

U.S. Department of Energy - Oak Ridge Office
Human Capital Assessment Group
Training Course Bulletin

Course Name: CERTIFYING OFFICERS TRAINING

Course Number: 001880

Session Number: 0002

Description: This course explains the legal role and responsibilities of Certifying Officers. Students learn about the differences between Certifying Officers and other accountable Officers, the role of the Certifying Officer in the payment process, and the Certifying Officer's legal liability if a loss occurs. Through a close examination of relevant statutes and Comptroller General decisions, this course provides Certifying Officers with the knowledge to certify with confidence that federal payments are legal, proper and correct. Students work in teams to solve practical exercises and case studies.

Major topics include:

- Legal Liability and Relief of Accountable Officers
- Automated Payment Systems
- Electronic Certification
- Duplicate Check Losses
- Proper Collection Action

Audience: Certifying Officers or other Accountable Officers

Vendor: Financial Management Service, Department of Treasury

Instructor: Angela Romano

Date(s): July 14, 2009

Time: 8:30 a.m. – 5:00 p.m.

Location: Federal Office Building, Rooms B10-12

Slots: 18

Cost: Funded by HCAG

To register:

Federal employees should access the HCAG homepage and forward a completed electronic Training Request Form <http://www.ora.gov/tdd/tddreq.htm>.

For additional information, call (865) 576-1082.

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