

WASHINGTON HEADQUARTERS SERVICES
FINANCIAL MANAGEMENT DIRECTORATE

PURCHASE CARD ALERT NUMBER 26

(Issue date: 29 June 2005)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: FY05 PURCHASE CARD ETHICS TRAINING

The DoD OGC has developed an Ethics briefing specific to purchase card programs. Each accountholder under the OSD/WHS Program is mandated to review this briefing and self-certify completion.

This ethics training is not to be confused with the annual ethics training required for OGE Form 450 filers (Confidential Financial Disclosure Report). If you are an OGE 450 filer, you will be required to complete any Ethics Training associated with the filing.

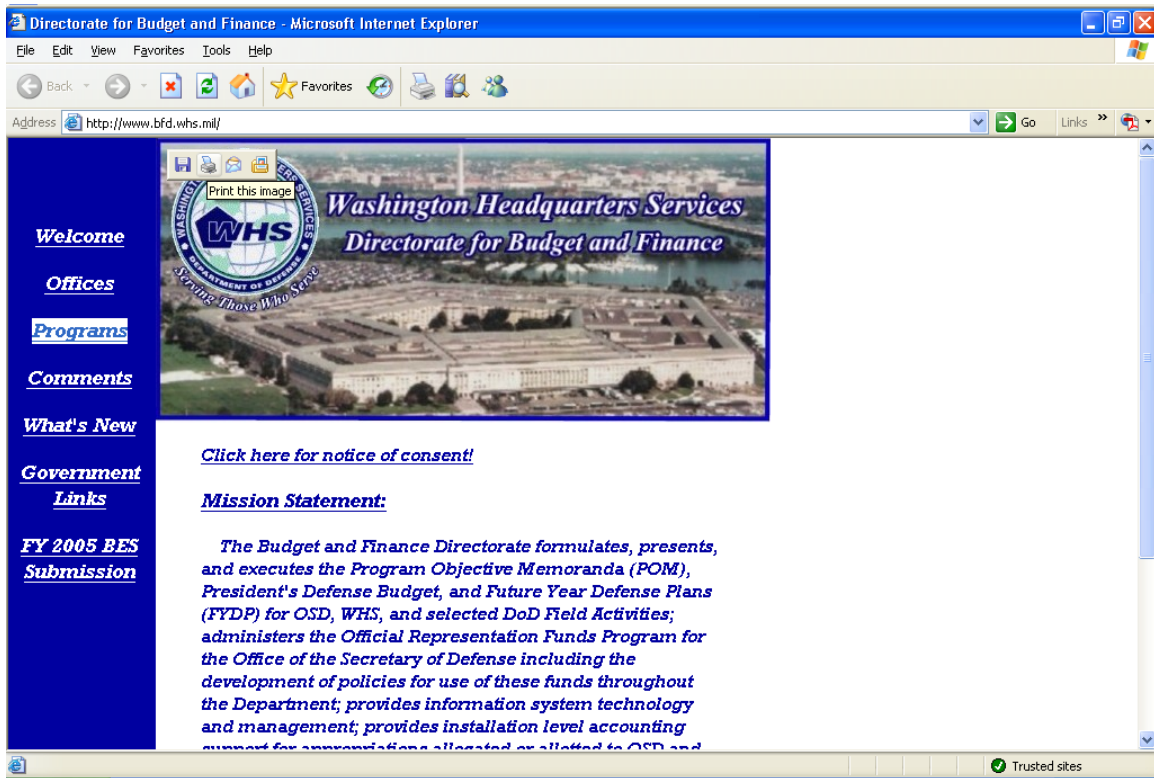
In deference to your busy schedules, we purposely kept the Purchase Card Ethics Training brief, but informative. There is no final test and it should take no more than 15 – 20 minutes to review the slides and self-certify. All Approving Officials and cardholders must complete this training by close of business on 29 July 2005.

Pages 2 – 4 of this Alert contain instructions for accessing the training. After completing review of the presentation, go to slide 18 and access “Click to Open Email to Agency Program Coordinator “. An e-mail addressed to Janette Ray, Agency Program Coordinator, will appear. Please select the “**send**” button in order to receive credit for completing the training. If you require assistance, please contact Ms. Janette Ray at (703) 614-6522.

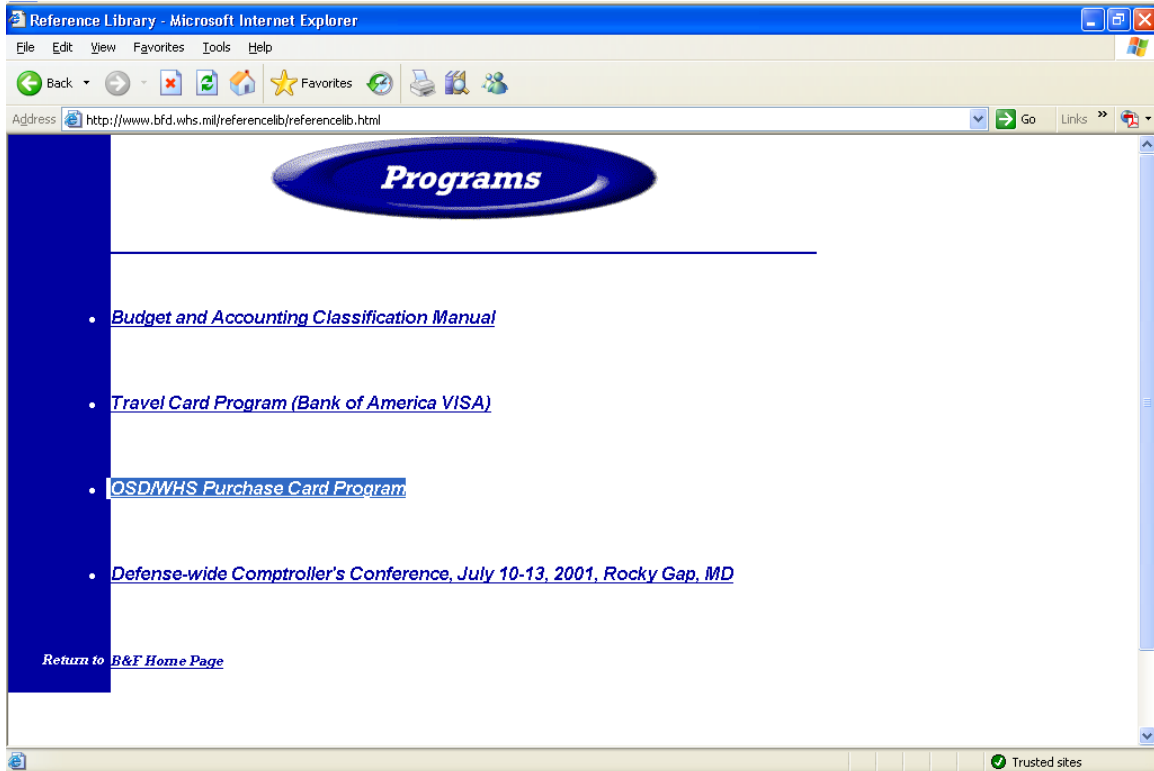
We hope you will continue to tell us when we are doing a good job of satisfying your needs, as well as when we need to improve our efforts. You may submit your comments through the ICE Program at [ICE Purchase Card Program](#) or send them to the Agency Program Coordinator’s at purchasecard@bfd.whs.mil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

Please follow these instructions to access the FY-05 Purchase Card Ethics Training.

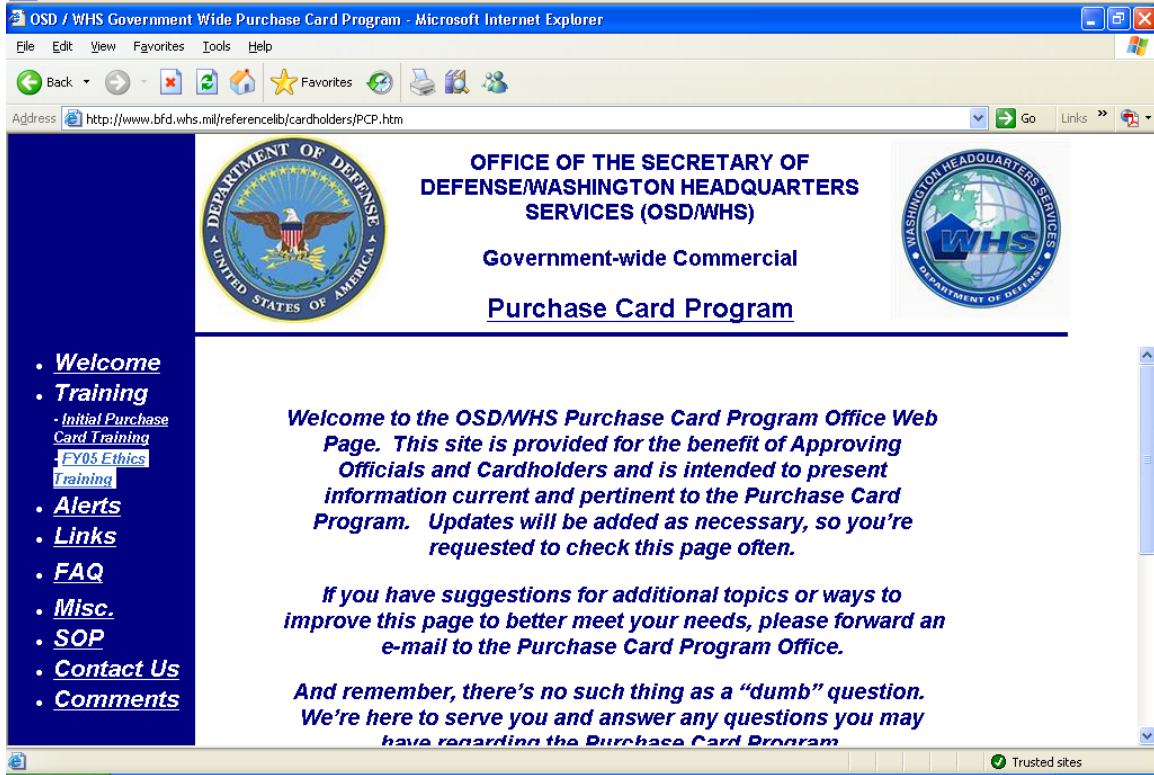
1) Go to the Purchase Card Program web site at <http://www.bfd.whs.mil/>.



2) Click on **"PROGRAMS"**



3) Click on **“OSD/WHS Purchase Card Program.”**



4. Click on **“FY05 Ethics Training”** and review the slides.



5. Click on “**Click to Open Email to Agency Program Coordinator**”. Select the **Send** Button.

