

PCPN# FY04-01 - Purchase Card Program - Safeguarding of Card Account Information

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.

It is the responsibility of GCPC cardholders to safeguard the physical security of the purchase card **and** its account information. The card bears the CHs name and may only be used by the CH to purchase authorized supplies or services in accordance with EBUSOPSOFFINST 4200.1a, the General Services Administration (GSA) SMARTPAY Contract GS-23F-98006, the activity's IOP and the CHs Letter of Delegation of contracting authority.

The CH **must** take care to protect not only the physical card **but also to protect the vital card information**. The CH needs to secure all documents that contain card numbers, expiration dates, etc. Additionally, CHs **may not** transmit their account information via fax or email.

The means by which to transact purchases with the purchase card is known as "transaction types". The three methods by which a CH may transact business with a vendor are:

- a. Over-the-counter - The CH makes the purchase at the vendor's location or place of business.
- b. Over-the-phone - The CH calls the vendor to order the supplies and the vendor then delivers the supplies or prepares the order for authorized government pickup.
- c. Over-the-Internet - The CH, **if authorized by the Command**, places an order via the Internet. (This transaction type requires a CH to ensure that appropriate account safeguarding measures are taken.)

User identification, authentication and data encryption are important factors in safeguarding CH information. CHs **shall only** place online orders with organizations providing SSL-encrypted protection. [CHs must use a browser providing at least 128-bit capability (e.g. MS IE 5.5 or NETSCAPE 4.76 and above)]. Use of online ordering systems that do not provide encryption **is prohibited**. The CH **shall** comply with the authentication and identification requirements (passwords, identification, PIN #, etc.) required by the commercial vendor from whom the cardholder is acquiring supplies.

The following references in the CH desk guide/training will be changed with the next block upgrade to the desk guides and training to delete use of FAX or email:

Section II, Chapter 5, Types of Transactions, Purchase Orders, subparagraph 'e'.

Section II, Chapter 5, Types of Transactions, Blanket Purchase Agreements, subparagraph 'e'.

Section II, Chapter 5, Types of Transactions, Basic Order Agreements (BOAs) and Orders Under Indefinite Delivery Type Contracts (IDTC), introductory paragraph.

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