

ARS □ NIFA □ ERS □ NASS
Bulletin

Title: FY 2012 Travel Card Training

Number: 12-301

Date: January 12, 2012 **Expiration:** September 30, 2012

Originating Office: Travel and Relocation Services Branch
Financial Management Division, AFM/ARS

Distribution: All REE Employees

This bulletin announces the USDA mandated annual travel card training for card holders, supervisors, and program managers. This training must be completed by March 31, 2012 for FY 2012.

A. Authority

Office of Management and Budget Circular No. A-123, Internal Controls, Appendix B, Improving the Management of Government Charge Card Programs, Chapter 3.

Department of Agriculture (USDA) Regulation 2300-001, USDA Travel Card. Regulation Section 6. (8).

Research, Education, and Economics (REE) Policy and Procedures 342.4, Use and Management of the Travel Charge Card, Section 8.

B. Policy and Applicability

USDA policy requires annual training for current travel card holders, supervisors and the Agency Office Program Coordinator (A/OPC). All REE employees in any of these categories must complete travel card policy training using USDA's AgLearn system. The training for current card holders, supervisors, and A/OPCs must be completed by March 31, 2012.

Employees that are required to take the training and do not complete it by the March 31, 2012, deadline may lose card privileges and may not be eligible for a monetary advance to fund travel.

C. Procedures

The fiscal year 2012 USDA travel card policy training is available on AgLearn. USDA, through AgLearn, will record successful completion of the training.

- All current cardholders, supervisors, and A/OPCs must take this training by March 31, 2012.
- Training is located on the AgLearn site. Cardholders, supervisors, and A/OPCs must have access to AgLearn to take this training. See Attachment 1 for instructions on taking this training or access the training directly at https://aglearn.usda.gov/plateau/user/deeplink.do?linkId=ITEM_DETAILS&componentID=OCFO%2dTravelCard&componentTypeID=Web+Based&revisionDate=1267543440000. Please note that even though the training slide states "FY 2010 Version", the training is valid for FY 2012.
- New applicants (those who do not currently have a card) must take the training through AgLearn and provide a copy of the completion certificate and a Government Travel Card Program Individually Billed Account Acknowledgment & Acceptance Statement (Attachment 1) to their A/OPC with their travel card application.
- Current cardholders must take the training through AgLearn and provide a copy of the completion certificate and a Government Travel Card Program Individually Billed Account Acknowledgment & Acceptance Statement (Attachment 1) to their A/OPC

- New applicants and current cardholders without access to AgLearn may take the training in a hardcopy form by contacting their A/OPC and providing a justification of why they cannot use the AgLearn format.
- A certificate of completion is available through the employee's Learning History page on AgLearn.

D. Questions

Please contact your A/OPC (see attachment 3) with questions.

/s/

ROBERT H. MAGILL
Acting Director
Financial Management Division

**THE DEPARTMENT OF AGRICULTURE (USDA)
GOVERNMENT TRAVEL CARD PROGRAM
INDIVIDUALLY BILLED ACCOUNT
ACKNOWLEDGMENT & ACCEPTANCE STATEMENT**

1. The Government Travel Card Program provides travelers with a means of financing their official travel expenses without obtaining costly travel advances or using their own funds. Only official Government expenses incurred because of temporary duty travel may be charge to the travel charge card. Expenses include meals, lodging, rental car, transportation tickets, and any other authorized travel related expenses for which the use of the travel card is allowable under DR2300-001, Travel Card Regulations. Travelers are directed to use the travel charge card whenever and wherever practical for all these expenses prior to the use of an automatic teller machine (ATM). ATM use is available for limited cash advance amounts where use of the travel charge card is impractical.
2. Use of the travel charge card for any other purpose than official Government travel business is NOT AUTHORIZED and is considered misuse of the travel charge card program. Delinquency in payment of the monthly travel card billing is considered card abuse. The frequent issuance of Non-Sufficient Fund checks to repay the contractor is also considered a form of travel card abuse. Card misuse and abuse may be subject to disciplinary actions under the appropriate agency and civilian personnel regulations including disciplinary and adverse action up to and including removal from Federal Service.
3. The *USDA Zero Tolerance Policy* strictly prohibits the following use of the card:
 - a. Unauthorized charges not associated with official travel.
 - (1) Personal and family member use of the card is forbidden.
 - (2) Use or the card for activities listed in Section 7b(7) and (8) of the USDA Government Travel Card Guidance are forbidden.
 - b. Use of the card while not on official travel status, except for cash withdrawals from an automated teller machine within 3 to 5 days before travel begins, is forbidden.
 - c. Shared use of the card with another employee for official travel purposes. Shared used includes placing charges for another traveler, including group meals, on your card.
 - d. Account delinquency beyond a 30-day period.
 - e. Failure to use the card while on travel.
 - f. Failure to pay accounts with sufficient funds.
 - g. Failure to use Government issued voucher reimbursements to repay travel expenses
 - h. Excessive cash advances, or cash advances not commensurate with official travel.

Cardholders are responsible for reading and familiarizing themselves with the contents of the bank's cardholder agreement, the USDA Travel Card Regulation 2300-001 and agency specific policies regarding the use of the card. Questions concerning the card should be addressed to the local or primary travel card coordinator.

4. I hereby acknowledge that I have read and understand the above policy. I agree to the terms of the vendor's agreement and to abide by the USDA Travel Card Regulation 2300-001 and the *USDA Zero Tolerance Policy*.

SIGNATURE OF CARDHOLDER
(SIGN/DATE)

5. The application for the above to participate in the Travel Card Program is recommended for approval.

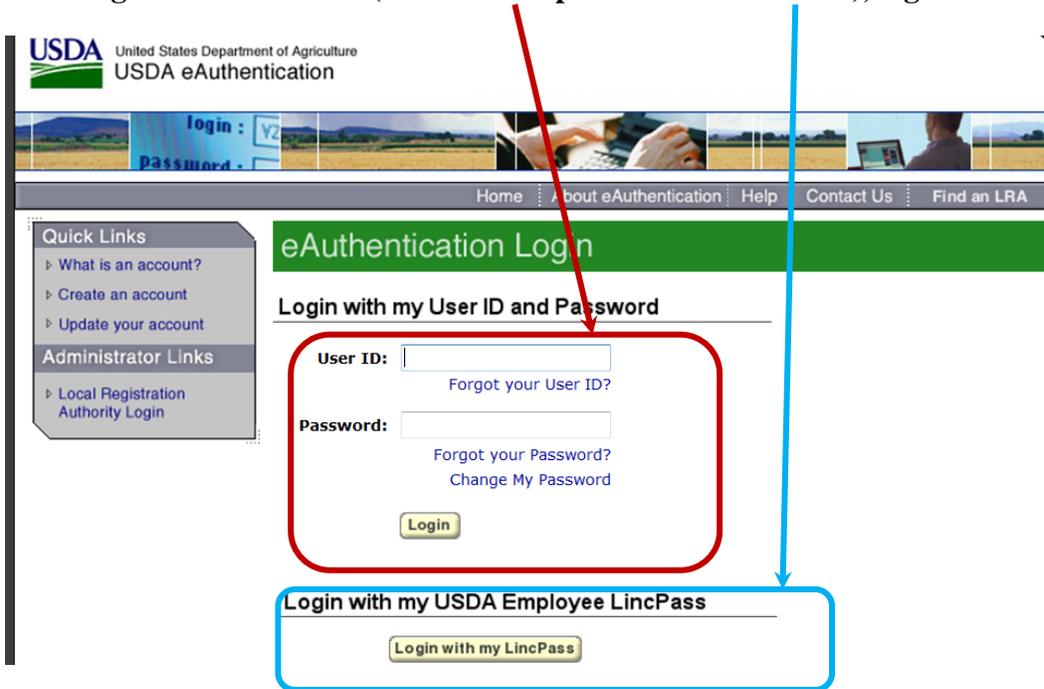
SIGNATURE OF IMMEDIATE SUPERVISOR
(SIGN/DATE)

**FY 2012 Travel Card Training
Instructions
USDA AgLearn System
Required for Cardholders,
Supervisors and Agency/Office Program
Coordinators**

1. Log on to AgLearn (<http://www.aglearn.usda.gov/>) and click on Login.



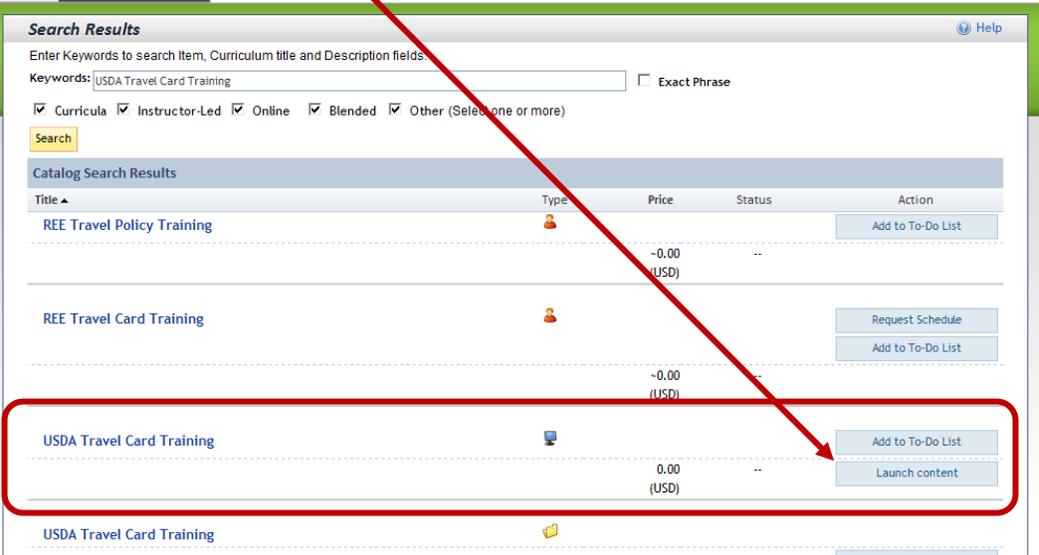
2. Using e-Authentication (User ID and password or LincPass), log on to the system.



3. In the Search Catalog field enter “USDA Travel Card Training” then click the search icon.



4. Click the **“Launch Content”** button next to the **“USDA Travel Card Training”** with the online item  icon.



Search Results Help

Enter Keywords to search Item, Curriculum title and Description fields.

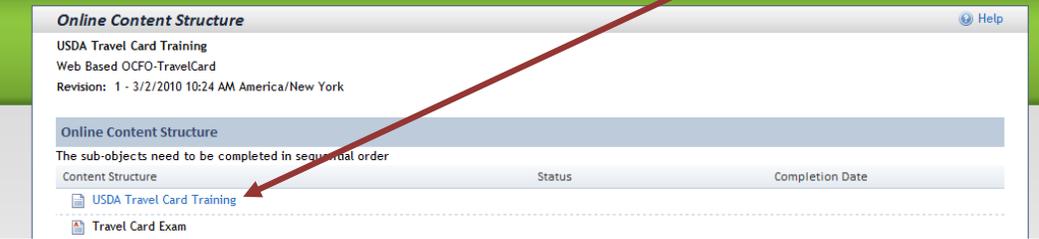
Keywords: Exact Phrase

Curricula Instructor-Led Online Blended Other (Select one or more)

Catalog Search Results

Title	Type	Price	Status	Action
REE Travel Policy Training		-0.00 (USD)	--	<input type="button" value="Add to To-Do List"/>
REE Travel Card Training		-0.00 (USD)	--	<input type="button" value="Request Schedule"/> <input type="button" value="Add to To-Do List"/>
USDA Travel Card Training		0.00 (USD)	--	<input type="button" value="Add to To-Do List"/> <input type="button" value="Launch content"/>
USDA Travel Card Training				

5. On the Online Content Structure page, click on the **“USDA Travel Card Training”** text to begin the training.



Online Content Structure Help

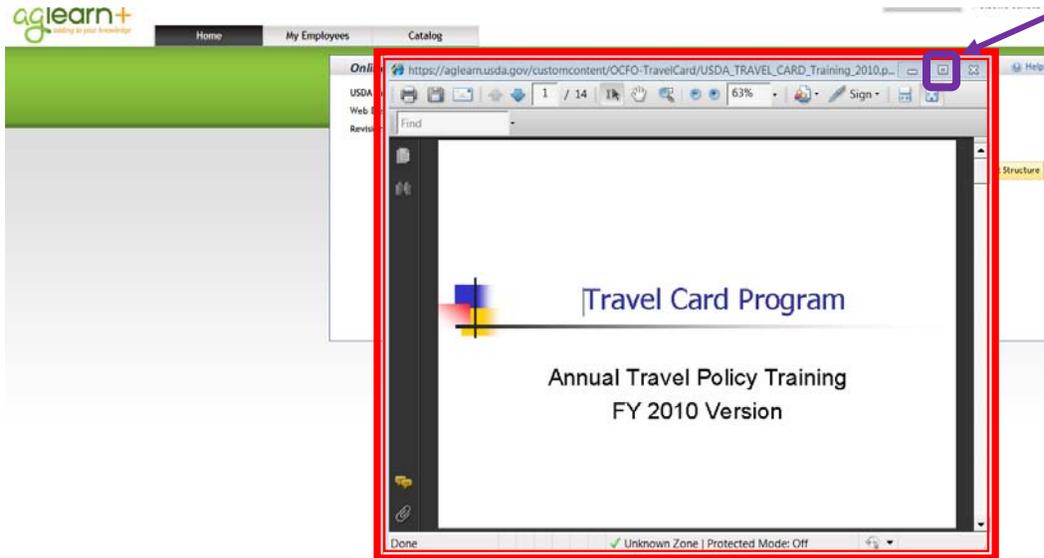
USDA Travel Card Training
Web Based OCFO-TravelCard
Revision: 1 - 3/2/2010 10:24 AM America/New York

Online Content Structure

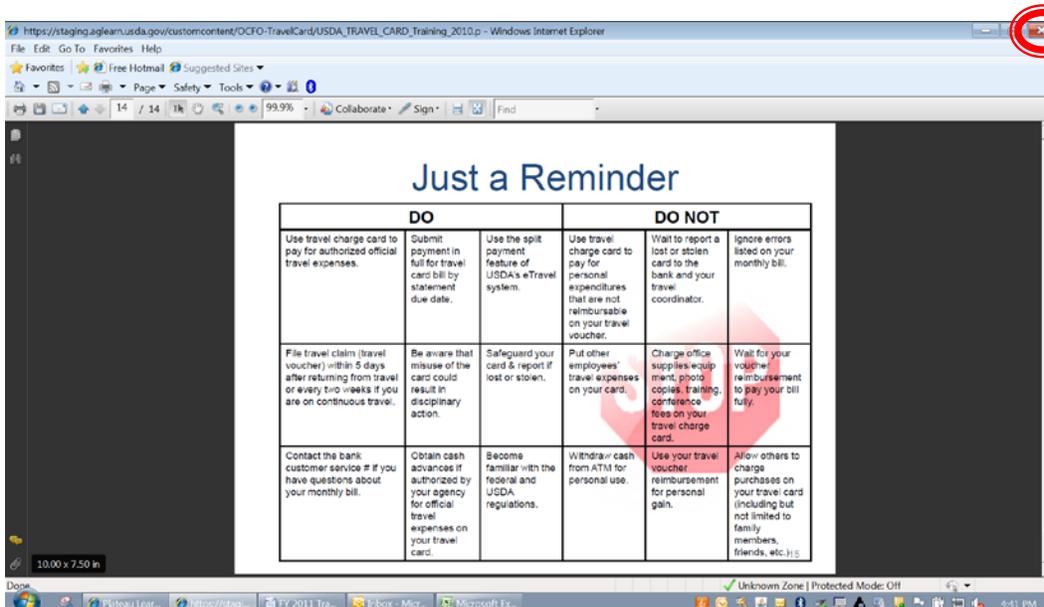
The sub-objects need to be completed in sequential order

Content Structure	Status	Completion Date
 USDA Travel Card Training		
 Travel Card Exam		

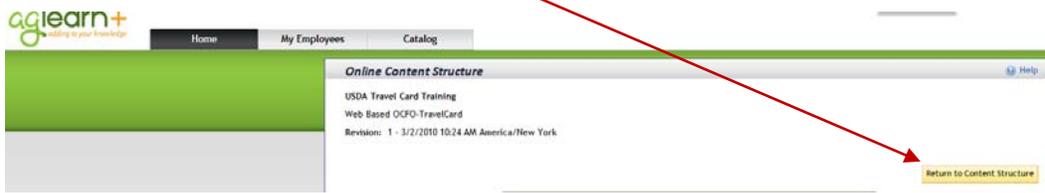
6. The training is a series of PowerPoint slides. A **window** will open with the slide show. You may expand the slide window by clicking on the **full window** button on the upper right of the new window. Review the slides at your own pace. Use the page down and page up key on your keyboard as you wish to navigate through the slides. The Department will be updating the slide to reflect FY 2012. It is fine to take the training while the slide says FY 2010, the training is still valid.



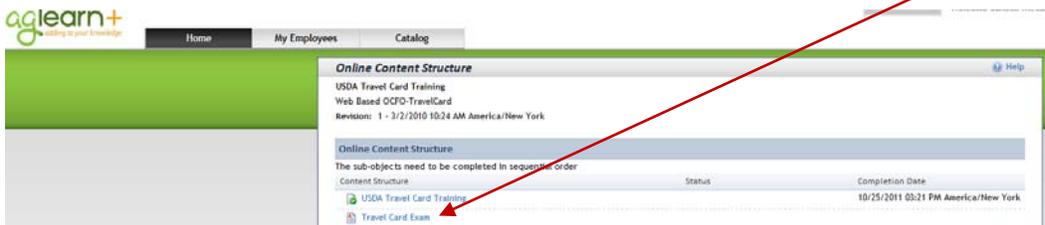
7. When the slides no longer advance, you are at the end of the program. Close the slide show by clicking on the red X at the upper right hand corner of the window.



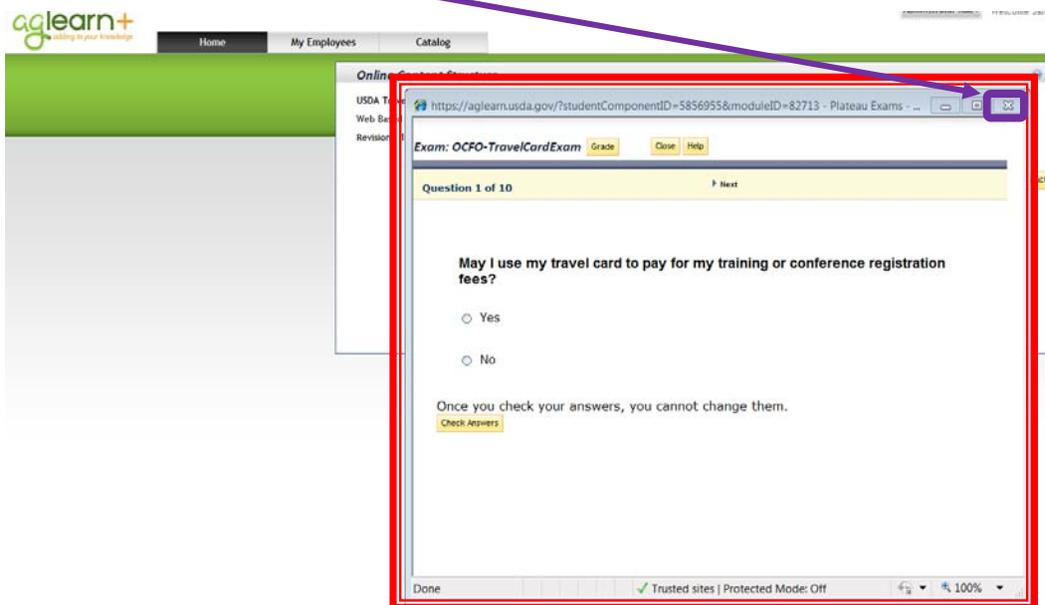
8. Click on the button titled **“Return to Content Structure.”**



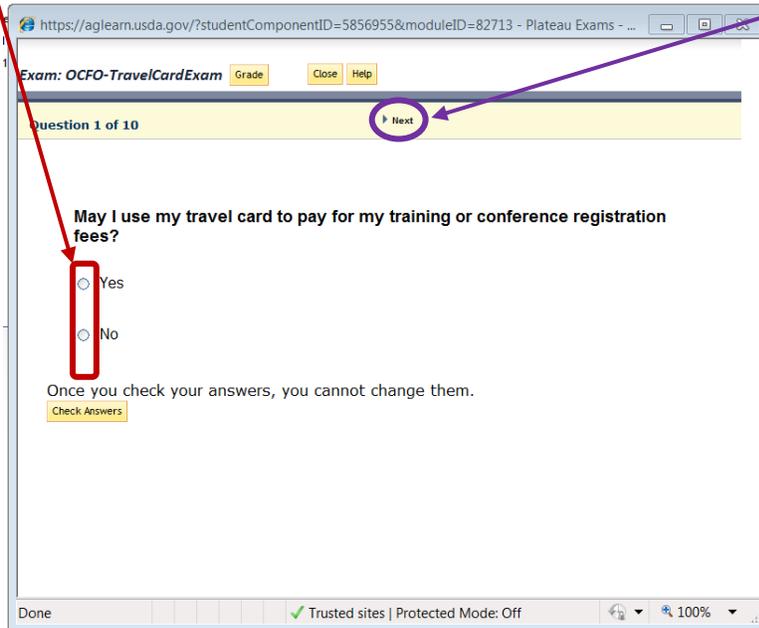
9. You will be returned to the Online Content Structure page. Click on **“Travel Card Exam”**.



10. A new **window** will open. The exam will display. You may expand the window by clicking on the **full window** icon at the upper right hand side of the new window.



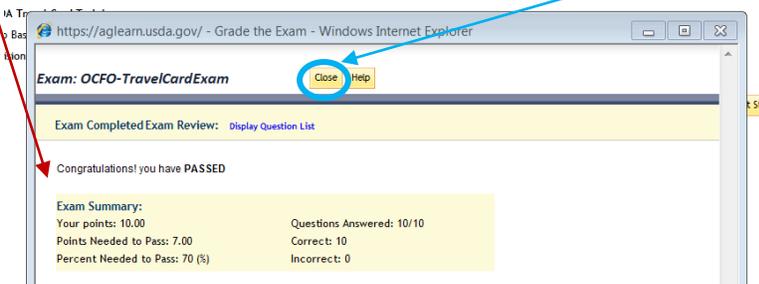
11. Answer each question by choosing one of the **radio buttons** next to the choice that best answers the question. To progress to the next slide, click on the **“Next”**.



12. After completing all questions, you will be prompted to grade the test. Select the **“Yes”** button.



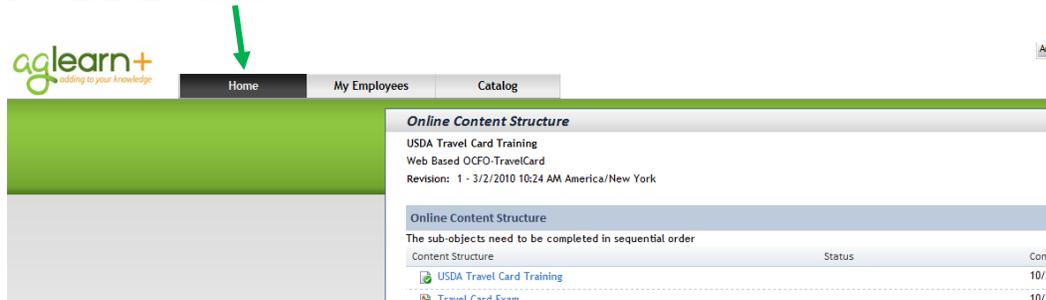
13. Your **score** will display. You may now exit by selecting the **“Close”** button. Please note that there is no exam certificate provided on this page.



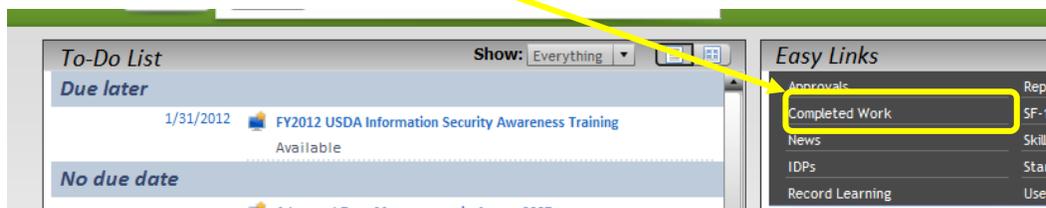
14. After selecting close, select the **“Return to Content Structure”** button on the next page.



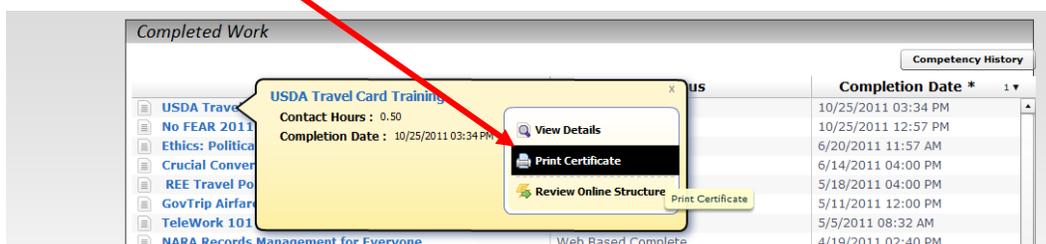
15. Click the **“Home”** tab.



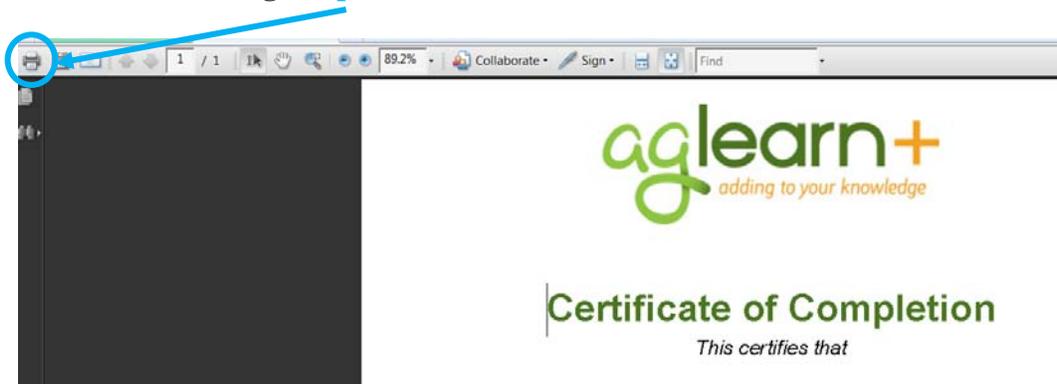
16. Under *Easy Links* click **“Completed Work”**



17. From the list mouse over the **USDA Travel Card Training** text. An information balloon will pop up. Select **“Print Certificate”**:



18. The completions certificate will display in a new window or tab. You may print your certificate using the **print** icon on the menu bar.



Attachment 3

Research Education and Economics Mission Area Agency/Organization Program Coordinators

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Administrative and Financial Management & National Agriculture Library & Headquarters :

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