

## PCPN FY05-03 - Purchase Card Program - 2005 APC Conference

**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.**

1. The Department of the Navy (DON), Consolidated Card Program Management Division (CCPMD) the Navy Component Program Manager (CPM) for the Government Travel Charge Card (GTCC), Government Commercial Purchase Card (GCPC) and the Government Fleet Charge Card (GFCC) programs is hosting the fifth Agency Program Coordinators (APC) Conference 28 February - 3 March 05 at the Westin Bonaventure Hotel and Suites, 404 South Figueroa Street, Los Angeles, CA 90071, (213) 624-1000. Rooms must be reserved by **31 January 05** for guaranteed availability.
2. This conference will provide a forum for APCs to hear first hand the latest program information and voice any questions and concerns directly to us. We hope to improve the overall communications for all hierarchy levels within the programs.
3. The conference will begin on Monday 28 February at 0900 and will end on Thursday 3 March at 1700. Additionally, there will be an early registration/check in on Sunday 27 February at 1900.
4. The Westin Bonaventure Hotel and Suites has a block of rooms available for this conference. Reservations can be made by calling (213) 624-1000. Rooms must be reserved by **31 January 05**. Be sure to give the group name "Dept. of Navy APC Conference" to receive the conference rate.
5. APCs at all hierarchy levels are invited to attend. No conference fees will be charged. Travel is at your own expense. Online registration, detailed conference information/updates and program information can be found at [www.don-ebusiness.navsup.navy.mil](http://www.don-ebusiness.navsup.navy.mil).
6. Participation is mandatory for level 3 APCs. Level 3 APCs will be required to hold a breakout session with their claimancy. Details/times will be forthcoming.
7. Requests for special needs or accommodations or additional conference information should be directed to Beverly Kuhn at [beverly.kuhn@navy.mil](mailto:beverly.kuhn@navy.mil).