

Travel Card Training Requirements

The following training requirements are to be fulfilled:

a. **Agency Program Coordinators.** Upon designation, an APC shall successfully complete training on travel card policy and procedures, as well as training on how to utilize the electronic access software provided by the card contractor. Refresher training is required every two years. Documentation of successful completion of this training must be maintained for the duration the employee serves in this capacity. Training resources available to assist an APC in fulfilling this requirement are listed in Enclosure (6) of the Travel Card Instruction, EBUSOPSOFFINST 4650.1A , and further training information is provided in the Travel Card APC Desk Guide.

b. **Travel Cardholders.** At the time of submission of an application for a travel card, individuals shall be provided with training on travel card policy and procedures and cardholder responsibilities. Documentation of successful completion of this training will be maintained by the cardholder's APC. Additional training is required as made available by the cardholder's command. Training resources available to assist in the fulfillment of this requirement are listed below.

Training Sources

Agency Program Coordinator (APC) Training

1. Mandatory training source for initial training of APCs:
 - a. Government Travel Charge Card Computer Based Training (CBT)
2. Mandatory training sources for refresher training of APCs: (Select the one that best suits your situation.)
 - a. Government Travel Charge Card Computer Based Training (CBT)
 - b. DON Annual Travel Card APC Conference
 - c. Video Tele-Training (VTT)
 1. APC Policy Training – CIN 748/A-500-0067
 2. APC Delinquency management/Reporting Tool for EAGLS – CIN 748/A-500-0068

Cardholder (CH) Training

3. Mandatory training source for initial Cardholder training:
 - a. Government Travel Charge Card Computer Based Training (CBT)

Descriptions of Mandatory Training

- Government Travel Charge Card Computer Based Training (CBT) - The goal of the CBT is to provide interactive training courses that are effective and require minimum

computer skills. The CBT modules are role-based, targeting cardholders, Commanding Officers/Supervisors, and APCs. The training provides background in policy, procedures, and proper utilizations of the travel card.

The CBT is available on CD-Rom or can be downloaded from our website at www.DON-ebusiness.navsup.navy.mil. Once the user completes their respective training module, a certificate of completion is available for printing. This certificate should be filed for verification of training completion.

- DON Annual Travel Card APC Conference. Provided by the DON eBusiness operations Office annually. Please visit our website at www.DON-ebusiness.navsup.navy.mil for details.
- Video Tele-Training (VTT) - VTT targets cardholders, Commanding Officers/Supervisors, and APCs. Each course is a PowerPoint presentation taught by an instructor from the Navy Supply Corps School (NSCS) in Athens, Georgia. Students can interact with the instructor using the VTT technology.

To access the monthly VTT schedule, go to www.nscs.cnet.navy.mil and click on Training. Select Government Travel Card Training. The four courses offered are:

- Refresher Cardholder Training,
- Commanding Officer/Supervisor Training,
- APC Policy Training,
- APC Delinquency Management/Reporting Tool for EAGLS.

Select applicable training course, then select VTT registration. This will take you to the Navy Learning Network www.nlnvtt.fctclant.navy.mil/usn_vtt.htm where you must click on the VTT facility near you. Contact the VTT facility for site-specific questions and to reserve quotas. A document containing additional details on course descriptions, schedules, and how to register your Video Tele-conferencing (VTC) equipment is available on our website www.don-ebusiness.navsup.navy.mil.

Please reference the DON eBusiness Operations Office Travel Card Instruction, DON EBUSOPSOFFINST 4650.1A, for more details on the training requirements.