



GPC Training Requirements

Training Title	Location of Training	Frequency	Required to Complete
Overview of Acquisition Ethics (CLM 003)	https://www.dau.mil	Initial setup and Annually	Cardholder, Billing Official, Alternate BO
DoD GPC Training (CLG 001)	https://learn.dau.mil	Initial Setup	Cardholder, Billing Official, Alternate BO
DoD GPC Refresher Training (CLG 004)	https://www.dau.mil	Every two (2) years	Cardholder, Billing Official, Alternate BO
Purchase Card Online System (PCOLS) (CLG 005)	https://www.dau.mil	Initial Setup (New Training Requirement)	Cardholder, Billing Official, Alternate BO
Access Online US Bank Training (Complete all required modules. CH = 13, BO/ABO = 31 Modules)	https://wbt.access.usbank.com	Initial Setup	Cardholder, Billing Official, Alternate BO
Section 508 Micro-Purchase	https://www.dau.mil	Initial Setup	Cardholder, Billing Official, Alternate BO
Smart Pay GSA Training For Purchase Card (Not Travel Card)	https://training.smartpay.gsa.gov/	Every three (3) years	Cardholder, Billing Official, Alternate BO
Certifying Officer Legislation Training	https://dfas4dod.dfas.mil/training/Courses/COLBasics/index.html	Initial Setup	Billing Official, Alternate BO
Resident MICC GPC Training	Resident training conducted monthly at Education Center	Initial Setup and every two (2) years	Cardholder, Billing Official, Alternate BO
Simplified Acquisition Procedures (CON 237) *\$25K Card Only*	https://www.dau.mil	Initial Setup	Cardholder, Billing Official, Alternate BO \$25K Card Accounts Only

* Certificates of Completion are required to be submitted to the GPC Program Management Office upon completion* BO and ABO are responsible for maintaining training currency for their accounts. GFEBs Training requirements mandated by supporting RM.