DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
U.S. ARMY CONTRACTING AGENCY
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MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (ACQUISITION, LOGISTICS AND TECHNOLOGY), ATTN: MS. TINA BALLARD, DASA(P&P)
ASSISTANT SECRETARY OF THE NAVY (RESEARCH, (DEVELOPMENT AND ACQUISITION), ATTN: RADM ROBERT E. COWLEY, DASN (ACQ)
ASSISTANT SECRETARY OF THE AIR FORCE (ACQUISITION), ATTN; MR. CHARLIE E. WILLIAMS, JR., DAS (CONTRACTING)
COMMANDING GENERAL, U.S. ARMY COMMUNITY AND FAMILY SUPPORT CENTER
DIRECTORS, DEFENSE AGENCIES

Subject: PC-PMO Memo # 03-01, Government Purchase Card Training Records

Management Initiative Decision (MID) 904, "Department of Defense Charge Card Management" mandates the establishment of training databases for cardholders, approving/billing officials, and Agency/Organization Program Coordinators (A/OPC). The DoD consensus at the Charge Card offsite held March 21, 2003, was that Agency/Organization Program Coordinators will establish and maintain training records that capture all Government Purchase Card (GPC) related training that has been successfully completed by cardholders, approving/billing officials, and Agency/Organization Program Coordinators. Accurate training records will support oversight and surveillance programs and should document the type and date of successful completion of the training (initial organization specific GPC training, refresher training, the mandatory Defense Acquisition University GPC course, as well as other GPC related training as determined by the A/OPC). Our long-term plan is to establish a central digital capability to capture this data, but that plan will be determined as part of the Acquisition Governance Domain process.

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