



DEPARTMENT OF THE ARMY
WIESBADEN CONTRACTING CENTER
CMR 410 BOX 741
APO AE 09096-0741

REPLY TO
ATTENTION OF

SFCA-EC-C

5 February 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standing Operating Procedure 3-1, Government Purchase Card (GPC) Program Training Requirements for Deployed Personnel Supported by Wiesbaden Contracting Center

1. PURPOSE: This policy letter provides guidance on GPC training requirements for deployed government purchase cardholders and billing officials.
2. REFERENCES:
 - a. AFARS 5113.270.
 - b. Army Standing Operating Procedure (SOP) for the Government Purchase Card Program.
3. SCOPE: The guidance contained herein applies only government purchase cardholders and billing officials deployed prior to establishing an account with an assigned A/OPC at the Wiesbaden Contracting Center.
4. POLICY AND RESPONSIBILITIES:
 - a. AFARS 5113.270 and the Army GPC SOP require cardholders and billing officials receive training prior to being delegated authority. As the delegating authority, the Commander, Wiesbaden Contracting Center, has determined that attendance in classroom training by deployed personnel is not always feasible. This policy letter details what training deployed personnel must complete in order to be delegated authority as cardholders or billing officials.
 - b. As a minimum, all deployed cardholders and billing officials personnel must complete the following:
 - (1) Defense Acquisition University's (DAU's) Government Purchase Card Tutorial, located at DAU's Continuous Learning website: http://clc.dau.mil/kc/no_login/portal.asp. Personnel are required to provide WCC's GPC Agency/Organization Program Coordinator (A/OPC) with a copy of the course completion certificate.
 - (2) US Bank's Customer Automation and Reporting Environment (C.A.R.E.) web-based training located at <https://wbt.care.usbank.com>. Self-certification must be provided to the WCC A/OPC.
 - (3) Thorough review of WCC's GPC classroom training package located at <http://www.usacce.army.mil/wcc>. Self-certification must be provided to the WCC A/OPC in writing.
 - c. Upon completion of these mandatory training requirements, the cardholder or billing official's Resource Manager shall ensure these documents are included in the appointment request package submitted to the WCC A/OPC.

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d. As soon as possible after a deployed cardholder or billing official who has been delegated authority under the conditions identified above returns to his/her home station, he/she shall request the WCC A/OPC classroom training. It is the responsibility of the Resource Manager to ensure completion of training.

e. Improper purchases by cardholders, cardholders who fail to reconcile, and/or billing officials who fail to certify accounts are causes for immediate termination at the discretion of the A/OPC.

5. POINT OF CONTACT: The point of contact for changes and/or application of this SOP is Liz Graves, DSN 336-2160.



CARL A. LIPSIT
LTC, IN
Commanding

DISTRIBUTION:
WCC Staff
GPC Cardholders/Billing Officials