

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

<h1>FSIS NOTICE</h1>	57-20	10/15/20
----------------------	-------	----------

2020 USDA TRAVEL CHARGE CARD TRAINING

I. PURPOSE

This notice announces the 2020 USDA Travel Charge Card Training. The training is mandatory for all travel charge cardholders.

II. ALL CARDHOLDERS

A. Cardholders are to search the AgLearn To-Do list for the USDA Travel Charge Card Training (2020 Assignment).

B. If the training is not in your To-Do list, cardholders are to access the course at: <https://aglearn.usda.gov/course/view.php?id=52233>. Cardholders are to follow the steps below to receive credit for completing the USDA Travel Charge Card Training (2020 Assignment):

1. Scroll to the ADMINISTRATION section on the left side of the screen and select "Enrollment options;"
2. Select the "Enroll me" button;
3. Complete the USDA Travel Card Training; and
4. Complete the USDA Travel Card-2020 Acceptance Statement.

III. TRAINING DUE DATES

A. Cardholders that have computer access as of October 31, 2020, are to complete the training no later than December 31, 2020.

B. Cardholders that **do not** have computer access as of October 31, 2020, are to complete the training no later than March 31, 2021.

IV. QUESTIONS

Refer questions to the Office of the Chief Financial Officer, Financial Management Division, FSC, Customer Contact Center at 1-800-949-3964 or FSCGeneral@usda.gov.



Assistant Administrator
Office of Policy and Program Development

DISTRIBUTION: Electronic; All
Field Employees

NOTICE EXPIRES: 11/1/21

OPI: OPPD