

The Department of the Treasury, Financial Management Service (FMS) will decommission the Automated Standard Application for Payments (ASAP) Voice Response System (VRS) effective November 15, 2008.

The ASAP VRS was developed to provide Recipient Organizations with simplified access when the original ASAP mainframe application required a secure dial up modem. With the full implementation of ASAP.gov in 2006, ASAP is accessible anywhere in the U. S. using a PC with Internet access. Based on the wide availability of the Internet, FMS has decided to sunset the VRS.

Our records indicate that your organization is currently using both the VRS and ASAP.gov to draw funds and make inquiries. To fully operate in ASAP.gov, your organization's officials (i.e., Head or Re-Delegated Head of Organization, Point of Contact, Authorizing Official, and Financial Official) must have access to the application. Additionally, any Payment Requestors and Inquirers who do not have access to ASAP.gov must request access before the VRS sunset date. Existing VRS users will not be automatically granted access to ASAP.gov.

Attached is a list of all active users for your organization. If you do not currently have an *active* Head or Re-Delegated Head of Organization AND an active Point of Contact, you must complete and return the enclosed "ASAP Officials Authorization Form" and return it attached to your organization's letterhead. To add an ASAP.gov Payment Requestor or Inquirer, you must complete the "ASAP Organization Enrollment and User ID Request Form." These forms must be completed and returned to your servicing Regional Financial Center (RFC) by September 30, 2008. If these forms are not returned timely, your organization's ability to use ASAP for drawing funds may be impacted.

If you currently have an *active* Head or Re-Delegated Head of Organization AND an active Point of Contact, you do not need to complete the enclosed forms to add Officials, Payment Requestors, or Inquirers. Instead, an active Point of Contact may add any missing Authorizing or Financial Officials using ASAP.gov enrollment functions. Once enrolled, your Authorizing Official can use ASAP.gov to grant access to any required Payment Requestors and Inquirers.

Any users who are listed as inactive on the attachment may contact the ASAP CBAF Help Desk at (804) 697-8384 to be reactivated. Please note that users are deleted after 13 months of non-use. Once deleted, a user must be re-enrolled to gain access to ASAP.gov.

If you have questions or need assistance in completing the forms, please contact your Servicing Regional Financial Center (RFC) at a number provided below.

For organizations with a state capitol in the Eastern Time Zone, contact the FMS Philadelphia Financial Center at (215) 516-8021.

For organizations with a state capitol in the Central Time Zone, contact the FMS Kansas City Financial Center at (816) 414-2100.

For organizations with a state capitol in the Pacific Time Zone, or time zones further west, contact the FMS San Francisco Financial Center at (510) 594-7182.

We appreciate your prompt attention to this matter.

Sincerely,

Elizabeth A. Oldenburg
Director, ASAP Program Office
Payment Management

Enclosures