



Government Purchase Card Newsletter

October 2015

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“The GPC Team hopes that by providing a more comprehensive annual review assessment, the Billing Officials and Cardholders can use the information to strengthen their GPC Program.”

– G. Gitchel, A/OPC

“There are no secrets to success. It is the result of preparation, hard work, and learning from failure.”

- Colin Powell

Refresher Training – NEW Process

The AFARS requires GPC cardholders and billing officials to take two refresher training courses. In order to streamline the refresher training process, beginning 1 January 2016, refresher training certificates will be due by COB 28 February 2016.

- AFARS Appendix EE requires **CLM 003** (or **HBS 415** if you prefer) to be completed yearly.
- AFARS Appendix EE requires **CLG 004** to be taken every two years. (CLG 001 is the initial training; CLG 004 is the biennial refresher training).
- AFARS Appendix EE 2-2 "Training Requirements" states, "Cardholders and Billing Officials who fail to complete annual/biennial refresher training must have their GPC account suspended until training is completed."
- Training is taken online via the DAU website (<https://learn.dau.mil>).
- Email refresher Certificates of Completion to: **usarmy.ria.acc.mbx.gpc-training-certs@mail.mil**.

What Does This Have To Do With Me?

- If you took CLM 003 or HBS 415 **at any time** during 2015, you will be required to take CLM 003 or HBS 415 no later than 28 February 2016.
- If you took CLG 001 or CLG 004 in 2015, you will NOT need to take CLG 001 or CLG 004 until 28 February 2017.
- If you took CLG 001 or CLG 004 prior to 2015, you WILL need to take CLG 001 or CLG 004 by February 28, 2016.



**DID YOU KNOW THAT ANNUAL REVIEWS ARE
REQUIRED TO BE CONDUCTED IAW ARMY
FEDERAL ACQUISITION REGULATION SUPPLEMENT
APPENDIX EE?**

NEW – Annual Review Process

- ❖ The GPC Team is moving to a new annual review process that will allow each Billing Official to identify and understand any weaknesses in their GPC program that may be causing undue risk to the Government.
- ❖ Previously, the A/OPCs would review 25% of each Cardholder's transaction from the monthly statement.
- ❖ In the new process, Declines and High Risk Transactions will now be included in the yearly review. This will allow the A/OPCs to better summarize the overall health of the GPC account.
- ❖ Below is the new process for the yearly review:
- ❖ Billing Official will receive an Annual Review Questionnaire to complete and scan back to the A/OPC.
- ❖ Billing Officials will also receive a copy of the risk analysis criteria that the GPC Team will use to access the account prior to the Annual Review.
- ❖ The GPC A/OPC will review the selected transactions along with any Declined or High Risk Transactions.
- ❖ As always, accurate and thorough documentation is key to minimizing overall risk.
- ❖ Once the review is complete, each Billing Official will receive a letter through their Supervisor advising them of the risk level that the Government assumes for these accounts.
- ❖ If warranted, a Corrective Action Plan may be required.

NEW – GPC Webpage

- Applications, Training, and resource materials are available on the **NEW GPC Webpage!**
http://www.acc.army.mil/contractingcenters/acc_ri/.
- Access **ALL** forms and training via the GPC Webpage.
- Be sure to check out the "**Roadmaps**" on the Webpage which provide **step-by-step** instructions on how to become a Cardholder or Billing/Alternate Billing Official.
- Suggestions and ideas for the GPC Webpage are welcome! Please send comments to:
karen.s.gattonzarn.civ@mail.mil.

FAST FACT:

Since the GPC program inception in 1989, there has been about \$200 billion in sales that have gone through the federal purchase charge card program.

Source: Multichannel Merchant, Jan 10, 2015

ALTERNATE BILLING OFFICIALS – DOES YOUR ACCOUNT HAVE ONE?

- ❖ ALL GPC BO accounts must have an active functioning ABO assigned to their account by October 13, 2015.
- ❖ Per Army Federal Regulation Supplement Appendix EE, A/OPC Duties, it is the A/OPC's responsibility that an ABO is in place for every BO account.
- ❖ Billing Officials share in the responsibility by having a succession plan in place to ensure that when a Billing Official is unavailable, an Alternate Billing Official may act in his/her place.
- ❖ For newly established BO accounts, the account will not be activated until an ABO has completed training and been delegated to that responsibility. The ABO will be assigned during the initial BO account set up in PCOLS.
- ❖ Contact a GPC A/OPC Anthony Zemo at anthony.g.zemo.civ@mail.mil if you have any questions.

Improving the GPC Application and Training Process

- ❖ It is CRITICAL to FULLY complete the required GPC documents.
- ❖ It is ALSO CRITICAL to correctly complete the required documents and training.
- ❖ Please take a few moments to read the instructions and guides prior to sending in forms.
- ❖ A few minutes of preparation will save lots of time in the long-run.
- ❖ Please "hold" all training certificates and e-mail them to us in "bulk" so that your account can be processed with efficiency.
- ❖ PLEASE do NOT send documents to us that are incorrect and/or incomplete. They will be returned, which slows the process down.
- ❖ KEEP copies of your original documents.
- ❖ Email applications, training certificates, and if you are a BO or A/BO the DD Form 577 to:
- ❖ usarmy.ria/acc.mbx.gpc-applications@mail.mil.
- ❖ Please allow 2 weeks for processing.