**June 4, 2012**

**PLEASE PRINT ALL PAGES OF THIS INSTRUCTION.**

***ALL ON-LINE COURSES MUST BE COMPLETED PRIOR TO ATTENDING THE LOCAL POLICY CLASS.***

There are three (3) web based tutorials, one (1) local class and (1) setup form that each Agency Program Coordinator (APC), Approving Official (AO), Alternate Approving Official (A/AO), and Cardholder (CH) must complete to have a purchase card account.

 Enclosure (1) MCI-East Purchase Card Set Up Form

Section II is to be completed and signed by the nominated AO, A/AO or CH.

Section II must always be signed by the current AO.

Section II must be signed by the Bn CO/Director for the **AO & A/AO only.**

Section III & V must be completed and signed by your comptroller for **CHs only.**

Section IV is for office use only.

The **FIRST** tutorial is the Defense Acquisition University (DAU) training. The website is <https://www.atrrs.army.mil/channels/navyedacm/Public/DODConsentForm.htm> (This course needs to be completed only one time.) Help desk phone # 866-568-6924 opt 1

1. Make sure you are logged in with your CAC card.
2. Privacy and Security Notice Page: click on “I AGREE” button.
3. On the Welcome to EDACM Page: click on “Log in with CAC” button.
4. If you have never logged into DAU before “Request Access”, Create a profile, and “Submit Request”.

Student Info – fill in required info.

Pay Plan and Pay Grade Fields – If military, select either “E” for enlisted, “O” for officer, or “W” for Warrant Officer from the ‘pay plan’ dropdown menu provided, followed by your appropriate Grade and Rank. Government employees select the appropriate plan/grade/job series.

Student contact info – Fill in required info.

Supervisor contact info (if requested) – Search for Jewel Gatling.

**IF YOU ALREADY HAVE A PROFILE IN DAU MOVE ON TO THE NEXT STEP**.

1. My Dashboard System page: Place your mouse over Manage Career on the tool bar, then scroll down to Training and click Search for DAU.
2. DAU Training Search Page: Under DAU Continuous Learning Modules click the “Order by Course Number”. Search for “CLG 001 –DOD Government Purchase Card” and click Continue.
3. DAU Training Request Page: Verify your info and submit application.

Note: Review application, scroll down and “submit application”. You must press the "Submit This Application" button and receive an onscreen confirmation to successfully submit your application. If you are returned to the application form, find the red arrows pointing to discrepancies, correct them, and press the Submit button. If you or your supervisor do not receive an Email confirming this action from Help-Now (within 24 hours) please return to Register-Now, and select the “Resend Emails” option or the “Register Now Help Desk” option from the left side of the page. You may also call the help desk at 1-866-568-6924 (toll free) or 703-805-3459 (commercial).

1. You will receive an email with instructions to take the training. After completing the course and taking the survey, click the “Exit” tab at the top of the page. Click the “Records” tab. Click “Certificate” and then click “Official Certificate” for the corresponding course. You may have to hold down the CTRL button in conjunction with clicking “Official Certificate”. Click “Open” this should bring up your certificate. Print as normal.

The **SECOND** tutorial is the DoN Purchase Card training.  The website is

[https://www.navsup.navy.mil/ccpmd/purchase\_card/training](https://www.navsup.navy.mil/ccpmd/purchase_card/training%20%20)  (This course must be completed every two years.)

If you need help with downloading or viewing any of these files, [contact the helpdesk](https://www.navsup.navy.mil/ccpmd/feedback?p_area=1005) (this is the link) or call the DoN Help desk at (717) 605-3065 or DSN 430-0365.

1.     You may have to change your pixels in the My Computer/Display panel settings to 1024 x 768.

1. After opening the website, midway on the screen you will see DoN PC Courses (CitiDirect), choose the appropriate online course for your CitiDirect position. You may select the “TV, diskette or paper”; the course will download or print out.
2. Once you have completed all of the lessons click on the “Certification Test”. On the next page click on the corresponding test for your position. You will have to register with your name, email address and a PIIN that you create. The APC is Mrs. Lucille Padgett, the Command Name is GCPC Camp Lejeune and the Hierarchy levels are:  Level 3: 00027 Level 4: 00073 Level 5: 00001.
3. Follow the instructions on the next couple of pages and take the test, once the test is completed, print the certificate.

The **THIRD** tutorial is the Annual Ethics Training.  The website is

<https://donogc.navy.mil/Ethics/>

(This course must be completed every fiscal year.)

1. This training requires a CAC Card Login. Using the digital certificate with the DOD EMAIL CA-20.
2. DOD Notice and Consent screen: Click “Agree”.
3. Then click on “2012 Annual Ethics Training” and complete the course (Bypass slide 2 and continue through all 59 slides).

4. After the course is completed follow the instructions to print certificate.

(Don’t be alarmed we are aware that the certificate prints out with a (+) plus sign in the name)

The **LOCAL POLICY** class is provided at the Purchase Card Office, Bldg 1116, Camp Lejeune on designated Wednesdays. Call or email our Office for the next available class.  (This class must be completed every two years.)

**Send complete packages only, incomplete packages will be destroyed and not processed**. Copies may be faxed or emailed for units not in the Camp Lejeune area. For further assistance please call or email this office.

Rolanda McCray 910-451-7851

Alternate Agency Program Coordinator

Purchase Card Section, Contracting Department

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Fax: 910-451-7850 DSN: 751

## The following is a link to the USMC GCPC SOP. Ensure you read it and

## maintain a copy of this SOP in your work section.

<http://www.hqmc.usmc.mil/CMPG/usmc_cmpg/files/doc/USMC-CMPG-GCPC-Module.doc>

MARINE CORPS INSTALLATIONS EAST



PURCHASE CARD SETUP FORM - INSTRUCTIONS

SECTION I

|  |
| --- |
| To nominate an Approving Official or Cardholder, the Unit/Activity must complete Section II & III and submit to the Purchase Card Management Team, Contacting Department.   1. APPROVING OFFICIAL/ALTERNATE APPROVING OFFICIAL - Commanding Officer/Director must sign. 2. CARDHOLDER - Financial & Accounting Information must be completed by the Comptroller. |

**SECTION II \*\* APPROVING OFFICIAL/CARDHOLDER INFORMATION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Nominated Approving Official/Cardholder | | | | | | | |
| \*Last \*First Name \*Middle Initial \*Rank/Grade | | | | | | | |
|  | |  | | | |  | |
| \*Complete Name of Agency/Organization \*Verification Information, Pay Entry/Benefit Start Date (MMYY) | | | | | | | |
|  | | | |  | | | |
| \*Mailing Address \*Activation Information (Full SSN) | | | | | | | |
|  | | | |  | | | |
| \*Building Number and Street Address \*Business Phone Fax Number | | | | | | | |
|  | | | |  | | |  |
| \*Nominated Approving Official/Cardholder Signature \*E-mail Address | | | | | | | |
|  | | | | | | | |
| \*Approving Official Printed Name and Signature  \_\_\_\_\_ ALTERNATE OR \_\_\_\_\_ REPLACEMENT | | | | | | | |
|  |  |  | | |  | | |
| \*Rank/Name of Commanding Officer/Director | | | \*Signature of Commanding Officer/Director \* Phone Number | | | | |
|  | | | |  | | | |

**\*\*CARDHOLDERS MUST TAKE THIS FORM TO THEIR COMPTROLLER\*\***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COMPTROLLER NAME/RANK COMPTROLLER SIGNATURE PHONE DATE**

**SECTION III \*\* FINANCIAL & ACCOUNTING INFORMATION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit Identification Code (UIC) e.g., N12345 X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | \*Obligation Indicator:  **(B)** Bulk, **(T)** Transactional, **(O)** CONUS | | | | | | | | |
| \*Master Accounting Code (LOA) | | | | | | | | | \*Number next to field description is **required** length of field. | | | | | | | | | |
|  |  |  | | |  |  | |  | | | |  | |  |  | | |  |
| GA: 2 | BFYEFY: 8 | | | APPN: 4 | SBHD: 4 | | OBJCLS: 4 | | | | BCN: 5 | | SA: 1 | AAA: 6 | | | TT: 2 |
|  | | | |  | | | | | | | | | | | | | |
| PAA: 6 | | | | CC: 12 | | | | | | | | | | | | | |
| **S****TARS HCM only** |  | | **USMC only** |  |  | |  | | | |  | |  | | |  |  | |
| MCC:2 | | FA:2 | BESA:2 | | CAC:4 | | | | BRC:2 | | RON:3 | | | RBC:1 | FC:2 | |

**SECTION IV REPORTING PARAMETERS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Reporting Hierarchy : | 1 | 01700 | 2 | 00017 | 3 | 00027 | 4 | 00073 | 5 |  | 6 |  | 7 |  |

**SECTION V AUTHORIZATION PARAMETERS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| \*Monthly Cycle Limit: | $ | \*Single Dollar Transaction Limit: $3,000 |  |  |  | CALL # |  |

**Note: Fields marked with an \*\* asterisk must be completed or the form will be returned**.

**Enclosure (1)**

**Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**