Official Lessons**

Get Started Using Access Online:

In the Lessons Tab, Select the following classes:

- **User Profiles**
- **Managing and Card Account Lists**
- **My Personal Information**
- **Navigation Basics**
- **View Statements**

Manage Accounts and Users:

In the Lessons Tab, Select the following classes:

- **Account Approval Process**

Work with Transactions:

In the Lessons Tab, Select the following classes:

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

Work with Orders:

In the Lessons Tab, Select the following classes:

- **Order Management**
- **Order Management Setup**

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### **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 **ten** required classes.

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### **WBT Access**

The Web Based Training (WBT) Access is set up by the A/OPC. Please contact Ms.

Leatrice Person (706) 545-4943, email: [leatrice.f.person.civ@mail.mil](mailto:leatrice.f.person.civ@mail.mil) or Mr.

Mark Street at (706) 545-5-2664, email: [mark.j.street2.civ@mail.mil](mailto:mark.j.street2.civ@mail.mil).

**GPC BILLING OFFICIAL SETUP FORM**

Use this form to set up a new Billing Official account or to replace an existing Billing Official

Office Symbol

Date

MEMORANDUM THRU DRM/Budget Office  
 FOR MICC- ICO - Fort Benning, CCMI-CEU-BN, Fort Benning, GA 31905  
 SUBJECT: Request for Appointment as a Billing Official/Alternate Billing Official

1. Reference the Department of the Army's Government Purchase Card (GPC) Operating Procedures dated 3 May 2013. The following individual is nominated for appointment as an Approving Official/Billing Official:

Name:

Grade/Rank – First Name – Last Name

DOD ID Number (EDIPI)

Email

For the Purchase Card On-Line System, PCOLS, 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. &amp; Street Address

City, State, Zip

2. Alternate BO duties are the same as the Primary BO, and should only be performed in the absence of the Primary BO. Individual will serve in capacity as: **(select one)**

☐

Primary Billing Official

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Alternate Billing Official

If Alternate, Primary Billing Official is:

Print Name

3. For the Organization:

If the organization/unit is not your own, a memorandum for record is required. The MFR must be signed by the commander of the organization/unit for which you will be assigned as a billing official.

4. If replacing a former Billing Official or Alternate Billing Official, request the following name(s) **removed** from the account

I am the Commander/Director of the Organization listed above in Section 3. I am aware that the individual named in Section 1 is nominated as a Billing Official for this unit.

(Signature of **Commander/Director**-- required for all applications)

(Title)

**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.

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

(Name &amp; title of requesting Resource Manager/Budget Analyst)

(Signature of RM/BA)