**UNITED STATES DEPARTMENT OF AGRICULTURE**
Farm Service Agency
Washington, DC 20250

**Notice AS-2125**

**For:** FFAS Offices

**GSA SmartPay Purchase Card Online Training**

**Approved by:** Deputy Administrator, Management

## 1 Overview

### A Background

All purchase cardholders are required to complete the "GSA SmartPay Purchase Card – Your Blueprint for Success" training as mandated by USDA, Office of Procurement and Policy Management.

### B Purpose

This notice informs all purchase cardholders in FFAS to complete the training specified in subparagraph A no later than June 1, 2007.

## 2 Training Web Site and Certificate of Completion

### A AgLearn

Purchase cardholders are to go to http://fss.gsa.gov/webtraining/trainingdocs/smartpaytraining/index.cfm and then click "Start" to take the training. Print a copy of the certificate at the end of the training and send it to the AgLearn Administrator in subparagraph B.

AgLearn Administrators should update the "GSA Smart Pay 2007" training that has been completed by using the AgLearn "Record Learning" feature under "Learning". Use "USDA-GSA-SmartPay" as the item ID and update those individuals who have completed the training. State AgLearn Administrators shall do the following to record the training:

- locate "Quick Links" and click on **"Record Learning"**
- select **"Item"** to record the event

| Disposal Date | Distribution |
|---|---|
| July 1, 2007 | All FAS, FSA, and RMA Offices; State Offices relay to County Offices |

## 2 Training Web Site and Certificate of Completion (Continued)

### A AgLearn (Continued)

- in the "Search and Add" box, click on the **search icon** and ENTER **"USDA-GSA-SmartPay"** in the "Item ID" field and click **"Search"**
- put a **checkmark in the "Add" box** and click the **"Add"** button
- in the "Search and Add Users" block, click on the **search icon** and enter the user's last name and click **"Search"**; put a checkmark in the "Add" box and click the "Add" button
- click the **"Next"** button
- locate the "Grade Completion" box; use the drop-down menu and select **"Course Complete for Credit"**
- click **"Apply Changes"**
- select **"Do Not Access"**
- click **"Submit"**.

The user should receive the message, "The Learning events were recorded successfully."

### B AgLearn Administrator

Use this table to contact the applicable AgLearn Administrator.

| Office | AgLearn Administrator |
|---|---|
| National Office | Contact Bessy Plaza, HRD, Training and Development Branch by 1 of the following:<br>• e-mail at **bessy.plaza@wdc.usda.gov**<br>• telephone at 202-401-0365<br>• FAX number at 202-205-9048. |
| State Offices, Kansas City, and St. Louis | Contact Ruby Hervey, Kansas City Human Resources Office, Employee Development Section by 1 of the following:<br>• e-mail at **ruby.hervey@kcc.usda.gov**<br>• telephone at 816-926-2834<br>• FAX number at 816-926-1825. |
| County Offices | Contact the State AgLearn Administrator or Training Coordinator. |

### C Contact

For additional information, contact Diane Cudd by either of the following:

- e-mail at **diane.cudd@wdc.usda.gov**
- telephone at 202-690-1061.