



APC Quarterly Newsletter

Volume IX

June 2013

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Calendar of Events

June 2013	July 2013	August 2013
7th: APC Certifications of LAPC Quarterly Review Due	4th: July 4th Holiday (Government Closed)	8th: Cardholder Suspensions
10th: Cardholder Suspensions	8th: Cardholder Suspensions	9th and 23rd: Cardholder Suspension Lifts
11th and 25th: Cardholder Suspension Lifts	9th and 23rd: Cardholder Suspension Lifts	

Agency of the Quarter

Q2 FY13		
Food Safety and Inspection Services (FSIS)		
	Q1-2013	Q2-2013
Convenience Checks Usage	0.00%	0.00%
Transactions Final Approved within 60 days	99.00%	99.30%
	Q2-2012	Q2-2013
Spend Increase	\$1,248,240	\$1,127,275

Figure 1. Agency of Quarter Metrics

The Charge Card Service Center is pleased to congratulate the **Agency of the Quarter for Q2 FY13**, [Food Safety and Inspection Services](#) and Janet Elm (FSIS APC). Please see figure 1, showing their outstanding metrics.

The **Q2 FY13 Honorable Mention** agency is the [Marketing and Regulatory Programs](#) and Estela Diaz (MRP APC). Congratulations!

For future Agency of the Quarter selections, the CCSC is working on a new weighted selection criteria, so look for an upcoming communication with the details.

The CCSC Team would like to thank all charge card program participants for all of your continued hard work, contributions, and accomplishments. If you have any questions, please contact us at [CCSC Inbox](#).



Dates for Cardholder Account Suspensions and Suspension Lifts

On September 10, 2012, the **PCard-12-2012: New Dates for Purchase Cardholder Account Suspension and Suspension Lifts for FY13** notification was e-mailed to Purchase Coordinators outlining the new dates for suspension and suspension lifts for FY13. If you have any questions on this process, please e-mail the CCSC at the [CCSC Inbox](#).

Purchase Cardholder Suspension Dates (Note: Suspensions occur once a month)	Suspension Lift Dates (Note: Lifts on "suspended" accounts occur twice a month)
June 10, 2013	June 11 and 25, 2013
July 8, 2013	July 9 and 23, 2013
August 8, 2013	August 9 and 23, 2013
September 9, 2013	September 10 and 24, 2013
October 8, 2013	October 9 and 23, 2013

Save the Date! APC Quarterly Meeting

The CCSC will hold the next APC Quarterly Meeting will be held **Thursday, June 13, 2013**.

All APCs are invited to join in this discussion with the CCSC team, via phone or in person.

Your feedback and attendance are vital to the success of the program. The upcoming meeting will include some of the new items in the newsletter and also include a guest speaker. We look forward to this discussion and please contact us via the [CCSC Inbox](#) with any talking points your agency specifically wants to cover.



CCSC Oversight Support

New CCSC Oversight Support Process Changes



Going forward, the CCSC will roll out other programs and support-based initiatives to help you manage and monitor the charge card program, which the CCSC will first communicate to you via e-mail.

Most of the initiatives the CCSC will roll out are identified in the Departmental Regulation (DR) or CCSC User Guides. In efforts to run a more successful program we are now asking for your help in ensuring all compliance goals are met. You can expect to receive several communications that clarify each of these processes in more detail. Three communications have been sent to APCs identifying the bulleted items:

- Purchase Cardholder Training Requirements (Coming in July, Will be Ongoing, New Applicants Only)
- Questionable Transactions Report (Already Rolled Out, Ongoing, Monthly)
- Dormant Account List Report (Already Rolled Out, Ongoing, Monthly)

If you have not had a chance to review the communications, the next few pages in the newsletter introduce these processes in detail and include instructions. Communications will be distributed in the near future identifying goals, rollout dates, and reasoning for several other new processes. The following table identifies these oversight activities for which the CCSC has sent communications to the APCs. These processes are ongoing and you can expect to receive regular communications from the CCSC.

If you have any questions on these oversight processes, please send an e-mail to the [CCSC Inbox](#).

Oversight Activity	Start Date	Send Date	Due Date	Page
New Training Certification Requirements	July 1, 2013	Ongoing	Ongoing	4
Questionable Transaction Report Program	June 3, 2013	15th of each Month	15 Days After	4-5
Dormant Accounts List Report	April 19, 2013	1st Week of each	2 Weeks After	6

New Training Requirements for Applicants begins July 1, 2013



New Training Certification Requirements

In efforts to comply with the current Departmental Regulation (DR) and CCSC Program Guides, the CCSC will now require copies of certificates for all required training to be included in any new cardholder application.

Up until this point, the CCSC only required the Access Online WBT Training certificates.

Beginning July 1, 2013, the CCSC requires the following additional four certificates to be included in any purchase cardholder application:

- [USDA Government Purchase Card Ethics Training](#)
- [New Green Purchasing Training for Cardholders](#)
- [Section 508 Compliance](#)
- [AbilityOne Program Training](#)

These certificates are in addition to the certificate the CCSC already requires, [U.S. Bank Access® Online Web-Based Training](#).

The links for each training item take you to the appropriate training portal. The CCSC will return any purchase cardholder application, submitted on or after July 1, 2013, that does not include all five training certificates for the proper documentation.

Although the CCSC did not previously require copies of these training certificates

with applications, APCs should have been collecting them for their cardholders files. The CCSC would like to thank the many APCs that are already in the practice of sending all five certificates to the CCSC.

Please see [DR 5013-6: Use of the Purchase Card and Related Alternative Payment Methods \(November 2012\)](#) for further information on the program and training policy as cited in the following sections:

- DR 5013-6, Section 7a, Definitions, AbilityOne Program (formerly Javits-Wagner-O'Day Act Program).
- DR 5013-6, Section 18, Training Requirements.

By request, the CCSC is currently looking into verifying that the courses posted on AgLearn meet the departmental requirements for the courses the CCSC currently requires. In the meantime, please use the endorsed course links provided to ensure uniformity across agencies. The CCSC will notify you of any changes to this process in the future.

We appreciate your cooperation in our effort to keep the charge card program efficient and compliant. If you have any further questions on this process, please contact the [CCSC Inbox](#).

Questionable Transactions Report Program

The CCSC is implementing an oversight and compliance program that ensure the CCSC is in compliance with the Departmental Regulation (DR) 5013-6 and Office of Management and Budget (OMB) Circular A-123 in its implementation of the charge card program.

The program area is the Questionable Transaction Report (QTR). The CCSC's Compliance Section (CS) will conduct a routine review of

cardholder transactions to identify potential fraud, misuse, and abuse via the QTR. The report identifies questionable transactions related to both the purchase card and convenience check transactions.

The following describes in detail the program area, process for the program area, and when the program begins.

Questionable Transactions Report Program Area

A QTR is sent to the agencies/divisions' APCs that identify purchase card transactions and the convenience check transactions that have been flagged by the CCSC's Compliance Section.

The first QTR the CCSC sent contained transactions selected and reviewed from the cardholder transactions for the month of March 2013.

Subsequent QTR sent to the APCs will contain cardholder transactions for April 2013, May 2013, and so on, respectively.

Criteria for Transactions Included in the QTR

Compliance Section will use, but is not limited to, the following criteria for selecting transactions to include in the QTR:

- Blocked Merchant Category Code (MCC): Antique Shops, Massage Parlors, Billiard/Pool Establishment, Membership Clubs (Sports), and Betting/Casino/Lotto
- Other Transactions: Restaurants, Bowling Alleys, Motion Picture Theaters, and Fuel Service Stations
- Possible Single Purchase Limit Violation
- Split Transactions (Split transactions so that purchases are below the purchase limits)
- Convenience Check: Illegible Payee
- Convenience Check: Written over \$2,500
- Convenience Check: Written to individual named party (People's Names)
- Convenience Check: Written without Debt Collection Improvement Act Waivers
- Convenience Check: Written to Visa Merchants (merchants that accept the VISA card)
- Convenience Check: Written over \$600 for services with no vendor tax identification number (TIN) in the Access Online system

How to Respond to the QTR Program Area

The following provides the process steps required by the APCs to successfully respond to the CCSC:

1. The CCSC sends each agency APC the QTR (in a spreadsheet) monthly that requires a response.
2. The CCSC names the spreadsheet as [Agency] [MM] 2013 QTR.xlsx. Within the spreadsheet, there are two worksheets (tabs):
 - Purchase Card Transactions
 - Convenient Check Transactions
3. The APC completes each worksheet (tab) by completing the following columns for each transaction:
 - Findings
 - Action Taken
 - APC/LAPC's Comments
4. Within 15 calendar days of receiving the CCSC's e-mail, the APC sends the updated spreadsheet to the [CCSC Inbox](#), using the following in the subject line of the e-mail, "[Agency] [Month] [Year] Questionable Transactions Report," for example, FS May 2013 Questionable Transactions Report.
5. The CCSC reviews the responses to the QTR for adherence to program policies and contacts the APC as needed.

QTR Program Area Begin Date

The CCSC sent the first QTR report on June 3, 2013. The CCSC will send subsequent QTR reports to the agencies/divisions on the 10th of each month and requests a response to the QTR report and each of the transactions within 15 business days of receipt.

Summary

With the implementation of this program, the CCSC objective is to provide support to the agencies in reducing and/or mitigating risk or fraud, abuse, and misuse within the agencies. Again, the CCSC's intent with this program is to help the agencies increase the integrity of their programs, apply the best practices, and to ensure that the agencies are in compliance with the DR 5013-6.

We appreciate your cooperation in this endeavor as we strive to make USDA's charge card program the most secure, efficient, and innovative charge card program in the United States.



CCSC's Dormant Accounts Process



The CCSC runs the **Dormant Account Report** on a monthly basis, of all open purchase cards with no account activity in the last twelve months and sends the results to the APCs. One of the reasons for this action is to support the agency's effort to reduce the Department's risk for fraud.

As an oversight effort please review the e-mail report sent to you, identifying cardholders in your agency who have not had any account activity in the last 12 months.

As a reminder any purchase card that does not have transactional activity for a period of 22 months will be purged (closed) by US Bank indefinitely.

Action Required by the APCs

Confirm to the CCSC that corrective action has been taken by stated time in e-mail. Confirmation from each agency report should be sent to the [CCSC Inbox](#) mailbox and should reflect one of the statements:

Agency has taken corrective action and terminated (T9) all dormant purchase cards in Access Online.

Agency has taken corrective action and terminated (T9) some purchase cards in Access Online, but will keep the following purchase cards active (attach list).

For accounts that will be kept active, please identify the reason why and for what time period you anticipate to keep the purchase card open

If you have any further questions on this process, please send an e-mail to the [CCSC Inbox](#).

Removal of User Line Items Tab in Access Online

Effective Monday June 3, 2013, Access Online no longer displays the **User Line Items** tab in Transaction Management. Cardholders can continue to reallocate transactions using the **Allocations** tab.

Use of the tab created an invalid accounting code error on transactions where the field was used. Once the change is effective, reallocation information previously input into this tab is no longer visible in Transaction Management. Figure 2 displays where the **User Line Items** tab was located in Transaction Management.

The Transaction Line Items (L3 data that is passed by the Merchant) will continue to display when provided by the merchant.

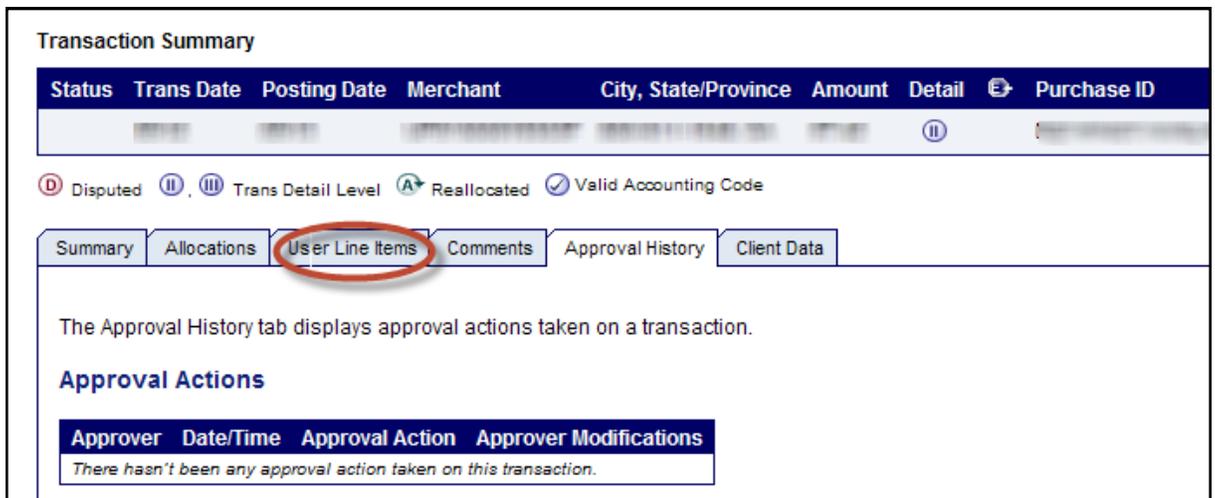


Figure 2. User Line Items Tab (for Newsletter purposes only)

Score Cards

Green Purchasing Program Score Card

The CCSC is providing you with a GPP Score Card (refer to figure 3, on page 8) that shows how many green transactions each agency made in Q2 FY13. The score card also compares each agency's green transaction totals to overall transaction totals for the quarter. The agencies highlighted in green had a variance over 1%, which means over 1% of their total transactions made were green purchases.



Convenience Check Score Card

As a reminder and in accordance with the [AGAR ADVISORY No. 52](#), agencies and cardholders may not use convenience checks for purchases or payments unless there is an applicable electronic funds waiver number that allows such use. Refer to the Code of Federal Regulations (CFR), Part 208—Management of Federal Agency Disbursements, Section 208.4 Waivers ([31 CFR 208.4](#)) for details on the waivers.

Agencies are expected to significantly reduce, and to eventually eliminate, the use of convenience checks. Agencies are also expected to sharply reduce their number of authorized check writers and check stock, eventually eliminating this duty altogether.

APCs/LAPCs shall advise their cardholders that convenience checks may not be used to make purchases or payments absent an applicable waiver. LAPCs must review cardholders' authorization to have checks and shall cancel check-writing authorizations of cardholders who do not purchase supplies or services in the scope of authorized agency waivers. They must also collect, record, and destroy unneeded blank check stocks. APCs/LAPCs shall develop procedures to eliminate convenience checks pursuant to AGAR Advisory No. 52. Agencies shall continue to explore alternative payment methods for categories of transactions covered by waivers.

Figure 4, page 9, has a new column (To Reduce Use by 25%, Check # Threshold, last column) that displays the maximum number of checks an agency can use to stay within their 25% reduction rate. The 25% reduction is based off of the FY12's total number of checks used by the agency.



Convenience Check Usage by Agency

In addition, the CCSC provides you with monthly convenience checks metrics by Agency (refer to figures 5-6, on page 10). The CCSC uses these statistics to track and monitor the checks usage to ensure that the annual reduction goal of 25% is being met.

Green Purchasing Program Score Card, Q2 FY13

Department Name	Agency Name	Agency Number	Total # Transactions	Total \$ Transactions Amount	Total # Green Transactions	Total \$ Green Transactions Amount	% Variance in # Transactions	% Variance \$ Transactions Amount
MRP	AMS	02	6,484	\$1,448,925.58	14	\$2,080.07	0.22%	0.14%
	APHIS	34	28,347	\$7,369,268.41	254	\$52,544.58	0.90%	0.71%
	GIPSA	36	1,304	\$233,014.72	5	\$738.52	0.38%	0.32%
	ARS	03	63,371	\$31,093,375.77	534	\$212,018.38	0.84%	0.68%
	ERS	18	262	\$191,979.24	-	-	0.00%	0.00%
	NASS	20	2,006	\$533,860.59	6	\$1,305.44	0.30%	0.24%
REE	NIFA	22	335	\$123,147.87	-	-	0.00%	0.00%
	OS	01	155	\$45,806.76	-	-	0.00%	0.00%
	OAO	06	58	\$13,003.61	-	-	0.00%	0.00%
	OC	13	163	\$85,355.49	-	-	0.00%	0.00%
	OCE	38	65	\$29,664.08	-	-	0.00%	0.00%
	NAD	39	194	\$41,739.87	-	-	0.00%	0.00%
	OBPA	42	32	\$13,358.55	-	-	0.00%	0.00%
	OES	63	40	\$2,742.85	-	-	0.00%	0.00%
	OCIO	64	1,156	\$528,118.58	-	-	0.00%	0.00%
	HL	72	153	\$57,376.77	-	-	0.00%	0.00%
FFAS	DA	75	1,018	\$665,631.03	-	-	0.00%	0.00%
	OASCR	84	73	\$29,672.47	-	-	0.00%	0.00%
	OCFO	90	500	\$234,575.34	-	-	0.00%	0.00%
	RMA	08	497	\$74,326.05	4	\$211.52	0.80%	0.28%
	FAS	10	822	\$276,478.03	-	-	0.00%	0.00%
	FSA FA	57	4,398	\$1,690,680.85	16	\$5,710.29	0.36%	0.34%
	FSA CE	97	17,598	\$2,513,198.47	191	\$29,915.10	1.09%	1.19%
	FS	11	137,390	\$47,856,081.42	234	\$47,662.53	0.17%	0.10%
	OGC	14	503	\$120,512.89	5	\$823.11	0.99%	0.68%
	NRCS	NRCS	16	14,796	\$5,407,963.15	472	\$94,114.78	3.19%
RD		07	5,802	\$1,108,654.00	80	\$41,614.67	1.38%	3.75%
FNS	FSIS	37	2,817	\$1,153,305.01	15	\$3,612.59	0.53%	0.31%
	FNS	30	3,529	\$1,000,652.73	23	\$7,080.86	0.65%	0.71%
OIG	OIG	23	525	\$689,774.79	-	-	0.00%	0.00%
	Total		294,393	\$104,632,244.97	1,853	\$499,432.44	0.63%	0.48%

Figure 3. Green Purchasing Program Score Card

Convenience Check Score Card, Q2 FY13

Agency	# Checks FY12	\$ Checks FY12	# Checks FY13 YTD	\$ Checks FY13 YTD	# Variance FY12-FY13 YTD	\$ Variance FY12-FY13 YTD	To Reduce Use by 25%, Check # Threshold
01 - OSEC	9	\$9,768.80	-	\$0.00	100.00%	100.00%	7
03 - ARS	4,219	\$2,649,376.66	1,787	\$1,030,558.72	57.64%	61.10%	3164
07- RD	155	\$45,178.39	70	\$14,179.10	54.84%	68.62%	116
08 - RMA	27	\$14,936.12	9	\$3,791.67	66.67%	74.61%	20
10 - FAS	169	\$161,241.85	47	\$52,227.86	72.19%	67.61%	126
11 - FS	21,982	\$16,106,653.66	8,379	\$5,764,040.04	61.88%	64.21%	16,486
16 - NRCS	0	\$0.00	-	\$0.00	0.00%	0.00%	0
18 - ERS	74	\$43,675.25	28	\$10,237.43	62.16%	76.56%	56
20 - NASS	435	\$103,142.81	233	\$52,894.56	46.44%	48.72%	326
22 - NIFA	327	\$199,272.16	16	\$6,706.90	95.11%	96.63%	245
57 - FSA-FA	327	\$86,791.94	275	\$93,350.00	15.90%	-7.56%	245
64 - OCIO	214	\$12,896.83	112	\$7,393.73	47.66%	42.67%	160
75 - DM	28	\$14,057.02	3	\$18,841.77	89.29%	-34.04%	21
84 - OASCR	2	\$330.00	-	\$0.00	100.00%	100.00%	1
97 - FSA-CE	4,412	\$891,841.93	1,840	\$356,462.47	58.30%	60.03%	3,309
Total	32,380	\$20,339,163.42	12,799	\$7,410,684.25	60.47%	63.56%	24,285

Figure 4. Convenience Check Score Card

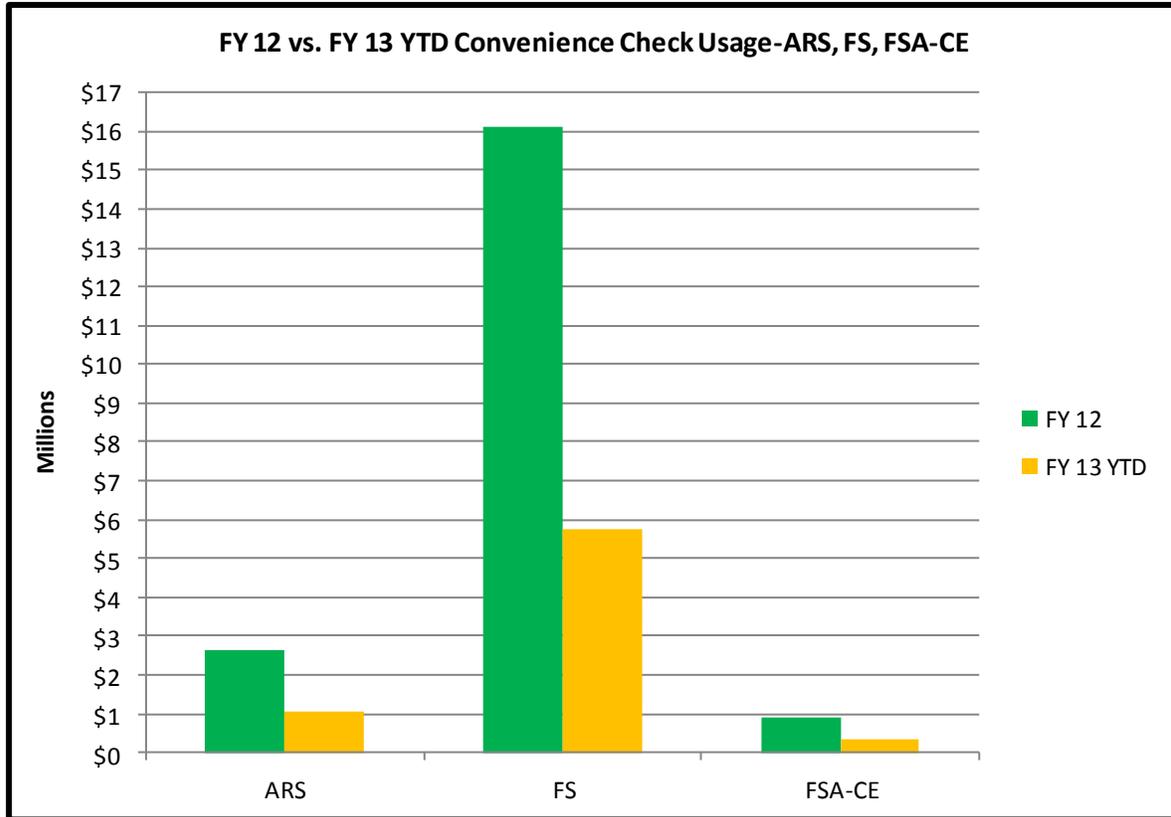


Figure 5. Convenience Check Usage ARS, FS, FSA-CE, YTD is through End of Q2

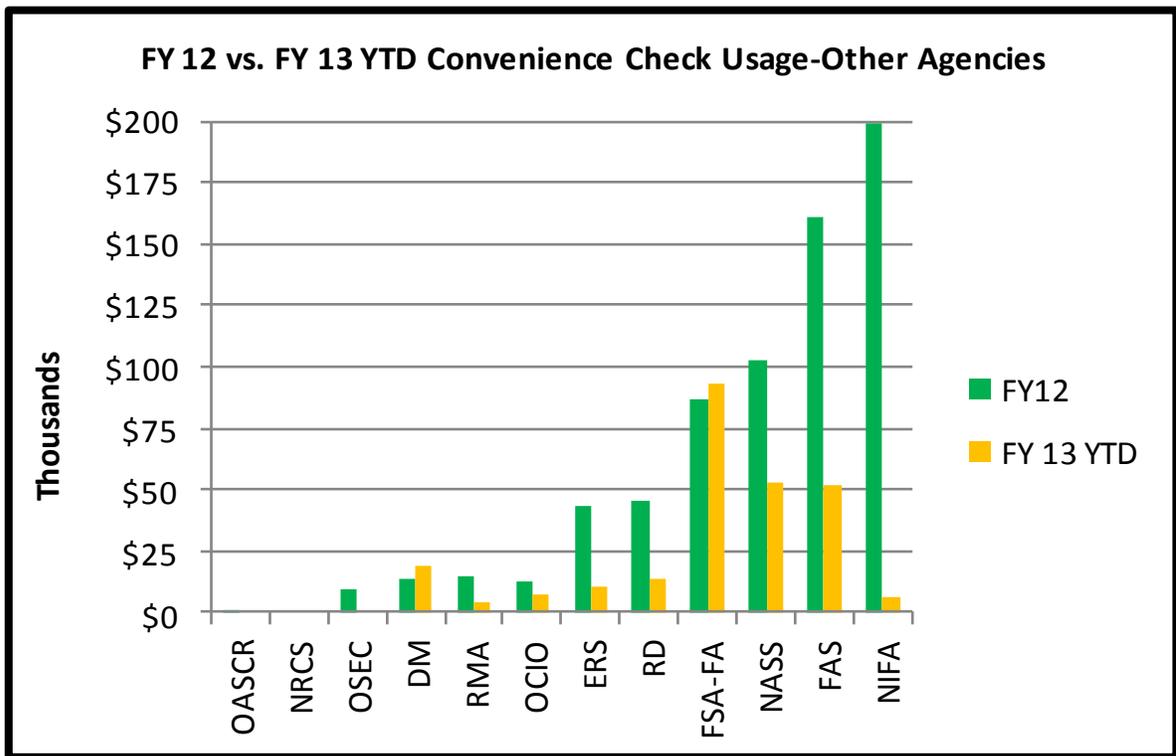


Figure 6. Convenience Check Usage for All Other Agencies, YTD is through End of Q2

Reminder for LAPC Quarterly Reviews and APC Certification Checklists

This is a reminder that *LAPC Quarterly Review Checklists* for January 1–March 31, 2013, were due to APCs by May 31, 2013. *APC Certification of LAPC Quarterly Reviews* of all *LAPC Quarterly Review Checklists* were due to the CCSC by June 7, 2013. If you have any further questions on this process please e-mail the [CCSC Inbox](#).

Quarter Reviewed:	For the Months of:	Due Date to APC:	Due Date to the CCSC:
Q2 FY13	January – March	May 31, 2013	June 7, 2013
Q3 FY13	April – June	August 30, 2013	September 9, 2013
Q4 FY13	July – September	November 29, 2013	December 6, 2013
Q1 FY14	October – December	February 28, 2014	March 7, 2014
Q2 FY14	January – March	May 30, 2014	June 9, 2014
Q3 FY14	April – June	August 29, 2014	September 8, 2014
Q4 FY14	July – September	November 28, 2014	December 8, 2014

Updates to the CCSC Web site

In January 2013, the CCSC began identifying updates needed to the CCSC Web site that included layout changes, content updates, archives, and new material. Please visit the pages to find news items, copies of past quarterly newsletters, reference guides, materials, and forms. The CCSC appreciates your feedback, so please share with us any suggestions or comments you have about the Web site. Visit the [CCSC Web site](#) now!

The screenshot shows the USDA Office of Procurement & Property Management website. The header includes the USDA logo and navigation links: About DM, Contact DM, and DM Directory. Below the header is a search bar and a breadcrumb trail: DM Home / OPPM / Procurement / CCSC / Purchase Card. The main content area is titled "Purchase Card" and includes a description of the program, a list of "Purchase Card Topics" (News, Administrative, Extra), and a sidebar with "Related Topics" and "CCSC Topics".

USDA OFFICE OF PROCUREMENT & PROPERTY MANAGEMENT
 United States Department of Agriculture

DM Home | DM Agencies | DM Biographies | Newsroom

You are here: [DM Home](#) / [OPPM](#) / [Procurement](#) / [CCSC](#) / Purchase Card

Related Topics

- > Acquisition Toolkit
- > USDA Charge Card Service Center
- > Business Opportunities
- > Acquisition Workforce
- > Policy and Regulations
- > Special Procurement Programs
- > Vendor Communication

CCSC Topics

- > Purchase Card
- > Fleet Card
- > Travel Card
- > Communications

Purchase Card

Use of charge cards for official purchases is managed under the USDA CCSC. The purchase card is the preferred tool of choice for micro-purchases as well as simplified acquisitions.

U.S. Bank's Access® Online system is the electronic system that is used for establishing and managing the purchase card program and purchase card accounts, including account reconciliation and approval. Access to various topics - such as departmental regulations, policy and guides; using Access® Online; training materials; and frequently asked questions - are available to provide guidance in the use and administration of the Purchase Card Program.

Purchase Card Topics

News	Administrative	Extra
<ul style="list-style-type: none"> • Agency of the Quarter • APC Quarterly Newsletter • PCard News 	<ul style="list-style-type: none"> • Forms • Guides and Reference Materials • Policy and Regulations • Training 	<ul style="list-style-type: none"> • CCSC Points of Contact • FAQs • Meetings and Conferences

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Upcoming Training Webinars

The CCSC is planning to deliver webinars to APCs in the near future. The following subjects were found to generate the most need and/or questions from the community:

- Monthly Reporting
- Card Issuance, and Hierarchy and Maintenance
- 60-Day Suspension Process

More information and details for each webinar is coming soon. The CCSC is interested in your feedback and needs. Please let us know via e-mail if you (or your team) would benefit from any other training topics.

June 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7 APC Quarterly Checklist Due	8
9	10 Card Suspensions	11 Suspension Lifts	12	13 APC Quarterly Meeting	14	15
16	17	18	19	20	21	22
23	24	25 Suspension Lifts	26	27	28	29
30						



USDA Departmental Management
Charge Card Service Center
Reporter's Building
Washington, DC 20250

The CCSC welcomes your feedback. Please e-mail us at the [CCSC Inbox](#) about ways we can improve the newsletter, with topics you would like included in upcoming newsletters, and/or questions you may have. Thank you!