



United States Department of the Interior
OFFICE OF THE ASSISTANT SECRETARY - INDIAN AFFAIRS
Washington, D.C. 20240



National Policy Memorandum

Assistant Secretary - Indian Affairs
Deputy Assistant Secretary – Management

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Title: Regional Agency/Organization Program Coordinator (A/OPC)

1. Purpose

This memorandum establishes the requirements for the Regional Agency/Organization Program Coordinator (A/OPC).

2. Scope

This policy applies to all Indian Affairs (IA) headquarters, field and program staff under the authority of the Assistant Secretary – Indian Affairs (AS-IA), including the Bureau of Indian Affairs (BIA) and the Bureau of Indian Education (BIE).

3. Policy

It is the policy of IA to comply with federal regulations, and policy and direction from the Department of the Interior (DOI) and the Office of Management and Budget (OMB) to ensure adequate internal controls and reviews are established and implemented. IA has implemented procedures pursuant to the *Indian Affairs Charge Card Policy Manual, June 2010*. The Manual is located on the IA Office of Financial Management Charge Card Support website here: <http://iamabqzucmw01p.ia.doi.net:16200/inside.indianaffairs/Org/AS-IA/OCFO/FM/index.htm> More specifically, the roles and responsibilities of the A/OPC are provided in Chapter 2 of the Manual.

4. Procedures

The A/OPC receives Charge Card Applications from BIE or BIA staff and reviews the documentation for compliance with applicable policies and ensures the appropriate training certificates are included. The A/OPC submits the application(s) to the Central Office for processing, including submission to JPMorgan Chase (JPMC).

After the staff member has received the charge card, the A/OPC will post the Master Account Codes (MACs) in the Financial and Business Management System (FBMS). Each month, the A/OPC will analyze the Delinquent Account Report, the Account Listing Report, and the Monthly Transaction Activity Report, and provide a report of deficiencies and delinquencies to authorized Managers for review and action. The A/OPC also performs quarterly audit reviews and provides findings to the appropriate Managers. At the request of authorized personnel, changes are made to the business lines, cycle limits, MAC codes, account closures, transfer of charges and other administrative functions such as name changes.

5. Authorities

A. Statutes and Regulations:

- 1) Federal Acquisition Regulation
(FAR): <http://www.acquisition.gov/far/html/FARTOCP07.html>
- 2) DOI Departmental Manual: <http://elips.doi.gov/elips/0/fol/1338/Row1.aspx>
- 3) General Services Administration Acquisition Regulation
(GSAR): <http://www.acquisition.gov/gsam/current/html/GSAMTOC501.html#wp436256>
- 4) Principles of Federal Appropriations Law, Vol. I, Chapter 5: Bona Fide Needs Rule:
<http://www.gao.gov/assets/210/202437.pdf>
- 5) Principles of Federal Appropriations Law, Vol. II, Chapter 7: Obligation of
Appropriations: <http://www.gao.gov/assets/210/202819.pdf>


B. Guidance

- 1) DOI Integrated Charge Card Program Policy Guidance
- 2) FBMS Segregation of Duties (SoD) Policy

6. Approval



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Date