



BUREAU OF THE  
**Fiscal Service**  
U.S. DEPARTMENT OF THE TREASURY

# **Certifying Officer (CO) Training**

*Building a Community of Practice*

Presented by: Margot Kaeser

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# The Profile of a Certifying Officer

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- Imperative to the payment process as one of the first lines of defense against potential fraud, abuse, waste or mismanagement
- Must ascertain that payments are legal, proper, and correct
- Held personally accountable and individually responsible for verifying Federal payments



Over 1 billion transactions  
exceeding \$3 trillion

# Core Training Modules

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- History of the U.S. Treasury
- The Certification Process
- The Responsibilities of a Certifying Officer
- Tools, Applications and Assistance
- Federal Shared Service Providers
- Refresher Module

# Long-term Vision

To prepare Certifying Officers for their role through the adoption of a Performance Enhancement Strategy that creates and unites the Government Payments Community with tools, training, and job support.

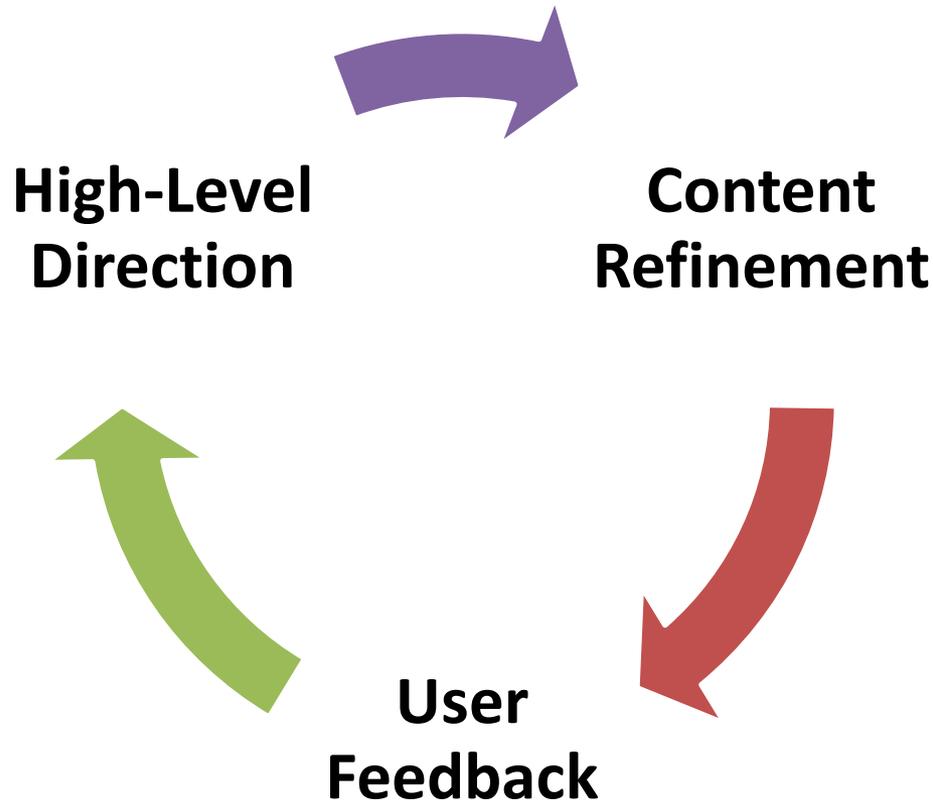


- *Require COs to take Core Training Modules*
- *Establish core competencies that will lead to a professional credential*
- *Create a Community of Practice*
  - *Common Interest*
  - *Common Goal*
  - *Shared Experiences*
- *Develop stand-alone educational tools and resources*
- *Provide for ongoing CO training and development*
- *Reach a broader audience*

More than 1,500 Certifying Officers across the Federal Government

# Payments Community, Stakeholder Engagement

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## **Input**

- *Board of Directors*
- *Fiscal Stakeholders*
- *Multi-agency TWG*
- *Focus Groups*
- *Survey Responses*

# Payments Community Board of Directors

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***Goal: To create a shared understanding of processes, policies and rules impacting Federal payments***

- Different focus than Treasury Working Group (TWG)
  - curriculum development vs assessment
- *13 Voting Members*
- Meet Twice yearly to make recommendations
- Made up of Representatives from:
  - the Fiscal Service
  - various Treasury Disbursed Entities
    - Representing a cross section of the Federal landscape
  - two Non Treasury Disbursed Entities.



# Website Launch



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## Training Opportunities



### Certifying Officer Training

Certifying Officer training is provided by Fiscal Service as a supplement to the instructions in Treasury Financial Manual (TFM) Volume 1, Part 4A, Chapter 3000.

The computer-based training modules are designed for easy understanding and navigation, and as a resource for future reference to help newly appointed certifying officers as well as those who currently hold the position.

Certifying officers are strongly encouraged to complete the computer-based training. The course takes from one to three hours to finish and provides a certificate on completion.

CO Training

#### Additional Information

CO training is part of the Fiscal Service performance enhancement strategy for certification credentialing requirements for delegations and designations, and the renewal of delegations and designations, as described in [TFM Volume 1, Part 4A, Chapter 3000](#).

**Date:** Available 24/7

**Hosted by:** Payment Management

**Target Audience:** Certifying Officers and anyone involved in making federal payments.

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### Related resources

- [SPS: Secure Payment System](#)
- [TFM Volume I, Part 4A, Chapter 3000](#)

