How to become a

Fort Benning

5K GPC

Cardholder

A complete GPC Cardholder Request Packet includes the following <u>EIGHT</u> documents:

1. GPC Cardholder Setup Form (form attached)
   (a fillable application is found on our website. The link is "Cardholder Setup Request")
2. <u>FOUR</u> 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 Contracting
   Course CLC 046 - DoD Green Procurement

3. GSA - Micro-purchases and Section 508 Requirements (https://section508.gov/training)

4. Access Online Web Based Training Certificate (instructions for Access Online WBT attached

5. GPC Face -to-Face Training Certificate (see AOPC for Training dates)

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.peson.civ@mail.mil or Mr. Mark Street at (706) 545-2664 email: mark.j.street2.civ@mail.mil.

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

Instructions for DAU TRAINING (CLG0010, CLM003, 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 48 hours after submitting the SAAR, please send an email to DAUHelp@dau.mil and provide the date you submitted the SAAR so we can escalate your request.

4. New Students & 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/createdaustudentaccount.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 or 1-866-568-6924, option 1 (toll free).

Instructions for Access Online WBT

1. Access the training site: https://wbt.access.usbank.com/
2. Request user id and password from AOPC (must change password within 24 hours)
3. The Organization Short Name is Army
4. Enter User ID and Password provided by the A/OPC (change password)
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:

- **Cardholder Account Profile**
- **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, Ms.

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

545-2664, email: mark.j.street2.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 <= $5,000   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)

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This section is for the Resource Managers/Budget Analysts

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

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