



# GPC Reference Manual

## Ft. Campbell Government Purchase Card Program

<http://www.campbell.army.mil/campbell/directorates/DOC/Pages/CCP.aspx>

June 2012



# POCs

## **MICC Credit Card Team:**

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Ron Sisco - GPC Program Manager [ronald.g.sisco2.civ@mail.mil](mailto:ronald.g.sisco2.civ@mail.mil), 798-7801

For additional info and links: MICC & GPC website:

<http://www.campbell.army.mil/campbell/directorates/DOC/Pages/CCP.aspx>

## **Access.**

Reset Password? Call: (888)-994-6722 or Log On - <https://access.usbank.com>

**C.I.D.** – (270) 798-9400/4729

## **Defense Acquisition University (DAU)**

Request password and user ID from <https://atrrs.army.mil/channels/aitas/>

Log on - <https://learn.dau.mil>

DAU = (703) 805-3459 or (866) 568-6924

ATTRS = (703)695-2353

## **SJA**

Ethics Counselors: Mr. Craig Bradley or Mr. Mike Lewis (270) 798-0815

## **Pollution Prevention Operations Center (PPOC)**

Batteries? (270) 798-9761 or 956-1420 Haz-Mat questions: 798-9595 or 798-1157

**DPW Work Order Section:** 798-9722 (Construction Work)

# ***Mandatory Supply Sources:***

## **Supply System (ALWAYS CHECK FIRST!)**

Check with your SSA or Division G4

**Ability One** - (JWOD) [www.abilityone.com](http://www.abilityone.com)

## **Eagle Mart**

8<sup>th</sup>/Desert Storm- (931)431-4311 - FAX: (931)431-6989

website: [www.rlcbl.net](http://www.rlcbl.net)

**DoD EMALL** - [www.emall.dla.mil](http://www.emall.dla.mil) or 1-888-352-9333

**GSA** - <https://www.gsaadvantage.gov>

**CHESS (Formerly ASCP)** For ALL I.T. equipment purchases:

<https://chess.army.mil>

# Info to KNOW

## **Thresholds**

Supplies/equipment: \$3,000.00 and for Services: \$2,500.00

Construction: DPW Authorized Only!!!! For actions above thresholds for which contracts are in place (e.g. GSA, ASCP, DoD Email), call a member of the GPC Credit Card.

## **Personnel Required**

- Prime Billing Official (BO)
- **MUST** have one alternate billing official (ABO)
- Cardholder (CH) (At least two CHs are preferred)

*There can only be one Prime BO per account. Prime BO's are limited to no more than seven (7) cardholders per account.*

## **Specialized Purchase Procedures**

**Computer Equipment -PRIOR** to purchase, cardholders are required to obtain an approved CAPR (Form 3027). IMA = (NEC) Laura Haley, Bldg 907, # 798-3884 or DIVISION = (G6) January Webb, Bldg 6913, # 798-3011

**Commercial off the shelf (COTS) Computer Software, Desktops, Notebook Computers, Routers, Servers, PRINTERS and (All I.T. Equipment) must be bought from CHESS (formerly ASCP) regardless of cost. A CHESS waiver is required prior to purchasing these items outside of these agreements.**

Website: <https://chess.army.mil>

**Radios and Walkie Talkies** - Cardholders Are Required To Call NEC prior to purchasing radios or walkie talkies: Johanna Haas (270) 412-5502

**Printing / Copying Services** – DAPS is the **MANDATORY** source for printing/copying services. (1) Prior to going to DAPS, fill out **DD 844 (MUST BE KEPT IN FILE)** & process through Admin Services Div (MPSD) Bldg. 91 located at the Post Office Bldg. POC: Jerry Haupt 798-3333 Take all paperwork to DAPS.

**COMMERCIAL OFF THE SHELF TRAINING:** The GPC is the authorized method of payment for all commercial training. Provide justification memo, an invoice from the vendor and an SF-182. If training is to exceed \$2,500.00, a FC Form 4261 must be completed and brought to the GPC Team **PRIOR** to the training start date.

## **Requirements**

➤ **BO's/ABO's shall certify payments in Access by the 5<sup>th</sup> calendar day after the end of the billing cycle (19th of each month)**

➤ **GPC Worksheet must be completed for each credit card transaction (FC 4256)**

➤ **If applicable, a Memorandum for Records (MFR) must be completed and attached to the GPC worksheet. The MFR is to explain/justify any waiver or atypical purchase that was approved. MFR should contain a summary of the situation with necessary personnel contact info for verification.**

# Reminders

**Tax Exempt** ALL purchases are Tax Exempt:

The Tennessee Tax Identification Number (TIN) is 61-0455908,

The Kentucky Tax Identification (TIN) is FG-024-100.

**Wal-Mart Tax Exempt Number:** 1846557

## **Rebates**

Manufacturer Rebates are the property of the U.S. Government.

## **Proof of Purchase**

All purchases (whether over the counter, by fax, or the telephone) requires proof of purchase.

Card holder to attach to GPC worksheet. Packing slips are not considered proof of purchase.

## **Property Accountability**

**AFTER purchase, cardholder is required to provide all receipts to the supporting Property Book Officer within five (5) days for the determination of accounting requirements.** Attach hand receipt (HR) or property book record documentation to GPC worksheet. All non-expendable property for GPC purposes is accountable.

## **Billing Official Required**

Cardholders must have a prime BO in order to have active accounts. If BO is leaving a Duty Station, a new prime must be in place prior to departure or suspension of all CHs is required.

## **NSN Items**

Items with NSN (National Stock Numbers) must be purchased from the mandatory source -DOL Supply - unless requirements cannot be met and then a waiver is required from your SSA or the Item Manager.

**Department of Heraldry:** Flags, Guidons and Streamers. Request items on DD Form 1348-6 online at the Department of Heraldry website. Waivers will not be granted by the Department of Heraldry. Waivers can only come from the installation commander.

## **Office Supplies**

All Office Supplies, including toner/ink cartridges must be purchased from Eagle Mart or DoD EMALL Army Office BPA's. For items that may fall in the category of non office supplies please log on to <http://www.abilityone.com> . Using the search menu enter the item you are requiring. If item is available, CH is required to purchase at Eagle Mart [www.rlcb.net](http://www.rlcb.net) or DoD EMALL [www.emall.dla.mil](http://www.emall.dla.mil).

## **Wash Rack/Car Wash**

Military vehicles: Wash Rack is your mandatory source (PX car wash facilities are not authorized if the wash rack is open) GSA vehicles: TMP POC is Ms. Susan Jeffries @ 798-2310.

## **Split Purchases**

Split purchasing is when a CH/CHs has/have a known requirement exceeding the micro-purchase threshold and fraudulently attempts to keep dollar value below micro purchase level by:

- **PURCHASING FROM DIFFERENT VENDORS**
- **PURCHASING ON DIFFERENT DAYS**
- **PURCHASING WITH MULTIPLE CARDHOLDERS**

## Division Purchase Policy

MSE G4 – Doris Garcia, 798-6525 MSE G4 Supply Branch – Harvey Agee, 798-3063

- PEO Soldier Equipment is centrally funded and provided by CIF or RFI. Exception to Policy (ETP) from PEO Soldier is required to purchase PEO soldier equipment not listed on one of the PEO Soldier Authorized Products Lists (APL) or Authorized Protective Eyewear List (APEL).
  - APLs can be found at <https://www.peosoldier.army.mil>
  - Glove APL can be found at <https://peosoldier.army.mil/pmseq/combategloves.asp>
  - Family of Flashlights (FoF) APL can be found at <https://peosoldier.army.mil/pmseq/fof.asp>
  - Ballistic Protective Eyewear: The Authorized Protective Eyewear List (APEL) can be found at <https://peosoldier.army.mil/pmseq/eyewear.asp>
- The PEO Certification LOGO is placed on items approved by PEO Soldier and



listed on an APL.

All packaging for APEL items will be marked with a neon green APEL approved sticker.



- PM Sets Kits Outfits Tools (SKOT) local purchase requests must be approved by PM SKOT prior to purchasing any tool. 06 Brigade Commanders, BSB/ASB Commanders or the G4 must approve the local purchase if PM SKOT cannot meet the users OPTEMPO need.
  - TOLL FREE NUMBER: 1-877-4-PMSKOT (1-877-476-7568)
  - EMAIL: [DAMI\\_PM-SKOT-FIRSTSOURCE@CONUS.ARMY.MIL](mailto:DAMI_PM-SKOT-FIRSTSOURCE@CONUS.ARMY.MIL) SECURE



WEBSITE IS <https://pmskot.army.mil>

- Authorization documents can be found on FMSWEB
  - <http://webtaads.belvoir.army.mil>
  - Does not authorize local purchase. Unit must order items through normal supply system using NSN
  - All items or like items assigned a Item Manager (IM) must have a local purchase waiver granted by the IM
  - Modified Table of Organization and Equipment (MTOE)
- Table of Distribution and Allowances (TDA)
- Common Table of Allowances (CTA)
  - CTA 50-900 Clothing and Individual Equipment
  - CTA 50-909 Field and Garrison Furnishings and Equipment
  - CTA 50-970 Expendable/Durable Items (except medical, CL V, CL IX)
  - CTA 8-100 Army Medical Department Expendable/Durable Items
- Logistics Information Warehouse <http://liw.logsa.army.mil>
  - Provides access to numerous search tools to include FEDLOG
  - Defense Logistics Agency (DLA) Logistics Information Service (LIS)
- <http://www.dlis.dla.mil>
- Force and Asset Search Tool FAAST <https://faast.army.mil>
- Property Book Unit Supply Enhanced (PBUSE) – see your Property Book Officer

# GPC SUPPLY PURCHASES

## \$3,000.00 AND LESS

### Office Supplies

- 1. Eagle Mart (No competition Required)
- 2. DA Mandatory BPA's on DoD Email (Must compete between all BPA vendors)
- 3. GSA Contracts(ONLY for items not carried at Eagle Mart or DA BPA's-Contact GPC Team PRIOR to making purchase)
- 4. Open Market (ONLY for items not carried by 1-3 above-Contact GPC Team PRIOR to making purchase)

### Ability One Items (Non-Office Supplies)

- Any Ability One Distributor (to include Eagle Mart)

### IT Equipment (Computers, Printers, Servers, etc)

- 1. CHES
- 2. Open Market ONLY after receiving CHES waiver

### Furniture

- 1. Check with Installation Property Book Office
- 2. Installation BPA Contracts(Unicor is included)

### Other Items

- Must first check supply system, then Any Open Market vendors to include Eagle Mart

# GPC SUPPLY PURCHASES

**between \$3,000.00 and \$25,000.00**

## Office Supplies

- 1. Eagle Mart (No competition Required)
- 2. DA Mandatory BPA's on DoD Email (Must compete between all BPA vendors)
- 3. GSA Contracts(ONLY for items not carried at Eagle Mart or DA BPA's)

## Ability One Items (Non-Office Supplies)

- Compete among Ability One Distributors (to include Eagle Mart)

## IT Equipment (Computers, Printers, Servers, etc)

- 1. CHES
- 2. GSA Advantage contracts ONLY after receiving CHES waiver

## Furniture

- 1. Check with Installation Property Book Office
- 2. Installation BPA Contracts(Unicor is included)

## Other Items

- GSA Advantage

## **Access Responsibilities for Cardholders & Approving Officials:**

**CARDHOLDERS - For every *purchase AND credit you must do the following:***

- 1. Creating a manual order**
- 2. Matching transactions and orders**
- 3. Approve the Statement**

### **INSTRUCTIONS:**

#### ***Create a Manual Order***

Select the Order Management.

Select the Create New Order Record link. Your organization's default, custom order form displays.

Create a Manual Order

The first section is Order Information.

Specify all the information for required fields (marked with a red asterisk). Do not forget to Add Line items when creating your manual order. There are two fields in the Line items that are required fields and are marked with a red asterisk.

Specify any additional information you have available in the comments field.

When you are done, click the Save button.

#### ***Matching Multiple Orders and Transactions***

Instructions:

Select Order Management.

Click the Match Multiple Orders to Transactions link.

Matching Multiple Orders and Transactions

Instructions:

Select a date range for the order list and click the Search button.

Select a date range for the transaction list and click Search.

On the order list, select the order to match transactions to.

On the transaction list, select each transaction to match to your selected order, one transaction at a time, you cannot match more than one at a time.

Click the Match to Order button. Depending on how your program is set up, the transaction assumes the allocation of the order and is automatically approved.

#### ***Statement Approval***

Instructions:

Under Transaction Management, Select Transaction List.

Select the correct cycle from the Billing Cycle Close Date drop-down list.

Click the Search button.

Make sure you have the correct cycle.

Click the **Approve Statement** button. A confirmation screen with the approval text unique to your organization displays on which you finalize your approval.

## BILLING OFFICIALS

1. **Final Approval (for each transaction)**
2. **Certify the Statement**

1. Once you are logged into Access, click on **Transaction Management**
2. Click on **Card Account List**
3. Click on the first **account number**
4. Click on **Billing Cycle** (chose the billing cycle that you want to approve)
5. Click on **Search**
6. All the cardholders should show up.
7. Click on the **account number** to bring up the transactions.
8. Click on the select box for each item that does not have final approve. **(The system will not allow you to approve all transactions at one time).**
9. Once you have clicked on a **select box**, click on **approve button** at the bottom of screen.
10. Repeat step 6 and 7 until all transactions have final approval.
11. This will be done for each cardholder.
12. Once all cardholders transactions have final approve, Select **Card Account List** from blue tool box on left side of screen.
13. This will bring you back to transaction management screen, and allow you to click on "**Certify MA/DA Statement**"

### Access

Access US Bank Assistance (i.e. Reset Password) Call: (888)-994-6722

Log On - <https://access.usbank.com>

Organization Shortname - army

## **Prohibited Items**

The following transactions are prohibited items for GPC purchases made using appropriated funds:

**Ammunition**

**Cash advances**

**Long-term lease of land and buildings**

**Aircraft Fuel**

**Repair of leased GSA vehicles**

**Telecommunication systems**

**Construction services**

**Wire transfers**

**Savings bonds**

**Foreign currency**

**Dating and escort services**

**Betting, casino gaming chips, and off-track betting**

**Transactions with political organizations**

**Court costs, alimony, and child support**

**Fines**

**Bail and bond payments**

**Tax payments**

## **Items That Often Require Pre-Purchase Approval**

Purchases of certain items are often designated by an agency or organization as prohibited unless a specified agency official approves in advance the purchase of the item. This section lists many of these items. A cardholder shall obtain any required approval prior to purchase. Failure to obtain any required approval prior to purchase may result in the Cardholder and/or Billing Official reimbursing the Army for the loss i.e. the purchase price of the unapproved item or service. In addition, agencies often require that certain items or services be purchased from another government agency or specified vendor. In such cases a waiver is required before purchase from a different source.

### **Printing**

Defense Automated Printing Service (DAPS) is the mandatory source for all printing/reproduction services. See FAR 8.802 and AR 25-50. Since DAPS is a government source this transaction is an intra-Governmental transfer and the micro-purchase threshold does not apply. Accordingly, cardholders may be authorized higher dollar limits to pay for DAPS services.

### **Hazardous material**

Purchases of hazardous or dangerous materials must be approved by the local authority, DPW Environmental.

### **Information Technology**

Cardholders must obtain approval from the installation's Information Management Office (IMO) before purchasing information technology services, computer equipment, and software. This requirement for prior approval includes network equipment, printers, data storage devices, other computer peripherals and related software, and information technology services. In addition, the Cardholder must check with the Army Small Computer Program (ASCP) point of contact to determine whether the purchase must be made from one of the ASCP's blanket purchase agreements or contracts. The ASCP website is: <https://chess.army.mil/>

### **Travel-related purchases**

Travel-related purchases include rental/lease of motor vehicles associated with travel or temporary duty supported by travel orders (for example, purchase of airline, bus, and train tickets), and purchase of meals, drinks, lodging, or

other travel or subsistence costs associated with official Government travel that will be reimbursed on a travel voucher. **A Cardholder shall not purchase these type items with a GPC.** A travel card should be used for travel-related purchases.

### **Short Term Rental or Lease of land and buildings**

The GPC "shall not be used for the long-term rental or lease of land or buildings. Additionally, GSA considers appropriate use of the GPC to include payment for renting a facility for a conference or meeting on a short-term basis (where a centrally billed travel card account would not be appropriate) as well as use for an agency acquisition of space for several weeks in case of emergency, such as responding to a natural disaster or an act of terrorism.

## **Fiscal Law Issues**

Many questions often arise regarding whether or not using the purchase card for a particular purchase is authorized by law. In many cases, there may not be a purchase card restriction but there is a higher-level restriction (i.e., is the use of government appropriated funds authorized for the purchase in question). The following examples are to illustrate the general rules for acceptability on using appropriated funds for these frequently encountered purchase categories. This list is not all-inclusive. Also, it does not take into account whether an activity has specific statutory authority for particular types of purchases. ***These examples should be used merely as a guide***; there may be exceptions granted by additional authorities and/or your activity may have specific statutory authority for the purchase in question. Any requests for purchases in the below areas require careful scrutiny. Consult with your legal counsel and financial operations office.

### **Food and Refreshments**

As a general rule, most appropriated funds are not available to pay subsistence or to provide free food to civilian government employees at their official duty stations or vicinity. The "free food" rule applies to snacks and refreshments as well as meals. (68 Comp. Gen. 46, 48 (1988); 42 Comp. Gen. 149, 151 (1962); B-140912, Nov 24, 1959). There is an exception. Food and/or refreshments may be purchased using Official Representational Funds.

### **Personal purchases**

Cardholders shall not purchase items merely for personal convenience, comfort, or entertainment and not required for an official Government use. These items should be purchased through employee collections and/or personal funds. Limited exception:

### **Memberships**

Appropriated funds may not be used to pay membership fees of an employee of the United States or District of Columbia in a society or association (5 USC 5946) regardless of the resulting benefit to the agency. An agency may purchase a membership in its own name upon an administrative determination that the expenditure would further the authorized activities of the agency and this is not affected by any incidental benefits that may accrue to individual employees

### **Greeting Cards and Decorations**

The cost of greeting cards is a personal expense and may not be charged to public funds. It does not matter if the card is “non-personal” (sent by the agency and not containing the names of any individuals (47 Comp. Gen. 314, 1967; B-156724, Jul 7, 1965

### **Bottled water services**

Cardholders shall not purchase bottled water services with their GPC. Limited exception: This purchase is authorized if an agency has a report, from an outside water-testing agency, determining that drinking water is not available on the premises or that the drinking water currently provided or available on the premises is harmful if consumed.

### **Trophies, gifts, awards, plaques, and mementos as give-away items for hails, farewells, and other occasions**

Appropriated funds may not be used for personal gifts unless there is specific statutory authority to do so (68 Comp. Gen. 226, 1989). Limited exception: The purchase of give-away items when specifically authorized by regulation may be authorized.

# Purchasing Process

## ***The GPC will be used for only mission-essential purchases.***

After it has been determined that a mission requirement exists, the GPC shall be the procurement and/or payment instrument, and the item is appropriate for purchase, the CH may make the purchase using his/her card.

The list below depicts the key steps in making a purchase using a GPC.

1. Identify the need.
2. Determine whether the need is within the CH purchase authority. Micro purchase thresholds are \$3,000 for supplies, \$2,500 for services and \$2,000 for construction. (Only DPW Cardholders are authorized to do construction at Ft Campbell)
3. Determine whether funding is available.
4. Screen mandatory sources of supply and organization-designated sources of supply. (NSN items, CHESS, Eagle Mart or DoD Email, etc)
5. Obtain any required special written approvals/waivers (NEC, DPW, DOL, TMP...).
6. Place the order (in person, via telephone, or via Internet). Identify tax-exempt status.
7. Record the item in the Access Online Manual Order.
8. Record the receipt. Ensure that independent receipt and acceptance is verified (meaning that someone other than the cardholder documents receipt of the item).
9. Document the purchase file. Some examples are receipts, purchase documents, records of returns, special approvals, property records and waivers.
10. Make sure accountable equipment items are added to the appropriate custodial listing, if applicable and that copies of the property records are kept with the purchase documents in the GPC file.
11. Match transactions with Manual Orders in Access Online throughout the month.
12. Cardholders shall approve their statements in Access Online within 3 calendar days after the cycle closes.
13. Billing Officials shall certify their invoice in Access Online within 5 calendar days after the cycle closes.

# Websites

[www.abilityone.com](http://www.abilityone.com) List of Ability One (formerly JWOD) items  
<https://access.usbank.com> US Bank website  
<https://atrrs.army.mil/channels.aitas> To request userid and password for DAU  
<https://learn.dau.mil> To take DAU courses  
[www.heraldry.army.mil](http://www.heraldry.army.mil) To purchase flags, guidons and streamers.  
<https://doc.campbell.army.mil>  
<https://www.peosoldier.army.mil> List of APL's  
<https://peosoldier.army.mil/pmseq/combategloves.asp> Gloves APL  
<https://peosoldier.army.mil/pmseq/fof.asp> Family of flashlights  
<https://peosoldier.army.mil/pmseq/eyewear.asp> The authorized Protective Eyewear list  
<https://pmskot.army.mil> Program Manager for Sets Kits Outfits Tools (PMSKOT)  
<https://dod-email.dla.mil> DoD Email website for ordering office supplies  
<https://chess.army.mil> Website for ordering all IT equipment  
[www.gsaadvantage.gov](http://www.gsaadvantage.gov)  
<https://training.smartpay.gsa.gov/training/purchase-card-cardholders>

## **MANDATORY GPC TRAINING REQUIREMENTS:**

**\*\*PLEASE NOTE:** *New training requirement for FY12, Overview of Acquisition Ethics CLM-003*

### **➤ CARDHOLDER REQUIREMENTS:**

1. Complete the DAU Online courses, CLG-001 and CLM-003 (Directions below)
2. Complete the GSA Online course at <https://training.smartpay.gsa.gov/>, once online choose the GSA Smartpay **Purchase** Card Training for Cardholders.
3. Must have attended one of the face-to-face GPC classes offered by the GPC Team.
4. Complete a FC Form 4217. **Fill in all blocks, attach the three certificates from the above courses and take to your Resource Manager/G-8 Budget Analyst for signature. The GPC Team cannot process without the RM signature.**

Once completed, it will take up to 14 days to receive your card from US Bank. The card will be delivered to the GPC Team that will contact you upon receipt.

### **➤ BILLING OFFICIAL/ALTERNATE REQUIREMENTS:**

1. Complete the DAU Online courses, CLG-001 and CLM-003 (Directions below)
2. Must have attended one of the face-to-face GPC classes offered by the GPC Team.
3. Complete a FC Form 4260. **Fill in all blocks, attach the certificates from the above courses and take to your Resource Manager/G-8 Budget Analyst for signature. The GPC Team cannot process without the RM signature.**

Once completed, it will take approximately 48 hours to have your account setup if it is a new account.

## **ONLINE TRAINING DIRECTIONS:**

**ATTRS & DAU STEP-BY-STEP INSTRUCTIONS: How to submit an application for DAU Courses: CLG-001 GPC and CLM-003 Ethics**

To apply for a DAU course, you must first register on the ATTRS website at <https://attrrs.army.mil/channels/aitas/>

**Step 1-** Click “Apply for Training”.

**Step 2-** Select “Non-Acquisition Civilian & Military Workforce” from the drop-down list.

**Step 3-** Select your preferred logon method (CAC, SSN and DOB) and enter the required info.

**Step 4-** Click the “Logon” button

**Step 5-** Click the “Continuous Learning Modules” Training Category selection.

**Step 6-** Select the Course you want to submit your Application for. Courses offered are in alphabetical order. “DOD Government Purchase Card CLG-001” will be your first choice. “Overview of Acquisition Ethics CLM-003” can be found further down the list.

**Step 7-** Click “Search”

**Step 8-** From the Schedule that appears for the School that you selected, select the “Class” that you would like to attend by clicking the “Class Number (CLS).”

**Step 9-** Enter/verify the information required on the application.

**Step 10-** Once you have completed your application, go to the lower right corner and click “Submit Application”. If you properly clicked "Submit Application" a pop-up message, "A notification has been emailed to the student and to the student's supervisor", will appear on your screen. Click "OK" to close it.

**Step 11-** Continuous Learning Modules are delivered via the DAU virtual campus <https://learn.dau.mil>” and if you applied for a Continuous Learning Module, your course welcome message and instructions will come directly from DAU. If you have any” questions/problems/suggestions, please contact the DAU Help Desk [dauhelp@dau.mil](mailto:dauhelp@dau.mil).  
**Step 12-** You have 7 calendar days to complete the Ethics Training course and 30 days for all other Continuous Learning Modules.

**\*\*Please Note:** CLG-001 and CLM-003 are mandatory courses for both Cardholders and Billing Officials. Only Cardholders have an additional mandatory course required of them; GSA Smart Pay “Purchase Card” online training. This training can be found at <https://training.smartpay.gsa.gov/>. Please print the certificate of completion and submit with your GPC cardholder application.

**For technical assistance for ATRRS or DAU websites, please contact the following:**  
 DAU Customer Service, (703) 805-3459, or (866) 568-6924 within the USA, toll free  
 DAU Help Desk Hours of Operation: Monday-Friday 0600-1800

ATRRS Help Desk, (703) 695-2353 / 2060, or DSN 225-2353 / 2060  
 ATRRS Hours of Operation: Mon-Fri 0730 – 1730 Eastern Standard Time

**MANDATORY FACE-TO-FACE GPC CLASSROOM TRAINING:**

**\*\*PLEASE NOTE TIME CHANGES TO GPC CLASS SCHEDULE AS OF 21 MARCH 2012.**

GPC classes are offered on a monthly basis, located at the Education Center, 202 Bastogne Avenue. Refresher training hours are 0900-1030 ONLY. Initial training hours are 1030-1200 (break for lunch) 1300-1530 ONLY. (Initial training is for those individuals that have never attended GPC training before at Fort Campbell.) Please do not be late or you will be asked to sign up for the next class. **If you are attending refresher training, you must bring a copy of your CLM-003 certificate of training with you.** Classroom seating is limited. Please sign up at least 3 days prior. Please call 798-7803/7808, or email [kimberley.a.lee2.civ@mail.mil](mailto:kimberley.a.lee2.civ@mail.mil) or [g.r.grigsby.civ@mail.mil](mailto:g.r.grigsby.civ@mail.mil) for class sign up.

Refresher Training 0900-1030  
 Initial Training 1030 (break for lunch 12-1300) 1300-1530

**FY12 class dates are as follows:**

<b>Month:</b>	<b>Day:</b>	<b>Classroom:</b>
January	4, 18	245/246
February	1, 15	245/246
March	21	1103
April	4, 18	4 <sup>th</sup> 1103, 18 <sup>th</sup> 242/243
May	2, 16	245/246
June	13, 20	245/246
July	18, 25	18 <sup>th</sup> 242/243, 25 <sup>th</sup> 245/246
August	1, 22	245/246
September	5	245/246
October	3, 17	245/246
November	7, 14	245/246
December	5, 19	151

(Class dates subject to change)