

**WASHINGTON HEADQUARTERS SERVICES
ACQUISITION AND PROCUREMENT OFFICE
OSD/WHS PURCHASE CARD PROGRAM**

PURCHASE CARD ALERT NUMBER 35

(Issue date: 2 March 2006)

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: ACCESS ONLINE QUESTION AND ANSWER (Q&A) SESSIONS

The purpose of this Purchase Card Alert is to announce upcoming Access Online Q&A sessions. Instead of formal classroom instruction, these sessions will be an open exchange of information between the account holders and the Purchase Card Program Office with an opportunity to discuss and ask questions about the new system. A representative from U.S. Bank will attend on a limited basis.

The sessions will be 1.5 hours, available on a first-come first-served basis, and restricted to 40 account holders each. They are available for your benefit and attendance is voluntary; however, we **strongly** encourage you to attend. They are meant to augment the U.S. Bank web-based tutorial. If you want an opportunity for classroom interaction, this is it.

IMPORTANT: The cut-off for scheduling a session is COB 16 Mar 06. No registrations will be accepted after that date.

WHERE: Polk Building, 2521 South Clark Street, Crystal City,
HRD Learning and Development Conference Rooms, A&B, on 4th Floor.

WHEN: March 20 – 12:30-14:00
March 21 – 09:30-11:00, 11:30-1300, 13:30 –15:00
March 22 – 09:30-11:00, 11:30-1300, 13:30 –15:00
March 23 – 09:30-11:00, 11:30-1300, 13:30 –15:00
March 24 – 09:30-11:00, 11:30-1300, 13:30 –15:00

The DOD Shuttle Bus serves the Polk Building.

PREREQUISITES

Prior to attending a Q&A session, each account holder shall have:

- 1) Completed the Access Online Web-based Tutorial.
- 2) Forwarded an e-mail to Janette Ray at janette.ray@whs.mil to certify completion of the Access Online web-based tutorial. **NOTE: If you have already completed the tutorial and confirmed by e-mail, please disregard this notice.**
- 3) Logged into Access Online beginning 13 March 06.
- 4) From 13 – 17 March 06, developed a working knowledge of Access Online by applying techniques demonstrated in the web-based tutorial.
- 5) Identified questions and concerns for discussion during the Q&A session.
- 6) Registered for a Q&A session.

The instructions for registering for the sessions are contained in the cover e-mail to this Purchase Card Alert.

Implementing Access Online is a major milestone for our program and we ask for your patience and assistance as we complete this process. If you are having any problems/questions with Access Online, please contact Ms. Janette Ray at (703) 695-8666.

We hope you will continue to tell us when we are doing a good job of satisfying your needs as well as when we need to improve our efforts. You may submit your comments through the ICE Program at [ICE Purchase Card Program](#) or send them to the Agency Program Coordinators at purchasecard@bfd.whs.mil or directly to the Program Manager at Claudia.colvin@whs.mil.