

**WASHINGTON HEADQUARTERS SERVICES
FINANCIAL MANAGEMENT DIRECTORATE**

PURCHASE CARD ALERT NUMBER 22

(Issue date: 16 August 2004)

SUSPENSE: 4:00PM, 23 AUGUST 2004

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS

X

CARDHOLDERS

X

SUBJECT: Annual Refresher Training for FY-2004

The Purchase Card Program Office is gearing up for this year's Annual Refresher Training. To avoid conflict with the Fiscal Year end rush, refresher training will be given on a calendar year (CY) instead of fiscal year basis. **This training is not the on-line Defense Acquisition University (DAU) Tutorial.** It is a separate training requirement for all purchase card accountholders. This year's training will address questions and areas needing improvement identified during our recent inspection of FY-02 and FY-03 account records.

Refresher training is mandated by DOD and cannot be waived by the OSD/WHS Purchase Card Program Manager. It is mandatory for all Approving Officials and Cardholders.

Please note that there are a number of individuals who will be exempt from the mandatory Annual Refresher Training for CY-04. The exempt individuals are those who received new account set up training or some form of refresher training during CY-04. The exempt individuals are listed on pages 3 and 4 of this Purchase Card Alert. Note that if your name is on the "Exempt List", you are still welcome to take a refresher class if you desire.

In accordance with the survey results from Purchase Card Alert Number 19, participants indicated an interest in both classroom and on-line training. Therefore, in order to accommodate both preferences, we are offering the Annual Refresher Training in both formats.

The classroom training will be conducted by Mr. Bill Martin, CPA, CFE, CGFM. Bill is a retired GAO Senior Executive Service Member with 45 years experience in auditing, managing, and instructing on management controls.

Each classroom training session will be conducted for a 3 hour interval, and students will have a choice of registering for the following dates and locations:

DATE	TIME	LOCATION
Wednesday, September 1	9AM - Noon	Pentagon
Wednesday, October 6	9AM – Noon	Polk Building (NC-2)
Wednesday, November 10	9AM – Noon	Pentagon
Wednesday, December 8	9AM – Noon	Polk Building (NC-2)

POLK BUILDING TRAINING LOCATION:

The Learning and Development Division of the Human Resources Directorate (HRD), located in Crystal City (The Polk Building), at 2521 Jefferson Davis Highway, Suite 4000. The Pentagon Shuttle provides quick and easy access to the Polk Building. From the Pentagon, go to the first enclosed bus stop at the bottom of the stairs, Corridor 2 entrance. Take the Route 3 Bus which runs every 15 minutes. Get off at the last stop (NC-2) (Polk Building). The bus drops off on the right-hand side of the street. Follow the cross walk to the Polk Building directly across the street. The bus picks up at the same place it drops off.

PENTAGON TRAINING LOCATION:

The Pentagon, Room 1C547.

We request that **ONLY THOSE INTERESTED IN CLASSROOM TRAINING RESPOND AT THIS TIME.** **Please e-mail Janette Ray at**

janette.ray@whs.mil if you wish to attend a

classroom session. Be sure to include your choice of date and time. Your response is requested as soon as possible, but not later than 4:00 PM, 23 August 2004 since registration for classroom training will not be accepted after this date. The classroom seats will be on a first-come, first-served basis. Your registration will be confirmed by return e-mail from Janette Ray.

Those not signing up for a classroom session (and not on the “Exempted List” attached) will be required to take the course on-line through a training module currently under development. This module will be completed in ample time to allow students to complete it within the calendar year deadline. Details will be provided regarding this on-line training in the near future.

Both the classroom and on-line training sessions will include a final exam. If a student attending the classroom session fails to pass the final exam, that student will be required to complete the on-line training and pass that final exam. Any account holder not appearing on the “Exempt List” or not completing either the classroom or on-line training will undergo account suspension until refresher training is successfully completed.

ACCOUNTHOLDERS EXEMPT FROM CALENDAR YEAR 2004 REFRESHER TRAINING

ALFORD, DARYL
ALGER, TIMOTHY
ANDERSON, GERALD
ARCHARD, DARRELL
BASTIDE, JOHN
BAUMGARTNER, RICHARD
BELL, ERIC
BROWN, ANTOINETTE
BROWN, ALFREDA
BROWN, DONNELL
BROWN, EDMOND
BRYANT, LINDA
BUCHANAN, SCOTT
BURRUS, KAY
CARTER, GARY
CARTER, STEVE
CASE, MARCIA
CODORI, CAROL
COSTON, DOROTHY
DAVIS, DAVID (MAJ)
DUDLEY, SYLVIA
FECK, VINCENT
FELTS, JANET
FIERRO, MICHAEL
FILIPKOWSKI, FRANK
FLOWERS, KENNETH
FOSTER, SCOTT
FRANKLIN, VIOLA
GAUSE, ROSE
GILLESPIE, DONALD
GILLIS, MELINDA
GREENWELL, KATHRYN
HALL, DIANA
HARRIS, DOUGLAS
HEMENWAY, MARGARET
HILL, JERRY
HOPKINS, RAYNESE
HOPPE, CHUCK (LTC(P))
IRIZARRY, EDMOND
JACKSON, LYNDA (COL)
JOHNSON, TARA
KINGSTON, AMY
KOERNER, JOANN
LEWIS, TAM
LILLIE, CHRISTOPHER
LIST, JAIMA
LOPEZ, JUAN

LOWE, INEZ
MARCEY, RICHARD
MASON, MARCO
MCNAIR, JERONNIA
MELLO, FRANK
MORENO, FREDRICK
MUHAMMOD, KATHI
MUSSEY, JOYCE
PEARSON, ANNETTE
PINOVER, CHRISTIAN
POWELL, DENISE
ROSS, JACQUELINE
SCOTT, JUANITA
SKALUBA, CHRISTOPHER
SMITH, DAVID P.
SNYDER, JUDY
SONSALLA, SCOTT
TELFORD, BRETT
TRICE, STANLEY
VAUGHN, FRANK
VERA, THOMAS
WALKER, ROBYN
YOUNG, DONNA
ZORZI, DAVID