

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 NINE documents; Complete Steps 1-5. 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. **FOUR** 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
Course CLG 006 –Certifying Officer Legislation Training
3. Access Online Web Based Training Certificate (instructions for Access Online WBT attached)
4. Fiscal Law Training Certificate (instructions for Fiscal Law Training attached)
5. Email showing Completion of Face-to-Face Fort Benning GPC Training (Training Dates are on our website; link is below)
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)

Upon completion of all steps above, submit the complete packet to the GPC Team; Incomplete packets will not be accepted. Submit in person at MICC – Fort Benning, 6600 Meloy Drive, Suite 217, Fort Benning, GA, 31905 or email to the A/OPC Michelle Alexander at michelle.m.alexander.civ@mail.mil.



(Cardholders must submit the Cardholder packet)

For Cardholder packet information, please visit our website:

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

Instructions for DAU TRAINING (CLG001 and CLM003)

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 1- DoD Government Purchase Card CLG 001, 2- Overview of Acquisition Ethics CLM 003, 3- Purchase Card Online System CLG 005, and 4- Certifying Officer Legislation Training CLG 006. CLG 001 is the first class listed. All other courses 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)
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Billing Official Lessons

Get Started Using Access Online:

In the Lessons Tab, Select the following classes:

- **Account Profiles**
- **Managing and Card Account Lists**
- **My Personal Information**
- **Navigation Basics**
- **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.

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.

Fiscal Law Training

Fiscal Law training: https://www.my.af.mil/gcss-af/USAF/AFP40/SAF_FM/FMWorkSp/ProfDev/ProfDevRsrc/fiscallaw/index.htm

The Fiscal Law Training is an AIR FORCE FISCAL LAW class on line. You will have to register for access using your CAC Card. Here are the directions to get there:

- go to www.my.af.mil
- register using your CAC card
- once you establish your log in then go ahead and log in
- once you get logged in look at the lower right side of the screen under Air force Indexes
- click on Application A-Z Listing
- click on letter F
- scroll down to Fiscal Law Tutorial, click on it and you are there

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. & 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

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 & title of requesting Resource Manager/Budget Analyst)

(Signature of RM/BA)