

**PLEASE READ THE ENTIRE DOCUMENT**

## **USACE Fiscal Law Refresher Course Letter of Instruction (LOI)**

**1. PROGRAM DESCRIPTION:** USACE employees must take Course 700, USACE Fiscal Law Refresher Course, including employees with duties involving management of government funds or anyone that accepts responsibility for obtaining, receiving, or managing federal funds to meet the annual fiscal law refresher training requirement. It is still Annual USACE fiscal law refresher requirement for those individuals who have Departmental Accountable Official and Certifying Officer roles in CEFMS II. This includes but is not limited to project/program managers, budget and program analysts, design managers, study managers, resident engineers, real property managers, contract specialists and contracting officers, travel reviewing officials, and/or government purchase card approving officials.

- a. This training program satisfies the requirements for the annual recertification of fiscal law.
- b. The proponent course managers have made access accommodations under Rehabilitation Act, Section 508, by ensuring Job Access with Speech (JAWS) readability and providing text descriptions of all video sequence.

**2. COURSE REQUIREMENTS:** This course content consists of a Course Introduction (Module 1), eight (8) modules of content, a Conclusion (Module 10), an End of Course Assessment and the End of Course Survey. The learner must successfully progress through all course modules, complete the 25-question end of course assessment with a minimum passing score of **70%**, and complete the End of Course survey. This course is estimated to take a maximum of 4 hours to complete as Web-based instruction (IMI hours).

**3. SOFTWARE REQUIREMENTS and COMPUTER CONFIGURATION:** For an optimum training experience, this courseware requires Microsoft Edge, Internet Explorer 11.0 or higher, Chrome or Firefox, and HTML5 or higher.

### **4. TO TAKE THIS COURSE:**

- a. Submit the following information to Mr. Anthony Lacen at [Anthony.lacen@usace.army.mil](mailto:Anthony.lacen@usace.army.mil) for enrollment in the course:
  - First Name
  - Middle Initial (if any)
  - Last Name
  - Official email address (must be a .mil account)
- b. You will need your Common Access Card (CAC) to access the platform.
- c. The course is hosted at the Army's Enterprise Lifelong Learning Center (ELLC) through the Blackboard (Bb) application. Click [here](#) to access the platform or copy and paste the following URL: <https://ellc.learn.army.mil>
- d. Log into Bb by clicking the CAC/PIV Login button and selecting your CAC

- Authentication certificate.
- e. Locate the “USACE Fiscal Law Refresher Course” under the “My Courses” module located on the right side of the screen.
  - f. Click the course link which should take you to the course page.
  - g. Under the “Start Here” area, click the “USACE Fiscal Law Refresher Course” link. This will open another window screen and a pop-up window where the course information is located. If you do not see the pop-up window, adjust the settings on your browser to enable pop-ups. The USACE Fiscal Law Refresher Course should be taken in the following order:
    - USACE Fiscal Law Refresher Course Content
    - USACE Fiscal Law Refresher Course Assessment
    - USACE Fiscal Law Refresher Course Survey
  - h. Review the course content. **NOTE:** The platform may not bookmark your last visited page. If you exit the course before completing it, you will have to remember where you last stopped.
  - i. Once you have reviewed all content, exit the module, and return to the “Start Here” area. Under the “USACE Fiscal Law Refresher Course” link you will find another link that reads “Mark Reviewed”. Clicking this link will activate the course assessment.
  - j. Click the “USACE Fiscal Law Refresher Course Assessment” and follow the instructions to complete the test. The test is set up for multiple attempts but requires a minimum of 70% to pass.
  - k. Upon achieving a passing score on the test, complete the “USACE Fiscal Law Refresher Course Survey”.
  - l. Once you have successfully completed the test and survey, the system will generate the certificate of completion and deliver it to the email associated with your username. **NOTE:** The system will not send a certificate unless you mark the content reviewed, achieve a minimum score on the test and have completed the survey.

## 5. REFERENCE LINKS:

- a. The library within this course has reference links so that you, while taking the course, can gather additional information from outside sources. These references are in PDF format and are easily accessible to the learner by clicking the link on the page.
- b. The courseware is designed to ensure that when the reference link button is clicked, the PDF file opens immediately.

## 6. KNOWN ISSUES (PLAYABILITY/CONTENT): The USACE Fiscal Law Refresher Course has been fielded with some known issues that will be corrected at a later date:

- a. Module 1, page 1.1: Narrator incorrectly states this course meets the 3-year requirement. FLR is an annual requirement.
- b. Module 9, scenario 6 of 6: The question does not match the scenario. This does not affect the overall instruction since it is a practical exercise.
- c. Module 9, scenario 6 of 6: The Next button may be missing. Advance to the next module

- by clicking it on the content table.
- d. Page 4.8, Supervision and Administration-bullet 3: Applies to DOD O&M, RD&TE, or Defense Health Appropriations.
  - e. ER 37-1-30 (Financial Administration Accounting and Reporting) and ER 37-1-26 (Project Orders) will be added to the course references.

**7. HOW TO RECEIVE CREDIT:**

- a. Confirm the “Mark Reviewed” is checked off upon completion of the Fiscal Law Refresher Course content.
- b. Upon completion of the training modules, a successful exam score, and completion of the end of course survey, the student will receive a copy of the certificate of completion delivered to the email account on record no later than 24 hours after completion.
- c. This course offers 0.4 Continuing Education Units (CEUs) from the International Association for Continuing Education and Training (IACET). CEUs are posted on the certificate of completion.

This training is considered recurring and requires recertification. Your initial certification will be valid for 365 days (or 1 year) after acquisition. You will be able to register and recertify within a window of 364 days after acquisition. If your certification expires before you can register and complete all of the required items, you will need to re-acquire the initial certification.

**8. “REACHBACK” to Previously Completed Topics:** You may click any previously covered module on the table of contents to review the information.

**9. POINT OF CONTACT:** If you have followed the guidance detailed in the previous sections, but encounter issues or errors, please contact:

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