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ACQUISITION LOGISTICS AND TECHNOLOGY
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MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE, (CONTRACTING), SAF/AQC
DEPUTY ASSISTANT SECRETARY OF THE NAVY (ACQUISITION MANAGEMENT), ASN (RDA)
DIRECTOR, ARMY CONTRACTING AGENCY
SENIOR PROCUREMENT EXECUTIVE, DEFENSE AGENCIES

SUBJECT: Mandatory Purchase Card Refresher Training

This memorandum sets forth policy on purchase card refresher training. All cardholders, approving officials, certifying officials and A/OPCs must take refresher purchase card training every two years after completing basic card training. Departments and agencies may develop their own refresher training or use the Defense Acquisition University (DAU) online course at https://learn.dau.mil/html/clc/Clc.jsp to satisfy this mandatory requirement. If a Department or Agency course is used it must include the key elements in the DAU refresher training online course.

The online course number is CLG 004 and titled Government Purchase Card Refresher Training. The refresher course includes the key points of the basic CLG 001, Department of Defense Government Purchase Card course as well as important new areas of emphasis. The post-test requires a minimum score of 100 percent and may be taken as many times as necessary. This is training to a standard and the student earns 3.5 continuous learning points. Learning points may be used to earn or maintain professional certification status in the acquisition community.

A/OPCs will ensure that training records are maintained and that this new training completion requirement is part of the annual card evaluation program. Any questions on this new policy may be directed to Mr. Dan Carro, at (703) 325-9516 or e-mail: dan.carro@us.army.mil.

LeAntha D. Sumpter
Director
for Purchase Card Joint
Program Management Office

cc: Service/Agency Level A/OPCs