

Memorandum



97-4

Subject Notice of Reassignment of Agency Program Coordinator (APC) and Dispute Office Coordinator (DOC) Responsibilities for the VISA Program	Date DEC 16 1997
To Bureau Procurement Chiefs	From <i>H.B. Myers</i> H.B. Myers Assistant Director Procurement Policy and Review Group Management and Planning Staff

The Department of Justice level 2 (agency) responsibilities and functions of APC and DOC for the VISA card program have been transferred from the Finance Staff, Justice Management Division (JMD), to the Procurement Policy and Review Group. The Finance Staff will remain as the level 2 Billing Office Contact (BOC), and the level 3 (bureau) BOC and DOC for JMD. Our duties as level 2 APC include: maintaining a liaison with Rocky Mountain BankCard System (RMBS); acting as a point of contact to discuss any matters that may arise in connection with DOJ's use of the VISA Government card; and, providing policy guidance to the bureau procurement offices for their use in bureau VISA card programs, including approving guidance issued in connection with those programs. As DOC, we are responsible for assisting bureaus and RMBS in the resolution of disputes that cannot be resolved at a lower level 3.

You are requested to provide us with copies of your bureau's guidance, issued by either the procurement or finance offices, on the use of the VISA card, and the names, addresses, telephone and facsimile numbers of your level 3 APC's and DOC's. Please provide this information by January 16, 1998.

If you have any questions concerning this memorandum, please contact Harold Belcher on (202) 616-3756