

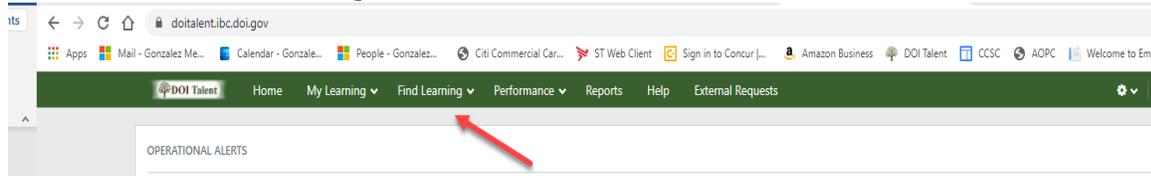
APPROVING OFFICIAL – TRAVEL (DETAILED INSTRUCTIONS)

General Information

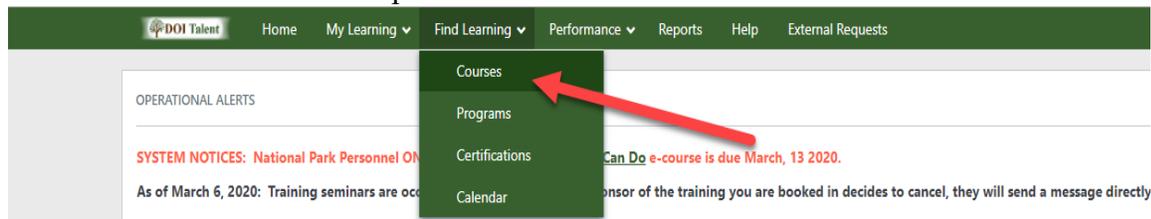
1. Once you have completed the Travel Card Training for Cardholders (Lessons 1-11), continue to Lesson 12, Travel Card Training for Approving Officials on the GSA website.
2. The completion certificate received for successfully completing the Travel Card Training for Cardholders will also serve as the completion certificate for successfully completing the Travel 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).

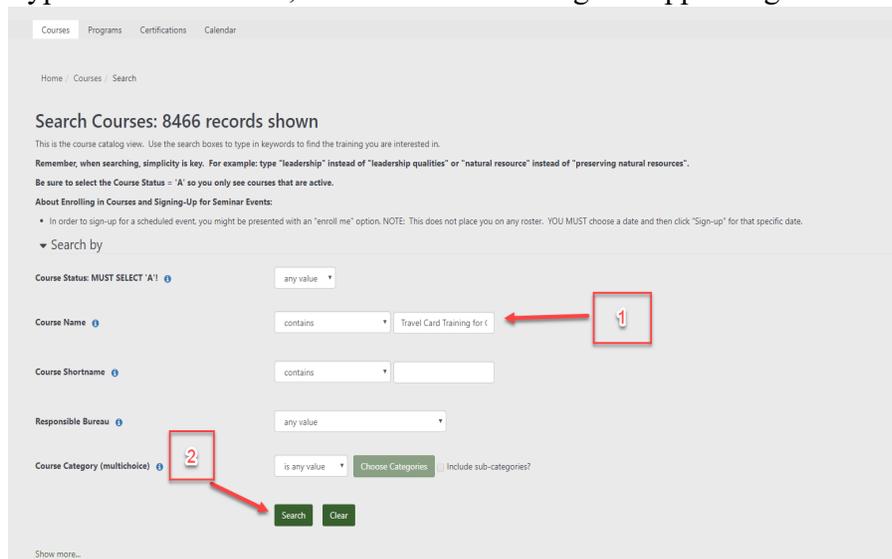
3. Click on the “Find Learning” tab.



4. Select “Courses” from the drop-down menu.



5. Type the course name, “Travel Card Training for Approving Officials”¹, and click on “Search”².



6. Click on the course name:

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'!

Course Name

Course Shortname

Responsible Bureau

Course Category (multichoice) Include sub-categories?

Show more...

Filter by

Search by

Course Icon	Course Name	Course Shortname	Course Type	Responsible Bureau	Requires Approval	Training Tuition Costs	Content	Duration	Contact Name/Email
	Travel Card Training for Cardholders	DOI-CCInvfmg-CH	Blended	Office of the Secretary	No	0.00		1	Ken Casey/kenneth_casey@ios.doi.gov

Content

- Assignment (0)
- Book (0)
- Certificate (0)

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

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

- Even if you have taken the cardholder travel card training, you must click on the “*Take the GSA Travel Card Training for Approving Officials*” link for the radio button to checkmark. It will open a new window for the GSA website, continue to Lesson 12, on Travel Card Training for Approving Officials.

Announcements Your progress

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

Take the GSA Travel Card Training for 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 a Travel Approving Official

- 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 3 years as refresher training per DOI Charge Card Policy.**

Step 2: Download the Charge Card Agreement of Responsibility

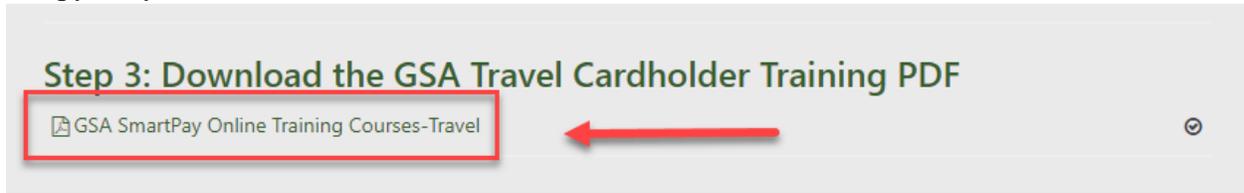
- After returning to DOI Talent, click on the “*Charge Card Agreement of Responsibility*” link located in Step 2. Read and save a copy for your records, if desired. Close the screen when completed.

Step 2: Download the Charge Card Agreement of Responsibility

Charge Card Agreement of Responsibility March 9 2020

Step 3: Download the GSA Travel Cardholder Training PDF

1. Click on the “GSA SmartPay Online Training Courses-Travel” 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 5: Uploading your training certificate from GSA.

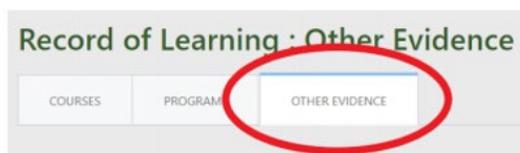
1. Click on the “Instructions for Uploading Certificates” link. This step is necessary for recording the completed task in DOI Talent. Click the box to the right when finished reading the instructions on how to upload your certificate.



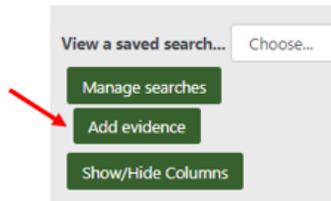
2. Start the process to upload your certification by clicking on the ‘My Learning’ tab and then on the ‘Record of Learning’ button.



3. Click on the ‘OTHER EVIDENCE’ button.



4. Click on the ‘Add evidence’ button.



5. Enter 'Travel 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.

Add evidence

There are required fields in this form marked *.

Evidence name → | Travel Card Training for Approving Officials (5)

Evidence type → Certificate of Completion (6)

Description

Rich text editor toolbar: Bold, Italic, Bulleted list, Numbered list, Link, Unlink, Image, Video, Print

Provider/Vendor → GSA (7)

Date completed → March 25, 2020 (8)

File attachments → [File upload icon] (9)

Files

You can drag and drop files here to attach

Current date → March 25, 2020

(10) Add evidence Cancel

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 Travel Charge Card Training.

Step 6: Self Certify your completion/compliance

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

- Visited the GSA link above and completed the Travel Card Training for approving official module;
- Reviewed the GSA Travel Card Training PDF document provided; and
- Reviewed and will carry out the responsibilities for an Approving Official as described in the Appointment Letter for Approving Officials.

2. Your Travel 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:

Announcements Your progress

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

Take the GSA Travel Card Training for Approving Officials.

This link will take you to the GSA course which is intended to teach you the basics about your roles and responsibilities a Travel Approving Official

- 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 3 years as refresher training per DOI Charge Card Policy.

Step 2: Download the Charge Card Agreement of Responsibility

Charge Card Agreement of Responsibility March 9 2020

Step 3: Download the GSA Travel Cardholder Training PDF

GSA SmartPay Online Training Courses-Travel

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 Certificates

Read the instructions for uploading your completion certificate to your Record of Learning. Click box to the right when finished.

Click this link to go to your Record of Learning to upload your Travel Card Approving Official Training Certificate.

Step 6: Self Certify your completion/compliance

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

- Visited the GSA link above and completed the Travel Card Training for approving official module;
- Reviewed the GSA Travel Card Training PDF document provided; and
- Reviewed and will carry out the responsibilities for an Approving Official as described in the Appointment Letter for Approving Officials.

3. Logout of DOI Talent.

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