



Natural Resources Conservation Service
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July 3, 2012

KANSAS BULLETIN NO. KS120-12-10

SUBJECT: ADS—AgLearn Training Requirement for Fleet Charge Card Users

Action required by: July 27, 2012

Purpose. To provide additional information on the subject training requirement

Expiration Date. September 30, 2013

In conjunction with [National Bulletin NB120-12-10](#), the “NRCS Fleet Charge Card Program” training has been added to all Natural Resources Conservation Service (NRCS) employees’, agency contractors’, and partners’ to-do list in AgLearn. This training covers how to correctly use fleet charge cards and appropriately document fleet card transactions.

All users of NRCS vehicles or motorized equipment in Kansas must complete the training by **July 27, 2012**. Approximate time for completion is 15 minutes. **Please note:**

Learners must complete a certification at the end of the training (click the submit button).

The training will not move to completed until the course evaluation is completed. The evaluation is a separate item.

Employees with AgLearn accounts will **NOT** be required to submit a copy of a completion certificate. Completion will be tracked in AgLearn.

A hard copy of the training will be available on the [Kansas NRCS SharePoint site](#) for vehicle or motorized equipment users who do not have an AgLearn account (i.e., volunteers). Supervisors should retain a copy of the signed statement of understanding on file and send a signed copy to Lenny Skieff, Local Fleet Program Coordinator.

Contact: AgLearn technical issues: Shawna Carter, shawna.carter@ks.usda.gov, 785-823-4513; fleet card policy or training requirements: Lenny Skieff, lenny.skieff@ks.usda.gov, 785-823-4501

(signed)

ERIC B. BANKS
State Conservationist

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