



ACQUISITION  
AND SUSTAINMENT

## OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

APR 18 2018

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

Subject: 2018 GSA SmartPay Training Forum

All Government Purchase Card (GPC) oversight personnel are encouraged to attend the 2018 GSA SmartPay Training Forum. The Forum is scheduled for August 7-9, 2018, in New Orleans, Louisiana, at the New Orleans Ernest N. Morial Convention Center. Travel dates are 6 and 10 August 2018.

Attendance at this year's Forum will be especially important as all DoD purchase cards must be reissued prior to November 2018 as we transition to SmartPay 3. Attendees are invited to come to the DoD Purchase Card Lab during the Forum for hands-on assistance related to transition tasks.

The GSA SmartPay Training Forum website is now live (<http://www.gsasmartpayforum.org>) and contains general information about the training and location. The addition of registration and lodging information to the website is anticipated in early May 2018. 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 (A/OPCs); Approving/Billing Officials (A/BOs); Financial, Resource, and Budget personnel; or agency officials who manage the purchase, travel, fleet, and integrated business lines of the GSA SmartPay card program. The Training Forum is not designed for Cardholders. DoD 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>

Please direct questions to Sheila McGlynn at [sheila.a.mcglynn.civ@mail.mil](mailto:sheila.a.mcglynn.civ@mail.mil) with a copy to [DODPCPO@SterlingHeritage.com](mailto:DODPCPO@SterlingHeritage.com).

A handwritten signature in blue ink that reads "LeAntha D. Sumpter".

LeAntha D. Sumpter  
Deputy Director, Program Development  
and Implementation

cc: Deputy Chief Financial Officer