



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

July 9, 2012

IOWA BULLETIN NO. IA360-12-27

SUBJECT: PER – REQUIRED TRAINING - NRCS FLEET CHARGE CARD PROGRAM

**ACTION REQUIRED BY: JULY 31, 2012**

**PURPOSE:** To notify employees of the requirement for all NRCS employees, as well as contractors, partners, TSP's, and volunteers who utilize NRCS motor vehicles or motor equipment, to complete the NRCS Fleet Charge Card Program Card User Certification course in AgLearn.

**EXPIRATION DATE:** September 30, 2013

It is agency policy that NRCS employees including contractors, partners, TSP's, and volunteers, if they utilize NRCS vehicles and/or motorized equipment, complete fleet card training every three (3) years. The NRCS Fleet Charge Card Program Card User Certification course has been added to all employees', partners', TSPs', and volunteers' AgLearn accounts. We are still analyzing the need for contractors to complete this training and will add them as well when we make that determination.

If you have a partner, TSP, or volunteer, who does not utilize NRCS vehicles or motorized equipment, the appropriate Leadership Team member should send their name to Sondra E. Folsom Jones, Human Resources Specialist/Training Officer, so that she can remove the training from their "To Do" list.

For further information or questions please contact Sondra E. Folsom Jones, Human Resources Specialist/Training Officer, at (515) 323-2703.

A handwritten signature in black ink, appearing to read "Jon A. Hubbert".

Jon A. Hubbert  
Acting State Conservationist

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