

For: FFAS Offices

USDA FFAS Purchase Card Mandatory 3-Year Refresher Training

Approved by: Acting Deputy Administrator, Management



1 Overview

A Background

The Purchase Card Program reduces administrative costs and allows Agencies to procure supplies and services faster by using purchase cards and convenience checks. USDA is implementing policy and procedure for mandatory 3-year refresher training of FFAS Agency program coordinators/local Agency program coordinators (APC's/LAPC's), approving officials, and purchase cardholders according to OMB Circular A-123, Appendix B.

B Purpose

This notice:

- identifies mandatory APC/LAPC, approving official, and purchase cardholder 3-year refresher training as required by OMB Circular A-123, Appendix B
- reminds LAPC's that refresher training is **required** every 3 years for all participants of the USDA Charge Card Program
- provides a link to AgLearn and lists the required individual training requirements, and links to more voluntary training and references
- establishes a **January 1, 2013**, due date for all training for APC's/LAPC's, approving officials, and purchase cardholders
- provides that new LAPC's, approving officials, and purchase cardholders who have completed the required onboard training during the 6 months before the date this notice is issued are **exempt** from this refresher training.

Disposal Date

February 1, 2013

Distribution

All FAS, FSA, and RMA Offices; State Offices
relay to County Offices

1 Overview (Continued)

C Contacts

Direct questions about this notice according to this table.

IF there are questions about...	THEN contact...
technical help for AXOL	either of the following, as applicable: <ul style="list-style-type: none"> 800-254-9885, Option 2 for US Bank Help Desk 888-994-6722 for purchase cardholders and administrative officers.
procurement policy	Yvonne Howerton, Contracts Operations Branch Chief, by either of the following: <ul style="list-style-type: none"> e-mail at yvonne.howerton@wdc.usda.gov telephone at 202-690-5401.
FFAS Purchase Card Program	either of the following: <ul style="list-style-type: none"> Sheryl Welch, APC, by either of the following: <ul style="list-style-type: none"> e-mail at sheryl.welch@kcc.usda.gov telephone at 816-926-6108 LaVerne Walker, APC, by either of the following: <ul style="list-style-type: none"> e-mail at laverne.walker@wdc.usda.gov telephone at 202-720-4044.

2 Training Policy

A Mandatory APC/LAPC, Approving Official, and Purchase Cardholder Training

Existing US Bank cardholders (6 months and over) are **required** by OMB Circular A-123, Appendix B, to complete refresher Purchase Card training every 3 years. All refresher training is available online and at no cost through AgLearn at www.aglearn.usda.gov. APC's/LAPC's, approving officials, and purchase cardholders will continue to have access to US Bank access online through **January 1, 2013**. If the required training is not completed by the **January 1, 2013**, due date, APC's and LAPC's will begin suspending accounts until the required training is completed. Purchase cardholder accounts will be put in "inactive" status and will not be available for new purchases. Approving officials who fail to complete the training by the **January 1, 2013**, due date will have the accounts for all of their purchase cardholders placed in "inactive" status, that is any attempt to use the purchase card will be declined at the point of sale.

2 Training Policy (Continued)

A Mandatory APC/LAPC, Approving Official, and Purchase Cardholder Training (Continued)

Training shall be accomplished, documented, and suspended as follows.

Step	Action
1	All training must be completed by January 1, 2013 .
2	Training documentation must be forwarded to the purchase cardholder's or approving official's APC/LAPC to receive proper credit and to avoid deactivation of the purchase card. LAPC's will forward their training documentation to the applicable APC's. APC's will forward their training documentation to Joyce Bowie, AMD, head of contracting activity designee.
3	LAPC's shall keep track of this training and shall deactivate affected cardholders as of January 3, 2013 .

B AgLearn Required 3-Year Refresher Training To Be Completed by APC's/LAPC's, Approving Officials, and Purchase Cardholders

This table provides a list of required AgLearn training.

Title	Description
Sustainable Acquisition Training (Buy Green)	Helps procurement officials meet the requirement of Executive Orders and the Federal Acquisition regulation about the purchase of "green" products. Individuals earn 2.00 continuous learning points (CLP's).
Ethics: Government Purchase Card Training	Use of Government Purchase Cards. Individuals earn .33 CLP's.
AbilityOne Program Training	Presents an overview of the AbilityOne Program and offers USDA employees the opportunity to gain knowledge and understanding about the Program, in terms familiarizing themselves with the Javits-Wagner-O-Day Act, what items are available, how to use the purchase card to obtain these items, and the importance of purchasing from AbilityOne non-profit agencies that provide employment opportunities for people who are blind or have other severe disabilities who might otherwise not be able to work. No CLP's earned.
508 Awareness	Designed to provide an overview of Section 508 and how it affects purchasers. It consists of 3 lessons, an Awareness Self-Assessment to check trainee's understanding, and references.

2 Training Policy (Continued)

C Additional Sources for Voluntary Training and Review

This table provides a list of voluntary training and review.

Title	Web Address
USDA Charge Card Service Center/ Purchase Card	http://www.dm.usda.gov/procurement/ccsc/purchase_card.htm has links to policy and regulations, guides and reference materials, training, and forms.
Access Online Training	https://wbt.access.usbank.com
GSA SmartPay Online Training Courses	https://training.smartpay.gsa.gov Note: This is not USDA-specific training.