

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

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<b>FSIS NOTICE</b>	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.

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**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](mailto:FSCGeneral@FSIS.USDA.GOV) ; or
3. Standard Mail to the following address:  
Financial Services Center  
USDA, FSIS, OA, OCFO, FMD, APMB  
4520 114<sup>th</sup> 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](mailto:FSCGeneral@fsis.usda.gov).



Assistant Administrator  
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