

United States Department of Agriculture



Natural Resources Conservation Service
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Date: February 7, 2007

WASHINGTON BULLETIN WA120-7-2

SUBJECT: Purchasing – Purchase Card Holder Training

Purpose. To notify all purchase card holders of refresher training.

Expiration Date. April 30, 2007

ACTION REQUIRED BY PURCHASE CARD HOLDERS BY: APRIL 2, 2007

The Natural Resources Conservation Service (NRCS) has been requested by the Department's Office of Procurement and Property Management (OPPM) to remind all USDA purchase card holders to take the Green Purchasing training cited below. This is needed in order to meet external requirements that purchase cardholders receive Green purchasing training.

The General Services Administration (GSA) provides an excellent web-based training program for users of the SmartPay purchase card. It can be used to meet the requirement that purchase card holders receive green purchasing training. Section 10 of Part III of "GSA SmartPay Purchase Card -- Your Blueprint for Success" discusses purchasing recycled content, bio-based, energy efficient, environmentally preferable products, and non-ozone depleting substances, with links to the relevant program web sites.

The reading and quiz will require approximately 30 minutes or less to complete. The following url provides a direct connection to the training website.

<http://fss.gsa.gov/webtraining/trainingdocs/smartpaytraining/index.cfm>.

Upon completion of the quiz, please provide a copy of the certificate to Ron Joyner by fax, (509) 323-2909, or e-mail. A copy is to be provided to the YOUR immediate supervisor at the same time. This is to be completed **not later than April 2, 2007**.

If you have questions or need further information please contact Ronald Joyner, Contract Specialist, at (509) 323-2926, or e-mail Ronald.Joyner@Wa.usda.gov .

A. STEFAN FECHTER
State Administrative Officer

DIST: E

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