



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

ACQUISITION,  
AND SUSTAINMENT

MEMORANDUM FOR DEPARTMENT OF DEFENSE PURCHASE CARD  
PROGRAM OVERSIGHT PERSONNEL

SUBJECT: 2019 General Services Administration SmartPay Training Forum

All Department of Defense (DoD) Government Purchase Card (GPC) Program Oversight personnel are encouraged to attend, subject to availability of resources, the 2019 General Services Administration (GSA) SmartPay Training Forum. The Forum is scheduled for 16-18 July 2019, in Atlanta, GA, at the Hyatt Regency Atlanta and the Atlanta Marriott Marquis properties. Travel dates are 15 and 19 July 2019.

The GSA SmartPay Training Forum website is expected to go live in early March 2019 with general information about the training and location. Registration and lodging information will be added to the website in early April 2019. 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 Component Program Managers; Oversight Agency/Organization Program Coordinators; Agency/Organization Program Coordinators; Approving/Billing Officials; Inspector General staff; Financial, Resource, and Budget personnel; or agency officials who oversee 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>.

With last year's transition to SmartPay®3 (SP3), Defense Pricing and Contracting / Contracting eBusiness (DPC/CeB) will be providing training sessions to address topics such as policy updates, system enhancements/processes, best practices, and lessons learned. These sessions will be critical to help you get up to speed on the new SP3 policies and processes.

More specifically, DPC/CeB will offer sessions on use of the SP3 mandated Joint Appointment Module (JAM), the DoD-wide application that initiates, reviews, approves, stores, and terminates required delegations of procurement authority and/or appointments for select acquisition program officials. By July 2019, all GPC Program roles will be able to register in JAM. A computer lab will be available to provide hands-on assistance with account setup and the workflows for new appointments.

Please direct questions to Ms. 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).

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cc:  
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