



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

Certifying Officer Training Program

Online Training Program Prototype

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Certifying Officer Training Program

Background

- Training for the 1,540 Certifying Officers (CO) who certify payments to Treasury is insufficient
- In response Fiscal Service engaged a contractor to develop a CO Computer Based Training (CBT) module
- The initial goal of training is to enhance understanding of the basic roles, rights, and responsibilities, with particular attention to the accountability component inherent in the role

Certifying Officer Training Program

Established the Treasury Working Group (TWG)

- Comprised of Federal agencies' COs from small and large agencies, a shared service provider and Fiscal Service professionals
 - Works in concert with the developer and Fiscal Service
 - Provides advice on development, evaluation and delivery of training materials

Certifying Officer – Online Training Program Prototype

Purpose

- Provide a functional, “first look,” prototype of the Certifying Officer Training
- Demonstrate the graphical user interface, functionality, and content presentation of CO Training program
- Provide a sample of content to be elaborated for final training program
- Present a foundation for future training development

CO Performance Enhancement Strategy

Long term goals

- Establish a community COs can use to communicate and collaborate with each other
- Provide training on multiple topics
- Provide tools and resources for on-the-job support
- Provide a supportive environment to collaborate and resolve issues

Certifying Officer Performance Enhancement Strategy



Demonstration

Questions



Contact Information

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