



DATE: September 19, 2018

TO: Federal Agency Payment Certifying Officers and Members of the Federal Payments Community

FROM: Ronda Kent
Assistant Commissioner, Payment Management and
Chief Disbursing Officer

SUBJECT: Mandatory Federal Payment Certifying Officer Training
New Requirement, Effective November 1, 2018

In Fiscal Year 2017, the Federal Government paid \$3.9 trillion to individuals, companies, and other entities around the world. The U.S. Department of the Treasury's Bureau of the Fiscal Service (Fiscal Service) disbursed 87% of those payments on behalf of more than 250 Federal agencies and programs. Fiscal Service is also responsible for establishing governmentwide policies to ensure that payments are made accurately, to the right payees, and in compliance with legal requirements. Federal Certifying Officers (COs) are key to maintaining the public's trust in the integrity of the Government's payment processes.

Effective November 1, 2018, all COs are required to complete online training, provided by the Fiscal Service, as a credentialing requirement for new delegations and designations, and the renewal of delegations and designations, as described in the Treasury Financial Manual (TFM) Volume I, Part 4A, Chapter 3000.

This training requirement applies to all COs, Secure Payment System (SPS) Data Entry Operators, and individuals designated as an "Agent to Receive and Deliver Checks" who process payments through Treasury Fiscal Service. Each of these individuals, who must be government employees, will be required to affirm a current completion of CO training as part of each issuance of new or renewed credentials. We recommend, but do not require, that Non-Treasury Disbursing Office Accountable Officers also complete this informative training.

We look forward to supporting the important work of your agency with this new CO training requirement. For more information, please see the attached information sheet and visit our website at <https://fiscal.treasury.gov/cotraining>. Should you have any questions regarding payment certification policies, please contact Margot Kaeser, Director of the Policy and Oversight Division of Payment Management, at margot.kaeser@fiscal.treasury.gov or (202) 874-6790.