**DEPARTMENT OF THE AIR FORCE**
**WASHINGTON, DC**

**Office Of The Assistant Secretary**

11 AUG 2000

MEMORANDUM FOR ALMAJCOM-FOA-DRU

FROM: SAF/AQC
1060 Air Force Pentagon
Washington, DC 20330-1060

SUBJECT: Enhancing Training For Users of the Government-wide Purchase Card

Recently, the Air Force Audit Agency completed an audit of the Air Force Government-wide Purchase Card program (Audit Report # 99064007). While the Air Force program was found to be effective overall, internal control deficiencies were identified. Findings included cardholders purchasing items without prior approval of an authorizing official, failing to buy from mandatory sources, and splitting requirements to avoid the single purchase limit threshold.

AFI 64-117, Air Force Government Purchase Card Program (draft), Paragraph 4.3.3.3, requires all cardholders and billing officials receive a minimum of four hours of purchase card training before a card may be issued. While this training is the foundation of the program and helps ensure that the Air Force is in compliance with purchase card procedures, additional training is required to stay abreast of issues affecting this dynamic program and to eliminate deficiencies identified by the audit.

We need to provide our billing officials and 79,000 cardholders annual refresher training that includes updates on salient issues and policy changes. This new requirement is included in AFI 64-117, paragraph 4.3.3.3.1.2. Please implement this refresher training NLT Jan 2001. MAJCOM Level 3 Program Coordinators, in coordination with their respective squadron Agency/Organization Program Coordinators (A/OPCs), must develop a "continuing education" program for cardholders and billing officials. We request that A/OPCs provide a minimum of one hour of training per month for cardholders and billing officials. Many installations are already providing refresher training to maintain a current program.

Refresher training can be performed in a classroom/auditorium setting or through the inter/intranet. Subject matter experts should be used such as the Hazardous Materials Pharmacy or the Communications Squadron. Training can be arranged with organizations in conjunction with surveillance visits. Examples include, but are not limited to, presenting and publicizing briefings containing the latest subject matter or policy information, holding question and answer sessions, posting answers to frequently asked questions on the web, briefing (or posting) the results of internal surveillance reviews, sharing new websites that may help cardholders obtain better prices, training on how to better access DOD Emalls, and information regarding new web-

based applications such as reverse auction sites and US Bank's Customer Automation Reporting Environment (C.A.R.E.).

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