

GCPC NOMINATION PACKAGE CHECKLIST

Welcome to the MCI East Government-wide Commercial Purchase Card (GCPC) Program. As a nominated Approving Official (AO), Alternate Approving (AAO) or Cardholder (CH), you are required to complete a several online training classes prior to receiving your GCPC delegation/appointment letter. This checklist will serve as a guide for required documents and training information.

GCPC Initial Training

<u>Approving Official / Alternate Approving Official</u>	<u>Cardholder</u>
<ul style="list-style-type: none">-- CLG 0010 DoD Government Purchase Card Overview ◆ Certificate Required-- CLG 006 Certifying Officer Legislation Training for Purchase Card Payments ◆ Certificate Required-- Purchase Card Approving Official (AO) Certification ◆ Certificate Required-- Purchase Card Training, Education and Professional Development ◆ Certificate Required-- DoN Annual Ethics Training V3 "679353 " ◆ Certificate Required-- Local Policy Training by the GCPC Office <p>^^ Set-up form must be manually signed by the nominated AO / AAO, current AO and Commanding Officer.</p>	<ul style="list-style-type: none">-- CLG 0010 DoD Government Purchase Card Overview ◆ Certificate Required-- Purchase Card Cardholder (CH) Certification ◆ Certificate Required-- Purchase Card Training, Education and Professional Development ◆ Certificate Required-- DoN Annual Ethics Training V3 "679353 " ◆ Certificate Required-- Local Policy Training by the GCPC Office <p>^^ Set-up form must be manually signed by the nominated Cardholder and current Approving Official.</p>

Per the DAU Help Desk, you must use Google Chrome to access DAU. If you do not have Chrome, click the Window icon in the lower left hand corner of your computer screen and type "Software Center". Click on the Software Center, find Google Chrome, and install.

To register for DAU, visit (<https://www.dau.edu/faq/Documents/CreateDAUStudentAccount.pdf>) for instructions on completing the DAU SAAR.

Due to WEBCON 2, access to register for DAU classes is restricted. Visit the MCEN User Portal at (<https://homeport.usmc.mil/SUPPORT/MCCOG/S3/SitePages/WAW.aspx>) and complete the Web Waiver Request. The Website/URL you are requesting access to is (<https://dau.csod.com>). Contact your local ISSM or Enterprise Service Desk for assistance with this process.

If approved, you may attend the local IOP class without the required DAU certificate(s); however, you **will not** be appointed to your GCPC billet via DD-577 and will not be able to participate in the program until all requirements have been met to include the DAU training.

The **FIRST TUTORIAL** is CLG 0010 DoD Government Purchase Card Overview.

(This course needs to be completed only one (1) time)

The website is <https://dau.csod.com>

IF YOU ALREADY HAVE A PROFILE IN DAU.

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 0010"
3. Click "Request it"
4. Open Curriculum and complete the course
5. Save and email your certificate as a .PDF

The **SECOND TUTORIAL** is CLG 006 Certifying Officer Legislation Training for Purchase Card Payments. **ONLY for Approving Officials and Alternate Approving Officials.**

(This course must be completed every year)

The website is <https://dau.csod.com>

IF YOU ALREADY HAVE A PROFILE IN DAU.

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 and email your certificate as a .PDF

The **THIRD TUTORIAL** is Purchase Card Certification.

(This course needs to be completed every two (2) years)

The website is https://my.navsup.navy.mil/webcenter/portal/ccpmd_pc

Use the TRAINING tab on the left side of the screen.

1. Scroll down to the GPC Certification Courses (2nd light blue banner) to locate and complete "**Approving Official (AO)**" OR "**Cardholder (CH)**" depending on your ROLE.
2. Select the "computer" printable PDF.
3. 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 and email your certificate as a .PDF

Use this same information for 

A/OPC -- Command Name – Hierarchy levels

The **FOURTH TUTORIAL** is Purchase Card Training, Education and Professional Development Certification.

(This course needs to be completed only one (1) time)

The website is https://my.navsup.navy.mil/webcenter/portal/ccpmd_pc

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 and email your certificate as a .PDF

**** A/OPC is Mr. John V. Outlaw**

**** Command Name is GCPC Camp Lejeune**

**** Hierarchy levels are: Level 3: 00027 Level 4: 00073**

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

The **FIFTH TUTORIAL** is the DoN Annual Ethics Training.

(This course must be completed every fiscal year)

The website is <https://twms.dc3n.navy.mil/selfservice/login.asp>

Select "Continue" for the disclaimer.

Under Tools/Actions in the menu choose on "Online Training & Notices". Once the page loads choose on "Online TWMS" from the tabs.

Then search for and click on "679353" DON ANNUAL ETHICS TRAINING V3 and complete the course.

After the course is completed follow the instructions to print certificate & sign it digitally.

Save and email your certificate as a .PDF

Once complete, send one (1) .PDF attachment via email containing the Set-up form and **ALL** online training certificates to your unit GCPC POC (see below). You will be contacted with the available training dates, location and time of the next Local Policy Training. **Incomplete nomination packages will NOT be accepted or processed.**

**** For further assistance, please contact your GCPC representative.**

MCB CLJN, 2D MLG, MCSF Blount Island, MARSOC, MARFORSOUTH, TECOM units, contact Ms. A. Jane Rotchford 910-451-4599 (DSN 751) jane.rotchford@usmc.mil.

2D MARDIV, II MEF, MEU, MCLB Albany, MCAS New River, MARFORCENT units, contact Ms. Dawn M. House 910-451-7847 (DSN 751) dawn.house@usmc.mil.