



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
5450 CARLISLE PIKE
PO BOX 2050
MECHANICSBURG PA 17055-0791

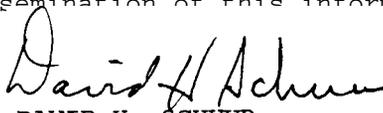
TELEPHONE NUMBER
COMMERCIAL
AUTOVON
IN REPLY REFER TO:
4226
SUP 21C1

From: Commander, Naval Supply Systems Command
To: See Distribution

JUL 29 1996

Subj: ORDERING INFORMATION FOR THE DON PURCHASE CARD PROGRAM
CD-ROM INTERACTIVE TRAINING VIDEO

1. NAVSUPINST 4200 .85C requires the agency program coordinator (APC), prospective cardholders, and approving officials to complete purchase card training. The new CD-ROM Interactive Training Video for the DoN purchase Card Program, developed by the Naval Supply Systems Command in conjunction with the U.S. Army Management Engineering College (AMEC), Rock Island, Illinois meets the training requirement is now available.
2. DoN APCS may request one complimentary copy of the single user version CD-ROM. Afloat Units need not order as a complimentary copy will be mailed by NAVSUP to each Supply Officer. For all others, the CD-ROM is available in single user (price \$15) or LAN version (price \$100). Send your order/request, including complete mailing address and funding, to Army Management Engineering College, Attn: AMXOM-MM, Rock Island, IL 61299-7040, or fax your request to DSN 793-0494 or commercial (309) 782-0473.
3. The funding document must include: (1) Amount (2) Signature of a Certifying Official stating that funds are "Certified for Availability"; (3) Accounting classification; (4) Statement as to the Purpose of Funds (Navy/Marine Corps Purchase Card CD-ROM, LAN or single user version, and number of copies); (5) Proper Billing Address; and (6) POC - Name, Phone number, FAX number.
4. If you have questions concerning your order, contact Ms. Leesa Ballard at DSN 793-0494 or commercial (309) 782-0494. For questions regarding the Navy's purchase card program, contact Ms. Eva Robinson at (717) 790-3728 or Ms. Kimberly A- LeCates, (717) 790-7502 (DSN: 430).
5. Procurement Management Review Divisions and Detachments are requested to provide maximum dissemination of this information within their respective regions.


DAVID H. SCHUUR
DAVID H. SCHUUR
By Direction

Distribution:
List "D"
List "E"