

Update to PCPN# FY03-59 - Purchase Card Program - MART Requirements

Note: Level 3 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE APCs, AOs and CHs IN YOUR HIERARCHY.

Effective 22 DEC 2003, the DON eBusiness Operations Office will no longer use the Semi-Annual review format for claimancy reporting. Claimancy reporting will change to a monthly cycle primarily due to the untimely results and effort of a six month reporting cycle. The monthly reporting cycle will synchronize with the billing cycle (no longer a calendar month) and will utilize a reporting tool (MART) that is web enabled.

MART (Monthly APC Review Tool) will be the tool used for APCs to submit information for the level 5 activities. Since we are not going to a monthly format until the January 2004 billing cycle, an interim quarterly report will be required for the October/November/December (22 SEP 03 - 21 DEC 03) periods. The reporting for this quarter will be the same format as the Semi-Annual review. This report will be due to the DON eBusiness Operations Office by 30 JAN 2004. Use the form attached. Again, level 5 APCs should submit up the chain to the level 4 APCs then to the level 3 APCs for one consolidated form per claimancy submitted to the DON eBusiness Office.

Rollout by claimancy has not yet been finalized. However, regardless of when your claimancy begins using MART, APCs will be required to answer review questions beginning with the JAN 2004 cycle. For example, if your claimancy begins using MART in May 2004, when you log in to MART, you will be prompted to start with the JAN 2004 cycle. APCs will need to answer review questions from JAN 2004 to the current cycle.

MART was presented at the GSA SmartPay Conference in August 2003. The presentation can be found on our website at www.don-ebusiness.navy.mil. Click on "Card Management" in the upper right hand corner of the screen. Then click on "Financial Cards" on the left hand menu. Next, click on "Purchase Card" in the left hand menu. The presentation can be found under "What's New" in the left hand menu. You can also find the presentation under "Conference Information." The name of the presentation is "Fifth Annual GSA SmartPay Conference Aug 19-21 San Antonio, TX - MART Demonstration"

Again, the first reporting period will be 22 DEC 2003 - 21 JAN 2004. A training guide will be available for the users around the end of November.

The level 5 APC will be required to log into the MART application, using their **PKI certification**. The first item they see will be a report card for the activity. If there are any items that are out of control (i.e. Over the 7:1 span of control ratio), the level 5 APC will be required to answer a follow up question on that particular area. The next item the level 5 APC will review will relate to a 100% transaction review for that billing cycle.

Questions asked will be:

1. How many Cardholders have a transaction limit greater than \$2500 with a Contracting Officer Warrant?
2. How many Cardholders have a transaction limit greater than \$2500 with a delegation other than a Contracting Officer Warrant?
3. How many transactions exceeded minimum need?
4. How many incidents of personal use were identified?
5. How many split purchases were identified?
6. How many transactions exceeded authorized limits?

7. How many prohibited items were purchased?
8. What percentage of Cardholders have met training requirements and have the fulfillment of those requirements documented?

If the answer to any of questions 3-7 is greater than zero, then further follow up questions will be presented:

1. Describe the item purchased.
2. How was the purchase discovered?
3. What administrative/management action was taken or is planned?

Once the level 5 APC completes their activity's monthly review, the level 3/4 APC will be able to review the results, approve, or send comments back to the level 5 APC for further action. The level 3 APC then sends the review up to the DON eBusiness Operations Office. Level 3/4 APCs will be able to view all of the activities below them, see status of the activity, and can drill down to the activities' responses (see presentation from GSA SmartPay).

As more information becomes available (Phase I participants, training guide) on MART, a PCPN will be sent out as well as updates to our website.

Please send any questions/comments to purchase_card@navsup.navy.mil.