

**January 14, 2010- PCard-01-2010: Ability One Training on AgLearn Completion Deadline March 31, 2010**

**This information is being sent on behalf of John T. McCain, Program Manager, Charge Card Service Center Program Office.**

Please distribute the following information to all cardholders and AOs:

As a follow-up to the 'PCard-38-2009: Ability One Training on AgLearn' notice sent on December 14, 2009, the AbilityOne Program web-based training is now available on AgLearn and is **mandatory for all 'Non-warranted Cardholders'** and their **'Approving Officials' (AOs)**. **Training must be completed by March 31, 2010**. If your agency has already established a deadline for training completion before March 31, 2010, your agency deadline can continue to apply. Cardholders and AOs are to forward a copy of the completed training certificate to their respective LAPC.

AbilityOne Program Training only takes approximately 15 minutes and can be accessed on the AgLearn site. Cardholders and AOs can access the training by clicking the link below to launch the training or add to their learning plan. At the site, the AgLearn prompt will appear. After login, you will be taken to the Item Details screen. Click the **Launch the Content** to take the training immediately or click the **Add to Learning Plan** to take the course later.

[https://aglearn.usda.gov/plateau/user/deeplink.do?linkId=ONLINE\\_CONTENT\\_STRUCTURE&componentID=USDA%2dAbilityOneTraining&componentTypeID=Web+Based&revisionDate=1245944640000](https://aglearn.usda.gov/plateau/user/deeplink.do?linkId=ONLINE_CONTENT_STRUCTURE&componentID=USDA%2dAbilityOneTraining&componentTypeID=Web+Based&revisionDate=1245944640000)

To print the certificate, click on **Learning History** under the **Learning Plan** and then click on **Print Completion Certificate**. If you experience any problems printing the certificate, please contact your helpdesk for assistance.

Please see the information below for further information on the program and training policy as cited in DR 5013-6 which can be viewed on the CCSC site at:

[http://www.da.usda.gov/procurement/ccsc/pc\\_policy\\_regs.htm](http://www.da.usda.gov/procurement/ccsc/pc_policy_regs.htm)

**DR 5013-6, Section 7, letter a.**

**AbilityOne Program (formerly Javits-Wagner-O'Day Act Program)**. This Act, 41 U.S.C. §46 et. seq., established the AbilityOne Program, which generates jobs and training opportunities for people who are blind or who have other severe disabilities, through the federal procurement process. For a current AbilityOne product and service listing, log onto their home page at <http://www.abilityone.gov>.

AbilityOne products can also be acquired on-line through the USDA Acquisition Toolkit at <http://www.usda.gov/procurement/> and through AbilityOne at <http://www.abilityone.com>.

**DR 5013-6, Section 18**

All personnel (cardholders and AOs) must be trained in order to receive a purchase card and/or related alternative payment methods with micro-purchase authority. Non-warranted personnel must receive training in micro-purchase regulations and procedures and the bank's EAS before a card may be conferred. Individuals issued a card and their AOs will certify that they have received the training, understand the regulations and procedures, and know the consequences of inappropriate actions.

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, APCs, LAPCs, AOs and others involved in using or monitoring purchase card transactions. These training materials are listed in the *Coordinator's Purchase Card Program Guide* and the USDA Charge Card Program website (<http://www.usda.gov/procurement/card/guide.htm>).

If you have any questions, please email us at [ccsc@da.usda.gov](mailto:ccsc@da.usda.gov).

Thank you!