



BUREAU OF THE
Fiscal Service

U.S. DEPARTMENT OF THE TREASURY

Certifying Officer (CO) Training

Building a Community of Practice

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The Profile of a Certifying Officer

- 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

- 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.

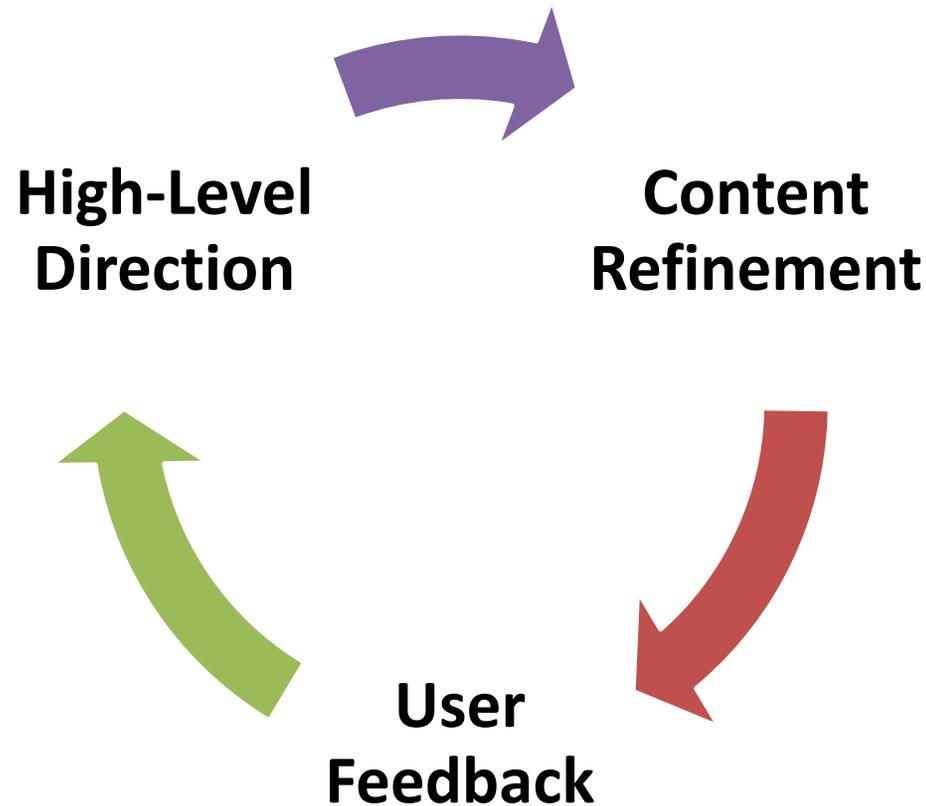


- *Require COs to take Core Training Modules*
- *Establish core competencies that will lead to a professional credential*
- *Create a Community of Practice*
 - *Common Interest*
 - *Common Goal*
 - *Shared Experiences*
- *Develop stand-alone educational tools and resources*
- *Provide for ongoing CO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

More than 1,500 Certifying Officers across the Federal Government

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Payments Community, Stakeholder Engagement



Input

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

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Website Launch

The screenshot displays the Fiscal Service website's 'Training Opportunities' page. At the top left is the Bureau of the Fiscal Service logo, featuring a stylized classical building with a star above it, and the text 'BUREAU OF THE Fiscal Service' and 'U.S. DEPARTMENT OF THE TREASURY'. To the right of the logo is a horizontal navigation menu with links for 'Home', 'About Us', 'Our Programs', 'Reports & Publications', 'Our Services', 'News', and 'Contact Us'. Below the navigation is a main content area. On the left side of this area is a vertical sidebar with three blue buttons: 'Training & Events', 'Training Opportunities', and 'Upcoming Events'. The main content area features a large image of the Jefferson Memorial in Washington, D.C., with the text 'Training Opportunities' overlaid in a large, bold, blue font. Below the image is a sub-section titled 'Certifying Officer Training' with a red button labeled 'CO Training'. The text under this section describes the training provided by Fiscal Service as a supplement to the Treasury Financial Manual (TFM) Volume 1, Part 4A, Chapter 3000. It mentions that the training modules are computer-based and designed for easy understanding and navigation. It also states that certifying officers are strongly encouraged to complete the training, which takes one to three hours and provides a certificate upon completion. Below this text is a section titled 'Additional Information' which explains that CO training is part of the Fiscal Service performance enhancement strategy for certification credentialing requirements. It also provides the date 'Available 24/7', the host 'Payment Management', and the target audience 'Certifying Officers and anyone involved in making federal payments.' On the right side of the main content area, there are two white boxes. The top one is titled 'Receive E-Mail Updates' and contains a link 'Subscribe to Updates'. The bottom one is titled 'Related resources' and contains two links: 'SPS: Secure Payment System' and 'TFM Volume I, Part 4A, Chapter 3000'. At the bottom right of the page is a 'Translate' button with a small icon.

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