



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



In Reply Refer To:
FWS/DFM/062646

MAR 23 2016

Memorandum

To: Service Directorate

From: ~~Assistant~~ Director *James W. Kurth*

Subject: Implementation of PaymentNet[®] Review and Approval for Charge Cards

The U.S. Fish and Wildlife Service (Service) spends approximately \$107 million on goods, services, fleet and travel via charge card each year. This represents a significant portion of our annual spending activity.

The Service's use of PaymentNet[®] for integrated cards (travel and purchase) will begin in fiscal year (FY) 2016. We will transition fleet and corporate cards to PaymentNet[®] in FY 2017. The Division of Financial Management (DFM) has established a PaymentNet[®] implementation team consisting of headquarters charge card personnel and regional agency/organization program coordinators (A/OPCs). The team will establish cardholder/supervisor hierarchies, communicate to regional and program cardholders, coordinate user access, provide step-by-step instructions, conduct training, and facilitate the Service's transition to a new system and approval process. The team will also update Service policy and guidance, as necessary.

As outlined in the attached schedule, each Region is assigned a month to begin using PaymentNet[®] for charge card review and approval. The rolling schedule will enable DFM to provide regional support and incorporate lessons learned throughout the transition. The goal is for Regions to be fully transitioned within 90 days of their designated start date.

For more information, please contact your Regional A/OPC or contact Ms. Laurie Guida, Chief, Branch of Financial Operations, DFM - Denver Operations at (laurie_guida@fws.gov) or (303) 984-6849.

Attachments

**U. S. Fish and Wildlife Service Integrated Charge Card
On-line Review and Approve Implementation Schedule**

Region	Starting Month	Approximate Number of Travel and Purchase Cards
9	May 2016	900
2	June 2016	875
3	July 2016	1,050
1	August 2016	1,050
8	October 2016	850
5	November 2016	900
6	January 2017	1,050
7	February 2017	525
4	March 2017	1,400

U. S. Fish and Wildlife Service
Regional Agency/Organization Program Coordinators (A/OPCs)

Region	FirstName	LastName	Business Phone	Email	Charge Card Role
1/8	VICKY	NICHOLSON	503-231-6824	VICKY_NICHOLSON@FWS.GOV	Primary
1/8	KATHLEEN	BRENNAN	503-231-6820	KATHLEEN_BRENNAN@FWS.GOV	Primary
1/8	CORENE	ANDERSON	503 736-4760	CORENE_ANDERSON@FWS.GOV	Alternate
1/8	JENNIFER	ANDERSON	503 736-4746	JENNIFER_ANDERSON@FWS.GOV	Alternate
2	JENNIFER	MARTINEZ	505 248-7423	JENNIFER_MARTINEZ@FWS.GOV	Primary
2	CECILIA	SUINA	505 248-6846	CECILIA_SUINA@FWS.GOV	Alternate
3	SUSAN K	HUMPHREY	612-713-5174	SUSAN_HUMPHREY@FWS.GOV	Primary
3	ANTHONY	SAMUELSON	612-713-5243	ANTHONY_SAMUELSON@FWS.GOV	Alternate
4	REGINA MARIA	ABRAHAM	404-679-4074	REGINA_ABRAHAM@FWS.GOV	Primary
4	RHONDA	GRAVES	404-679-4097	RHONDA_GRAVES@FWS.GOV	Alternate
5	BRENDA R	VON PLINSKY	413-253-8252	BRENDA_VONPLINSKY@FWS.GOV	Primary
5	SHEREE	ROSS	413-253-8222	SHEREE_ROSS@FWS.GOV	Alternate
6	AUSTIN ROYCE	RICHASON	303-236-4453	AUSTIN_RICHASON@FWS.GOV	Primary
6	ELIZABETH	MASHBURN	303 236-2825	ELIZABETH_MASHBURN@FWS.GOV	Alternate
7	LEANN	CRAWFORD	907-786-3574	LEANN_CRAWFORD@FWS.GOV	Primary
7	MICHAEL	BERNAS	907-786-3986	MICHAEL_BERNAS@FWS.GOV	Alternate
9	KRISTI	SCHMIDT	303-984-6830	KRISTI_SCHMIDT@FWS.GOV	Primary