

WASHINGTON HEADQUARTERS SERVICES
FINANCIAL MANAGEMENT DIRECTORATE

PURCHASE CARD ALERT NUMBER 19

(Issue date: 02 March 2004)

SUSPENSE: 19 MARCH 2004

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Survey of Annual Refresher Training Format

Beginning in Fiscal Year 2004, annual refresher training is mandated under the OSD/WHS Purchase Card Program for each Approving Official and Cardholder. We recognize that you are extremely busy and, although refresher training is necessary and beneficial, it can be a challenge to squeeze a training session into an already full workday.

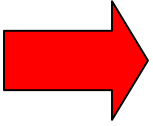
The purpose of this Purchase Card Alert is to poll the account holders to determine the preferred format for the 2004 refresher training. We hope to offer this mandatory training in two formats and to leave the choice of format up to the trainee at the time of registration. The choices we are considering will take about one hour each. They are as follows:

- 1) View an on-line Power Point presentation.
- 2) Attend a classroom session (conducted in the Pentagon). This session will be a repeat of the face-to-face training given to each Approving Official and Cardholder at the time of initial account set up.

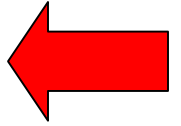
For our planning purposes, we need to know how many account holders are interested in classroom training, and how many would prefer the on-line slide show. Regardless of the format, we anticipate having the refresher training available during either the late second quarter or early third quarter of Fiscal Year 2004.

This is your opportunity to voice your opinion, so please take a minute to complete the survey by clicking the link below. Our goal is to provide training in a manner that is most beneficial and least disruptive to our account holders. Once we tally the results we will let you know if both choices will be available and how to sign up. If the overwhelming majority of interest is shown in only one of the formats, we will offer only one format. This is why it is important for you to complete the survey and let us know your preferences.

The cut-off date for responses to the survey is 19 March 2004. **Votes received after that date will not be counted.**



<http://www.bfd.whs.mil/referencelib/cardholders/survey.htm>



Please use “Control + Click” to follow the link to the survey