

TCPN #FY04-03: Department of Navy (DON) eBusiness Operations Office  
(eBUSOPSOFF)

PLEASE NOTE: LEVEL 3 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS  
NOTICE WIDEST DISSEMINATION TO GTCC PROGRAM PARTICIPANTS IN YOUR  
HIERARCHY

1. The Department of the Navy (DON) eBusiness Operations Office (eBUSOPSOFF), the Navy Component Program Manager (CPM) for the Government Travel Charge Card and Government Commercial Purchase Card (GCPC) programs is hosting the fourth GTCC and GCPC Agency program Coordinators (APC) Conference 1-4 March 04 at the Hyatt Regency Atlanta, 265 Peachtree Street NE, Atlanta, GA 30303. Rooms must be reserved by 6 February 04.

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 1 March at 0800 and will end on Thursday 4 March at 1700.

GTCC Conference 1-2 March 04  
Optional EAGLS training 3 March 04

GCPC Conference 3-4 March 04  
Optional CitiDirect training 2 March 04

You must register for the optional EAGLS and CitiDirect training at the same time as registering for the conference. Space for the additional training is limited so please register early!

4. The Hyatt Regency Atlanta has a block of rooms available for this conference. Reservations can be made by calling 800-233-1234. Rooms must be reserved by **6 February 04**. 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. Participation is mandatory for level 3 APCs. 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) <<http://www.don-ebusiness.navsup.navy.mil>> under Card Management Group.

6. For questions please send e-mail to [Travel\\_Card@navsup.navy.mil](mailto:Travel_Card@navsup.navy.mil). Additional program information for the DON eBUSOPSOFF can be found at [www.don-ebusiness.navsup.navy.mil](http://www.don-ebusiness.navsup.navy.mil) <<http://www.don-ebusiness.navsup.navy.mil>>.