



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

MAR -9 2017

MEMORANDUM FOR DEPARTMENT OF DEFENSE PURCHASE CARD
AGENCY/ORGANIZATION PROGRAM COORDINATORS

SUBJECT: 2017 GSA SmartPay Training Forum

All Government Purchase Card oversight personnel are encouraged to attend, subject to availability of resources, the 2017 General Services Administration (GSA) SmartPay Training Forum. The Forum is scheduled for August 1-3, 2017, in Phoenix, Arizona, at the Phoenix Convention Center.

The GSA SmartPay Training Forum website is expected to go live in early April 2017 with general information about the training and location. The addition of registration and lodging information to the website is anticipated in early May 2017. It is highly recommended that anyone registering for the Training Forum obtain agency approval to attend before registering online.

This training forum is designed for Agency/Organization Program Coordinators, Approving Officials, Billing Officials, Financial, Resource, Budget personnel or agency officials who manage the purchase, travel, fleet, and integrated business lines of the GSA Smart Pay card program. The Acquisition Workforce personnel attending this conference will be able to earn continuous learning points in accordance with guidance at:

<http://www.acq.osd.mil/dpap/Docs/CL%20Policy.pdf>

Numerous training sessions will be provided at this year's forum. The sessions are designed to communicate policy changes, share lessons learned across the enterprise, and train professionals at all levels to continue to successfully manage their card programs.

Direct questions to Sheila McGlynn at sheila.a.mcglynn.civ@mail.mil or 703-697-4402.

LeAntha D. Sumpter
Deputy Director, Program Development
and Implementation

cc: Deputy Chief Financial Officer