

GPC Training Requirements		
Training Requirement	Role	Source
Mandatory Training		
Ethics	A/OPC/CH/BO	AR 350-1 paragraph G-18 and DOD 5500.7-R, Joint Ethics Regulation HBS 415 Ethics at Work http://clc.dau.mil or CLM 003
U.S. Bank Access Online	A/OPC/CH/BO	https://access.usbank.com/epsApp1/index.jsp https://wbt.access.usbank.com
Purchase Card Online System (PCOLS) CLG 005	A/OPC/CH/BO	http://clc.dau.mil/
Local GPC Training	CH, BO	Activity/Level 3 A/OPC developed
DoD GPC (CLG001)	A/OPC/CH/BO	http://clc.dau.mil/
DoD GPC Refresher Training (every 2 years) (CLG004)	A/OPC/CH/BO	http://clc.dau.mil/
Suggested Training		
Fraud Awareness (AUD 1283)	A/OPC/CH/BO	http://clc.dau.mil/
Effective Report Writing (AUD 6115)	A/OPC/CH/BO	http://clc.dau.mil/
Simplified Acquisition Procedures (CON 237)	Ordering Officers	http://clc.dau.mil/
GSA SmartPay Purchase Card Training (CH)	CH	https://training.smartpay.gsa.gov/training/purchase-card-cardholders
GSA SmartPay Purchase Card Training (A/OPC)	A/OPC	https://training.smartpay.gsa.gov/training/purchase-card-aopc

BOs, Alt BOs, and CHs must complete ALL of the Mandatory Training.

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ACC-RI accepts CLM 003 or HBS 415. Take one or the other.

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Recommended, but not required.

Attached to email, Local Quiz

CLG 006 is now required per DOD. Access CLG 006 at: <https://dap.dau.mil/career/cont/blogs/archive/2015/05/12/new-certifying-officers-training-for-purchase-card-clg-006.aspx#>

b. Each Level 4 A/OPC is responsible for providing training to CHs and BOs. No exceptions or substitutions for this training are authorized. At a minimum, the local training for CHs and BOs must cover the following:

- (1) Army Purchase Card Program policies and procedures
- (2) CH and BO duties and responsibilities
- (3) CH and BO guides developed by the Servicing Bank
- (4) Procedures and techniques for the use of the Servicing Bank's EAS
- (5) Funding, billing, payment, and file documentation requirements
- (6) Property accountability procedures
- (7) Ethics Training