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NAVAL SUPPLY SYSTEMS COMMAND
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IN REPLY REFER TO:
4226.1
Ser21C4/9066
SA99-17
23 FEB 99

From: Commander Naval Supply Systems Command

Subj: USE OF THE GOVERNMENTWIDE COMMERCIAL PURCHASE CARD FOR
TRAINING

Ref: (a) UNSECDEF (P&R) memo of 25 Sep 98
(b) NAVCOMPT Manual 046363
(c) NAVSUPINST 4200.85(series)

1. The DD Form 1556, (Request, Authorization, Agreement, Certification of Training and Reimbursement) is used to purchase commercial training. Reference (a) directed the Governmentwide Commercial Purchase Card (GCPC) be used as the method of payment for all commercial training requests using the DD Form 1556 valued at or below \$25,000. This action was taken to eliminate the processing of commercial invoices by the Defense Finance Accounting Service. Specific guidance herein is to implement reference (a).

2. Use of the DD Form 1556 is authorized for training costs associated with individual and group attendance under the following conditions: the training is an off-the-shelf event, conference, or instructional service available to the general public and priced the same for everyone (i.e. price per student, course, program, service or training space). When using the GCPC as the method of payment, the individual DD Form 1556 may not be used to pay for training in excess of \$25,000.

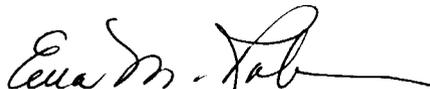
3. As stated in references (b) and (c), the DD Form 1556 is not a contracting document nor is use of the form a contracting function. Therefore, it is not subject to FAR Part 13 requirements (i.e. micro-purchase threshold, Total Small-Business Set-Asides or competition requirements).

4. When issuing the GCPC to pay for training authorized by the DD Form 1556 activities shall follow local procedures for obligating funds. All obligations shall be recorded in the activity's financial system prior to issuing the DD Form 1556. The training or financial officer shall ensure that "block 27" of the DD Form 1556 reflects that payment will be made by the GCPC. For training requests, forwarded to regional Human Resources Service Centers (HRSC), commands must ensure "block 27" includes detail cardholder information (cardholder's name, card number, expiration date and telephone number) to allow for processing by the HRSC. For command specific training, not processed through the HRSC, the command has the flexibility to

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establish local procedures regarding the amount of cardholder
information to be included on the DD Form 1556.

5. GCPC cardholder information is covered under the Privacy Act
and must be protected accordingly.


EVA M. ROBINSON
By direction