



United States  
Department of  
Agriculture

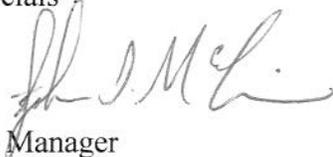
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TO: USDA Approving Officials

FROM: John T. McCain   
Departmental Program Manager  
USDA Charge Card Service Center

SUBJECT: USDA Transition to U.S. Bank SmartPay®2 Program

In just a few weeks, the U.S. Department of Agriculture (USDA) cardholders will receive new U.S. Bank Purchase Cards in conjunction with USDA's migration to U.S. Bank's SmartPay®2 program, and to its next-generation electronic access system, U.S. Bank Access® Online. Under the new program your role as supervisor/manager is now being referred to as Approving Official (AO).

As a key management official, you are responsible for oversight and monitoring of designated cardholders' compliance with regulations and procedures. To enable you to perform in the role of AO, you will receive training consistent with the requirements of OMB Circular A-123 and the General Services Administration. U.S. Bank's Access® Online program will assist you in managing your cardholder account activity by allowing you immediate access to cardholder transaction information. More information will be coming in the future weeks regarding how to access the Access® Online web-based training module.

Following is information to keep you abreast of the transition and implementation:

- Beginning the first week of October – Cardholders will begin to receive their U.S. Bank Government Services Purchase Card. Please remember that they cannot use this card until on or after November 30th.
- Training and certification—Training will be web-based and will be available for cardholders and approving officials during October/November 2008. Training must be completed by November 28, 2008. Training certificates will be generated for successful completion of training.
- November 30th – Cardholders may begin using their new U.S. Bank Government Services Purchase Card, and you may access the Access Online live system with your AO user ID and password.

A website is available to keep you informed of USDA's transition and implementation to U.S. Bank. The website address is [www.usda.gov/procurement/ccsc](http://www.usda.gov/procurement/ccsc).

If you have any questions, please submit them to the USDA Charge Card Service Center at [ccsc@usda.gov](mailto:ccsc@usda.gov).