



ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

FEB 13 2017

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS  
COMMAND (ATTN: ACQUISITION EXECUTIVE  
COMMANDER, UNITED STATES TRANSPORTATION  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION AND PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING)  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Temporary Suspension of DoD Government Purchase Card Refresher Training  
Module: Continuous Learning-GPC 004 (CLG 004)

The Department of Defense Government Charge Card Guidebook for Establishing and Managing Purchase, Travel, and Fuel Card Programs requires Government Purchase Card (GPC) program participants to complete DoD Governmentwide Commercial Purchase Card Overview, CLG 001 prior to account issuance and DoD Government Purchase Card Refresher Training, CLG 004 every 2 years thereafter.

On April 7, 2016, Defense Acquisition University (DAU) released a major update to DoD Governmentwide Commercial Purchase Card Overview, CLG 001. This update included significant content updates to aid in program policy compliance.

To ensure the training program participants receive is both current and accurate, it has been determined that DoD Government Purchase Card Refresher Training, CLG 004 will be taken offline as the course undergoes necessary content update. DAU has indicated they anticipate the updated refresher training will be available during the fourth quarter of FY 2018. In the interim, GPC Program participants are directed to complete CLG 001 to fulfill their mandatory annual GPC refresher training requirement.

If you have questions the DPAP point of contact is Ms. Denise Reich at (703) 697-44045, [denise.a.reich.civ@mail.mil](mailto:denise.a.reich.civ@mail.mil).

*for*   
Claire M. Grady  
Director, Defense Procurement  
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