



# APC Quarterly Newsletter

December 2010 Vol. III

The CCSC APC Quarterly Newsletters provide updates on ongoing initiatives, announce new policies and procedures, and provides a forum for APCs to share information regarding USDA's Charge Card Program.

The USDA Charge Card Service Center (CCSC) Team would like to thank all APCs, LAPCs, AOs, cardholders, and program participants for all of their help and hard work in making USDA's Charge Card Program an award-winning success in 2010!

Increased rebates, reduction in convenience check usage, reduction of cardholder accounts with invalid Default Accounting Codes (DACs), increased percentage of Final Approved transactions, reduction of transactions with invalid accounting, and reduction in the number of average file turn days are only some of the MANY accomplishments that you should be proud of and that is much appreciated by the CCSC.

**R**eminder: Program/transaction reviews for APCs & LAPCs are required as of Q1 FY2011 (October – December 2010). Both review forms have been updated in fillable format in both Word (.doc) and PDF formats. In addition, the CCSC has reduced the length of the reviews (APC Review from 2 pgs to 1 pg and LAPC Review from 7 pgs to 3 pgs). To access, go to: [www.dm.usda.gov/procurement/ccsc/forms](http://www.dm.usda.gov/procurement/ccsc/forms).

**NOTE:** Completed LAPC Quarterly Reviews are due to each APC for Q1 FY2011 (October – December 2010) by **February 28<sup>th</sup>**. LAPCs should review 25% of their cardholders each quarter, ensuring review of 100% of the total accounts the LAPC manages over the course of a year (this requires that the 25% of cardholder accounts reviewed each Quarter vary and be a unique list to total a complete 100% review of cardholder accounts for each LAPC at year-end).

**C**ongratulations to the 'Office of the Inspector General' (OIG) for being honored as 'Agency of the Quarter Award' for the 4<sup>th</sup> Quarter of FY2010, achieving 0% convenience check usage, 50.8% increased improvement in approving transactions within 60 days, and a spend increase of 43.31% over the Q4-2009 spend totals.

	Q3-2010	Q4-2010	Variance
Convenience Checks usage	0	0	0 %
Transactions Approved within 60 days	446 (56.96%)	719 (85.9%)	50.8%
Spend increase	\$731,798.96 (Q4-2009)	\$1,048,759.88 (Q4-2010)	43.31%

The agency earning an Honorable Mention for this quarter is **Rural Development (RD)** for their continued efforts and fantastic performance in Q4.



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## 2011 GSA SmartPay Training Conference in

**LAS VEGAS!**

The 13<sup>th</sup> Annual GSA SmartPay Training Conference will be held August 16-18, 2011 at the Venetian Hotel in Las Vegas, Nevada.

In preparation for the conference, the CCSC will present information on the benefits and importance of the coordinators' participation in the GSA Conference at a future Procurement Council Meeting. The CCSC is here to support Agency Coordinators in maximizing opportunities for training, learning more about the charge card program and interacting with fellow USDA Coordinators, team members and the CCSC.

**Registration:** With the conference location in Las Vegas in 2011, we anticipate that registration will fill up quickly and the CCSC wants to make sure that all USDA Agency Coordinators are informed of registration dates so they are able to have confirmed registrations before capacity is reached.

For planning purposes, please fill out the attached spreadsheet entitled '**2011 GSA Conference Required Attendee List**' with the names of all APCs and LAPCs in your agency that should be required to attend the conference. This list is only for the CCSC to get a 'tentative' headcount of the participants who should be attending the conference as Agency Coordinators and is for planning purposes only and does not obligate the person to attend.

## We want your ideas!

You spoke and we are listening. Based on feedback received, the CCSC is working together to put your ideas in action for the 2011 conference.

If you have any additional feedback, ideas, or questions, please email them to the CCSC at [CCSC@dm.usda.gov](mailto:CCSC@dm.usda.gov).

We surveyed the participants of the 2010 GSA conference and the survey results are as follow:

- With the appropriateness of the training to your needs? 91%
- That the training personnel/instructors are sufficiently knowledgeable and professional? (GSA, US Bank & CCSC) 94%
- With the presentations and information presented? 92%
- With the CCSC team's communication of Charge Card Program information? 95%
- With the guides and handouts distributed (if applicable)? 89%
- With the CCSC team's ability to answer and address any questions related to the Charge Card Program, its policies, and the Access Online system? 93%
- With US Bank's support and assistance? 91%
- With the training sessions at the conference overall? 91%



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### Here's what USDA Coordinators said about the 2010 GSA SmartPay® Training Conference:

- I learned a lot; this was very helpful to me. Presentations and information presented were very helpful. The guides and handouts were great and the training sessions overall were great. **(Regional APC, FS)**
- Great discussion, valuable to sit and hear questions and answers, great learning tools provided and teaching. **(LAPC, ARS)**
- Access Online Hands-on course was very useful! Thanks. **(Fleet Assistant, FS)**
- Highly recommend attendance! **(LAPC, ARS)**
- The Agency needs to promote this conference each year and encourage maximum participation. Networking is essential to getting and sharing information. **(LAPC)**
- I really enjoyed all agency training sessions. **(A/APC, OIG)**

For all Agency Coordinators, the CCSC looks forward to another successful and informative conference and hope to see you there!

Information on the 2011 conference can be viewed on the GSA Conference website at:  
[www.gsasmartpayconference.org/home.asp](http://www.gsasmartpayconference.org/home.asp).

The CCSC welcomes your feedback. Please email us about ways we can improve the newsletter and with topics you would like included in upcoming newsletters. Thank you.

**The CCSC Team wishes everyone a HAPPY & SAFE Holiday & New Year!!!**

