

# Required DoD GPC Training

DoD-level GPC policy requires completion of the following courses.

Course Code	Required Attendees	Highly Recommended Attendees	Recommended Attendees	Frequency
<b><u>DoD Government-wide Commercial Purchase Card Overview</u></b>				
CLG 0010	<ul style="list-style-type: none"> <li>Component Program Managers (CPMs)</li> <li>Oversight Agency/Organization Program Coordinators (OA/OPCs)</li> <li>Primary/Alternate Agency/Organization Program Coordinators (A/OPCs)</li> <li>Primary/Alternate Approving/Billing Officials (A/BOs),</li> <li>Certifying Officers</li> <li>Cardholders and Convenience Check Writers</li> </ul>	<ul style="list-style-type: none"> <li>Supervisors of Primary/Alternate OA/OPCs</li> <li>Supervisors of Primary/Alternate A/OPCs</li> <li>Supervisors of Primary/Alternate A/BOs</li> <li>Supervisors of Cardholders and Convenience Check Writers</li> <li>Supervisors of Certifying Officers</li> </ul>	<ul style="list-style-type: none"> <li>Comptrollers</li> <li>Resource Managers (RMs) or Budget Officials supporting GPC accounts</li> <li>Supervisors of CPMs</li> <li>Heads of Activity (HAs)</li> </ul>	<ul style="list-style-type: none"> <li>Prior to assuming official GPC program roles and responsibilities</li> <li>Every two years</li> </ul>
<b><u>Certifying Officer Legislation Training for Purchase Card Payments</u></b>				
CLG 006	<ul style="list-style-type: none"> <li>Primary and Alternate A/BOs who are Certifying Officers</li> <li>Certifying Officers who are not A/BOs (e.g., Department of the Air Force (DAF) Financial Service Officers)</li> </ul>	<ul style="list-style-type: none"> <li>CPMs, OA/OPCs, and Primary/Alternate A/OPCs</li> <li>Supervisors of Primary/Alternate A/BOs</li> <li>Supervisors of Certifying Officers (e.g., DAF Financial Service Officers)</li> </ul>	<ul style="list-style-type: none"> <li>Comptroller, RMs, or Budget Officials supporting GPC accounts</li> <li>Supervisors of CPMs, OA/OPCs, and Primary/Alternate A/OPCs</li> </ul>	<ul style="list-style-type: none"> <li>Annually for Certifying Officers</li> <li>Initially for CPMs, OA/OPCs, Primary/Alternate A/OPCs, and A/BOs</li> </ul>
<b><u>IOD Case Management Course for A/BOs*</u></b>				
IOD-ABO	<ul style="list-style-type: none"> <li>A/BOs</li> </ul>			<ul style="list-style-type: none"> <li>Initial</li> </ul>
<b><u>IOD Case Management, Completing Monthly Checklist, and Performing Oversight Functions*</u></b>				
IOD-AOPC_CPM	<ul style="list-style-type: none"> <li>A/OPCs</li> <li>OA/OPCs</li> </ul>	<ul style="list-style-type: none"> <li>CPMs</li> </ul>		<ul style="list-style-type: none"> <li>Initial</li> </ul>
<b>Head of Activity Training</b>				
<i>Coming soon</i>				

\*Some individuals took this course under a previous title (SmartPay® 3 DoD Mastercard IOD Data Mining Training), which also fulfills the requirement. Use PIEE SSO to access this course under IOD's Recorded Classes in Access Online Web-Based Training.

## Available/Recommended Training

While DoD-level GPC policy does not require completion of the following courses, many Component and/or Local GPC policies do require them. Because your organization may have developed its own equivalent or additional training for GPC program officials, please see your Component GPC instructions or contact your A/OPC for additional information.

Course Code	Recommended Attendees	Frequency
<b><u><a href="#">Contracting for the Rest of Us</a></u></b>		
CLC 011	<ul style="list-style-type: none"> <li>• Non-contracting personnel making contingency purchases over an extended period</li> </ul>	Prior to deployment
<b><u><a href="#">DoD Sustainable Procurement Program (Green Procurement)</a></u></b>		
CLC 046	<ul style="list-style-type: none"> <li>• A/OPCs</li> <li>• A/BOs</li> <li>• Cardholders</li> </ul>	Initial
<b><u><a href="#">Overview of Acquisition Ethics (or Agency-Provided Annual Ethics Training)</a></u></b>		
ACQ 0030 (formerly CLM 003)	<ul style="list-style-type: none"> <li>• A/OPCs</li> <li>• A/BOs</li> <li>• Cardholders</li> </ul>	Annual
<b><u><a href="#">AbilityOne Contracting</a></u></b>		
CLM 023	<ul style="list-style-type: none"> <li>• A/OPCs</li> <li>• A/BOs</li> <li>• Cardholders</li> </ul>	Initial
<b><u><a href="#">Joint Contingency Contracting Course</a></u></b>		
CON 8300V	<ul style="list-style-type: none"> <li>• Contracting and Purchasing career field personnel who are in deployable positions. Whenever practical, professionals should attend the course prior to assuming duties as a deployable Contracting Officer of Purchasing Agent.</li> </ul>	Initial
<b><u><a href="#">Simplified Acquisition Procedures</a></u></b>		
CON 2370 (formerly CON 237)	<ul style="list-style-type: none"> <li>• A/BOs and Cardholders with \$25,000 transaction limit</li> </ul>	Initial
<b><u><a href="#">GSA SmartPay Training Forum</a></u></b>		
N/A	<ul style="list-style-type: none"> <li>• CPMs</li> <li>• OA/OPCs</li> <li>• A/OPCs</li> <li>• A/BOs</li> <li>• Inspector General staff</li> <li>• Financial, Resource, and Budget personnel</li> <li>• Other officials who oversee the purchase, travel, fleet, and integrated business lines of the GSA SmartPay Program.</li> </ul> <p><i>The Training Forum is not designed for Cardholders.</i></p>	Annual
<b><u><a href="#">U.S. Bank Access Online Training** (Role Specific)</a></u></b>		
Login via SSO through PIEE	<ul style="list-style-type: none"> <li>• A/OPCs</li> <li>• A/BOs</li> <li>• Cardholders</li> </ul>	Initial

\*\* Use PIEE SSO to access this course in Access Online Web-Based Training.