

P-Card User Training Requirements

IAW AFI 34-275, Para 5.8.

It is recommended that all PaymentNet users (including IPCs and auditors) receive annual training.

Initial

1. P-Card Initial Training Modules I and II on the Force Support Knowledge Center (FSKC), link on P-Card Website
2. IPC Provided Training (see attached document)
3. Acceptance of Training memo must be maintained on file by IPC and Cardholder/Approving Official (sample on P-Card Website)

Note: If a cardholder or approving official has taken the DAU Initial Course in the past, this is still acceptable in lieu of Module I. In this case, IPC Provided Training must cover all NAF specific information covered in Module I, and Module II is still required.

Annual Refresher Training

1. P-Card Annual Refresher Course (available on the FSKC, link and instructions on P-Card Website)
2. IPC provided Training (see attached document)
3. Acceptance of Training memo must be maintained on file by IPC and Cardholder/Approving Official (sample available on P-Card Website)

P-Card Website: http://www.afnafpo.com/GeneralInfo/General_InfoP-Card.htm

Force Support Knowledge Center: Please contact your Unit Training Manager (UTM) for assistance with registering on the FSKC.

IPC Provided Training to Approving Officials and Cardholders

- **Regulations.** Overview of what is included in the governing regulations to ensure the cardholder/approving official understands where the authority resides
 - a. AFI 34-275, Air Force NAF Purchase Card Program
 - b. AFMAN 64-302, Nonappropriated Funds Contracting Procedures
 - c. AFI 34-201, Use of Nonappropriated Funds
- **Cardholder and AO responsibilities**
 - a. Locally determined approval process (pre-purchase requirements).
 - b. Budgeting for purchases, documenting purchases, reviewing available reports and statements of account, invoice reconciliation procedures, and disputes procedures.
 - c. NAF Accounting Office deadlines for submission of paperwork (Fixed Asset forms, Prepaid Expense forms, Outstanding Items List, etc.)
 - d. Examples of violations at local level, such as paying sales tax, splitting requirements, etc.
- **Procurement Ethics.** The NAF CO or IPC should consult with the servicing legal office for assistance in preparing and presenting ethics training
 - a. Please note that ethics is covered in the Online Initial training, but local, in-depth training should be provided.
- **Available Resources.** Overview of the AFNAFPO website, covering available resources for both Contracting Guidance and P-Card Guidance.
- **PaymentNet Placemat.** The bank developed cardholder guide covering the use of the on-line system. This guide is given to each new cardholder and AO upon appointment.