

Purchase Card Training Requirements

The DON Purchase Card Program has mandatory training which all program participants must complete. The specific training requirements are explained in this document. As you successfully complete each required course, you will receive a Certificate of Completion. You must forward these certificates to your Agency/Organization Program Coordinator who maintains a personnel file for each program participant. These files must be maintained for the duration of your involvement in the Purchase Card program plus three years beyond.

There are mandatory training requirements for all prospective and existing Purchase Card program participants which include Agency/Organization Program Coordinators, Approving Officials/Certifying Officers and Cardholders. Head of Activity training is a one-time, mandatory requirement for the HA or their delegated official prior to signing the Semi-Annual Review. There are DON and DoD mandated courses as explained in the following paragraphs.

1. DON CCPMD Mandated PC Training: The DON Consolidated Card Program Management Division (CCPMD) Purchase Card training is required for all prospective Purchase Card Program participants and must be completed before being officially appointed to the program. DON Refresher training is also required of all existing participants at least every two years.

The DON CCPMD courses are role specific for Cardholders, Approving Officials/Certifying Officers, Agency/Organization Program Coordinators and Heads of Activity with further sub-division based on the electronic certification system used by the activity, either CitiDirect or SALTS. Program participants select their course based on their job role and their certification system.

Each DON CCPMD course is available in four (4) formats which all contain the same content. Participants should select the format which works best for them. The formats are 1) online, narrated PowerPoint presentations; or 2) a downloadable zip file containing all the narrated, PowerPoint lessons, or 3) a printer-friendly Adobe Acrobat PDF file or, finally a CD-ROM containing all the narrated PowerPoint presentations. The links to formats 1 through 3 are on the Purchase Card Training web page accessed from www.navsup.navy.mil/ccpmd.

Contact DON_CCPMD_Training@navy.mil to order a CD-ROM version of the courses, however, please note – training CD-ROMs are in limited supply and formats 1 through 3 should be tried first.

After completing the DON CCPMD course, each program participant must take the online certification test. The tests are accessed from the Purchase Card Training page of the CCPMD website; go to <http://www.navsup.navy.mil/ccpmd> and then click on the Purchase Card Training “Quick Links”. Scroll to the lower half of the screen and click on “Links to Required Tests for All Certification Courses” and follow the online instructions. Your Certificate of Completion can be printed after you pass the test.

2. DoD Mandated PC Training: The DoD mandated Purchase Card course is titled, “DoD Government Purchase Card” and is hosted on the Defense Acquisition University (DAU) website at www.dau.mil. To receive credit for this course and print your certificate, you must register for the course on the DAU website by following the online registration instruction. There are two DAU Purchase Card Program related courses; they are 1) CLG001 DoD Government Purchase Card and 2) CLG004 Government Purchase Card Refresher Training.

CLG001 is the correct choice to study the training material online, take your test and print your certificate of completion. The CLG004 Refresher course is, currently, an optional update for anyone who has completed the CLG001 course.

3. DON Mandated PC Training: Annual Ethics course offered by the DON Office of General Counsel at <http://ethics.navy.mil/> is mandatory for all program participants. Certificate of completion is required.

4. Additional mandatory documented training for GCPC program participants, whether prospective or existing:

Cardholder: Any Individual who will be or has been delegated use of the purchase card via SF 1402 (Certificate of Appointment) may be required to complete additional training at the direction of the activity CO/HA or Appointing Official for the Marine Corps.

Agency/Organization Program Coordinators, Approving Officials/Certifying Officers and Cardholder: Internal Operating Procedure (IOP) mandatory training pertains to specific procedures outlined in your local IOP and will be provided by your A/OPC. It is imperative you are familiar with your activity’s policy and procedure.

Certifying Officers: Certifying Officers (COs) must take the Defense Finance and Accounting Services (DFAS) Certifying Officer Legislation (COL) Foundations Training (<https://dfas4dod.dfas.mil/training/Courses/COLBasics/index.html>) within two weeks after being appointed and before performing CO duties.