

Summary Report for Individual Task  
805K-79R-8005  
Manage Government Purchase Card (GPC)  
Status: Approved

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - This training product has been reviewed by the training developers in coordination with the Fort Knox, KY 40121 foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Condition:** You are the resource management specialist (RMS) and have active Government Purchase Card (GPC) account holders assigned to subordinate units and the headquarters. You have access to US Bank ACCESS On-Line (AXOL), General Funds Enterprise Business System (GFEBs), Purchase Card Online System (PCOLS), and all applicable references. This task should not be trained in MOPP 4.

**Standard:** Review cardholder statements, receipts and purchase documents monthly without error; retain all GPC records in a centralized location. Certify statements after review.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Complete GPC Training Requirements.
  - a. Green Procurement Training. (one time)
  - b. GSA Smart Pay Purchase Card Training. (one time)
  - c. Purchase Card Online System (PCOLs) Training CLG005. (one time)
  - d. DOD GPC Training CLG001. (one time)
  - e. DOD GPC Training CLG004. (refresher-annually)
  - f. Fiscal Law. (every 3 years)
  - g. GFEBS Essentials. (one time)
  - h. L250 Acquisitions Process Overview. (one time)
  - i. L452 Purchase Requisition and Approval Workflow. (one time)
  - j. HQs USAREC GPC Training. (one time)
  - k. GPC Certifiers Training. (online DFAS)
2. Complete required documents for position assignment.
  - a. Billing Official Application.
  - b. DD Form 577.
  - c. Letter of appointment.
3. Verify existing GPC accounts. (cardholders and check writers)
  - a. Validate existing cardholder training and documentation.
  - b. Review existing filing system.
  - c. Advise cardholders on single purchase and monthly limits.
  - d. Advise cardholder of the requirements of Acquisition Management Oversight (AMO) packets for services.
  - e. Review with cardholder their transaction logs and detail logs. Advise cardholder if records are incomplete or inaccurate; review again for correction. Reviews include:
    - (1) Correct fiscal year (FY).
    - (2) Split purchases.
    - (3) Use a variety of vendors.

(4) Spending limits for services and supplies.

(5) Spending limits for single day and monthly total purchases.

4. Establishing new GPC accountholders (cardholders and check writers).

a. Complete training for cardholders.

b. Green Procurement Training. (one time)

c. GSA Smart Pay Purchase Card Training. (one time)

d. PCOLs Training CLG005. (one time)

e. DOD GPC Training CLG001. (one time)

f. DOD GPC Training CLG004. (refresher-annually)

g. HQs USAREC GPC Training. (one time)

5. Complete required documents for position assignment.

a. Billing Official Application.

b. Letter of appointment.

c. Internal Control Checklist.

6. Advise new cardholders on single purchase and monthly limits.

a. Review with cardholder their transaction logs and detail logs. Advise cardholder if records are incomplete or inaccurate; review again for correction. Reviews include:

(1) Correct fiscal year (FY).

(2) Split purchases.

(3) Use a variety of vendors.

(4) Spending limits for services and supplies.

(5) Spending limits for single day and monthly total purchases.

b. Advise cardholder of the requirements of Acquisition Management Oversight (AMO) packets for services.

7. Certify monthly statements.

a. Review cardholder receipts and purchase documents.

b. Review purchase authorization documents (DA3953).

- c. Compare purchase authorization documents and receipts with access online transactions and purchase order.
- d. Adjust as necessary.
- e. Apply final indicator if necessary and approve.
- f. Certify account.

8. Retain all GPC records in a centralized location for 6 years and 3 months per regulation. File with disposition.

9. Track and process taskers.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**Evaluation Preparation:** This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Completed GPC Training Requirements.			
a. Green Procurement Training. (one time)			
b. GSA Smart Pay Purchase Card Training. (one time)			
c. Purchase Card Online System (PCOLs) Training CLG005. (one time)			
d. DOD GPC Training CLG001. (one time)			
e. DOD GPC Training CLG004. (refresher-annually)			
f. Fiscal Law. (every 3 years)			
g. GFEBS Essentials. (one time)			
h. L250 Acquisitions Process Overview. (one time)			
i. L452 Purchase Requisition and Approval Workflow. (one time)			
j. HQs USAREC GPC Training. (one time)			
k. GPC Certifiers Training. (online DFAS)			
2. Completed required documents for position assignment.			
a. Billing Official Application.			
b. DD Form 577.			
c. Letter of appointment.			
3. Verified existing GPC accounts. (cardholders and check writers)			
a. Validated existing cardholder training and documentation.			
b. Reviewed existing filing system.			
c. Advised cardholders on single purchase and monthly limits.			
d. Advised cardholder of the requirements of Acquisition Management Oversight (AMO) packets for services.			
e. Reviewed with cardholder their transaction logs and detail logs. Advise cardholder if records are incomplete or inaccurate; review again for correction. Reviews include:			
(1) Corrected fiscal year (FY).			
(2) Split purchases.			
(3) Use a variety of vendors.			
(4) Spending limits for services and supplies.			
(5) Spending limits for single day and monthly total purchases.			
4. Established new GPC accountholders. (cardholders and check writers)			
a. Completed training for cardholders.			
b. Green Procurement Training. (one time)			
c. GSA Smart Pay Purchase Card Training. (one time)			
d. PCOLs Training CLG005. (one time)			
e. DOD GPC Training CLG001. (one time)			
f. DOD GPC Training CLG004. (refresher-annually)			
g. HQs USAREC GPC Training. (one time)			
5. Completed required documents for position assignment.			
a. Billing Official Application.			
b. Letter of appointment.			
c. Internal Control Checklist.			
6. Advised new cardholders on single purchase and monthly limits.			
a. Reviewed with cardholder their transaction logs and detail logs. Advised cardholder if records are incomplete or inaccurate; review again for correction. Reviews include:			
(1) Corrected fiscal year (FY).			
(2) Split purchases.			
(3) Used a variety of vendors.			
(4) Spending limits for services and supplies.			
(5) Spending limits for single day and monthly total purchases.			

b. Advised cardholder of the requirements of Acquisition Management Oversight (AMO) packets for services.			
7. Certified monthly statements.			
a. Reviewed cardholder receipts and purchase documents.			
b. Reviewed purchase authorization documents (DA3953).			
c. Compared purchase authorization documents and receipts with access online transactions and purchase order.			
d. Adjusted as necessary.			
e. Applied final indicator if necessary and approve.			
f. Certified account.			
8. Retained all GPC records in a centralized location for 6 years and 3 months per regulation. Filed with disposition.			
9. Tracked and processed taskers.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 715-9	Operational Contract Support Planning and Management	Yes	No
	FAR	Federal Acquisition Regulation	Yes	Yes
	JTR, VOLUME II	Joint Travel Regulations, Civilian Personnel	Yes	No
	USAREC REG 37-14	Travel and Conferences	Yes	No
	USAREC REG 37-16	Recruiter Expense Allowance	Yes	No
	USAREC REG 715-1	Procurement Management and Control	Yes	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None