

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE	41-18	8/3/18
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FY 2018 USDA TRAVEL CREDIT CARD TRAINING

I. PURPOSE

This notice announces the FY2018 USDA Travel Credit Card Training. The training is mandatory for all travel credit cardholders and is to be completed no later than September 30, 2018.

II. CARDHOLDERS WITH AGLEARN ACCESS

A. Cardholders with AgLearn Access are to search the AgLearn To-Do list or Catalog for the USDA Travel Charge Card Training (Revision 3 – 06/26/2017) and complete:

1. USDA Travel Card Training; and
2. USDA Travel Card Training Acceptance

B. AgLearn will be unavailable between 8/31/18 – 9/17/18. Cardholders with AgLearn Access who are unable to use AgLearn may follow the paper process listed below.

III. CARDHOLDERS WITHOUT AGLEARN ACCESS (PAPER PROCESS)

A. Cardholders without AgLearn access are to contact their Federal Authorized Travel Arranger (FATA) for a paper copy of:

1. USDA Travel Charge Card Training;
2. USDA Travel Charge Card Training Exam; and
3. USDA Travel Charge Card Training Acceptance

B. Cardholders are to:

1. Print their name at the top of both the completed Exam and Acceptance sheet;
2. Return both documents to their FATA; and
3. The FATA will score the exam. A 70% or higher score is required to pass the training. The test may be taken multiple times if needed.

DISTRIBUTION: Electronic; All
Field Employees

NOTICE EXPIRES: 8/1/19

OPI: OPPD

C. To track the completion of training, the FATA is to submit exams with a passing score to the Financial Services Center (FSC) via:

1. Fax to 515-334-2041;
2. Scan and email to FSCGeneral@FSIS.USDA.GOV ; or
3. Standard Mail to the following address:
Financial Services Center
USDA, FSIS, OA, OCFO, FMD, APMB
4520 114th Street
Urbandale, IA 50322-5410

IV. QUESTIONS

For additional information, contact the Office of the Chief Financial Officer, Financial Management Division, FSC, Customer Contact Center at 1-800-949-3964 or FSCGeneral@fsis.usda.gov.



Assistant Administrator
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