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 GOVERNMENT SERVICES

**U.S. Bank<sup>®</sup> SmartPay<sup>®</sup> 2 Transition  
Chronology of Events  
Defense Agencies**



## SmartPay 2 Transition Schedule

The timeline below covers the entire SP2 Transition for Level 3 and 4 Agency/Organization Project Coordinators (A/OPCs), including dates, tasks, owners and deadlines. Please note the owners of each task and be sure to complete each item no later than the date indicated.

DATE	DAY	TASK	OWNER
5/14 – 6/20/08	Various	Visit with, and provide Transition Training, to Level 3 A/OPCs	U.S. Bank
5/14 – 5/30/08	Various	Level 3 A/OPCs validate Level 4 A/OPC names and e-mail addresses	Level 3 A/OPCs
6/2 – 6/6/08	Various	Secure E-mail Test for Level 4 A/OPCs	U.S. Bank/Level 4 A/OPCs
6/4/08	Wednesday	Send Microsoft Office Live Meeting (MOLM) Class Registration Information to Level 4 A/OPCs	U.S. Bank
6/4 – 6/15/08	Various	Level 4 A/OPCs register for upcoming MOLM Training	Level 4 A/OPCs
6/6/08	Friday	Registration Progress Report sent to Level 2 and 3 A/OPCs	U.S. Bank
6/6/08	Friday	MOLM – Link Check Option 1	Level 4 A/OPCs
6/9 – 6/17/08	Various	Send all Validation Files (ten files per Level 4) to Level 4 A/OPC via Secure Mail	U.S. Bank
6/13/08	Friday	MOLM – Link Check Option 2	Level 4 A/OPCs
6/13/08	Friday	Registration Progress Report sent to Level 2 and 3 A/OPCs	U.S. Bank
6/15/08	Sunday	MOLM – Class Registration Closed	U.S. Bank
6/16/08	Monday	Final Registration Report Sent to Level 2 and 3 A/OPCs	U.S. Bank
6/16/08	Monday	MOLM – Link Check Option 3	Level 4 A/OPCs
6/17 – 6/26/08	Various	Level 4 A/OPC SP2 Transition Training via MOLM	U.S. Bank
6/18 – 6/27/08	Various	Training Feedback Survey sent to respective Level 4 A/OPCs	U.S. Bank
6/27/08	Friday	Report sent to Level 2 and 3 A/OPCs identifying Level 4 A/OPCs who did NOT complete training	U.S. Bank

DATE	DAY	TASK	OWNER
6/27 – 7/11/08	Various	A/OPCs Provide transition training information to Financial Managers	Level 4 A/OPCs
7/21 – 7/24/08	Various	GSA SmartPay Conference – Denver, CO	ALL
7/28 – 8/30/08	Various	Reports sent to Level 2 and 3 A/OPCs identifying Level 4 A/OPCs who have submitted their Card/Nonplastic Delivery files to U.S. Bank	U.S. Bank
7/28 – 8/30/08	Various	Reports sent to Level 2 and 3 A/OPCs identifying Level 4 A/OPCs who have submitted their Mass Maintenance File(s) to U.S. Bank	U.S. Bank
8/01/08	Friday	Deadline for A/OPC sending completed Card/Nonplastic Delivery Files to U.S. Bank via Data Exchange	Level 4 A/OPCs
8/01/08	Friday	Deadline for A/OPC sending Mass Maintenance File(s) (must have at least 50 accounts) to U.S. Bank via Data Exchange	Level 4 A/OPCs
8/18 – 9/15/08	Various	Data Quality Process	U.S. Bank/Level 4 A/OPCs
October	Various	A/OPCs provide Transition Training information to Financial Managers, Approving/Billing Officials and Cardholders	Level 4 A/OPCs
10/1 – 10/5/08	Various	Government Fiscal Year-End Process	U.S. Bank
10/1 – 11/11/08	Various	SP2 Account Build Process	U.S. Bank
10/8 – 11/18/08	Various	SP2 Card Production Process	U.S. Bank
10/15 – 11/25/08	Various	Delivery for Accounts with Plastic (OCONUS First, CONUS Second)	U.S. Bank
10/15 – 11/25/08	Various	Upon receipt, cardholders call Customer Support to activate their new accounts	Cardholders
10/22 – 11/30/08	Various	Delivery for Nonplastic Accounts, including Convenience Checks, Foreign Drafts	U.S. Bank
11/7/08	Friday	Cut-Off for creating new Cardholder Accounts	Level 4 A/OPCs
11/21/08	Friday	Last Day to order a SP1Card Plastic using Exception Process	Level 4 A/OPCs
11/21/08	Friday	Last date to perform Cardholder Account Maintenance	Level 4 A/OPCs
11/29/08	Saturday	At 11:59 p.m. EST, U.S. Bank stops authorizations on SP1 Accounts	U.S. Bank
11/30/08	Sunday	At 12:01 a.m. EST, U.S. Bank starts authorizations on SP2 Accounts	U.S. Bank
12/01/08	Monday	AIM/Access Online Setup and Maintenance available	Level 4 A/OPCs

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DATE	DAY	TASK	OWNER
12/01/08	Monday	Cardholders add their New Account(s) to their Access Online User ID	Cardholders
12/19/08	Friday	December Cycle Date. Cardholders may have twice the number of statements to approve due to trailing transactions.	Cardholders
1/19/09	Monday	January 2009 Cycle Date. Cardholders may have twice the number of accounts to approve due to quarterly rebates earned on SP1 Account(s).	Cardholders
4/17/09	Friday	April 2009 Cycle Date – First SP2 refunds post	Cardholders

**For More Information**

If you have questions regarding your role or any of the above information, please email [sp2da@usbank.com](mailto:sp2da@usbank.com).

**usbank.com**

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