

APC Teleconference Meeting Minutes

Meeting Name	APC Monthly Teleconference
Meeting Chair	DON eBusiness Office
Date	01 July 2004
Time/Location	2:00 – 3:00 pm

Attendees:

ATTENDEES			
UNSECNAV	HQUSMC	COMLANTFLT	DONEBUSOPSOFF
BUMED	DIRSSP	COMPACFLT	
CHNAVPERS	COMSC	COMNAVRESFOR	
NAVSUP	SPAWAR	NETC	
NAVSEA	NSMA	CitiBank	
NAVFAC	CNI	FMO	

Meeting Agenda /Objective Items

Item #	Objectives
1.	Program Update
2.	Semi-Annual Review Results
3.	Delinquency Reporting
4.	Operational Issues a. PAT (Program Audit Tool)
5.	LOA Roll-over
6.	Roll Call
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"> ▪ 2005 APC Conference in Los Angeles, February 28th- March 4th. Tentatively all 3 Cards Groups will hold trainings at that time. ▪ DoN eBusiness conducted a poll to determine estimated attendance. Attendance deemed lower than past years due to travel and funding restrictions.
2.	Semi-Annual Review Results
	<ul style="list-style-type: none"> ▪ Reviewing of documents by managers, more follow-up questions may be generated from their review. ▪ We are still waiting for a few outstanding items. Generally, the results look better than last year.
3.	Delinquency Reporting
	<ul style="list-style-type: none"> ▪ DoN currently at 1.71%; has been under 2% for the past 5 months.

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	<ul style="list-style-type: none"> ▪ 5 Commands are over 2%, please respond by July 15th.
4.	Operational Issues <ul style="list-style-type: none"> a. PAT (Program Audit Tool)
a.	<ul style="list-style-type: none"> ▪ 2 part tool: <ul style="list-style-type: none"> ○ Monthly Activity Report – Policy issues, Span of Control, status of your program, etc. ○ Monthly Transaction Review – Automated process to eventually replace Semi-Annual Review. ▪ On June 23rd, DoN received a bank demonstration of PAT, it is 95% complete. ▪ Tentative milestone – Pilot July 23rd. ▪ Formal training will be held at GSA Conference. ▪ PowerPoint slide show will be seen August 23rd. ▪ PAT will not be released until everyone is trained and the system is operating as desired and provides the intended information. ▪ Access PAT via the internet through CitiDirect. ▪ Minimum statistical number that must be met each month, as well as random sampling.
5.	LOA Roll-over
	<ul style="list-style-type: none"> ▪ Official transition plan via PCPN was posted on July 1st.
	<ul style="list-style-type: none"> ▪ Revision was also sent out July 1st – revision changes a date under bulk funded accounts. Go to transaction at the end of the September cycle (September 21st) transaction.
	<ul style="list-style-type: none"> ▪ PCPN: Comptrollers need to send figures in on time.
6.	<ul style="list-style-type: none"> ▪ Roll call was taken. Attendees are reflected above.
7.	CCRS Update
	<ul style="list-style-type: none"> ▪ CD report migration postponed indefinitely.
	<ul style="list-style-type: none"> ▪ The Quick Reference guide is available on the DoN website.
	<ul style="list-style-type: none"> ▪ Any issues regarding CCRS/ADHOC contract, please contact DoN eBusiness at purchase_card@navsup.navy.mil to coordinate with the bank.
8.	Open discussion
	<ul style="list-style-type: none"> ▪ Semi-Annual Review will be due October 30th.
	<ul style="list-style-type: none"> ▪ GSA Conference: Attendance is mandatory for all Level 5s, if the Commands have the funding.
	<ul style="list-style-type: none"> ▪ Forward Audit Announcements/Reports to DoN eBusiness at purchase_card@navsup.navy.mil as you are made aware of them.
	<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, July 29th at 1400 EDT.
	<ul style="list-style-type: none"> ▪ Please remember to submit OMB reports by 9 July.