

TO: Deputy Administrators for Management

FROM: Denise R. Hayes
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NOV - 6 2008

SUBJECT: Fleet Charge Card Program Update

As you are aware, on November 30, 2008, the Department of Agriculture (USDA) will transition to the General Services Administration (GSA) SmartPay®2 charge card contract and a new bank provider, US Bank. To support this transition, USDA will establish a new Charge Card Service Center (CCSC) Program Office that includes all three business lines: purchase, travel, and fleet. USDA has chosen to use VISA for its card association across all three business lines. This decision should greatly improve the acceptance rate of the USDA fleet charge card, thus, eliminating the need to utilize a purchase card for fleet-related purchases. The Purchase Card Management System (PCMS) will be replaced by US Bank's Access® Online system.

The USDA SmartPay®2 Fleet Team (comprised of Departmental and agency fleet coordinators) has been working hard with US Bank to design and implement a more efficient, effective and transparent Fleet Charge Card Program. They have encountered some hiccups along the way. Mainly, completion of the fleet portion of Access® Online was delayed. This delay has slowed completion of other key implementation tasks, such as user acceptance testing and training development and rollout.

Rest assured that agencies will have fleet charge cards to use on November 30, 2008, when the current Voyager fleet cards expire. Please see the attached list of upcoming transition and implementation milestones.

We appreciate all of the agencies' support thus far and will depend on agency support and dedication to successfully implement the USDA SmartPay®2 fleet charge card by November 30, 2008.

Additional information on fleet charge card training and transition will be forthcoming through the CCSC website at www.usda.gov/procurement/ccsc and communications to the agencies fleet program coordinators. If you have any questions, please contact Denise R. Hayes at 202-720-7283 or denise.hayes@usda.gov.

Attachment

cc: Administrative Services Directors

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11/6/08

USDA Fleet Charge Card Program Upcoming Milestone Dates

Date	Milestone
November 1, 2008	US Bank Begins Bulk Shipment of Fleet Charge Card Sleeves and Instructions to Local Fleet Program Coordinators
November 5, 2008	US Bank Begins Bulk Shipment of Fleet Charge Cards to Local Fleet Program Coordinators
November 23, 2008	Fleet Access® Online System Complete
November 24 -26, 2008	USDA Access® Online Pilot Testing
November 30, 2008	Fleet Charge Cards Active
December 5, 2008	US Bank Fleet Access® Online Web-Based Training Available
December 10, 2008	US Bank Fleet Access® Online Classroom Training for Department and Agency Coordinators
December 16 & 17, 2008 Morning	US Bank Fleet Access® Online Microsoft Office Live Meeting Training Session 1
December 16 & 17, 2008 Afternoon	US Bank Fleet Access® Online Microsoft Office Live Meeting Training Session 2
December 18 & 19, 2008 Morning	US Bank Fleet Access® Online Microsoft Office Live Meeting Training Session 2