

Dear:

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 computer 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 the VRS to draw funds and make inquiries from ASAP. As a VRS Recipient Organization, your users must obtain access to ASAP.gov so that you can continue to draw funds after November 15. Existing VRS users will not be automatically transitioned to ASAP.gov.

Enclosed is a list of your organization's ASAP users. Also enclosed are two ASAP.gov access request forms, the "ASAP Organization Enrollment and User ID Request Form" and the "ASAP Officials Authorization Form." The "ASAP Officials Authorization Form" must be attached to your organization's letterhead. **Both forms must be completed and returned to your servicing Regional Financial Center (RFC) by September 30, 2008.** These forms require your organization to identify organization officials, as well as the individuals who will draw funds and make inquiries in ASAP.gov. All users, including officials, have roles in ASAP.gov and will be issued a User ID and password. If these forms are not returned timely, your organization's ability to use ASAP for drawing funds may be impacted.

ASAP.gov is used by over 7,000 Recipient Organizations to draw Federal funds. The application was designed using an online banking model and includes on-line tutorials and step by step help instructions to assist you. As with our VRS, there is no cost to your organization to use ASAP.gov.

If you have questions or need assistance in completing the forms, please contact your servicing 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