

GPCPC NOMINATION PACKAGE CHECKLIST

Welcome to the MCI East Government-Wide Commercial Purchase Card (GPCPC) Program. As a nominated Approving Official (AO), Alternate Approving (AAO) or Cardholder (CH), you are required to complete a number of pre-requisites prior to receiving your GPCPC delegation. This checklist will serve as a guide for required documents and training.

GPCPC Initial Training

<u>Approving Official / Alternate Approving Official</u>	<u>Cardholder</u>
1. DoN CCPMD Certification Purchase Card	1. DoN CCPMD Certification Purchase Card
2. DoD Government Purchase Card Training DAU Course – CLG 001	2. DoD Government Purchase Card Training DAU Course – CLG 001
2a. Certifying Officer Legislation Training for Purchase Card DAU Course - CLG-006	3. DoN CCPMD Training Education and Professional Development (COTS)
3. DoN CCPMD Training Education and Professional Development (COTS)	4. DoN Annual Ethics Training V2 "666840"
4. DoN Annual Ethics Training V2 "666840"	5. Set-up form signed by the nominated AO/AAO, current AO and Commanding Officer
5. Set-up form signed by the nominated AO/AAO, current AO and Commanding Officer	6. Local Policy Training at GPCPC office
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<p>1. DoN CCPMD Certification Purchase Card (Valid for 2 years) https://my.navsup.navy.mil/webcenter/portal/ccpmd_pc</p> <ol style="list-style-type: none"> 1. Use the TRAINING tab on the left side of the screen. 2. Scroll down to the GPC Certification Courses (2nd light blue banner) to locate and complete "Approving Official (AO) Course" OR "Cardholder (CH) Course" depending on your ROLE. 3. Select the "computer" printable PDF. Each Module 1-4 can be saved to the desktop for reference. Once each module is complete, the "Certification Test & Registration" can be taken. 4. Save the certificate as a .PDF 	<p>2. DoD Government Purchase Card Training DAU Course – CLG 001 (one time requirement) https://dau.csod.com</p> <p>IF YOU ALREADY HAVE A PROFILE IN DAU.</p> <ol style="list-style-type: none"> 1. Click "I Accept". Login with your CAC card (using your Non-Email Certificate) 2. Use the search bar in the top right corner to search for "CLG 001" 3. Click "Request it" 4. Open Curriculum and complete the course 5. Save the certificate as a .PDF
<p>2a. Certifying Officer Legislation Training for Purchase Card DAU Course - CLG-006. (ONLY for AO/AAO; Valid for one year) https://dau.csod.com</p> <p>IF YOU ALREADY HAVE A PROFILE IN DAU.</p> <ol style="list-style-type: none"> 1. Click "I Accept". Login with your CAC card (using your Non-Email Certificate) 2, Use the search bar in the top right corner to search for "CLG 006" 3. Click "Request it" 4. Open Curriculum and complete the course 5. Save the certificate as a .PDF 	<p>3. DoN CCPMD Training Education and Professional Development (COTS) (Valid for one year). https://my.navsup.navy.mil/webcenter/portal/ccpmd_pc</p> <ol style="list-style-type: none"> 1. Use the TRAINING tab on the left side of the screen. 2. Scroll down to the Supplemental Training (3rd light blue banner) to locate and complete "PC-ST 15 - GPC for Training Education and Professional Development" 3. Save the certificate as a .PDF <ul style="list-style-type: none"> • A/OPC is Mr. John V. Outlaw • Command Name is GCPC Camp Lejeune • Hierarchy levels are: Level 3: 00027 Level 4: 00073 <p>Level 5: 00001-MCB CLJN, 00003-2D MLG, 00004-2D MARDIV, 00005-II MEF/MEU, 00008-MCLB Albany, 00009-MCAS New River, 00012-MCSF Blount Island, 00013-MARSOC, 00014-MARFORSOUTH, 00999-TECOM</p>
<p>4. DoN Annual Ethics Training V2 "666840" (Valid for fiscal year) The website is https://twms.navy.mil/login.asp</p> <ol style="list-style-type: none"> 1. Click here for Self-Service/myTWMS. Select "Continue" for the disclaimer. 2. Under Tools/Actions in the menu choose on "Online Training & Notices". Once the page loads choose on "Online TWMS" from the tabs. 3. Then search for and click on "666840" DON ANNUAL ETHICS TRAINING V2 and complete the course. 4. After the course is completed follow the instructions to print certificate & sign it digitally. 5. Save the certificate as a .PDF 	<p>Once complete, send one email containing all training certificates and the GCPC Setup form to the appropriate GCPC POC identified below. A GCPC representative will contact you to coordinate the local GCPC training at the GCPC office. Emails with missing or incorrect data on certificates and/or setup form will not be processed.</p> <p>For further assistance, please contact your GCPC representative.</p> <p>2D MARDIV, II MEF, MEU, MCLB Albany, MCAS New River, MARFORCENT units, please contact CIV Dawn M. House 910-451-7847 DSN 751-7847 dawn.house@usmc.mil.</p> <p>MCB CLJN, 2D MLG, MCSF Blount Island, MARSOC, MARFORSOUTH, TECOM units, please contact CIV Alinda J Rotchford 910-451-4599 DSN 751-4599 jane.rotchford@usmc.mil.</p>