

GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM
REAL ESTATE AND FACILITIES CONTRACTING OFFICE
AGENCY PROGRAM COORDINATOR

PURCHASE CARD ALERT NUMBER 4

(6 DECEMBER 2002)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS

X

CARDHOLDERS

X

SUBJECT: Mandatory Online Purchase Card Tutorial

Effective January 1, 2003, no **NEW** purchase cards will be issued and no **NEW** approving officials will be appointed until the candidate cardholder/approving official has successfully completed the mandatory (online) DoD Purchase Card Tutorial offered by the Defense Acquisition University (DAU) Continuous Learning Center. The tutorial takes approximately four (4) hours to complete, but you can save, exit and return later.

Additionally, **ALL EXISTING** cardholders and approving officials must complete the DAU tutorial. **The deadline for completion is 31 January 2003.** This tutorial is excellent and will serve as good refresher training. Completion of the tutorial is extremely important and is mandated by the DOD Purchase Card Program Manager's office. In order to insure that every cardholder/approving official completes the tutorial, we will suspend the accounts of any cardholders/approving officials that has not completed the training by the deadline.

The steps to accessing and completing this training are:

1. Log onto the DAU Continuous Learning Center website at <http://clc.dau.mil>
2. Register by selecting a login name and password.
3. Select a "Root Organization" from the pull down menu, or enter your organization under "Other".
4. Enter the required fields (name, email address, and title).
5. Once registered, click on the Learning Center (You must be registered to receive credit for the course).
6. Click on Course Information and Access.
7. Select DoD Purchase Card Tutorial, and click on Take Course.
8. Complete the lessons at your own pace; however, if you wish to complete the training in one sitting, plan for approximately four hours.
9. Take the "Post test" and print the certificate.
10. Approving Officials fax their own certificate along with the certificates of all cardholders under their purview to Tracy Williams or Claudia Colvin at 703-692-4091. **IN ORDER TO ORGANIZE THE CERTIFICATES, PLEASE FULLY COMPLETE THE ATTACHED FAX COVER SHEET AND FORWARD THE CERTIFICATES UNDER IT.**

If you have any questions about completing the tutorial, please call or e-mail Ms. Tracy Williams (twilliams@ref.whs.mil) on 703-697-4341 or Mrs. Claudia Colvin (ccolvin@ref.whs.mil) on 703-697-0614.

PLEASE - IF YOU RECEIVED THIS E-MAIL AND YOU ARE NOT AN APPROVING OFFICIAL OR A CARDHOLDER LET US KNOW BY RETURN E-MAIL SO WE WON'T BOTHER YOU WITH ANY MORE OF THESE ALERTS.