

**WASHINGTON HEADQUARTERS SERVICES
FINANCIAL MANAGEMENT DIRECTORATE**

PURCHASE CARD ALERT NUMBER 24

(Issue date: 02 December 2004)

SUSPENSE: 4:00PM, 30 December 2004

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: On-line Annual Refresher Training for FY-2004 Now Available

REMINDER: Annual 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.

Purchase Card Alert Number 22 announced that accountholders would be given the option of taking this year's Annual Refresher Training on-line or in the classroom. Those of you who chose to attend a classroom session have now completed the session.

For those of you who missed the classroom session or elected to take the training on-line, we're pleased to announce that the on-line version is now available. The on-line training will take approximately one hour to complete and must be completed not later than 30 December 2004. Upon completion, your score will be electronically sent to the Purchase Card Program Manager and a hardcopy certificate will be issued through distribution.

Please note that there are a number of individuals who are exempt from this training because they have completed Purchase Card Training within the past year (please see attached pages 4-6) or because they attended classroom training with Bill Martin (pages 7-8). If your name is on either of the "Exempt Lists", you are **not required to take the on-line** training, but you are certainly welcome to take it if you desire.

On 3 January 2005, any accountholder meeting the following criteria will undergo account suspension until the on-line training session is completed.

- i) Has not completed classroom training;
- ii) Has not completed on-line training;
- iii) Does not appear on one of the “Exempt Lists”

Please follow the attached instructions to access the Annual Refresher Training online:

1. Go to <http://iatraining.whs.mil>
2. You are now ready to login.

Email Address




Password

3. Type in your email address.
4. Type in the word PASSWORD (Note: The password field is case sensitive. The word PASSWORD must be in upper case).
5. After you have logged in, the system will prompt you to change your password.
6. Press the Login button.
7. Next you need to change your password then click “Set New Password” or press enter.
8. You have just entered the Information Assurance Confidence In Security website provided by Easyi.
9. Click on “DoD Purchase Card Refresher Training Course”.
10. Below is the course layout.

Course

The modules of this course and their details are listed below

Course DOD Purchase Card Refresher Training Course
Description An Easy-I Course
Vendor Easy I Group
Pass Mark 14
Start-End Dates 25 Oct 2004 - 25 Oct 2005

	Status	Best Score	Time to date
 Course overview	Completed		00:03:50
 Rules and Restrictions	Completed		00:08:49
 Processes and People	Completed		00:19:43

 Rewards and Risks	Completed		00:08:19
 The Bowling Game	Passed	19/20	00:12:02

11. Now you are ready to begin your online refresher training. Please click on the first module “Course overview”.
12. You will need to complete each one of the modules before the system will forward a message to the OSD/WHS Purchase Card Program Office indicating that you have completed the online Annual Refresher Training.
13. After you have completed your training please select the “Logout” button to exit the system.
14. This system will not allow you to print out a certificate after training is complete. You will receive a hardcopy certificate through distribution.

If you require assistance with the on-line Refresher Training module please contact Ms. Janette Ray on (703) 614-6522.

We hope you will continue to tell us when we are doing a good job of satisfying your needs, as well as when we need to improve our efforts. You may submit your comments through the ICE Program at [ICE Purchase Card Program](#) or send them to the Agency Program Coordinator’s at purchasecard@bfd.whs.mil or directly to the Program Manager at Claudia.colvin@whs.mil.

ACCOUNTHOLDERS EXEMPT FROM
CALENDAR YEAR 2004 REFRESHER
TRAINING (TRAINING COMPLETED
WITHIN THE PAST YEAR)

ALFORD, DARYL
ALGER, TIMOTHY
ANDERSON, GERALD
ARCHARD, DARRELL
BASTIDE, JOHN
BAUMGARTNER, RICHARD
BIRDEN, WILLIAM
BLACKMAN, FRANCINE
BROWN, ANTOINETTE
BROWN, ALFREDA
BROWN, DONNELL
BROWN, EDMOND
BRYANT, LINDA
BUEL, MICHELLE
BUCHANAN, SCOTT
BURRUS, KAY
CAIN, KENNETH
CARTER, GARY
CARTER, STEVE
CASTRON, LISA
CODORI, CAROL
COLEMAN, LORENZO
COLLINS, JOVONNA
COSTON, DOROTHY
DAY, HORTENSIA
DEGENHARDT, PATRICK
DOLL, MELINDA
DUDLEY, SYLVIA
ELTIOTT, OMA
FECK, VINCENT
FILIPKOWSKI, FRANK

FELTS, JANET
FIERRO, MICHAEL
FLOWERS, KENNETH
FOSTER, SCOTT
FRANKLIN, VIOLA
GAUSE, ROSE
GILLESPIE, DONALD
GOODELL, LARRY
GREENWELL, KATHRYN
HALL, DIANA
HARRIS, DOUGLAS
HEMENWAY, MARGARET
HICKMAN, TOYE
HILL, JERRY
HOPKINS, RAYNESE
HOPPE, CHUCK (LTC(P))
IRIZARRY, EDMOND
JACKSON, LYNDA (COL)
JOHNSON, TARA
KELLY, SUSAN
KOERNER, JOANN
LAVERY, THOMAS
LEWIS, TAM
LILLIE, CHRISTOPHER
LIST, JAIMA
LOCKS, SIDNEY
LOWE, INEZ
MANTHA, PAUL
MARCEY, RICHARD
MCDONALD, DOMINI
MCNAIR, JERONIA
MELLO, FRANK
MERKEY, CLARETTA
MINTONYE, MAUREEN
MITCHELL, CHARLOTTE
MORGAN, KATIE
MORENO, FREDRICK
MUHAMMAD, KATHI
MUSSEY, JOYCE
MURTHA, MICHAEL
OPEL, CRAIG
PEARSON, ANNETTE
PEARSON, CYNTHIA
PETERCSAK, MARSHA
PLATTS, OLIVIA
POWELL, DENISE
PINOVER, CHRISTIAN
RENNICKER, ROBERT
ROSS, JACQUELINE
SCOTT, JUANITA

SHOVER, MARY
SKALUBA, CHRISTOPHER
SMITH, DAVID P.
SMITH, LISA
SMITH, THOMAS S.
SONSALLA, SCOTT
STORER, ROBERT
TELFORD, BRETT
TRICE, STANLEY
VAUGHN, FRANK
VERA, THOMAS
WALKER, ROBYN
WOODLEY, DEBORAH
YOUNG, DONNA
ZORZI, DAVID

ACCOUNTHOLDERS EXEMPT FROM
CALENDAR YEAR 2004 ON-LINE
REFRESHER TRAINING (ATTENDED
CLASSROOM SESSION)

ADY, SUSAN
ALBANESE, JOHN
ASHCRAFT, JAMES K.
ASH, SCOTT
ATKINSON, CHERYL
BAGLEY, DIANNE
BARNWELL, REGGIE
BARLOW, LARRY
BATTLE, WILLIAM
BEHRMANN, JOHN
BIGLER, JULIE
BUCHANAN, SCOTT
CHHABRA, JASPAL
DAVIS, WANDRA
DEUTSCH, MARY
DIGGS, JACQUELINE
ELLIOTT, ALEXIS
ELLIS, JAMES
FINN, VICTORIA
GOERS, BRENDA
GOODWIN, JERRY
GREENE, TONI
GUNDERSON, NANCY
HARDING, AMY
HASSAN, LAYLA
HAZELGREEN, GLORIA
HELLMUND, BONNIE
HEMMING, BARBARA
HETKOWSKI, CHESTER
JEFFERSON, JANET
KESSLER, KIMBERLY
POHLMAN, TERESA
POWELL, DENISE
MAGUIRE, BRIAN
MARSHALL, MARY
MATTHEWS, CONNIE
MCNAIR, JERONNIA
MEYERS, FLORENCE
MINER, KEN
MORGAN, KATHARINE
PERRY, MOLLIE

PHILLPS, DAVID W.
POHLMAN, TERESA
POTTER, CAROL
POWELL, DENISE
ROGERS, EDNA
ROBINSON, LORI
ROSE, DAVID E.
RUSSELL, OCTAVIA
SELF, KATHY
STANTON, WILLA
TRUESDEL, DONNA
WAITERS-REEVES, JACKIE
WARD, MARK
WASHINGTON, ANITA
WOOD, JILL
YEE, MERRILL