



GSA SMARTPAY® SMART BULLETIN

**U.S. GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
SMART BULLETIN NO. 022**

GSA SmartPay2 –Charge Card Manager Certification (CCMC) Program

EFFECTIVE DATE: This Smart Bulletin becomes effective upon issuance and shall remain in force until modified or rescinded.

BUSINESS LINE(S) AFFECTED:

All Business Lines

INTRODUCTION:

Public Law 112-194, The Charge card Abuse Prevention Act of 2012, and Office of Management and Budget (OMB) Circular A-123, Appendix B, "Improving the Management of Government Charge Card Programs," emphasize the need for agencies to effectively manage their charge card programs.

Therefore, Agency/Organization Program Coordinators (A/OPCs) must possess a thorough understanding of applicable statutes, policies, procedures and best practices to help ensure charge card programs are managed properly and agency refund potential is maximized. A/OPCs are also charged with the responsibility of ensuring cardholder accounts are correctly established, maintained and closed out, cardholders are trained (including maintenance training), appropriate transaction monitoring is conducted, and agency/organization management is advised when corrective action is required.

SUMMARY:

A/OPCs now have an opportunity to earn a "Charge Card Manager Certification" (CCMC) designation by completing the required coursework offered through the annual GSA SmartPay Training Forum and by possessing actual "hands-on" experience in managing a card program and in dealing with cardholders and managers. Use of this certification program is intended to help customer agencies ensure their card management personnel have the fundamental training and experience needed to manage a card program.

Agency/organization use of this program is encouraged, but voluntary.

How is the Certification obtained?

Coursework: All required courses will be offered through the 2014 GSA SmartPay Virtual Training Forum (and future GSA annual card manager training events). The curriculum includes both mandatory courses and electives. Coursework toward the certification requirement can be taken either in-person, virtually, or from course content stored online.

Experience: An A/OPC must have a minimum of six (6) months of contiguous, hands-on experience managing an agency/organization card program prior to applying for the certification from OCCM.

Maintenance Training: Once certification is obtained, the A/OPC must comply with the maintenance training requirements required by OMB Circular A-123, Appendix B. There are no unique maintenance training requirements related to the certification program at this time, although OCCM may modify these requirements if program performance so warrants. These changes will be conveyed in a revision to this Smart Bulletin.

ACTION:

Candidates for CCCM will need to comply with the following procedures and submit all documentation to the OCCM Certification Manager

1. Satisfy the training requirements as defined below:

All candidates for the "Certified Charge Card Manager" designation must complete a total of 12 courses: 6 mandatory and 6 electives. Certificates for each completed course must be submitted as part of the CCMC request.

Mandatory Courses (6)

Complete All of the Following Mandatory Courses:

- GSA SmartPay Master Contract Basics
- GSA SmartPay Program Update
- GSA SmartPay Saves: Innovative Payment Solutions
- Conduct Effective Oversight of Your GSA SmartPay Program
- GSA SmartPay Fleet Management Essentials, GSA SmartPay Travel Management Essentials, or GSA SmartPay Purchase Management Essentials

Complete 1 of the Following Mandatory Courses:

- Government Travel and Related Ethics and Appropriations Issues: Know the Rules
- Charge Cards and Purchasing Section 508 Accessible Products & Services

GSA/Other Agency Electives (3)

Complete 3 GSA/ Agency Electives

Bank/ Brand Electives (3)

Complete 3 Bank/ Brand Electives

2. Provide a resume that documents a minimum of 6 months of contiguous, hands-on experience in managing agency/organization cardholders/accounts and your supervisor's contact information.
3. The completed CCMC package must be submitted electronically to Varuna Singh at gsaspcertcardmanager@gsa.gov

If you have any questions or comments regarding this Smart Bulletin, please contact OCCM at 703-605-2808 or via email at: gsa_smartpay@gsa.gov

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