

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

DEPARTMENTAL NOTICE	Number: 5090-006
SUBJECT: USDA Purchase Card Program – Mandatory, Annual Refresher Training Requirements	DATE: May 12, 2016
	OPI: Office of Procurement and Property Management

1. PURPOSE

This Departmental Notice (DN) makes refresher training mandatory and is required every year for all USDA employees who are participants in U.S. Department of Agriculture's (USDA) Purchase Card Program. The annual USDA Purchase Card Program Refresher Training will:

- a. Help prevent and reduce fraud, waste, and abuse;
- b. Update the program participant's knowledge of the USDA Purchase Card Program; and
- c. Reinforce and strengthen program requirements.

2. POLICY

TRAINING REQUIREMENTS

- a. All USDA Purchase Card Program participants must be trained and certified before receiving a purchase card and/or participating in the program. Warranted and non-warranted personnel must receive training in micro-purchase regulations and procedures as well as the Access Online system, before a card may be conferred. Cardholders and their Approving Officials (AOs) must be able to certify that they have received the training, understand the regulations and procedures, and know the consequences of inappropriate actions.
- b. Each Agency Head is responsible for ensuring participants are adequately trained in the USDA Purchase Card Program and appropriate documentation of training is maintained. Materials have been developed for use in training cardholders, Agency Program Coordinators (APCs), Local Agency Program Coordinators (LAPCs), AOs and others involved in using or monitoring purchase card transactions. Documentation showing proof that the training has been completed for each fiscal year must be maintained for audit purposes by the agency.

- c. Warranted personnel will receive credit toward their training maintenance requirements based upon the duration of time spent receiving official training for coordinators and/or cardholders.
- d. Refresher training via AgLearn is required every year for all participants of the USDA Charge Card Program.
- e. Refresher training requirements consist of the following:
 - (1) Each cardholder, APC, LAPC, and AO is required to complete the *USDA Purchase Card Program Refresher Training* in AgLearn by March 31, 2016, and by March 31 of each subsequent fiscal year, to maintain participation in the USDA Purchase Card Program.
 - (2) Thirty business days after the March 31 deadline CCSC will suspend cardholder accounts of individuals not complying with the annual refresher training requirement. CCSC will provide APCs with the list of cardholder accounts that were suspended due to not complying with annual refresher training requirements. Accounts will be reactivated upon receipt of proof that the training has been successfully completed.
 - (3) Forty-five business days after the March 31 deadline, CCSC will provide the agencies' Head of Contracting Activities Designees (HCADs) and USDA senior leadership with a list of Coordinators and AOs not complying with the annual refresher training requirements.
 - (4) Purchase Card Program participants who are still not in compliance by June 30 of each fiscal year will be required to successfully complete the entire complement of USDA Purchase Card Program training modules to continue participating in the Purchase Card Program.

-END-