

REQUIREMENTS FOR APPOINTMENT

<http://www.jrtc-polk.army.mil/DOC/index.htm>
<https://polkintranet.nasw.ds.army.mil/USAG/DHR>

CH – CARDHOLDER

A/BO – BILLING OFFICIAL AND ALTERNATE BILLING OFFICIAL

RM-Resource Manager

FP Form 202 Request for CH Appointment dated August 2014 (all others are obsolete and will not be accepted)

FP Form 203 Request for A/BO Appointment dated August 2014 (all others are obsolete and will not be accepted)

DD Form 577 (block 16/digital & manual signature in BLUE) (A/BO) dated July 2014 (all others are obsolete and will not be accepted)

DAU Overview of Acquisition Ethics Training (CLM 003) (A/BO & CH) <https://dau.mil> (every year)

DAU DoD Government Purchase Card – CLG 001 (new accounts - A/BO & CH) – after this
The Government Purchase Card Refresher – every 2 years - CLG 004 (A/BO, CH) <https://dau.mil>

DAU Purchase Card Online System (PCOLS) CLG005 (A/BO & CH) <https://dau.mil>

Resident GPC Training Ft Polk (A/BO & CH & RM) (every 2 years)

Smartpay, GSA Online Training (A/BO & CH) (every 3 years) <https://training.smartpay.gsa.gov>
PURCHASE CARD TRAINING NOT TRAVEL CARD TRAINING

Access Online US BANK Training (A/BO, CH & RM) <https://wbt.access.usbank.com/>
ALL LESSONS ARE REQUIRED TO BE TAKEN THAT FALL UNDER THE PASSWORD FOR A/BO, CH or RM

508 Micro-Purchase & Section (A/BO, & CH) <https://dau.mil>

Certifying Officer Legislation Training (A/BO) <https://dfas4dod.dfas.mil/training/Courses/COLBasics/index.html>

(For Ordering Officers – purchase over \$3K with MICC approval)
DAU Simplified Acquisition Procedures CON237 (A/BO & CH) <https://dau.mil>