

WASHINGTON HEADQUARTERS SERVICES (WHS)
ACQUISITION AND PROCUREMENT OFFICE (A&PO)
OSD/WHS PURCHASE CARD PROGRAM

PURCHASE CARD ALERT NUMBER 40

(Issue date: 05 April 2007)

SUSPENSE: 30 APRIL 2007

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: 2007 Purchase Card Ethics Training

The DoD OGC has developed updated training slides for 2007 Purchase Card Ethics Training. Each Approving Official and Cardholder is required to review the slides and self-certify completion.

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

The Purchase Card Ethics training is located on the Washington Headquarters Services website at <http://www.whs.mil/>. It is brief, but informative, consisting of 12 slides that should take about 20 minutes to review. Pages 2-6 of this Purchase Card Alert contain detailed instructions for accessing the training and certifying completion.

Please complete the training and self-certify not later than **30 April 2007**. If you require assistance, please contact Janette Ray on (703) 695-8666.

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 at janette.ray@whs.mil or directly to the Program Manager at Claudia.colvin@whs.mil.

- 1) Go the following website <http://www.whs.mil/>
- 2) Under “WHS Services”
- 3) Click on “Financial Management”

Department of Defense
WHS Online
Financial Management Directorate (FMD)

Popular Links...
WHS Managed Programs and Projects

Home > FMD

Financial Management

Financial Management Directorate (FMD)

FMD financially manages a wide array of projects and initiatives for the Office of the Secretary of Defense (OSD), the Washington Headquarters Services (WHS) and selected Department of Defense (DoD) Field Activities. It is involved in developing policies for the administration of funds, providing accounting support, and establishing reporting procedures for funds allotted to OSD and WHS.

Popular Topics

- Defense Link
- Pentagon Channel
- Early Bird
- First Gov
- Defend America
- Library of Congress
- NSPS
- Supporting Our Troops (CAC Required)
- DoD Transformation
- OSD Comptroller iCenter
- Google

The Official site of Washington Headquarters Services, Arlington, VA

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4) Select “OSD/WH (A&PO) Purchase Card Program”

Department of Defense
WHS Online
Financial Management Directorate (FMD)

Popular Links
WHS Managed Programs and Projects

Finance & Accounting Program Budget RM RSO Transformation

Home > FMD > Programs > Purchase Card

OSD/WHS Purchase Card Program

Welcome to the OSD/WHS Purchase Card Program Office Web Page. This information is provided for the benefit of Approving Officials and Cardholders and is intended to present information current and pertinent to the Purchase Card Program. Updates will be added as necessary, so you're requested to check this page often. If you have suggestions for additional topics or ways to improve this page to better meet your needs, please forward an e-mail to the Purchase Card Program Office. We're here to serve you and answer any questions you may have regarding the Purchase Card Program.

- [Initial Training](#)
- [Ethics Training](#)
- [Alerts](#)
- [Purchase Card Links](#)
- [AI 105](#)
 - [Purchase Card SOP \(Historical Reference\)](#)
- [FAQ - General](#)
- [FAQ - Access Online System](#)
- [Contact / Comments](#)

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5) Select “Ethics Training”

Department of Defense
WHS Online
Financial Management Directorate (FMD)

Finance & Accounting Program Budget RM RSO Transformation

Home > FMD > Programs > Purchase Card

Ethics Training

- [Ethics Training \(FY05\)](#)
- [Ethics Training \(FY07\)](#)

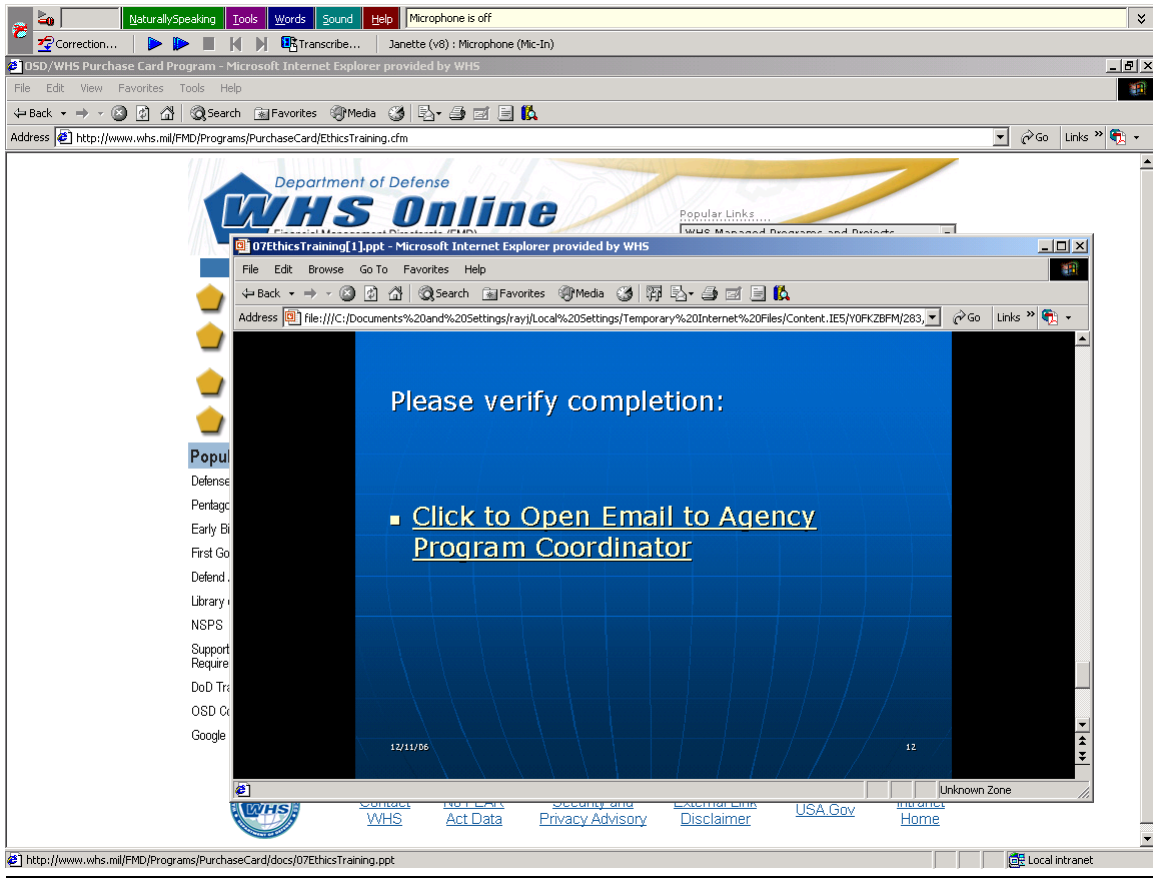
Popular Topics

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6) Click on “Ethics Training (FY07)”



7) After you have completed the training, go to slide 12 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.