



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: 2024 General Services Administration SmartPay Training Forum

All Department of Defense (DoD) Governmentwide Commercial Purchase Card (GPC) Program oversight personnel are encouraged to attend, subject to availability of resources, the 2024 General Services Administration (GSA) SmartPay Training Forum. The Forum is scheduled for August 6-8, 2024, and will be held at the New Orleans Convention Center in New Orleans, Louisiana.

The GSA SmartPay Training Forum website is expected to go live in April 2024 with general information about the training and location. Online registration will open and lodging information will be added to the website in May 2024. Defense Pricing and Contracting / Contracting eBusiness (DPC/CeB) recommends that GPC personnel obtain Component 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 Forum course attendance and ensuring proper credit is provided.

This Forum is designed for Component Program Managers (CPMs), Oversight Agency/Organization Program Coordinators (OA/OPCs), Agency/Organization Program Coordinators (A/OPCs), and Approving/Billing Officials (A/BOs); 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 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 (CLPs) will be available for many of the scheduled courses. Attendees also will have an opportunity to earn a GSA SmartPay Program Certification (GSPC). The Forum website will provide details about 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 and Contracting

cc:
DEPUTY CHIEF FINANCIAL OFFICER