

## **USACE Fiscal Law Refresher Course Letter of Instructions (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. This training program satisfies the annual recertification requirement on fiscal law, including 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 government purchase card approving officials.
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 optimal training experience, use the Chrome browser, but it will play on Microsoft Edge and Firefox as well.
4. **To Take This Course:** Follow the instructions below:
  - a. Copy and paste the following link to the browser:  
<https://learn.atis.army.mil/education/?tenant=usace>
  - b. Click the link to enter the site and the "I Agree" button on the following page.
  - c. Use the PKI Login option to log on.
  - d. Select the certificate of authentication and click OK.
  - e. Enter your PIN.
  - f. Once you've entered the site, locate and select the Catalog tab at the top of the screen.
  - g. In the Search courses box, enter **USACE Fiscal Law Refresher Course** and hit Enter.
  - h. Select the course by clicking on the ULC icon or the hyperlink to the right of the icon.
  - i. Self-enroll in the course:
    - i. Click the Enroll me button

## Enrollment methods

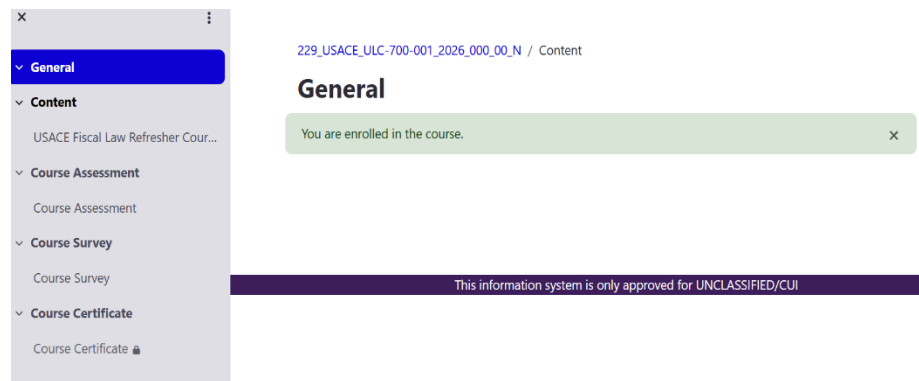
Select an enrollment method

### Self enrollment (Student)

No enrollment key required.

Enroll me

ii. You should obtain immediate access to the course content.



The screenshot shows a web interface for course enrollment. On the left is a navigation menu with a dropdown arrow next to 'General', which is highlighted in blue. Other menu items include 'Content', 'Course Assessment', 'Course Survey', and 'Course Certificate'. The main content area displays the breadcrumb '229\_USACE\_ULC-700-001\_2026\_000\_00\_N / Content' and the heading 'General'. A green notification box states 'You are enrolled in the course.' with a close button. A purple banner at the bottom reads 'This information system is only approved for UNCLASSIFIED/CUI'.

iii. The navigation menu is located on the left side of the screen; click the Content label to activate the dropdown menu and list the USACE Fiscal Law Refresher Course content hyperlink.



The screenshot shows the same web interface as above, but with the 'Content' menu item selected and highlighted in blue. The main content area now displays the heading 'Content' and a blue hyperlink 'USACE Fiscal Law Refresher Course' with a small cube icon. The green notification box and the purple banner are still present.

iv. Access the course content by clicking the Enter button.



229\_USACE\_ULC-700-001\_2026\_000\_00\_N / Content / USACE Fiscal Law Refresher Course

## USACE Fiscal Law Refresher Course

Preview Enter

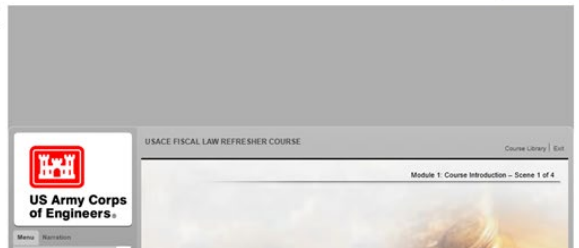
Number of attempts allowed: Unlimited  
Number of attempts you have made: 1  
Grade for attempt 1: 0%  
Grading method: Highest attempt  
Grade reported: 0%

- v. Complete the course content while using the content menu to navigate through the modules.



## USACE Fiscal Law Refresher Course

USACE FISCAL LAW REFRESHER COURSE  
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- vi. Complete the Course Assessment after reviewing the course content.



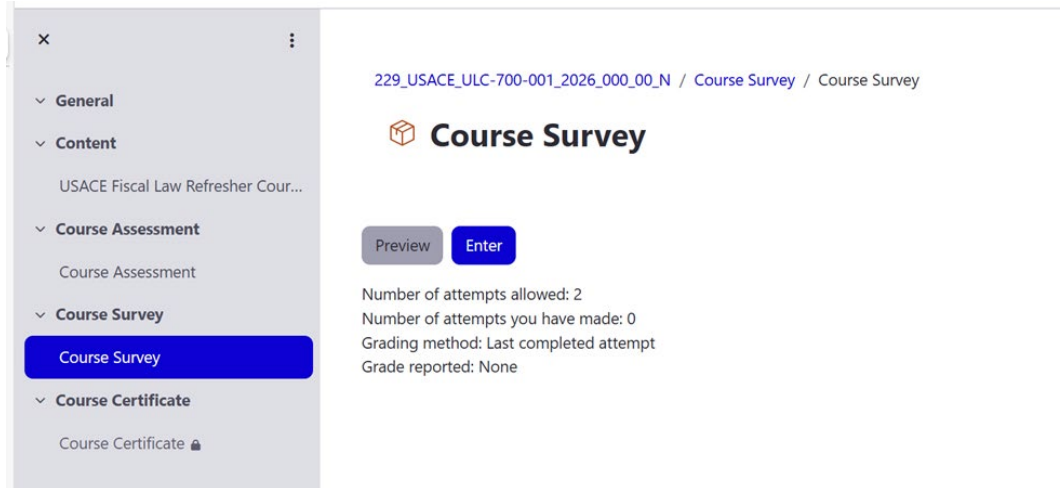
229\_USACE\_ULC-700-001\_2026\_000\_00\_N / Course Assessment

## Course Assessment

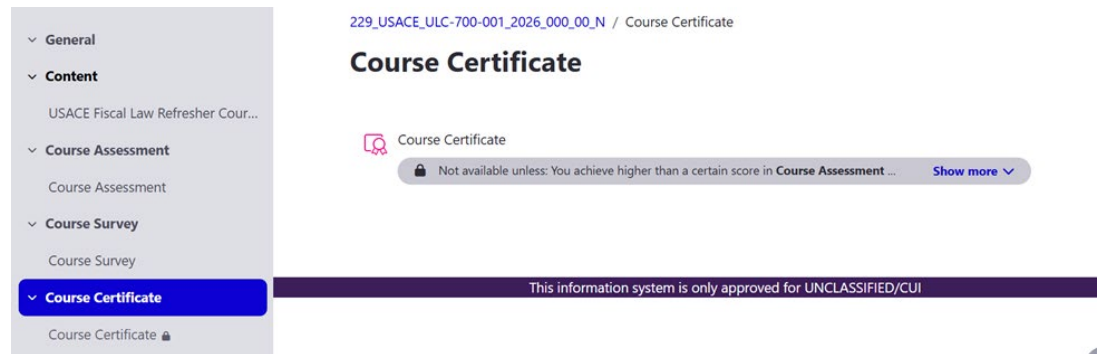
Course Assessment

This information system is only approved for UNCLASSIFIED/CUI

- vii. Complete the Course Survey after the assessment. **Note: The certificate will not be released unless you complete the course survey.**



- viii. Once you have satisfactorily completed all steps above, you may retrieve the course certificate from the Course Certificate area, and it will be emailed to the address associated with your CAC.



5. **Known Errors in Content:** The following errors have been noted in the content and will be corrected on the next course update:
- The JAG University's Comptroller Accreditation and Fiscal Law Course is no longer offered at jagu.army.mil. It is now located on this same platform. To enroll, search the catalog for FY26 Comptrollers Accreditation and Fiscal Law Course.
  - Module 4: Scene 8 of 14: Reference DFAS-IN 37-1, Table 8-1 will be replaced by DOD 700.14R, Vol 3, Ch.8.
  - Module 8: Scene 4 of 10: Specific funding limitations for constructions should read as follows:
    - Operations and Maintenance, Army – Section 2802 of Public Law 118-31, The National Defense Authorization Act for Fiscal Year 2024 (NDAA 24) permanently amended 10 U.S.C 2805 (c) so that,

“The Secretary concerned may spend from appropriations available for operation and maintenance amounts necessary to carry out an unspecified minor military construction project” up to \$4,000,000.”

- ii. Laboratory Revitalization – Section 2802 of Public Law 118-31, NDAA 24 permanently amended 10 U.S.C 2805 (d) “For the revitalization and recapitalization of laboratories owned by the United States and under the jurisdiction of the Secretary concerned” up to \$9,000,000.”
- iii. Unspecified Minor Military Construction – is a military construction project (including a demolition project) that has an approved cost equal to or less than \$9,000,000 to a maximum of \$14,000,000. Total funding will be adjusted utilizing the published DoD MILCON Area Cost Factors (ACF) for locations with ACT greater than 1.0. These thresholds were permanently established by Section 2802 of Public Law 118-31 NDAA 24.
- d. Module 10: Scene 3 of 4: Reference DFAS-IN 37-1 will be removed and replaced with DOD 7000.14R (Financial Management Regulation), Vol 3, Ch 8.
- e. References will be updated to include DOD 7000.14R.

**Point of Contact:** POC for this course is Ms. Sherry R. Major at sherry.r.major@usace.army.mil.