



ACQUISITION,  
AND SUSTAINMENT

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

JUN 11 2019

MEMORANDUM FOR COMMANDER, UNITED STATES CYBER COMMAND  
(ATTN: ACQUISITION EXECUTIVE)  
COMMANDER, UNITED STATES SPECIAL OPERATIONS  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
COMMANDER, UNITED STATES TRANSPORTATION  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION AND PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING)  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Refund Validation under SmartPay® 3 – SP3 Transition Memorandum #9

The General Services Administration SmartPay® 3 master contract requires U.S. Bank to electronically remit quarterly refunds to the agency/organization, and significantly simplifies the calculations and process for determining the value of refunds earned relative to SmartPay® 2. At the end of the second quarter of FY 2019, U.S. Bank credited refunds earned for both the first and second quarters. Refunds earned for the first quarter include interest earned.

Every quarter, the Component Program Manager (CPM) or his/her designee is responsible for working closely with the Comptroller to ensure that the accuracy of refunds earned are validated and that refund receipts are properly recorded. CPMs and Comptrollers can use the Quarterly Refund Summary and Quarterly Refund Detail reports to validate refunds earned. These reports are provided by your U.S. Bank Customer Relationship Manager and are available via U.S. Bank's Access Online Data Exchange upon request.

If you have any questions regarding this matter, my point of contact is Ms. Sheila McGlynn, DPC/CeB, 703-697-4402, [sheila.a.mcglynn.civ@mail.mil](mailto:sheila.a.mcglynn.civ@mail.mil).

LeAntha Sumpter  
Director, Contracting eBusiness