

From: **Announcement, DOI** <doi_announcement@ios.doi.gov>

Date: Tue, Aug 6, 2013 at 6:33 AM

Subject: Announcement of Updated, Mandatory Web-Based Department of the Interior Integrated Charge Card Training

To: Heads of Bureaus and Offices

From: Debra E. Sonderman, Director /s/, Office of Acquisition and Property Management

Subject: Announcement of Updated, Mandatory Web-Based Department of the Interior Integrated Charge Card Training

The Department of the Interior (DOI) is preparing to launch an updated, web-based training curriculum on the proper use and management of the DOI Integrated Charge Card. This is an annual mandatory training requirement for all current DOI cardholders, Approving Officials (AOs), and Agency/Organization Program Coordinators (A/OPCs); and required training for all charge card applicants prior to issuance of a government charge card.

The online training will be provided through DOI Learn and include topics such as:

- Cardholder training for Travel, Purchase and Fleet business lines
- Approving Official Roles and Responsibilities
- Agency/Organization Program Coordinator Roles and Responsibilities

Specific training modules will be assigned to each employee according to the employee's designation as a Cardholder, AO, or AOPC. Notifications will be issued through DOI Learn requiring employees to complete all required charge card training within 90 days of the date of the notice. DOI Learn will provide ongoing support for this curriculum by maintaining employee training requirements based on roles; issuing annual training notifications to cardholders and AOs; certificates of training completion; memoranda of appointment or re-appointment for AOs and A/OPCs; memoranda of delegation of procurement authority for cardholders; and the annual cardholder agreement.

Charge card accounts for employees who fail to complete the training within 90 days of notification will be deactivated. Accounts will be reactivated upon satisfactory completion of mandatory training requirements.

Questions regarding the cardholder training may be directed to your Bureau lead A/OPC. If you have Departmental policy questions, please contact David Carter, Integrated Charge Card Program Manager, at (202) 513-7544 or via email david_carter@ios.doi.gov.

Visit oneINTERIOR for employee news and events - <http://oneinterior.doi.net>.

Please do not reply to this e-mail. This mailbox is not monitored. Use the contact information located in the message to get more information or provide comments.