



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION
AND SUSTAINMENT

MEMORANDUM FOR DEPARTMENT OF DEFENSE GOVERNMENTWIDE COMMERCIAL PURCHASE CARD PROGRAM OVERSIGHT PERSONNEL

Subject: 2022 General Services Administration SmartPay Training Forum

All Department of Defense (DoD) Governmentwide Commercial Purchase Card (GPC) Program oversight personnel are encouraged to attend the 2022 General Services Administration (GSA) SmartPay Virtual Training Forum. The virtual Forum is scheduled for 2–4 August, 2022.

The GSA SmartPay Training Forum website, <https://smartpay.gsa.gov/forum>, provides general information about the Forum. Registration will open online at this website in April 2022. Defense Pricing and Contracting / Contracting eBusiness (DPC/CeB) recommends GPC staff obtain agency approval to attend before registering. Personnel should use their official DoD email address for registration. If an individual's official DoD email address is not the designated email address in the Procurement Integrated Enterprise Environment and Access Online, the individual must update these applications to ensure his/her official DoD email address is listed in his/her user profile. Consistent use of official DoD email addresses will assist with tracking Training Forum course attendance and ensuring proper credit is provided.

This Training Forum is designed for Component Program Managers, Oversight Agency/Organization Program Coordinators (O A/OPCs), A/OPCs, and Approving/Billing Officials; Inspector General staff; Financial, Resource, and Budget personnel; and other officials who oversee the purchase, travel, fleet, and integrated business lines of the GSA SmartPay card program. **The Training Forum is not designed for Cardholders.**

DPC/CeB will be providing training sessions to address topics such as policy updates, system enhancements/processes, best practices, and lessons learned. Continuous Learning Points will be available for many of the scheduled and on-demand courses. Attendees also will have an opportunity to earn a GSA SmartPay Certification (GSPC). Please refer to the GSA SmartPay Training Forum website for details about the GSPC requirements.

Please direct questions to Ms. Sheila McGlynn at sheila.a.mcglynn.civ@mail.mil, with a copy to DODPCPO@SterlingHeritage.com.

J. Lisa Romney
Director, Contracting eBusiness
Defense Pricing & Contracting

cc:
DEPUTY CHIEF FINANCIAL OFFICER