



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION
AND SUSTAINMENT

MEMORANDUM FOR DOD GOVERNMENTWIDE COMMERCIAL PURCHASE CARD PROGRAM OVERSIGHT PERSONNEL

Subject: 2023 General Services Administration SmartPay Training Forum

All DoD Governmentwide Commercial Purchase Card (GPC) Program oversight personnel are encouraged to attend the 2023 General Services Administration (GSA) SmartPay Virtual Training Forum. The Forum is scheduled for June 13–15, 2023.

The GSA SmartPay Training Forum website, <https://gsasmartpayforum.org>, provides general information about the Forum. Online registration at this website will open in March 2023. Defense Pricing and Contracting / Contracting eBusiness (DPC/CeB) recommends 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. DPC/CeB will be providing training sessions to address topics such as policy updates, system enhancements/processes, best practices, and lessons learned. **The Training Forum is not designed for Cardholders.**

Continuous Learning Points (CLPs) will be available for many of the scheduled and on-demand courses. Attendees also will have an opportunity to earn a GSA SmartPay Program Certification (GSPC). Please refer to the GSA SmartPay Training Forum website for details.

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

J. Lisa Romney
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cc:
DEPUTY CHIEF FINANCIAL OFFICER