

GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM  
WASHINGTON HEADQUARTERS SERVICES  
BUDGET AND FINANCE DIRECTORATE  
AGENCY PROGRAM COORDINATOR

**PURCHASE CARD ALERT NUMBER 9**

(18 July 2003)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: **MANDATORY TRAINING** (for **Approving Officials ONLY**),  
Management Controls Training in August-September 2003

In order to enhance management controls under our OSD/WHS Purchase Card Program, the Purchase Card Program Manager is partnering with WHS-HRD to provide mandatory training in management controls, to Approving Officials, at no cost to your unit.

The Purchase Card Program has been reported as a systemic weakness under DoD's Statement of Assurance as required by the Federal Manager's Financial Integrity Act (FMFIA). The need for Management Control training has been expressed in diverse audits/reports by the DoD IG, GAO, and OMB.

This training need will be hosted by the firm of Management Concepts Incorporated (MCI), under the instruction of Mr. William D. Martin, Jr. CPA, CFE, CGFM . MCI will provide the training in half-day sessions at its facilities, from the hours of 8:00 am to 1200 noon.

The half-day training sessions will focus on the Integrity Act requirements and how they are met, key concepts within DoD's Management Control Program, and the need for an effective control system implemented by Approving Officials for their Cardholders under the OSD/WHS Purchase Card Program. The training will utilize segments of MCI's one-day class text: "The Integrity Act: Overview of Control Guidance"; participants, however, will receive the full text to keep. This basic course is designed for those who need to know more about control techniques to reduce the risk of waste, fraud, and mismanagement and to support their organization's accountability efforts.

The logistics are:

-- WHS-HRD will centrally fund the training with FY 2003 funds for classes in the August-September timeframe.

-- Management Concepts will host the classes at its facilities in Vienna, VA, near Tysons Corner malls, and in Washington, DC at Connecticut and "L" St. (above the

Farragut North Metro Station). Directions will be provided after HRD receives your individual Form 1556. Dates for each location are shown below.

- Four CPE hours or .3 CEU hours will be awarded for full attendance. Management Concepts is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors.
- Classes will be filled on first come, first served basis by OSD and WHS employees. Please email a rationale to Claudia Colvin or Tracy Williams if you have colleagues you believe should attend from other staff levels or from other Components, and we will try to accommodate them on a space available basis.
- Minimum class size is 15, maximum is 25. HRD will keep a waiting list. Please set your calendars, so as to minimize the number of change requests to a different class.

### **Instructions for Signing Up**

- Individual participants should sign up by **faxing** a simplified DD-Form 1556, signed as usual, to WHS-HRD, attn: Leah Hertel for WHS and Necia Holmes for OSD, at fax 703-617-7332. Guidance for this 1556 follows:

Block A-D: leave blank

Block 1-16: complete as stated

Block 17: **Course Title: "The Integrity Act: Overview of Control Guidance"**

Block 18: Training Objectives: To review key concepts within DoD's Management Control Program and the need for an effective control system for the DoD Purchase Card Program, including components of the The Federal Managers Financial Integrity Act (FMFIA)

Block 19a: Management Concepts Incorporated

Block 19b: Leave blank

Block 19c: Specify Vienna VA or Washington, DC from list of dates in Block 23

Block 20: Leave blank

**Block 21a. Duty hours=4 (8am sharp to 12noon)**

Block 21c. TOTAL=4

Block 22: Leave blank

**Block 23: Training Period**

**OPTIONS:**

*Washington, DC*

**August 11**

**August 22**

**August 25**

**September 3**

Vienna, VA  
September 22  
September 29

Block 24: Leave blank  
Blocks 25-31: Leave blank  
Block 32: Supervisor or AO, or other official to sign  
Blocks 33-end: Leave blank

### **SUMMARY NOTE**

**THIS ONE-HALF DAY TRAINING SESSION IS MANDATORY FOR APPROVING OFFICIALS (NOT CARDHOLDERS) AND IS BEING PROVIDED AT NO COST TO YOUR UNIT.**

You have a Primary and an Alternate Agency Program Coordinator ready to assist you. They are Ms. Tracy Williams ([twilliams@bfd.whs.mil](mailto:twilliams@bfd.whs.mil)) on 703-695-6343 or Mrs. Claudia Colvin ([ccolvin@bfd.whs.mil](mailto:ccolvin@bfd.whs.mil)) on 703-614-5382. Tracy and Claudia share the same FAX number. It is 703-693-0454.

**REMEMBER: THERE'S NO SUCH THING AS A "DUMB QUESTION" AND IT'S BETTER TO BE SAFE THAN SORRY! WE ARE HERE TO HELP YOU.**

**PLEASE – IF YOU RECEIVED THIS E-MAIL AND YOU ARE NOT AN APPROVING OFFICIAL OR A CARDHOLDER, LET US KNOW BY RETURN E-MAIL SO WE WON'T BOTHER YOU WITH ANY MORE OF THESE ALERTS.**

