

United States Department of Agriculture
Research, Education, and Economics

ARS □ NIFA □ ERS □ NASS

Bulletin

Title: FY 2011 Travel Card Training

Number: 10-309

Date: September 28, 2010 **Expiration:** September 28, 2011

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, 2011 for FY 2011.

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, 2011.

Employees that are required to take the training and do not complete it by the March 31, 2011, deadline may lose card privileges and may not be eligible for a monetary advance to fund travel.

C. Procedures

The Fiscal Year 2011 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, 2011.
- 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.
- New applicants (those who do not currently have a card) must take the training through AgLearn and provide a copy of the completion certificate to their A/OPC with their travel card application.
- 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. Continuing cardholders do not have to provide the certificate to their A/OPCs unless requested in an audit. USDA will automatically record successful completion of the training in AgLearn. After the March 31, 2010 deadline, USDA will provide REE with a list of those employees who completed the training as required.

D. Questions

Please contact your A/OPC (see attachment 2) with questions.

/s/

S. M. HELMRICH
Director
Financial Management Division

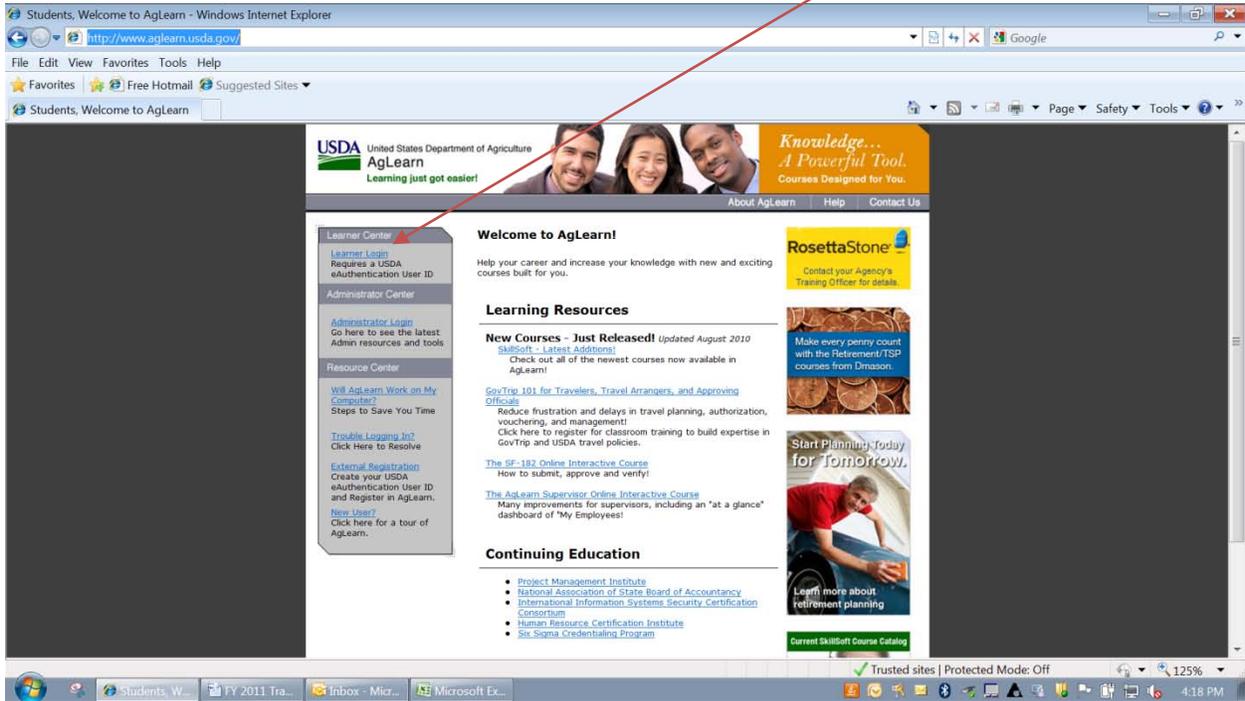
FY 2011 Travel Card Training

USDA AgLearn System

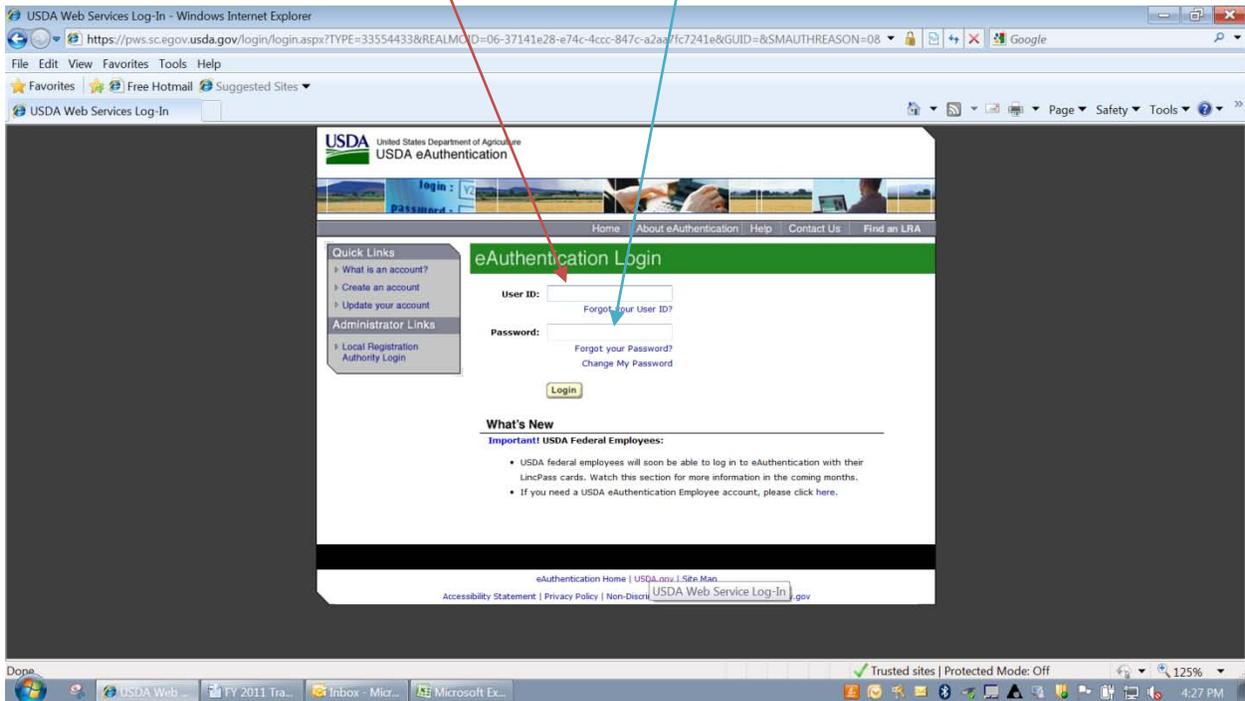
Required for Cardholders,

Supervisors and Agency/Office Program Coordinators

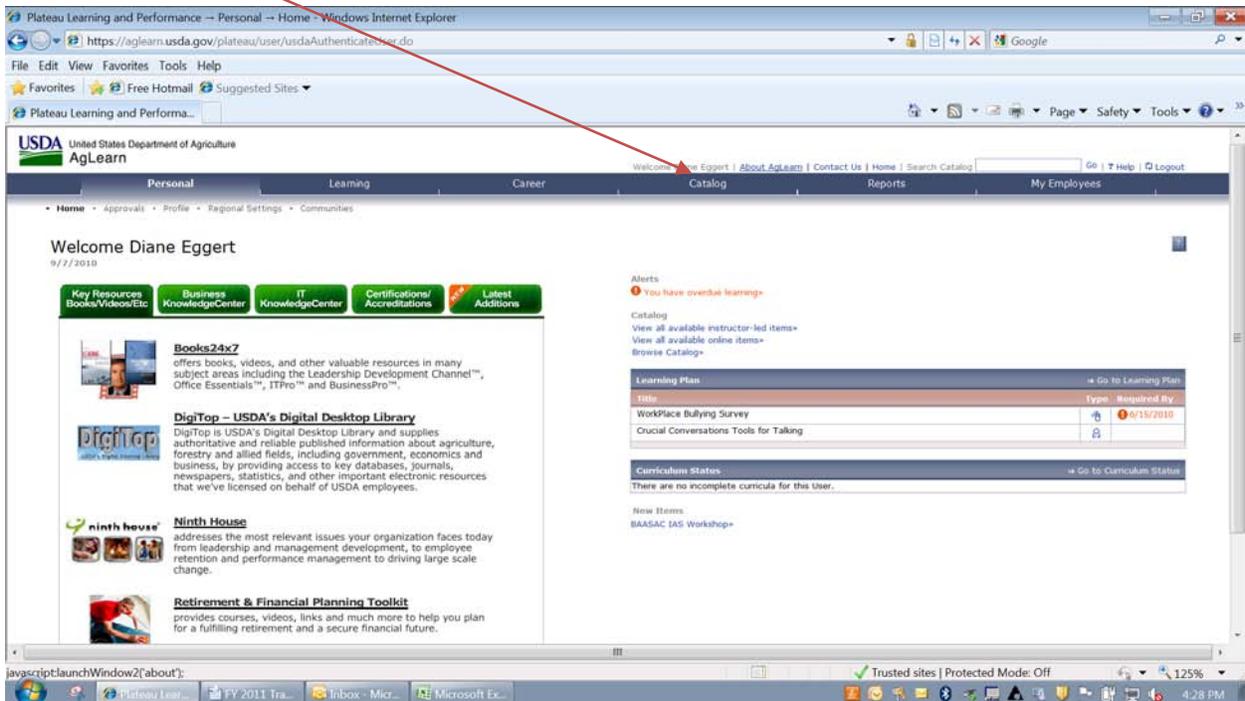
Log on to AgLearn (<http://www.aglearn.usda.gov/>) and click on Learner Login.



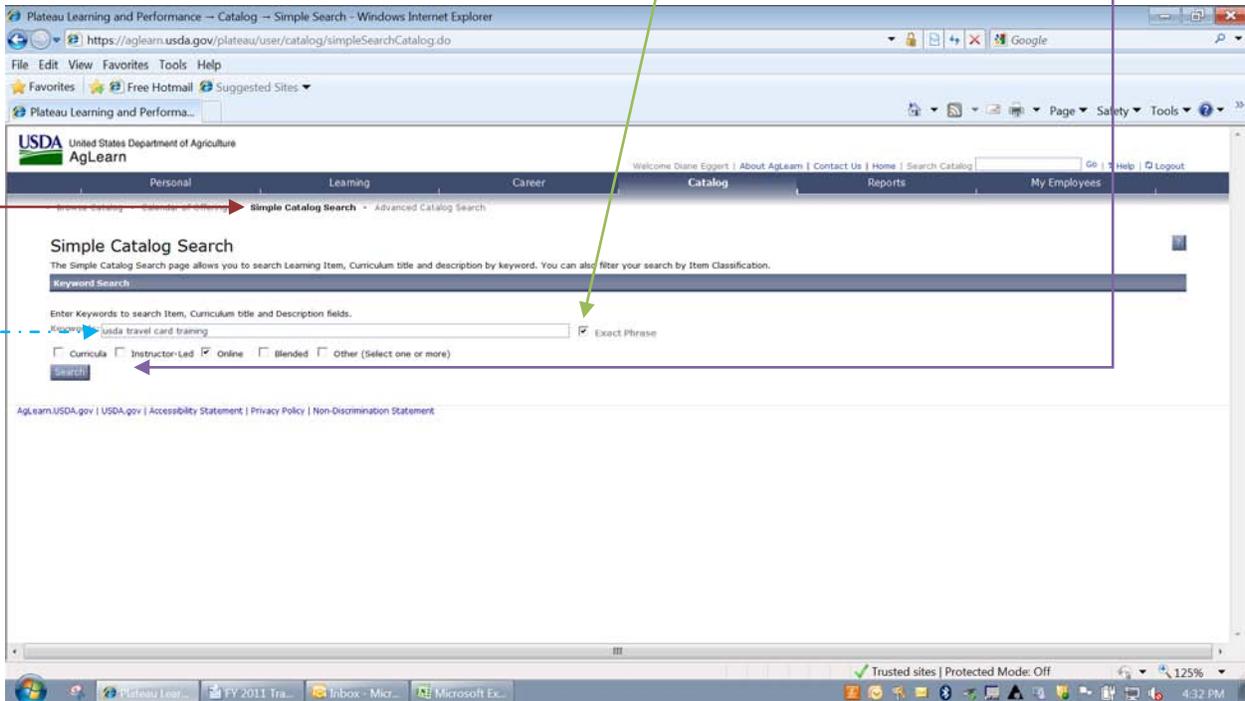
Using your e-Authentication identification and password, log on to the system.



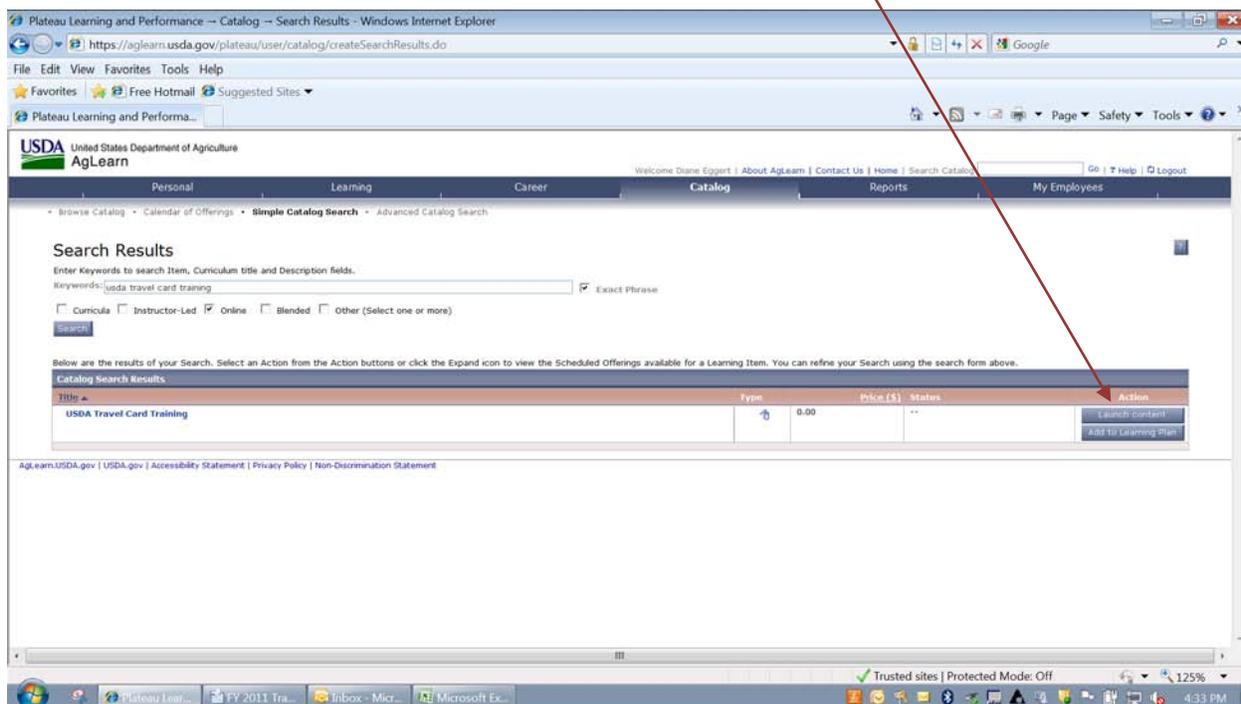
Click on the "Catalog" tab.



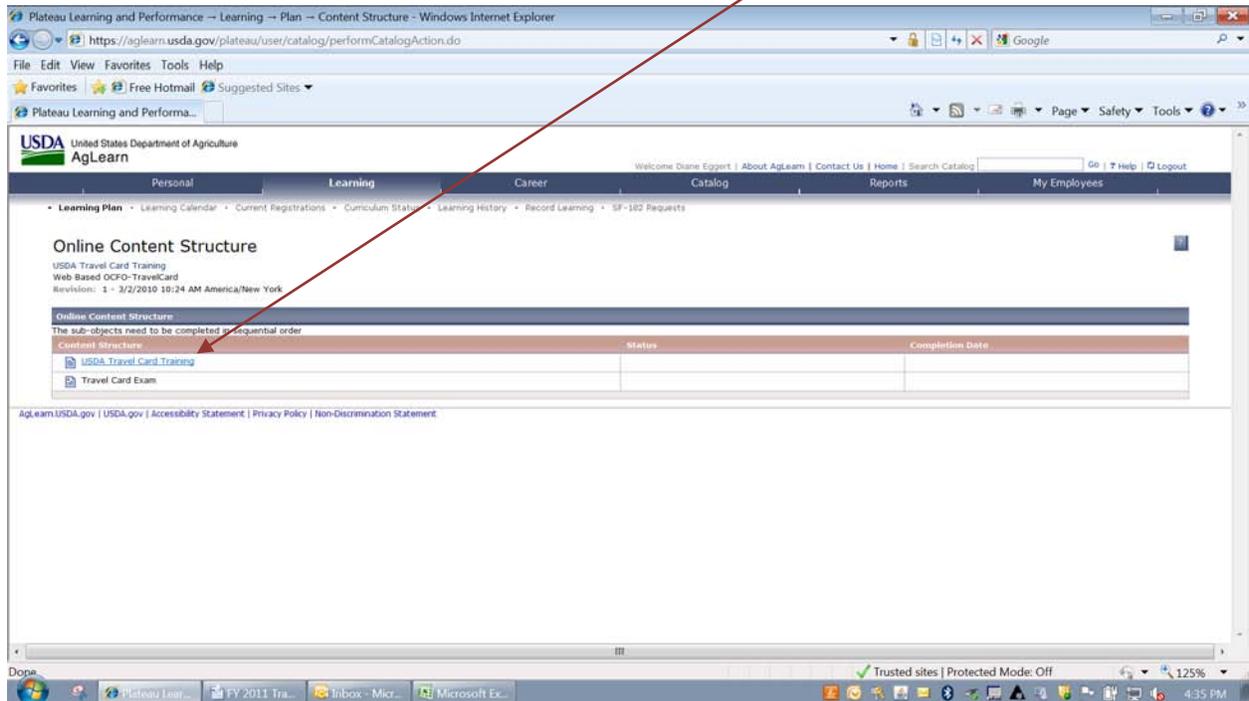
Click on the “**Simple Catalog Search**” text. On the search page, enter “USDA Travel Card Training” in the “**Keywords**” field. Click the “**Exact Phrase**” box. Then click the “**Search**” button.



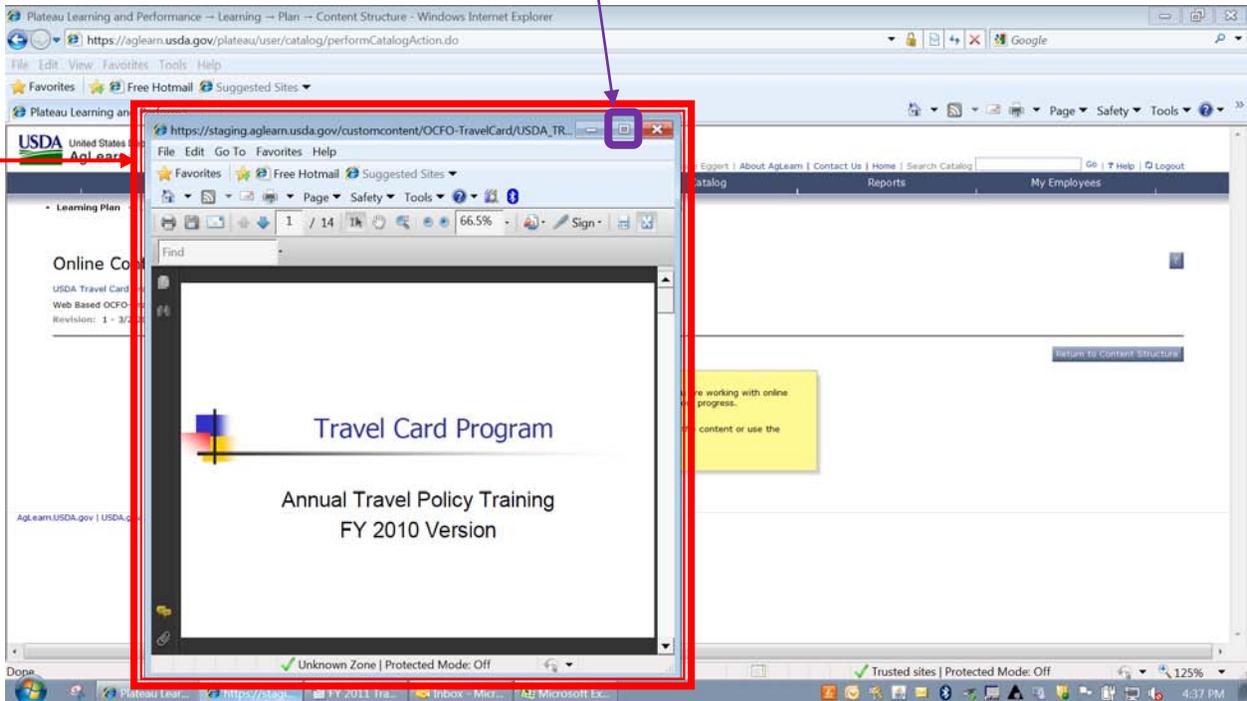
The USDA Travel Card Training will display. Click on the “Launch Content” button.



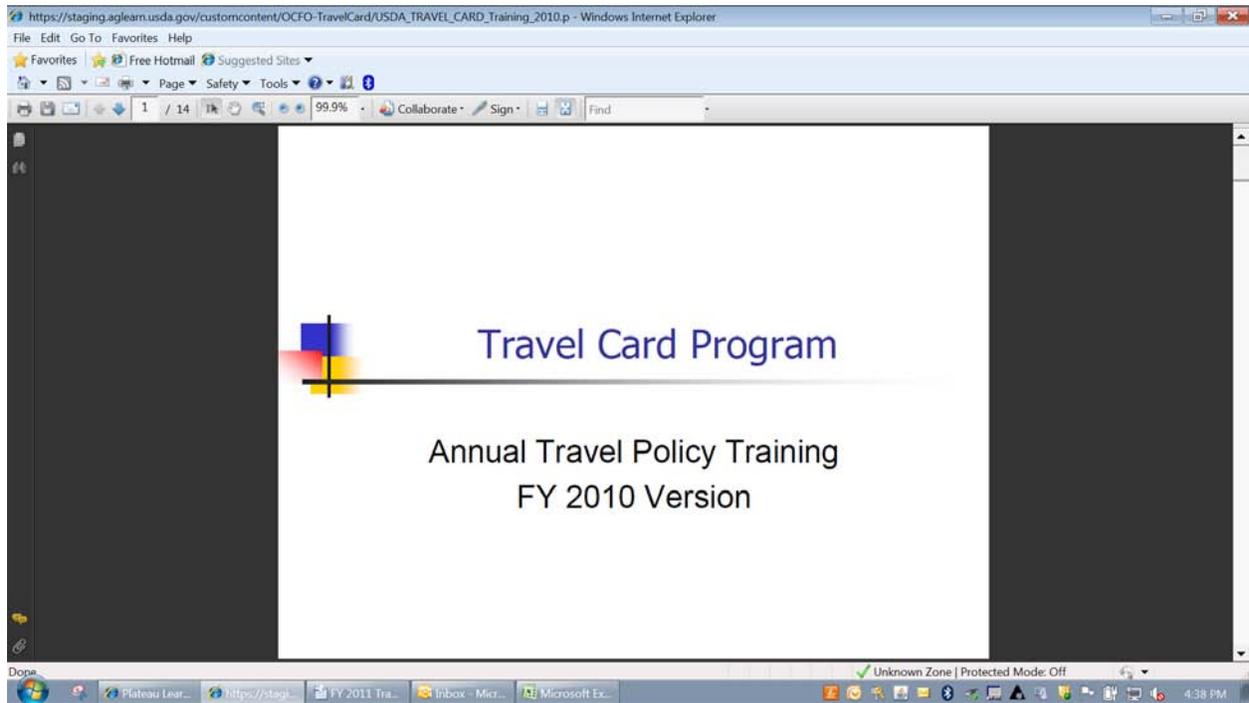
On the Online Content Structure page, click on the “USDA Travel Card Training” text to begin the training.



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.

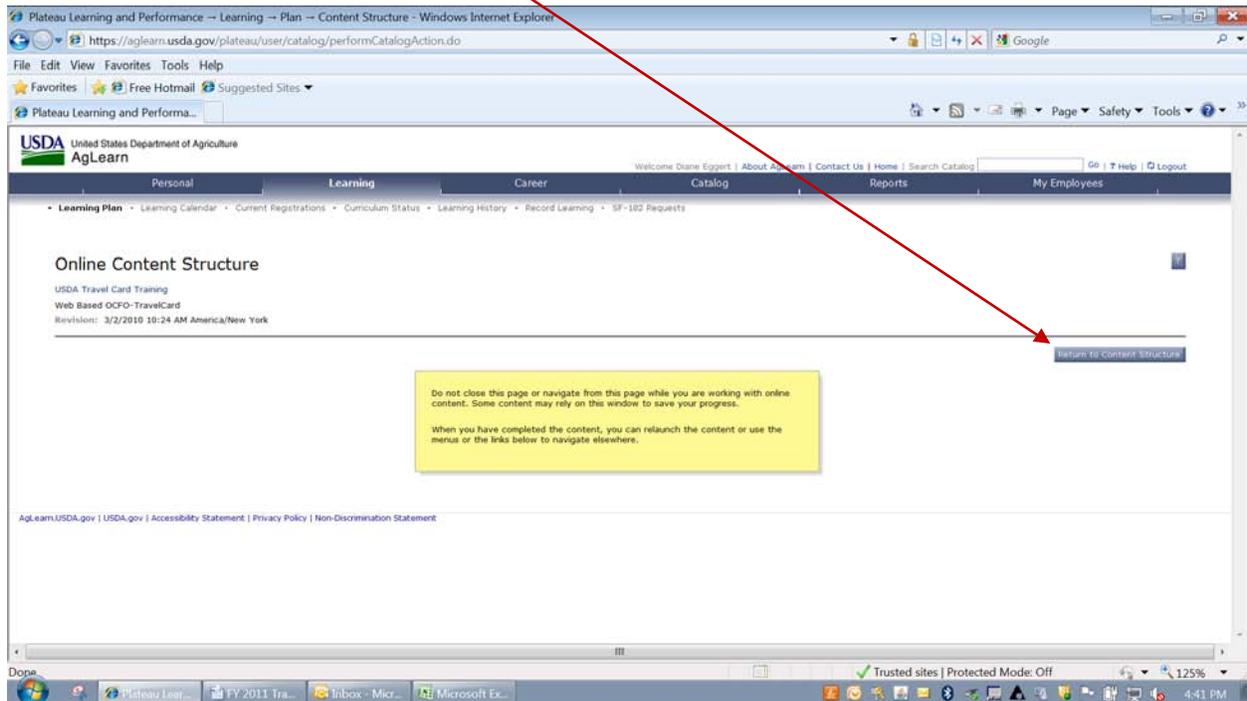


When the slides no longer advance, you are at the end of the program. Close the slide show by clicking on the red **X** at the upper right hand corner of the window.

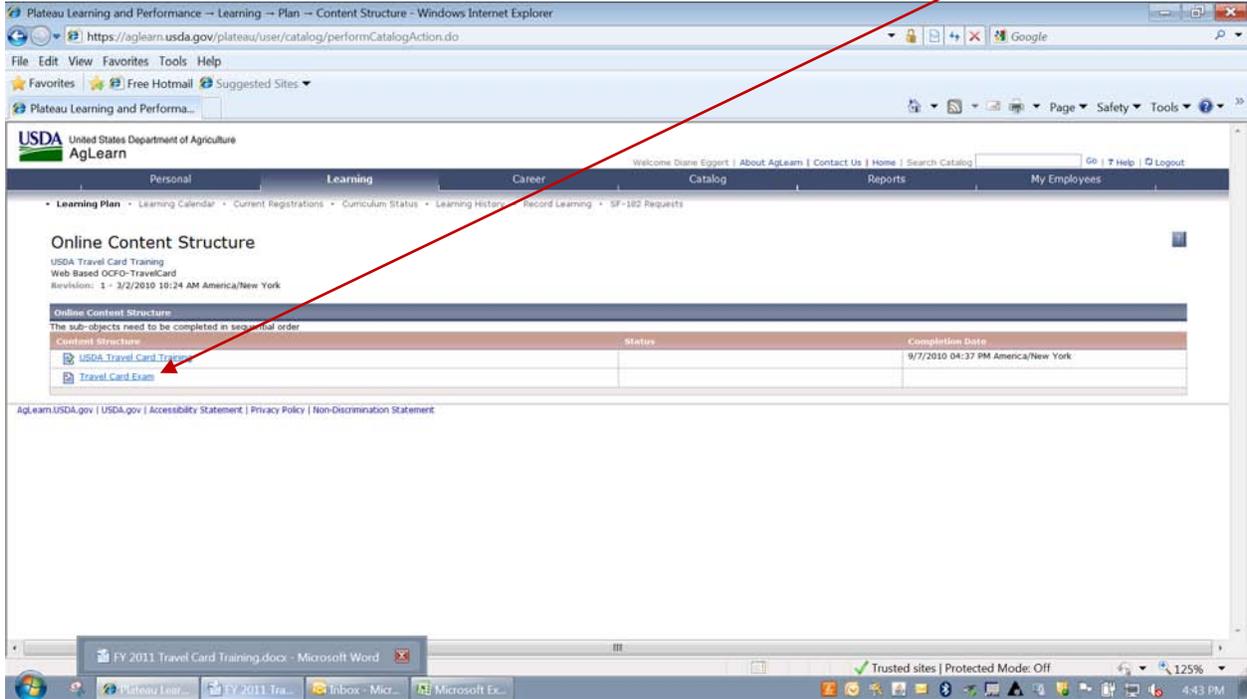
The screenshot shows a Windows Internet Explorer browser window displaying a slide titled "Just a Reminder". The slide contains a table with two main columns: "DO" and "DO NOT". A red arrow points to the close button (X) in the top right corner of the browser window.

DO		DO NOT			
Use travel charge card to pay for authorized official travel expenses.	Submit payment in full for travel card bill by statement due date.	Use the split payment feature of USDA's eTravel system.	Use travel charge card to pay for personal expenditures that are not reimbursable on your travel voucher.	Wait to report a lost or stolen card to the bank and your travel coordinator.	Ignore errors listed on your monthly bill.
File travel claim (travel voucher) within 5 days after returning from travel or every two weeks if you are on continuous travel.	Be aware that misuse of the card could result in disciplinary action.	Safeguard your card & report if lost or stolen.	Put other employees' travel expenses on your card.	Charge office supplies/equipment, photocopies, training, conference fees on your travel charge card.	Wait for your voucher reimbursement to pay your bill fully.
Contact the bank customer service # if you have questions about your monthly bill.	Obtain cash advances if authorized by your agency for official travel expenses on your travel card.	Become familiar with the federal and USDA regulations.	Withdraw cash from ATM for personal use.	Use your travel voucher reimbursement for personal gain.	Allow others to charge purchases on your travel card (including but not limited to family members, friends, etc.)

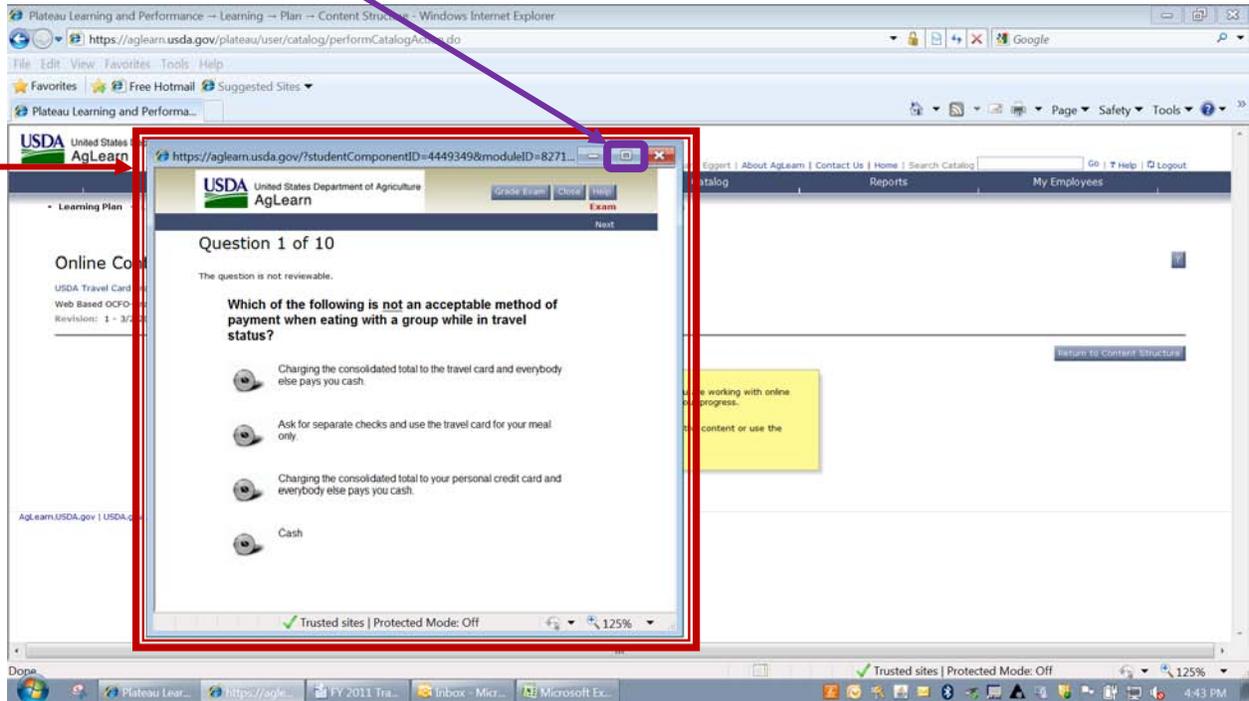
Click on the button titled “Return to Content Structure.”



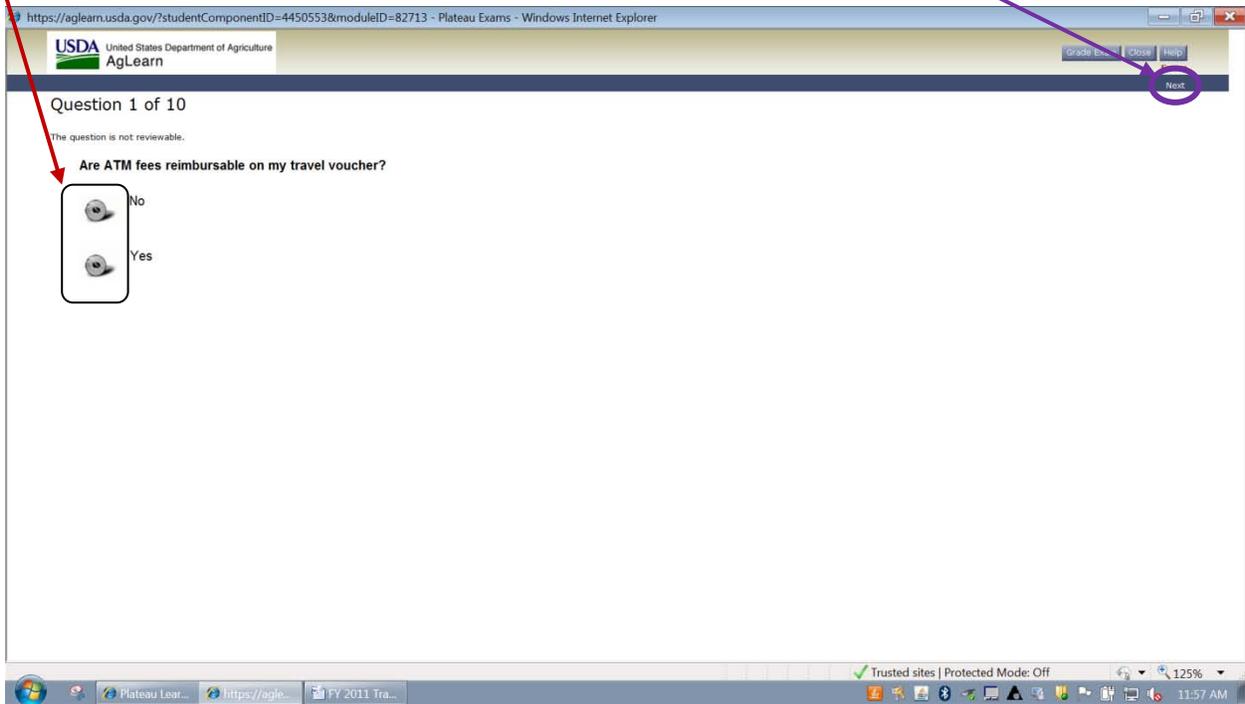
You will be returned to the Online Content Structure page. Click on “Travel Card Exam” text.



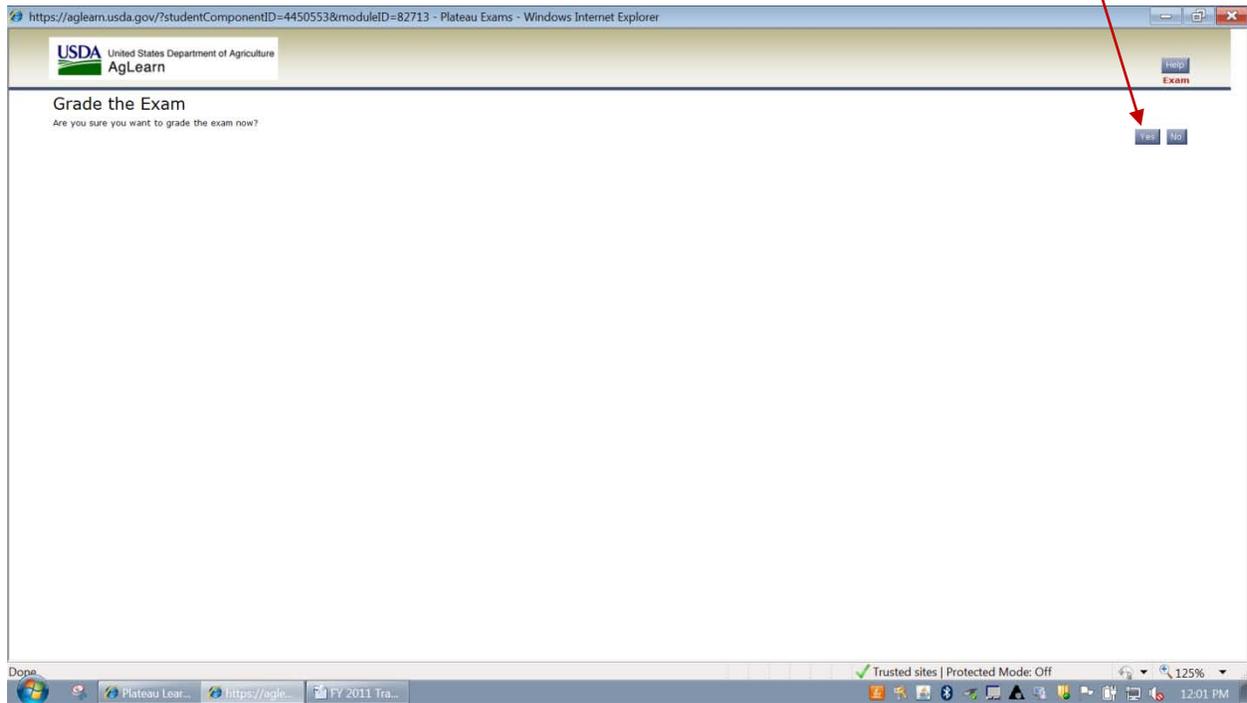
A new **window** will open. The question on the exam will display. You may expand the window by clicking on the **full window** icon at the upper right hand side of the new window.



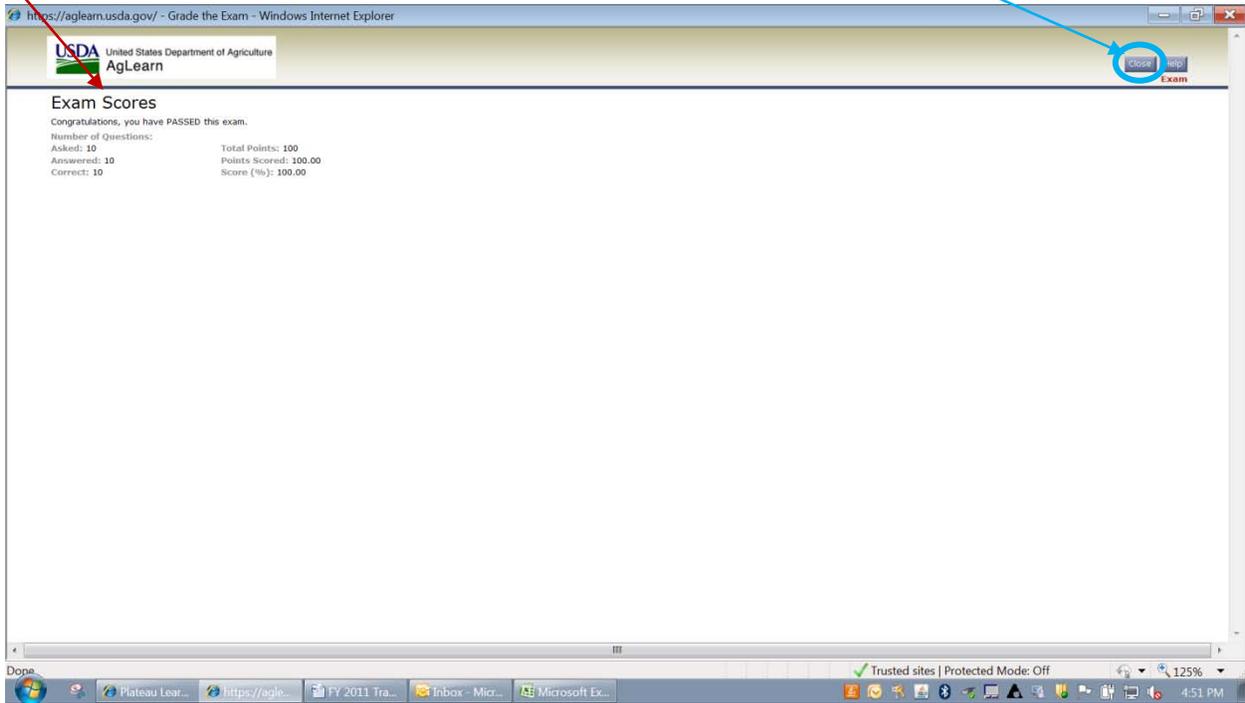
Answer each question by choosing one of the **radio buttons** next to the choice you think best answers the question. To progress to the next slide, click on the “Next” text on the right hand side of the navy blue bar at the top of the page.



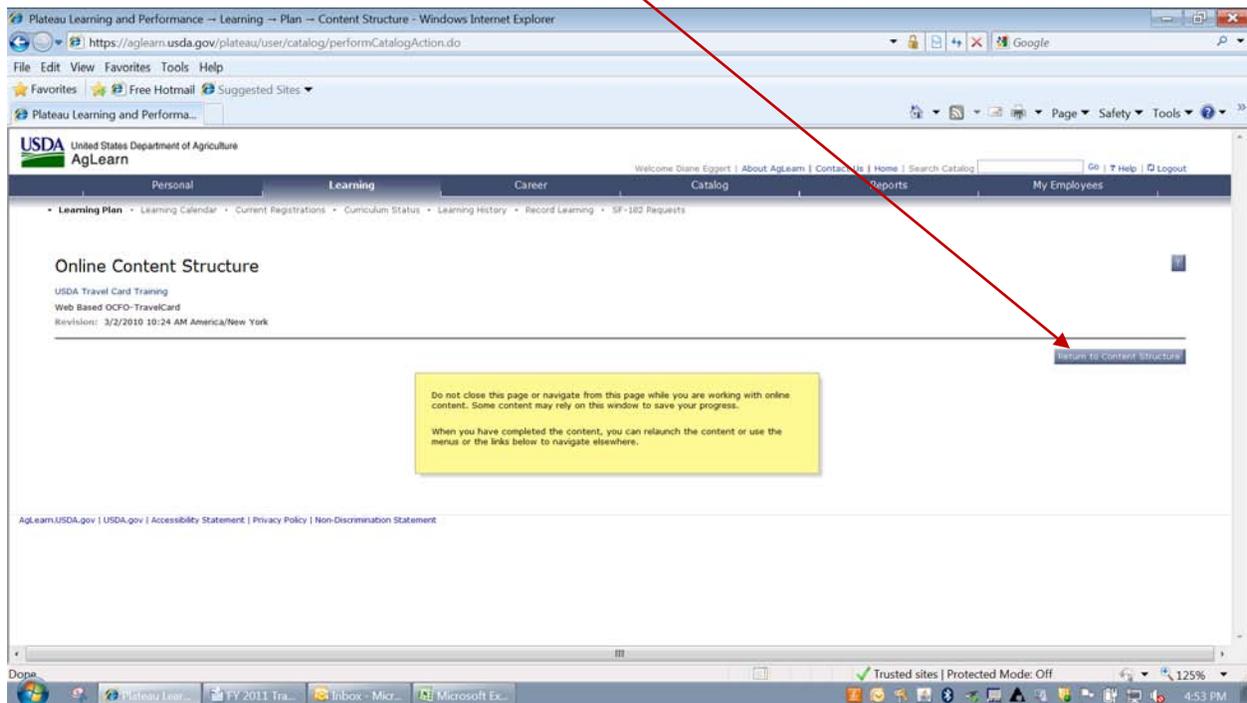
After completing all questions, you will be prompted to grade the test. Select the “Yes” button.



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.



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



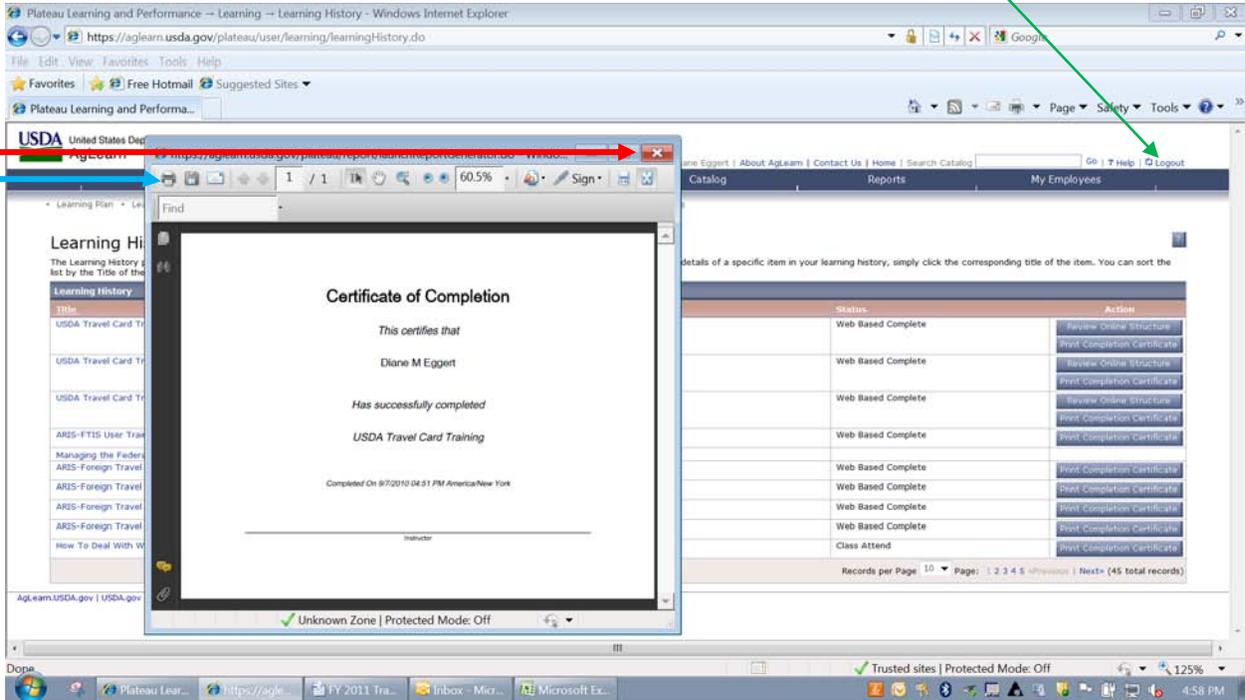
You will be returned to the Online Content Structure page. Your completion is recorded in AgLearn. To print a certificate of completion, select the **“Learning”** tab. Then select the **“Learning History”** text. The completed class will display. Click on **“Print Completion Certificate”** button.

The screenshot shows the AgLearn Learning History page. The browser address bar displays <https://aglearn.usda.gov/plateau/user/learning/learningHistory.do>. The navigation menu includes Personal, Learning, Career, Catalog, Reports, and Employees. The Learning History table contains the following data:

Title	Completion Date	Status	Action
USDA Travel Card Training	9/7/2010 04:51 PM America/New York	Web Based Complete	View Online Structure Print Completion Certificate
USDA Travel Card Training	8/25/2010 11:01 AM America/New York	Web Based Complete	View Online Structure Print Completion Certificate
USDA Travel Card Training	7/27/2010 05:00 PM America/New York	Web Based Complete	View Online Structure Print Completion Certificate
ARIS-FTIS User Training	6/10/2010 04:00 PM America/New York	Web Based Complete	Print Completion Certificate
Managing the Federal Employee Discipline and Performance Process	6/3/2010 04:00 PM America/New York	Web Based Complete	Print Completion Certificate
ARIS-Foreign Travel Information System (FTIS) Training	6/3/2010 03:00 PM America/New York	Web Based Complete	Print Completion Certificate
ARIS-Foreign Travel Information System (FTIS) Training	6/2/2010 03:00 PM America/New York	Web Based Complete	Print Completion Certificate
ARIS-Foreign Travel Information System (FTIS) Training	5/27/2010 11:00 AM America/New York	Web Based Complete	Print Completion Certificate
ARIS-Foreign Travel Information System (FTIS) Training	5/26/2010 11:00 AM America/New York	Web Based Complete	Print Completion Certificate
How To Deal With Workplace Bullying	4/28/2010 03:00 PM America/New York	Class Attend	Print Completion Certificate

Records per Page: 10 | Page: 1 2 3 4 5 | Previous | Next (45 total records)

The completions certificate will display in a new window. You may print your certificate using the **print** icon on the menu bar. Once printed, close the certificate window by clicking on the red **X** on the upper right side of the window. Exit AgLearn by clicking on “Logout” on the upper right hand side of the “Learning History” page.



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