

ROUTINE

R 031645Z MAR 03 ZYB PSN 115105M13

FM COMNAVSUPSYSCOM MECHANICSBURG PA//00E1//

TO UNSECNAV WASHINGTON DC//USN/AAUSN//
COMSC WASHINGTON DC//JJJ//
COMNAVSPECWARCOM CORONADO CA//JJJ//
COMNAVSEASYSYSCOM WASHINGTON DC//JJJ//
ASSTSECNAV RDA WASHINGTON DC//ABM//
COMNAVAIRSYSCOM PATUXENT RIVER MD//JJJ//
COMSPAWARSYSCOM SAN DIEGO CA//JJJ//
COMNAVFACENCOM WASHINGTON DC//JJJ//
DIRSSP WASHINGTON DC//JJJ//
BUMED WASHINGTON DC//JJJ//
CNET PENSACOLA FL//JJJ//
COMNAVRESFOR NEW ORLEANS LA//JJJ//
COMNAVMETOCOM STENNIS SPACE CENTER MS//JJJ//
COMNAVSECGRU FT GEORGE G MEADE MD//JJJ//
ONI WASHINGTON DC//JJJ//
COMNAVNETSPAOPSCOM DAHLGREN VA//JJJ//
NAVSYSMGTACT WASHINGTON DC//JJJ//
DFAS NORFOLK VA//JJJ//
CNR ARLINGTON VA//JJJ/N09M//
FLDSUPACT WASHINGTON DC//JJJ//
CHNAVPERS WASHINGTON DC//JJJ//
CNA ALEXANDRIA VA//JJJ//
COMNAVAIRLANT NORFOLK VA//N41//
CMC WASHINGTON DC//CMC//
COMNAVAIRPAC SAN DIEGO CA//N41//
COMNAVSURFLANT NORFOLK VA//N41//
COMNAVSURFPAC SAN DIEGO CA//N41//
COMSUBLANT NORFOLK VA//N41//
COMSUBPAC PEARL HARBOR HI//N41//
FISC JACKSONVILLE FL//00//
FISC NORFOLK VA//00//
FISC PEARL HARBOR HI//00//
FISC PUGET SOUND WA//00//
FISC SAN DIEGO CA//00//
FISC YOKOSUKA JA//00//
NAVICP MECHANICSBURG PA//00//
NAVICP PHILADELPHIA PA//00//
NAVTRANSUPPCEN NORFOLK VA//00//
NEXCOM NORFOLK VA//00//
COMNAVSUPSYSCOM MECHANICSBURG PA//02//
CMC WASHINGTON DC//LB//
COMNAVPERSCOM MILLINGTON TN
NAVREGCONTEN NAPLES IT//40//
ASSTSECNAV FM WASHINGTON DC//FMO//
CNO WASHINGTON DC//JJJ/N41//
COMLANTFLT NORFOLK VA//JJJ//
COMPACFLT PEARL HARBOR HI//JJJ//
COMUSNAVEUR LONDON UK//JJJ//
DFAS CLEVELAND OH

DFAS KANSAS CITY MO

BT

UNCLAS //N05200//

MSGID/GENADMIN/DON EBUSINESS OPS OFF//

SUBJ/DON PURCHASE CARD PROGRAM UPDATE MESSAGE 03-FY03 ELECTRONIC
/CERTIFICATION COMPLIANCE AND METHOD OF PAYMENT USERS FORUM 1-3
APR//

REF/A/MEMO/USD(C) AND USD(ATL)/27NOV2002//

AMPN/REF A MANDATES USE OF BANK'S ON-LINE SYSTEMS FOR PURCHASE CARD
INVOICE CERTIFICATION.//

POC/RHODES, W V/CIV/CALLSIGN:EBUSOPSOFF CARD MGMT GROUP (00E1G)

/LOC:MECHANICSBURG, PA

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RMKS/1. THIS IS THE LATEST IN A SERIES OF COMMUNICATIONS FROM THE
DEPARTMENT OF THE NAVY (DON) EBUSINESS OPERATIONS OFFICE
(EBUSOPOFF), THE PROGRAM MANAGER FOR THE DON GOVERNMENT
COMMERCIAL

PURCHASE CARD (GCPC) PROGRAM. FROM 1 APRIL THROUGH 3 APRIL 2003 THE
DON EBUSINESS OPERATIONS OFFICE WILL HOST A THREE-PART FORUM IN
MECHANICSBURG, PA, TO DISCUSS COMPLIANCE WITH REF A FOR THOSE
ACTIVITIES NOT CURRENTLY USING CITIDIRECT OR SALTS FOR PURCHASE CARD
STATEMENT CERTIFICATION.

2. FORUM ADMINISTRATIVE DETAILS:

PART I: 0900 1 APRIL 2003 TO 1600 2 APRIL 2003

PART II: 0830 3 APRIL 2002 TO 1200 3 APRIL 2003

PART III: 1300 3 APRIL 2003 TO 1600 3 APRIL 2003

LOCATION: HOLIDAY INN, NEW CUMBERLAND, PA, PHONE NUMBER
717-774-2721. A BLOCK OF ROOMS AT THE GOVERNMENT RATE WILL BE
AVAILABLE FOR RESERVATIONS THROUGH 17 MAR 03.

3. PART I OF THE FORUM WILL FOCUS ON ELECTRONIC CERTIFICATION
COMPLIANCE PLANS AND SCHEDULES FOR WORKING CAPITAL FUND (WCF) AND
ENTERPRISE RESOURCE PLANNING (ERP) ACTIVITIES. TOPICS WILL INCLUDE
AVAILABLE OPTIONS FOR COMPLIANCE WITH REF A, ELECTRONIC DATA
INTERCHANGE (EDI) REQUIREMENTS, REQUIREMENTS FOR PROCESSING AND
RECORDING FINANCIAL OBLIGATIONS AND COMMITMENTS AND SECURITY AND
DATA

INTEGRITY REQUIREMENTS FOR ELECTRONIC INVOICE CERTIFICATION PAYMENT.
RECOMMENDED PARTICIPANTS ARE COMPTROLLER/FINANCIAL MANAGEMENT,
SUPPLY

& MATERIAL MANAGEMENT, AND INFORMATION TECHNOLOGY MANAGEMENT WHO
HAVE CONTROL OVER THESE PROCESSES AND CAN MAKE COMMITMENTS ON
SELECTED IMPLEMENTATION METHODS. PURCHASE CARD ACTIVITY PROGRAM
COORDINATORS ARE ALSO WELCOME. REPRESENTATIVES FROM DFAS, DAASC,
DOD

PCPMO, ASN(FM&C), ASN(RD&A), AND CITIBANK HAVE BEEN INVITED. THE
OUTCOME OF PART I OF THE FORUM IS A COMMITMENT FROM EACH MAJOR
CLAIMANT ON WHICH OF THE AVAILABLE ELECTRONIC CERTIFICATION

PROCESSES WILL BE USED TO COMPLY WITH REF A, AND AN UNDERSTANDING BY ALL CLAIMANTS OF THE TECHNICAL AND PROGRAMMATIC ISSUES INVOLVED WITH THAT IMPLEMENTATION.

4. PART II OF THE FORUM WILL DISCUSS THE REQUIREMENTS FOR ELECTRONIC CERTIFICATION OF PURCHASE CARD INVOICES WHEN USED AS METHOD OF PAYMENT FOR CONTRACTS. THE PRIMARY TOPIC WILL BE HOW THE CURRENT CITIDIRECT CERTIFICATION AND PAYMENT PROCESS CAN BE MODIFIED TO PROVIDE FOR PROPER RECORDING OF OBLIGATIONS AND CERTIFICATION OF INVOICES FOR METHOD-OF-PAYMENT TRANSACTIONS. THE EXPECTED PARTICIPANTS WOULD BE THE SAME AS FOR PART I, FROM THOSE ACTIVITIES WHICH EMPLOY, OR DESIRE TO EMPLOY, THE PURCHASE CARD AS A METHOD OF PAYMENT. THE OUTCOME OF PART II IS TO BE A HIGH LEVEL PROCESS DESCRIPTION AND PROCESS FLOW DIAGRAM, AND A SET OF FUNCTIONAL REQUIREMENTS WHICH CAN BE USED BY CITIBANK TO DEVELOP REQUIRED PROGRAM MODIFICATIONS.

5. PART III OF THE FORUM WILL DISCUSS THE REQUIREMENTS AND PROCEDURES FOR IMPLEMENTATION OF EDI 824 AND EDI 997 FEEDBACK MESSAGES INTO THE FILE TRANSFER METHODOLOGY. THE PARTICIPANTS FOR THIS PART WILL BE DFAS CLEVELAND, DFAS KANSAS CITY, DAASC, CITIBANK, FMO, AND INTERESTED APCS. THE OUTCOME OF PART III IS TO BE A SET OF FUNCTIONAL REQUIREMENTS FOR PROCESSING THE EDI MESSAGES.

6. DETAILS ON THE FORUM AND A REGISTRATION FORM WILL BE POSTED ON THE EBUSINESS OPERATIONS OFFICE WEB PAGE AT WWW.DON-EBUSINESS.NAVSUP.NAVY.MIL. QUESTIONS MAY BE ADDRESSED TO: MR. KIRK STEVENS, 717-605-3131, KIRK_STEVENS@FMSO.NAVY.MIL OR MR. DAVE MORRISON, 717-605-3125, DAVID_E_MORRISON@FMSO.NAVY.MIL./.

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