

April 11, 2016

MEMORANDUM FOR FEDERAL AGENCY CERTIFYING OFFICERS AND MEMBERS OF THE FEDERAL PAYMENTS COMMUNITY

FROM: John B. Hill
Assistant Commissioner
Payment Management and
Chief Disbursing Officer



SUBJECT: Release of New Certifying Officer (CO) Training from the Bureau of the Fiscal Service (Fiscal Service)

I am pleased to announce that Fiscal Service has released a new training resource for your agency's certifying officers. Based on your input, we've enhanced our training resources available for Certifying Officers. This new resource was developed for newly appointed Certifying Officers, as well as those who currently hold the position. It supplements the instructions in the Treasury Financial Manual (TFM) Volume I, Part 4A, Chapter 3000.

The updated CO training offers visually enhanced computer-based modules designed for ease of understanding, navigation, and ongoing reference. The course takes approximately one hour to finish and provides a certificate upon completion. We developed the training as on-demand resource with continual accessibility for all responsible officers and anyone involved in making federal payments.

Certifying officers and other payment staff can access the CO Training at <https://fiscal.treasury.gov/cotraining> (found on our *Fiscal Service website*, in the *Training & Events* menu, under *Training Opportunities*).

The certifying officers at your agency are strongly encouraged to complete the new computer-based training. It is part of the Fiscal Service performance enhancement strategy to ultimately include the training as part of the credentialing requirements for delegations and designations and the renewal of delegations and designations, as described in TFM Volume I, Part 4A, Chapter 3000.

We look forward to supporting the important work of your agency with this newly developed CO training. Should you have any questions about accessing the training, please contact the Payment Management Call Center in Kansas City at (855) 868-0151, option 2, option 0, and for questions regarding policy, please call (202) 874-6800.