

APC Teleconference Meeting Minutes

Meeting Name	APC Monthly Teleconference
Meeting Chair	DON eBusiness Office
Date	27 May 2004
Time/Location	2:00 – 3:00 pm

Attendees:

ATTENDEES			
FSA	DIRSSP	NAVSECGRP	DONEBUSOPSOFF
UNSECNAV	COMSC	COMPACFLT	
CNR	SPAWAR	NETC	
NAVAIR	DFAS	CitiBank	
CHNAVPERS	NSMA	FMO	
HQUSMC	COMLANTFLT	DOD PCPMO	

Meeting Agenda /Objective Items

Item #	Objectives
1.	Program Update
2.	Semi-Annual Review Results
3.	Delinquency Reporting
4.	Operational Issues a. Filter suggestions for MART/ARROW
5.	Roll Call
6.	Enhancement Fund/MART update
7.	CCRS Update
8.	Open discussion

Meeting Minutes / Action Items

Item #	Meeting Minutes Description
1.	Program Update – Welcome to the APCs
	<ul style="list-style-type: none"> ▪ GSA Conference in New Orleans, August 24-26th. Link from eBusiness website to GSA site to register or go directly to GSA site: http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=15017&contentType=GSA_BASIC. ▪ DON program update: Tuesday, August 24th 1000 - 1200 (will include MART training) Sheraton Napoleon Ballroom C1-C2 (room holds 335 people). ▪ There will also be a Level 3 breakout session (Time/date TBD) to again review MART – (“Train the Trainer” session). ▪ Reminder, next cycle is quarter end. Will be sending out OMB form in the next 2 weeks. It will be due July 9, 2004. ▪ Next month DoN eBusiness will announce dates/location for DoN APC Conference.
2.	Semi-Annual Review Results

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	<ul style="list-style-type: none"> ▪ Were due April 30. Working on follow up issues with each claimancy. Still reviewing CNI - all others please send in follow up responses to purchase_card@navsup.navy.mil as soon as possible. Report to DASN next week.
	<ul style="list-style-type: none"> ▪ Template that was sent out should be followed verbatim. Refer to PCPN FY04-24 dated 3-11-04.
3.	<ul style="list-style-type: none"> ▪ Delinquency Reporting
	<ul style="list-style-type: none"> ▪ Under 1% for May.
	<ul style="list-style-type: none"> ▪ Two claimancies are over 2%, please respond by June 15th.
4.	Operational Issues
	<ul style="list-style-type: none"> a. Filter suggestions for MART/ARROW
a.	<ul style="list-style-type: none"> ▪ Last telecon and at the conference during the MART/ARROW presentation, we requested that you send us your filter suggestions. We have not received any filters to date. Remember, these are the criteria that will determine which transactions are pushed out to the level 5 APC for follow up responses. Any feedback is appreciated. Send to purchase_card@navsup.navy.mil.
5.	<ul style="list-style-type: none"> ▪ Roll call was taken. Attendees are reflected above.
6.	<ul style="list-style-type: none"> ▪ Enhancement Fund/MART update
	<ul style="list-style-type: none"> ▪ Still looking for suggestions on how to improve the way the system operates. Please email purchase_card@navsup.navy.mil with your suggestions.
	<ul style="list-style-type: none"> ▪ Bank #1 priority – MART/ARROW (MART) tool – on track with pilot phase 7/04.
	<ul style="list-style-type: none"> ▪ We'll keep you posted as things evolve.
7. *	<ul style="list-style-type: none"> ▪ CCRS Update
	<ul style="list-style-type: none"> ▪ CD report migration addressed with PCPN FY04-31 / Training for the migration PCPN FY04-33
	<ul style="list-style-type: none"> ▪ PCPN #31 - CD reports will be rolled to CCRS on June 14th.
	<ul style="list-style-type: none"> ▪ PCPN #33 - There will be 4 web-cast sessions: 6/10, 6/11 (2 sessions), and 6/14.
	<ul style="list-style-type: none"> ▪ All information is posted on the website.
	<ul style="list-style-type: none"> ▪ Training is for APCs only
	<ul style="list-style-type: none"> ▪ CCRS formats will be available to download to Excel
	<ul style="list-style-type: none"> ▪ The reports are named the same, however, some reports will not have history, current data on some, and previous/ending balances on others (refer to PCPN for details on report specifics).
8.	<ul style="list-style-type: none"> ▪ Open discussion
	<ul style="list-style-type: none"> ▪ MART Generic Cards – transactions in separate database.
	<ul style="list-style-type: none"> ▪ Pilot participants: NETC & NAVSUP (with the exception of NAF Activities within NAVSUP)
	<ul style="list-style-type: none"> ▪ Everyone to have access to system by September
	<ul style="list-style-type: none"> ▪ Week by week, there will be gradual roll-outs per claimant during September cycle.
	<ul style="list-style-type: none"> ▪ Tab #6 - MART review presentation is on the website if you need more information.
	<ul style="list-style-type: none"> ▪ There has been no final decision as of yet regarding AO ratio.
	<ul style="list-style-type: none"> ▪ If there are comments/ questions in general, please email DoN eBusiness at purchase_card@navsup.navy.mil
	<ul style="list-style-type: none"> ▪ The next teleconference will be held Thursday, June 24th at 1400 EDT.