



DOC Charge Card Program

APC Digest

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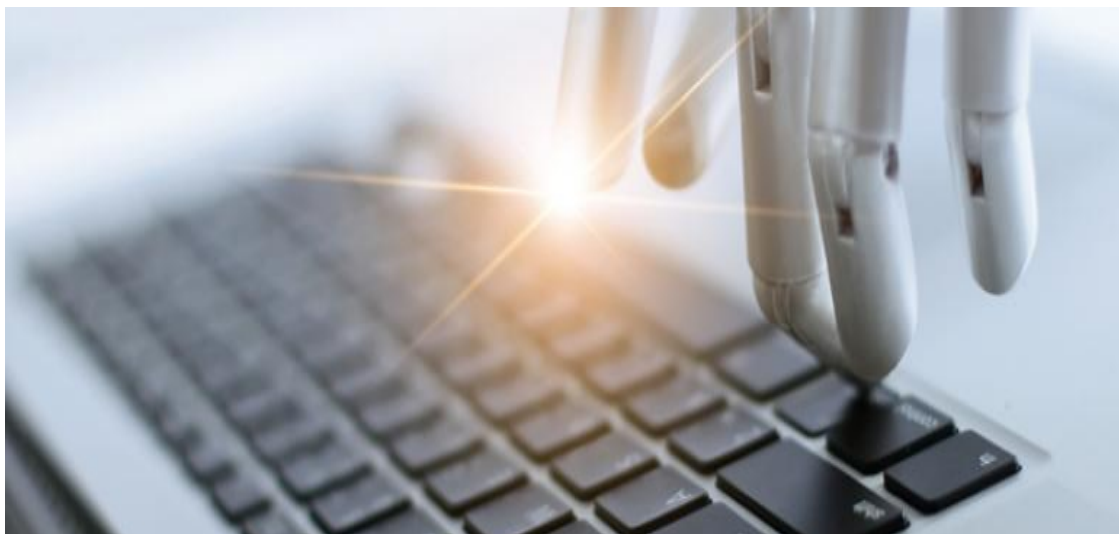
JUNE 2022

Section 889 Request BOT

Agency Program Coordinators, Cardholders, Approving Officials, and Managers of Cardholders and Approving Officials shall read and understand the DOC Purchase Card policy ~ Commerce Acquisition Manual 1313.301

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The Section 889 Request BOT is a robotic process automation (RPA) capability developed by Defense Pricing and Contracting (DPC). It allows users to send the CAGE, DUNS, or UEI number of a vendor to info@section889request.com and provides users with an email response identifying if the vendor is registered in the System for Award Management (SAM), if the vendor has completed the representations required by the Federal Acquisition Regulation (FAR) 52.204-26 provision, and what responses were provided. This capability gives Contracting Officers and users who would not normally access SAM a quick way to check SAM for the entity's completion of the FAR provision 52.204-26 *Covered Telecommunications Equipment or Services* in compliance with Section 889(a)(1)(A) and (a)(1)(B) prohibitions in the National Defense Authorization Act for FY 2019.

Information, training tools, and frequently asked questions pertaining to the Section 889 Request BOT process are available on the GSA SmartPay website under [Section 889](#).



Recurring Payments

Cardholders may use the purchase card to make recurring payments if the aggregate total of the payments over a 12-month period (or less if the contract duration is shorter) does not exceed the single purchase limit (SPL) of the cardholder.

For example, Alexis P. Cardholder has a single purchase limit of \$10,000. Alexis is asked to make fifteen (15) equal monthly payments totaling \$12,000 on an order. Can Alexis make the recurring payments using her purchase card? The answer is **YES**.

Dividing \$12,000 by 15 months we get a monthly payment amount of \$800. Taking \$800 x 12 months = \$9,600, which is less than Alexis' single purchase limit of \$10,000. Alexis can make the payments with her purchase card.

Remember: Cardholders shall not split payments to a single vendor between multiple cardholders to circumvent the 12-month recurring payments rule.

Recordkeeping and Documentation



We get it, as a cardholder/approving official, you are busy! However, cardholders and approving officials must ensure that appropriate recordkeeping and documentation is maintained for all purchase card transactions.

Documentation tells the story of why a purchase was made, how an item was purchased, and who approved the purchase. Therefore, lack of proper documentation may be an indicator of fraud, waste, and/or abuse.

Transaction files can be maintained physically or electronically, but must include all supporting documentation and shall be made available for oversight review and audit. Failure to maintain proper recordkeeping and documentation is grounds for suspension of cardholder and approving official accounts.

End of the Fiscal Year Purchase Card Reminder

As we approach the end of the fiscal year, cardholders and approving officials should use Commerce Acquisition Manual 1313.301 as a reference and adhere to all purchase card policies and procedures when making purchases.

Cardholders shall not transfer or authorize their purchase card to be used by any person. In addition, cardholders and approving officials shall:

- ◆ Ensure purchases are allowable
- ◆ Ensure availability of funds
- ◆ Obtain required approvals
- ◆ Distribute purchases equitably among qualified suppliers
- ◆ Use required sources of supplies and services
- ◆ Determine price reasonableness (e.g., obtain at least two prices from two different vendors, review price lists or catalogs)
- ◆ Not split requirements
- ◆ Not exceed spending limits
- ◆ Comply with requirements for energy and water efficiency and renewable energy
- ◆ Comply with requirements for use of recovered materials and bio-based products
- ◆ Comply with requirements for contracting for environmentally preferable products and services
- ◆ Comply with Section 508 requirements
- ◆ Consider small businesses

If you have any questions or concerns regarding your purchases you should contact your bureau's Agency Program Coordinator (APC) for additional information.

Refresher Training

Cardholders, approving officials, and agency program coordinators shall complete the following annual purchase card refresher training no later than July 31st each fiscal year:

- DOC Customized Purchase Card Refresher Training
<https://doc.csod.com/>

Failure to complete required refresher training will lead to suspension of cardholder and/or approving official purchase card accounts until training is successfully completed.





APC SPOTLIGHT: NOAA

During the 2022 Big “A” Acquisition Conference Purchase Card Overview session, the SmartPay3 Program Management Office, with the assistance of bureau purchase card Agency Program Coordinators (APCs), presented an overview of the Department’s purchase card program policies and discussed frequently asked questions. The FAQs were presented in the form of a Jeopardy game show. Participants were required to announce their bureau

when giving an answer and the bureau with the most points at the end of the game would have their bureau APCs highlighted. Congratulations to NOAA for winning the game! Please take a minute to meet the NOAA APCs and hear some of the purchase card advice they would like to share with all Department stakeholders:



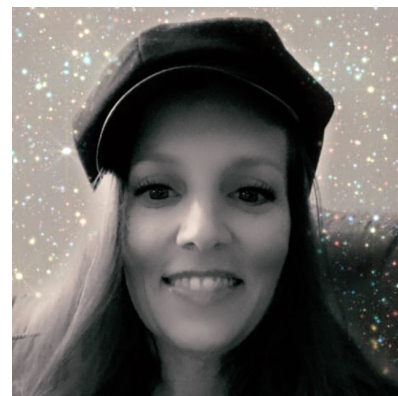
Mike McConnell: Chief, NOAA Bankcard Center

Mike has 30 years of federal service, 18 years as a contracting specialist/officer and APC with other federal agencies and 12 years serving in his current role at the NOAA Bankcard Center. Mike’s tip to cardholders, “...when attaching files in CitiManger, ensure to remove electronic signatures from the attachments as they cause upload errors. This can be accomplished by printing the file as ‘Save to PDF’ or ‘Print Microsoft print to PDF.’ This will remove the electronic signature conflicts”.

Mike is a colon cancer survivor, diagnosed at age 39 and encourages education, screening and prevention treatment for colon diseases.

Carla Robison

Carla has worked at NOAA for 11 years, 4 with the National Weather Service Central Region Headquarters and 7 years with the NOAA Bankcard Center. At the Bankcard Center, Carla supports all five NOAA central business regions (Western, Eastern, Mountain, Central, and Headquarters). In her spare time, Carla enjoys backyard beekeeping to get honey for her mead making.



Shannon Nelson

Shannon has 23 years of federal service, 16 of which she has worked at NOAA. She serves as a NOAA APC primarily supporting the Western region. Shannon’s tip to NOAA purchase card stakeholders, “When in doubt, contact your APC, we are here to help!”. In her spare time, she is an avid yogi and runner and has completed ten half marathons to date.



Tracey Cureaux

Tracey has been a staple at NOAA for longer than we can count! She primarily supports NOAA's Headquarters and Eastern regions. Her tip to purchase card stakeholders is, "Reconciling (Reallocation) and statement submission/ approval is a must". Tracey had a great time participating in the Big "A" Conference Purchase Card Jeopardy game and was excited to see stakeholder participation from all of the bureaus.

Paula vonGemmigen

Paula has 17 years of federal service and has worked five and a half years at NOAA. She serves as the NOAA Bankcard Center training coordinator and primarily supports the NOAA Central region. Paula's tip for purchase card stakeholders, "Always check/reference CAM 1313.301". In the 80s, Paula worked on a crab tender in the middle of the Bering Sea at the end of the Aleutian chain.



Debra (Debbie) Marrs

Debbie has 16 years of federal service as a Commerce employee. Prior to her current role, she worked for DOC NOAA OAR Pacific Marine Environmental Laboratory (PMEL) overseeing the purchase card program. At the NOAA Bankcard Center, Debbie supports NOAA's Western Region. Debbie's tip to purchase card stakeholders, "If you are unsure about anything, please reach out to your APCs for guidance. We are here to help".

Travel A/OPC Quarterly Meeting



The Travel Management Division (TMD) will be hosting the FY 2022 quarterly A/OPC meetings at **1PM ET** on the below dates:

- ♦ **Thursday, August 18, 2022**
- ♦ **Thursday, November 18, 2022**

The A/OPC meeting provides a venue for bringing forward challenges, asking questions, and gaining valuable feedback from Bureau colleagues. This A/OPC meeting will also bring the travel community together for critical updates and discussion on the latest activities regarding government travel charge cards. If you have any questions, please contact the TMD office at: : OFM-DOCTravelCardProgram@doc.gov

[Article provided by OFM, TMD]

Travel Account Delinquencies

The Office of Financial Management (OFM) Travel Management Division (TMD) is required to routinely monitor the Department's Individually Billed Account (IBA) delinquency rate as it impacts the Department's "credit" with the servicing bank. Cardholders that possess a DOC Travel IBA card shall submit their travel claims within five (5) days of return from travel in order to receive reimbursement to pay their travel card on-time. Travel cardholders who fail to pay their statements on time may be subject to penalties and administrative action—such as a closed account.



Delinquent Accounts over 60 days

The Travel Management Division (TMD) is in the process of reviewing delinquent travel card accounts in CitiManager. TMD is requesting that Bureau Travel A/OPCs review delinquent accounts that are over 60 days past due in CitiManager, follow-up with travel cardholders, and provide TMD with a status update on the accounts. TMD will forward accounts that are over 60 days past due to the Senior Travel Officials.

[Article provided by OFM, TMD]

GSA SmartPay Travel Card Training Certificates

GSA was required to take its website offline at the beginning of calendar year 2022. During that time a manual workaround was provided for agencies to access SmartPay training and training certificates. Since the website has been reinstated, GSA was unable to correctly associate individual accounts with an agency name due to the manual workaround process used while the site was out of commission. In order to update your agency name, see the instructions below:

1. Visit <https://training.smartpay.gsa.gov/user/login>
2. Log into your account with your email address and password. If you do not know your password, please see instructions on how to set or reset your password below.
3. In the upper right hand corner, select "My Account."
4. In the middle of the account page, select the "Edit" tab to access your profile.
5. Under the Agency drop down, select your agency.
6. Scroll down to the bottom of the page and select "Save."

If you have any questions, please visit <https://training.smartpay.gsa.gov/help/gsa-smartpay-online-training-help> to access the frequently asked questions.

[Article provided by OFM, TMD]

Travel Expenses: COVID-19 Screening & Diagnostic Testing



For more information on the COVID-19 Screening and Diagnostic Testing Expenses, visit the Travel Management Division (TMD) website: <https://www.commerce.gov/ofm/offices/office-financial-reporting-policy-internal-controls-and-travel/travel-management> and click on the bulletin under the Travel-Related

Guidance and Information [02 March 2022 Travel Bulletin #01 FY22 Procedures for Reimbursement of COVID-19 Screening and Diagnostic Testing Expenses].

[Article provided by OFM, TMD]

Electrifying Federal Fleet by 2030

President Joe Biden signed an executive order in January 2021 that in part, directed federal agencies to “procure carbon pollution-free electricity and clean, zero-emission vehicles,” a goal experts said could provide a boost to the EV market because of the government’s purchasing power and influence.

In August 2021, President Biden set a separate goal to make half of all new vehicles sold in 2030 zero-emissions vehicles. The federal fleet provides a unique and important opportunity, as one of the largest fleets in the country, to help prioritize the market and encourage transportation electrification to happen much more quickly



DOC Fleet Office is actively looking at our fleet to identify light duty vehicles that can be electrified. DOC fleet is very diverse in missions and operations; therefore, making electric vehicle selections challenging. Some of the challenges include:

- Vehicle availability – vehicles available that match mission needs
- Vehicle size – Vehicles with enough space to meet mission requirements
- Available charging infrastructure – Ability to recharge vehicles in a timely manner.

Vehicle manufacturers have added several new electric and plug-in hybrids to address these challenges and to help federal agencies execute the President’s executive order.

Don’t be surprised to see electric vehicles near you soon!!!

[Article provided by OFEQ]

Contributions

APC Digest is a distribution to keep the DOC Charge Card community connected with program enhancements, policy updates, and best practices. If you have information that you would like to have incorporated in the newsletter, please send an email to:

PurchaseCardOversight@doc.gov.