DOC Bureau/Operating Unit Travelers, Travel Preparers, Travel Points of Contact (POC), and Approving Officials for Travel

The Office of Financial Management, Travel Management Divisionis announcing an update to the mandatory travel training for bureau/operating unit travelers, travel preparers, travel points of contact, and travel approving officials.  This training is designed to promote awareness and compliance with the Department’s Travel Policy as well as emphasize the requirements for all approved travel authorizations and vouchers in accordance with the Federal Travel Regulation (FTR) and the Department’s Travel Policy.  This training is also different from the Travel Policy Overview Training and ETS2 system training.  All three of the following courses within the Commerce Learning Center (CLC) must be taken to satisfy this mandatory training requirement.

* [Basic Travel Training Curriculum](https://doc.csod.com/LMS/LoDetails/DetailsLo.aspx?loid=8bd078e6-98bc-4c73-badb-a73e3f9c5a1a&query=%3fq%3dBasic+Travel+Training+Curriculum#t=1) – must be completed by travelers, travel preparers, travel points of contact, and travel approving officials
* [Fly America Act Curriculum](https://doc.csod.com/LMS/LoDetails/DetailsLo.aspx?loid=d3e46c14-e66a-41eb-8da7-26731b5ea598&query=%23q%3Dfly%2520america%2520curriculum%26s%3D%26a%3D&back_key=1#t=1) which includes the Open Skies Agreement – must be completed by travelers, travel preparers, travel points of contact, and travel approving officials
* [Travel Approving Officials](https://doc.csod.com/LMS/LoDetails/DetailsLo.aspx?loid=1ba743d2-94a1-45e1-8007-6a17d6cac99f&query=%3Fs%3D%26q%3Dtravel%2520approving%2520officials&back_key=1#t=1) – must be completed by all travel approving officials

**For bargaining unit employees**, the Fly America Act Training is only for anyone traveling, arranging, approving, reviewing, and responsible for conferences, meetings, and events that require international travel and for first-time and new employees as a prerequisite for that travel.

Training must be completed by **Tuesday, December 31, 2019**.

Please disseminate within your Bureau as you deem appropriate.

If you encounter any **technical difficulties** launching and/or completing the training, please reference the following URL [http://doc.csod.com](http://doc.csod.com/), and then click the 24x7 live support button on the lower right of the log-in page.  If you continue experiencing problems in the CLC, please contact your Servicing Human Resources Office’s training department or appropriate CLC administrator for your bureau/operating unit.

If you have any questions, please contact the Travel Management Division at 202-482-1818.

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