



BUREAU OF THE  
**Fiscal Service**

U.S. DEPARTMENT OF THE TREASURY

# **Certifying Officer (CO) Training**

*Building a Community of Practice*



# 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 Certifying Officer Community with tools, training, and job support.

## Certifying Officer Performance Enhancement Strategy



- 1. Establish core competencies that will lead to a professional credential**
- 2. Create a Community of Practice**
  - **Common Interest**
  - **Common Goal**
  - **Shared Experiences**
- 3. Develop stand-alone educational tools and resources**
- 4. Provide for ongoing CO training and development**
- 5. Reach a broader audience**

More than 1,500 Certifying Officers across the Federal Government

# Website Launch

The screenshot displays the Bureau of the Fiscal Service website. At the top left is the logo with the text "BUREAU OF THE Fiscal Service" and "U.S. DEPARTMENT OF THE TREASURY". A navigation menu includes links for Home, About Us, Our Programs, Reports & Publications, Our Services, News, and Contact Us. On the left side, a vertical menu lists "Training & Events", "Training Opportunities", and "Upcoming Events". The main content area features a large image of the Jefferson Memorial with the heading "Training Opportunities" and a calendar icon. Below this is a section for "Certifying Officer Training" with descriptive text and a red "CO Training" button. Further down is an "Additional Information" section with details on training requirements, dates, and audience. On the right side, there are sections for "Receive E-Mail Updates" with a "Subscribe to Updates" link, and "Related resources" with links to "SPS: Secure Payment System" and "TFM Volume I, Part 4A, Chapter 3000". A "Translate" button is located in the bottom right corner of the page content.

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

Home | About Us | Our Programs | Reports & Publications | Our Services | News | Contact Us

Training & Events  
Training Opportunities  
Upcoming Events

**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.

Receive E-Mail Updates

- [Subscribe to Updates](#)

Related resources

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

Translate