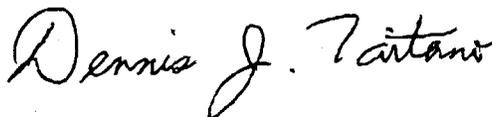


For: FSA Employees

First Annual Travel Charge Card Training

Approved by: Acting Administrator



1 Overview

A Background

All USDA employees that possess a U.S. Bank Government-issued travel charge card are **required** to complete travel charge card training **no later than March 31, 2009**.

Employees should ensure that they have read DR 2300-001 that is available at <http://www.ocio.usda.gov/directives/doc/DR2300-001.pdf>, and are specifically familiar with the following:

- Section 6, “Responsibility”, as applicable for the following:
 - 6d, “Cardholders Immediate Supervisor”
 - 6e, “Agency/Organization Program Coordinators (A/OPC)”
 - 6f, “Employees”
- Section 7, “Procedures”.

Employees should ensure that they have read 118-FI that is available at <ftp://ftp.fsa.usda.gov/manuals/118-FI.pdf>, and are specifically familiar with Part 5.

B Purpose

This notice provides information about the **mandatory** travel charge card training.

C Accommodations

Accommodations for the training for persons with disabilities will be addressed on a case-by-case basis.

Disposal Date	Distribution
March 1, 2010	All FSA employees; State Offices relay to County Offices

1 Overview (Continued)

D Labor-Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

2 Accessing the Training

A Accessing Travel Charge Card Training

The training link is <https://wbt.access.usbank.com>.

Users **must** first register as a new account, CLICK “**Register a new account**”. The Organization Short Name is, “**usda**”. Using the Choose User Type drop-down menu, select user’s type as follows:

- card holders select, “**Government Cardholder**”; the web-based training (WBT) password is, in **lower case**, “**seattle**”
- Agency/Organization Program Coordinators select “**Government A/OPC**”; the web-based training (WBT) password is, in **lower case**, “**washington**”.

Note: If users have already taken purchase card training, they do **not** need to register for a new account; however, they **must** take the travel card training if they possess a U.S. Bank Government-issued travel charge card. If users try to “Register a new account”, **after** completing the purchase card training, the following error will be displayed, “You have already registered this e-mail address for this user card type. Please select another user type.” A second “Government Cardholder” will be displayed on the user type list that users can click to complete registration.

After users register as a new account, as applicable, CLICK “**login**” in the upper right corner of the page and register at “**Lesson and Certification Login**”. User WBT passwords are as follows:

- card holders use, in **lower case**, “**seattle**”
- A/OPC use, in **lower case**, “**washington**”.

Note: WBT passwords will be changed every 60 calendar days by U.S. Bank. Users will be notified by FI notice when passwords have been changed.

Notice FI-2893

2 Accessing the Training (Continued)

A Accessing Travel Charge Card Training (Continued)

After users register for a lesson and certification login, CLICK “**login**” in the upper right corner of the page and do the following.

Step	Action
1	CLICK “ Lesson Modules ”. Note: Other lessons will already be checked. Users must uncheck all lessons except Travel Card Policy; if Travel Card Policy is not checked, check Travel Card Policy.
2	CLICK “ Go to Lessons ” and complete the lessons.
3	Once the course has been completed, take the certification examination; if users have problems accessing the certification examination, log out and log back in.
4	Print user’s completion certificate, selecting “ Travel Card Policy ”, for user’s file. Note: If users have taken both travel and purchase card training, when users print the completion certificate at the end of the training, it will show all U.S. Bank training on 1 certificate.

Completion of the travel charge card training is required by **COB March 31, 2009**. HRD, Training and Development Branch will document the travel training in AgLearn for all participants after the training is completed **COB March 31, 2009**. Employees may view the travel training in their AgLearn history file after June 1, 2009.

Note: If users have problems taking the course, completing the examination, or printing user’s certificate, contact U.S. Bank at 1-888-994-6722.

Notice FI-2893

2 Accessing the Training (Continued)

B Contacts

If there are questions about the course content (travel charge card possession and usage), training administration, or this notice, contact the appropriate office in the following table.

IF...	THEN contact...
State or County Office employee	State Office A/OPC.
State Office A/OPC	for: <ul style="list-style-type: none">• policy interpretation, contact FMD, Debt Management and Travel Policy Office by e-mail to poc_travel@wdc.usda.gov• controversial issues about this policy, contact Star Bryant, DAFO, by telephone at 202-720-0183.
Kansas City or St. Louis employee	either of the following by e-mail to either of the following: <ul style="list-style-type: none">• Lisa McGinnis at lisa.mcginis@kcc.usda.gov• Lois Dick at lois.dick@kcc.usda.gov.
Washington, DC, or APFO employee	FMD, Debt Management and Travel Policy Office by e-mail to poc_travel@wdc.usda.gov .