APPROVING OFFICIAL TRAINING

APPROVING OFFICIAL – FLEET (DETAILED INSTRUCTIONS)

General Information

1. Training for Fleet cardholders or approving officials does not exist in DOI or GSA. Therefore, employees who use fleet vehicles and equipment, and approving officials who oversee the use of the fleet vehicle and equipment need to take the Fleet A/OPC training and upload the training certificate into the cardholder and approving official training courses in DOI Talent.
2. The completion certificate received for successfully completing the Fleet Card Training for Program Coordinators will also serve as the completion certificate for successfully completing the Fleet Card Training for Approving Officials.

Access DOI Talent (Recommended Browsers: Use the Chrome or Edge browsers when accessing DOI Talent. Do not use IE 11).

3. Click on the "Find Learning" tab.
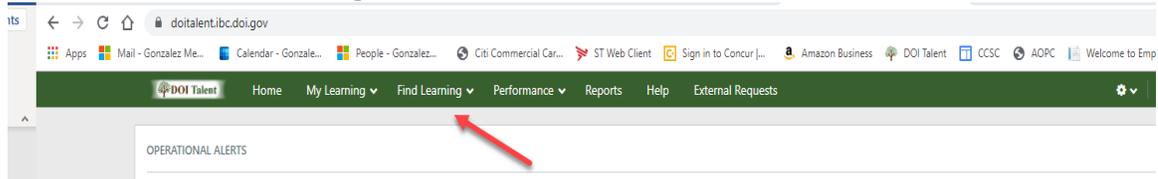
4. Select "Courses" from the drop-down menu.
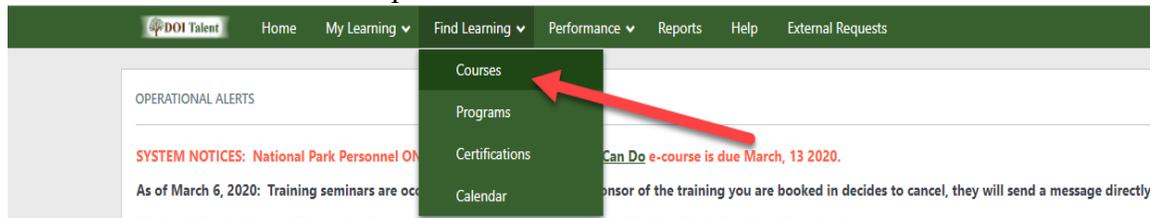
5. Type the course name, "Fleet Card Training for Approving Officials"[1], and click on "Search"[2].

Search Courses: 8470 records shown

This is the course catalog view. Use the search boxes to type in keywords to find the training you are interested in.

Remember, when searching, simplicity is key. For example: type "leadership" instead of "leadership qualities" or "natural resource" instead of "preserving natural resources".

Be sure to select the Course Status = 'A' so you only see courses that are active.

About Enrolling in Courses and Signing-Up for Seminar Events:

• In order to sign-up for a scheduled event, you might be presented with an "enroll me" option. NOTE: This does not place you on any roster. YOU MUST choose a date and then click "Sign-up" for that specific date.

▼ Search by

Course Status: MUST SELECT 'A'! ⓘ	any value ▾
Course Name ⓘ	contains ▾ Fleet Card Training for C
Course Shortname ⓘ	contains ▾
Responsible Bureau ⓘ	any value ▾
Course Category (multichoice) ⓘ	is any value ▾ Choose Categories ☐ Include sub-categories?

Search   Clear

6. Click on the course name:

contains ▾	
any value ▾	
is any value ▾ Choose Categories ☐ Include sub-categories?	

Search   Clear

earch by [   ]   Search   Clear

Course Icon	Course Name ▲	Course Shortname	Course Type	Responsible Bureau	Requires Approval	Training Tuition Costs	Content	Duration	Contact Name/Email	Category
📦	ⓘ Fleet Card Training for Approving Officials	DOI-CCTrng-FleetAprvOff	Blended	Office of the Secretary	No	0.00	📄💬🔖🌐	1	Ken Casey/ kenneth_casey@ios.doi.gov	Acquisitions

7. Click on the "Enroll me" button to self-enroll in the course.

Step 1: Take the GSA Fleet Card Training for Approving Officials

1. Training for Fleet cardholders or approving officials does not exist in DOI or GSA. Therefore, employees who use fleet vehicles and equipment, and approving officials who oversee the use of the fleet vehicle and equipment need to take the Fleet A/OPC training. Even if you have taken the cardholder fleet card training, you must click on the "*Take the*

GSA Fleet Card Training for Approving Officials" link for the radio button to checkmark.

Step 2: Download the Charge Card Agreement of Responsibility

1. After returning to DOI Talent, click on the "*Charge Card Agreement of Responsibility*" link located in Step 2. Read and save a copy for your records, if desired. Close the screen when completed.

Step 3: Download the GSA Fleet Card Training PDF

1. Click on the "*Fleet Card Training PDF Document*" link. This step is necessary for recording the completed task in DOI Talent. If you did not save a copy from the GSA Training website, you can save a copy for your records at this time.

Step 4: Download the Appointment Letter for Approving Officials.

1. Click on the "DOI AO Appointment Letter March 9, 2020" link. This step is necessary for recording the completed task in DOI Talent.

Step 4: Download the Appointment Letter for Approving Officials

DOI AO Appointment Letter March 9 2020

Step 5: Uploading your training certificate from GSA.

1. Click on the "Instructions for Uploading Certificates" link. This step is necessary for recording the completed task in DOI Talent. Click the box to the right when finished reading the instructions on how to upload your certificate.

Step 5: Upload your training certificate from GSA

Instructions for Uploading Certifications

Read the instructions for uploading your completion certificate to your Record of Learning.

Click this link to go to your Record of Learning to upload your Fleet Approving Officials Training Certificate.
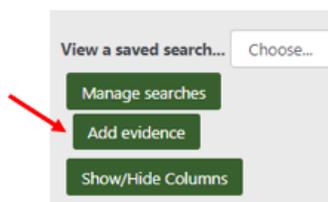
2. Start the process to upload your certification by clicking on the 'My Learning' tab and then on the 'Record of Learning' button.

3. Click on the 'OTHER EVIDENCE' button.
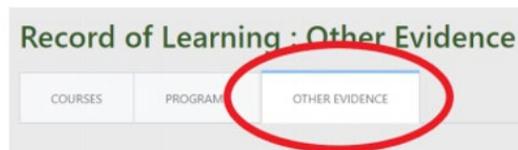
4. Click on the 'Add evidence' button.

5. Enter 'Fleet Card Training for Approving Officials' as the evidence name.

6. Select 'Certificate of Completion' from the 'Evidence Type' drop-down menu.

7. Enter 'GSA' as the Provider/Vendor.

8. Enter the date of completion.

9. Click on the icon to locate your Certificate of Completion that you saved to your computer from the GSA website and select it for upload.

10. Click the 'Add evidence' button.

Step 6: Self Certify Completion/Compliance.

1. After reading the bullet points, click the box to the right to certify completion of all steps within the Fleet Charge Card Training.

2. Your Fleet Card Training for Approving Officials has been completed. Once you have completed all steps, please make sure all boxes and radio buttons have been marked. This is an indication that all steps have being completed. Please see below:

Step 1: Take the GSA Fleet Card Training for Approving Officialss

🌐 GSA Fleet Card Training for Approving Officials URL ⊙

The GSA Fleet Card Training for Program Coordinators is the DOI-approved course for Fleet Approving Officials

This link will take you to the GSA course which is intended to teach you the basics about your roles and responsibilities as an Approving Official for the fleet business line.

You must create a login and password at the GSA website to take the course there, unless you already have one. Once you've completed the training on the GSA website, close the browser window and return to this page to complete the additional steps below. **IMPORTANT: Be sure to download the GSA completion certificate once you've completed the training there.**

**You will be required to take this training every three years as refresher training.

Step 2: Download the Charge Card Agreement of Responsibility

📄 Charge Card Agreement of Responsiblity March 9 2020 ⊙

Step 3: Download the Fleet Card Training PDF

📄 Fleet Card Training PDF document ⊙

Step 4: Download the Appointment Letter for Approving Officials

📄 DOI AO Appointment Letter March 9 2020 ⊙

Step 5: Upload your training certificate from GSA

📄 Instructions for Uploading Certifications ⊙

Read the instructions for uploading your completion certificate to your Record of Learning. ☑

Click this link to go to your Record of Learning to upload your Fleet Approving Officials Training Certificate.

Step 5: Self Certify your completion/compliance

By checking the box to the right, I certify that I ☑

- visited the GSA link above and completed the Fleet Card Approving Officials training module;
- Reviewed the GSA Fleet Card Training PDF document provided;
- Reviewed and will carry out the responsibilities for an Approving Official as described in the Appointment Letter of Approving Officials, if I'm serving as an Approving Officer; and
- Will comply with the requirements stated therein.

3. Logout of DOI Talent.

4. Once you complete the training successfully, you will receive a congratulatory email from DOI Talent Admin.