Becoming a Government Purchase Card (GPC) Cardholder

ACC – Rock Island

Required Steps to Becoming a GPC Cardholder

STEP 1

Access application and training info:

http://www.acc.army.mil/contractingcenters/acc_ri/.

STEP 2

1. Fill out application.
2. Incomplete applications cannot be processed.

STEP 3

Submit complete and accurate application to:

usarmy.ria.acc.mbx.gpc-training-certs@mail.mil

STEP 4

Complete required training as shown in Charts #3 and #4

1. Submit training in **BULK** to:

usarmy.ria.acc.mbx.gpc-training-certs@mail.mil

STEP 5

NOTE: ACC-RI cannot activate you as a CH until ALL training certificates are provided, and the Application is submitted correctly.

STEP 6

1. ACC-RI verifies required documents are correct.
2. ACC-RI prepares Delegation Letter

STEP 7

1. ACC-RI signs Delegation Letter
2. ACC-RI emails Appointee Delegation Letter

STEP 8

Cardholder returns signed/acknowledged Delegation Letter to: usarmy.ria.acc.mbx.gpc-training-certs@mail.mil.

STEP 9

Cardholders must redeem PCOLS token.

STEP 10

1. Once provisioned, CH receives GPC in mail.
2. Cardholder self-registers in AXOL.

STEP 11

Purchases can begin, IAW delegation letter limits.

TRAINING DOCUMENTS PROCESS FASTER WHEN DOCUMENTS ARE SUBMITTED CORRECTLY AND IN BULK!

Step #4 Required Training

TITLE	COURSE NUMBER	LOCATION	FREQUENCY	NOTES
Ethics	HBS 415 OR CLM 003	https://learn.dau.mil	Annually	Take either course 1x annually; Ethics is due 28 Feb every year
Gov't Purchase Card (GPC)	CLG 001	https://learn.dau.mil	1 x	
GPC Refresher	CLG 004	https://learn.dau.mil	Every 2 years	Refresher Training is due 28 Feb every other year
Purchase Card Online System (PCOLS)	CLG 005	https://learn.dau.mil	1 x	
ACC-RI GPC Quiz	N/A	http://www.acc.army.mil/contractingcenters/acc_ri/	1 x	7 out of 9 questions must be answered correctly to pass

Mandatory Training List Continues on the Next Page

Step #4 Required Training (continued)

TITLE	AXOL CATEGORY	MODULE NAME	FREQUENCY	NOTES
US Bank Access Online (AXOL) AXOL modules required. See below.	N/A	https://wbt.access.usbank.com	1 x	1. Password required. Email usarmy.ria.acc.mbx.gpc-training-certs@mail.mil for password to AXOL training. 2. You cannot obtain access or register for module training until you receive the password.
Modules 1-5	Get Started Using Access Online	• Account Profiles • My Personal Information • Navigation Basics • Online Registration • Statements	1 x	Certificates of Completion required. (See Help Guide on ACC-RI GPC Webpage)
Module 6	Work With Transactions	• Transaction Management • Account Approval Process	1 x	Certificate of Completion required. (See Help Guide on ACC-RI GPC Webpage)
Module 7	Work With Orders	• Order Management	1 x	Certificate of Completion required. (See Help Guide on ACC-RI GPC Webpage)
Module 8-9	Create and Run Reports and Statements	• Standard Reports • Custom Reports	1 x	Certificate of Completion required. (See Help Guide on ACC-RI GPC Webpage)

AXOL Registration and Certification Help Guides

- ACC-RI GPC Webpage:
  http://www.acc.army.mil/contractingcenters/acc_ri/.

- Mandatory GPC Training is lengthy.
  - Do not become discouraged; once initial training is complete, there are only refresher courses --
  - Ethics annually (CLM 003 or HBS 415) and
  - GPC Refresher (CLG 004) biennially

What Else Do I Need to Know?

- Follow Steps #1-10 on Chart #2 in order.
- Accuracy counts! Accurate document submissions speed up the processing process.
- Training is lengthy; plan accordingly.
- ACC-RI cannot provision you as a Cardholder without proof of required training, PCOLs tokens being redeemed, and a signed Delegation Letter.
- Sign your Delegation Letter right away and return to: usarmy.ria.acc.mbx.gpc-training-certs@mail.mil.
- Update your WORK Global Address List (GAL) at: https://www.dmdc.sod.mil/milconnect.
- Keep copies of all of your documents; they are required for GPC reviews.
- Send questions to: usarmy.ria.acc.mbx.gpc-training-certs@mail.mil.
- Refresher training (CLG 004 and Ethics, CLM 003 or HBS 415) is due on February 28. Cards will be reduced to $1.00 if refresher training is not received on time.
- As soon as you are provisioned in the Systems, your role as a CH begins!
- Refer to the guides at http://www.acc.army.mil/contractingcenters/acc_ri/ for instructions how to review and certify CH accounts.