

GPC ACTION FOR MICC FORT HOOD

For use of this form, see 10USC and DoD FMR. Proponency is MICC.

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC; DOD FMR
PURPOSE: Provide a standardized method for Fort Hood units and organizations to request new or cancel GPC accounts.
ROUTINE USE: Used to establish accounts
DISCLOSURE: Military personnel and DoD Civilians are required to provide some personal information in order to get a GPC account.
ACKNOWLEDGEMENT: Cardholder and BO acknowledge the provisions of the Privacy Act of 1974 by requesting a GPC account.

SECTION I - EXISTING BILLING OFFICIAL

1. LAST NAME:	3. RANK/ GRADE:	6. ORGANIZATION AND ADDRESS:
2. FIRST NAME:		
4. SUPERVISOR FULL NAME:		
5. SUPERVISOR E-MAIL:	7. LAST FOUR BO ACCOUNT:	

SECTION II - NEW CARD HOLDER, NEW OR REPLACEMENT BO OR ALTERNATE BO OR CANCELLATION

8. LAST NAME:	10. RANK/ GRADE:	11. E-MAIL:
9. FIRST NAME:		12. TELEPHONE NUMBER:
13. CAC EDIPI NUMBER (10 digit number):		
14. CERTIFICATE DATES:		
a. DAU DOD GPC (CLG 001) <input type="checkbox"/> DATE: _____	e. DAU ETHICS (CLM 003) <input type="checkbox"/> DATE: _____	h. GSA GPC <input type="checkbox"/> DATE: _____
b. US BANK AXOL <input type="checkbox"/> DATE: _____	f. FT HOOD MICRO GPC <input type="checkbox"/> DATE: _____	i. GFEBs <input type="checkbox"/> DATE: _____
c. PCOLS <input type="checkbox"/> DATE: _____	g. FT HOOD AMPL GPC <input type="checkbox"/> DATE: _____	j. COT CLG 006 <input type="checkbox"/> DATE: _____
d. GREEN PROCUREMENT (CLC046) <input type="checkbox"/> DATE: _____		

SECTION III - APPROVAL

15. BO AND RM APPROVAL:

ROLE <i>a</i>	NEW <i>b</i>	REPLACE <i>c</i>	CANCEL <i>d</i>	SINGLE PURCHASE LIMIT <i>e</i>	CYCLE LIMIT <i>f</i>	CREDIT LIMIT <i>g</i>
CH	<input type="checkbox"/>		<input type="checkbox"/>			
BO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
ABO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

16. BO SIGNATURE:	17. BO/CH SUPERVISOR SIGNATURE:
18. GFEBs COORDINATOR SIGNATURE:	19. RM/BA SIGNATURE

SECTION IV - PROGRAM COORDINATOR

ACTION <i>a</i>	EMMA <i>b</i>	AIM <i>c</i>	DD577/DOA <i>d</i>	AXOL USER ID <i>e</i>
DATE				

SECTION V - APPOINTING OFFICIAL

20. COMMANDER/DIRECTOR FULL NAME: _____

21. E-MAIL: _____

22. CAC EDIPI NUMBER: _____

23. UNIT/ORGANIZATION: _____

INSTRUCTION FOR COMPLETING FORT HOOD FORM 715-1

SECTION I: Existing Billing Official
Leave blank if new Fort Hood unit BO account

Section III: Approval

1. Last name: Same as on CAC ID.
2. DIV/BDE/ORG: Military unit at BDE level, i.e., 1CD 3BCT, Support Organization, i.e., DPW Supply Division, or ROTC School, i.e., ROTC A&M.
3. First name: Same as on CAC ID.
4. Last four# of BO account: Needed to ID correct account particularly if more than one.
5. Supervisor full name: Same as on CAC/ID.
6. Supervisor E-mail: Official e-mail.

**Section II: New CH or BO, Replacement BO
or ABO, Cancellation of CH/BO/ABO**
(each action requires an individual Fort Hood Form 715-1)

7. Last name: Same as on CAC ID.
8. E-mail: Official only, not personal.
9. First name: Same as on CAC ID.
10. Telephone number official or cell
11. CAC EDIPI#: 10-digit number - CAC PIN needed for GFEBs account verification.
12. Certificate dates: check applicable blocks and fill-in date of certificate.

a through g. Establishment of new account will require seven certificates; CLG 001; CLM 003; GSA GPC; US Bank AXOL: Fort Hood GPC; GFEBs; and PCOLS. The date provided must match the date on the certificate. GPC and Ethics must be renewed yearly. E-mail certificates with Fort Hood Form 715-1 to GFEBs coordinator who will forward to the GPC AOPC.

h. Note: For new Above Micro Purchase Level (AMPL) accounts, all CH, BO, and ABO must attend both Micro and AMPL training. For AMPL actions, attach all seven Micro and one AMPL certificates. AMPL accounts will not be issued below Brigade or Support Agency Division level. AMPL accounts require a justification memorandum signed by a Colonel or GS-14, and will be submitted with the Fort Hood Form 715-1.

i. Certifying officer training needed IAW DOD 7000.14-R FMR Volume 5, Chapter 5.

13. b to d. Select the appropriate check box for action needed. CH accounts are never replaced, they are issued new account numbers to each individual. Unit BO and ABO are normally replaced on existing accounts keeping the active CH in place. Cancelling BO accounts will cancel all CH under the BO account. BO accounts without an alternate BO will be suspended.
 - e. SPL usually \$3,000 for micro and \$25,000 for AMPL cards but BO recommends SPL based on CH and mission.
 - f. Cycle and credit limit: RM fills in.
14. BO digitally signs using CAC verifying information is correct. New or replacement BO is accepting role of account certifier. E-mail the completed form and attach certificates to your GFEBs Coordinator or RM/BAA if they are the same person. Failure to attach all forms will result in the rejection of the GPC action because of the high volume of account actions.
15. BO/CH Supervisor digitally signs using CAC nominating an individual to function assigned. Leave blank if the BO is the CH's supervisor.
16. GFEBs Coordinator digitally signs using their CAC verifying the individual is GFEBs qualified.
17. RM/BA fills in the approved cycle and credit limits, digitally signs using their CAC, then forwards all certificates to the AOPC for processing.

Section IV - Program Coordinator
(Internal Use Only)

Section V - Appointing Official

IAW DOD 7000.14-R, Volume 5, Chapter 5, Section 050201 B, Commanders or Directors or their delegated subordinate with the authority to appoint using DD Form 577.