

BO/ALT –Billing Official - CH – Cardholder -- RM – Resource Manager

ALL BILLING OFFICIALS **MUST** HAVE AN ALTERNATER BILLING OFFICIAL FOR AN ACCOUNT TO BE SETUP

MANDATORY APPOINTMENT REQUIREMENTS FOR BILLING OFFICIAL (BO) OR CARDHOLDER (CH)

<http://www.jrtc-polk.army.mil/DOC/index.htm>

- _____ FP Form 112 (signed by Resource Manager) (BO & CH & RM)

- _____ DD Form 577 (original signature in BLUE) (BO)

- _____ Nomination Letter (BO & CH) (on your office letterhead)

- _____ Appointment Letter signed by MICC Director & signed acknowledgement (BO & CH)

- _____ * DAU Overview of Acquisition Ethics Training (CLM 003) (BO & CH)
<https://learn.dau.mil>
(annually)

- _____ *Access Online US BANK Training (BO & CH & RM) <https://wbt.access.usbank.com/>

- _____ *Fort Polk GPC Training (BO & CH & RM)

- _____ *508 Micro-Purchase & Section (BO &CH)
<http://www.section508.gov/index.cfm>

- _____ *DAU DoD Government Purchase Card – CLG 001(new CH & BO)
Refresher – **biennial** - CLG 004 (BO &CH)
<https://learn.dau.mil>

- _____ *DAU CLG 005 Purchase Card Online System (PCOLS) - Section 888 (BO & CH)
<https://learn.dau.mil>

- _____ *Smartpay, GSA Online Training (BO & CH) (**every 3 years**) <https://training.smartpay.gsa.gov/>

***NOTE - THIS IS A COPY OF YOUR TRAINING CERTIFICATE**