

PLEASE READ THE ENTIRE DOCUMENT

USACE Fiscal Law Refresher Course Letter of Instruction (LOI)

1. PROGRAM DESCRIPTION: USACE employees in need of annual fiscal law retraining must take Course 700, USACE Fiscal Law Refresher Course. This includes 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 includes but is not limited to project/program managers, budget and program analysts, design managers, study managers, resident engineers, real property managers, contract specialists, 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 course complies with Section 508 of the Rehabilitation Act. It features Job Access with Speech (JAWS) readability and providing text descriptions of all video sequence.

2. COURSE REQUIREMENTS: This course contains ten (10) modules: Module 1-Course Introduction; Lesson Modules 2-9; Module 10-Conclusion. The course finalizes with an End-of-Course Assessment and the End-of-Course Survey. Students must complete the assessment with a minimum passing score of **180 out of 250 points** and **submit the end-of-course survey to receive a certificate of completion**. This course is estimated to take a maximum of 4 hours to complete as Web-based instruction (IMI hours).

Allowable Time to Complete:


- Learners will have **until the end of the current fiscal year** after registration to complete USACE Fiscal Law Refresher Course.
- In the case of expired certifications and if recertification is required, learners may have to complete the initial certification training and comply with the proponent's policy for that certification.

3. SOFTWARE REQUIREMENTS and COMPUTER CONFIGURATION: For an optimal courseware performance, use Chrome or Firefox as the preferred browsers. Microsoft Edge may be used as well.

4. TO TAKE THIS COURSE:

- a. You will need your Common Access Card (CAC) to access the platform.
- b. **This is a self-enrollment course.** Follow the procedures below to complete registration:
 - 1) Click the following link: <https://www.atrrs.army.mil/selfdevctr/>
 - 2) Click **“Log In”** at the top right corner as seen below:

UNCLASSIFIED//CONTROLLED UNCLASSIFIED INFORMATION


Log In

Quick Course Search

Course Number

Course Title

Search

User Tools

[Advanced Course Search](#)

[Sign up for the Army e-Learning Program](#)

[View Your ATRRS Training Record](#)

[View Your Unofficial ATRRS Training Transcript](#)

Links

[U.S. Army Homepage](#)

[Army Knowledge Online](#)

[ATRRS Homepage](#)

Welcome to the ATRRS Self-Development Center

System Notices

Date	Message
10/15/2020	ATRRS University Course Registration. To register for online ATRRS training, utilize the Quick Course Search to obtain course details and registration links. Enter "ATRRS" in the Title search field and click the "Search" button; click on the Course link to view details and access a Registration link for the selected course.
08/07/2013	You cannot self-register in Distributed Leader Course (DLC) and Structured Self-Development (SSD) courses. The ATRRS Help Desk is unable to enroll soldiers for their next level of DLC or SSD training. All new enrollments will follow the NCOES pre-requisite and auto-enrollment trigger sequencing. The pre-requisite and trigger table information may be found at https://www.atrrs.army.mil/Sections/NewsPages.aspx?newsid=news2150&news2150

3) Click **“I Agree”** on the Privacy and Security Notice message.

Privacy And Security Notice

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

I Agree

4) Click the **“Login with CAC”** button. Select the Authorization or ID certificate on the pop-up window and click OK. Enter your PIN and click OK.

Login

Please log in.
Login with CaC

- 5) The next window is your training record. This repository contains all previous training reservations tracked by ATRRS.

UNCLASSIFIED//CONTROLLED UNCLASSIFIED INFORMATION

Self Development Center Hello, [redacted] Last login: 30 Mar 2022 6:08:56 AM EST Log Out

Quick Course Search

Course Number
Ex 2G-F97_DL

Course Title
EX. RISK MANAGEMENT BASIC COURSE

Search

User Tools

Advanced Course Search
Sign up for the Army e-Learning Program
View Your ATRRS Training Record
View Your Unofficial ATRRS Training Transcript

Links

U.S. Army Homepage
Army Knowledge Online
ATRRS Homepage

Training Record

View: Joint Qualification Points

Action	FY	School	Course	Course Title	Phase	Class	Reservation	Input	Output	Reason	Certificate
NA	2022	562	BS_APD39_A01_ENUS	WORKPLACE DIVERSITY, EQUITY, AND INCLUSION IN		001		I - NEW INPUT	G - GRADUATE, SUCCESSFULLY COMPLETED CLASS		
	2022	562	SMARTFORCE	REGISTERED FOR ARMY E-LEARNING COURSES		00A	R - VALID RESERVATION				
NA	2021	772	JS-US007	LEVEL I ANTITERRORISM AWARENESS TRAINING		033		I - NEW INPUT	G - GRADUATE, SUCCESSFULLY COMPLETED CLASS		
NA	2021	229	ULC_700	USACE FISCAL LAW REFRESHER		001	C - CANCELLED RESERVATION				
NA	2021	772	DOD-DPMAP102	DOD PERFORMANCE MANAGEMENT AND APPRAISAL PROG		001		I - NEW INPUT	G - GRADUATE, SUCCESSFULLY COMPLETED CLASS		
NA	2021	562	APD_01_A01_BS_ENUS	BRIDGING THE DIVERSITY GAP		001		I - NEW INPUT	G - GRADUATE, SUCCESSFULLY COMPLETED CLASS		
	2021	562	SMARTFORCE	REGISTERED FOR ARMY E-LEARNING COURSES		00A	R - VALID RESERVATION	I - NEW INPUT	G - GRADUATE, SUCCESSFULLY COMPLETED CLASS		

- 6) On the left side of the screen in the Quick Course Search, search for the USACE Fiscal Law Refresher Course using the Course Number or the Course Title blocks. Enter **CE-ULC-700-001** in the Course Number search block, or **USACE FISCAL LAW REFRESHER** in the Course Title search block. Hit the Enter key or click Search.

Quick Course Search

Course Number

CE-ULC-700-001

Course Title

USACE FISCAL LAW REFRESHER

Search

User Tools

[Advanced Course Search](#)

[Sign up for the Army e-Learning Program](#)

[View Your ATRRS Training Record](#)

[View Your Unofficial ATRRS Training Transcript](#)

Links

[U.S. Army Homepage](#)

[Army Knowledge Online](#)

[ATRRS Homepage](#)

- 7) The Search Results should include the USACE Fiscal Law Refresher as seen below. If not, check the number/title and ensure it is entered as shown above.

Course Search
Search Results

Click on the course to see the available classes

Search:

School	School Name	Course	Phase	Course Title
229	COE, HUNTSVILLE, AL	CE-ULC-700-001		USACE FISCAL LAW REFRESHER

8) Click the “CE-ULC-700-001” hyperlink listed under Course.

Course Search
Search Results

Click on the course to see the available classes

Search:

School	School Name	Course	Phase	Course Title
229	COE, HUNTSVILLE, AL	CE-ULC-700-001		USACE FISCAL LAW REFRESHER

9) On the Course Information window, click the “Register” button as seen below.

Course Information
CE-ULC-700-001

Course Information				
FY	School	Course	Phase	
2022	229	CE-ULC-700-001		
Course Title				
USACE FISCAL LAW REFRESHER				

Class Schedule

Show entries

Search:

	Class	Report Date	Start Date	End Date	Class Capacity	Class Type
<input type="button" value="Register"/>	001	01 Oct 2021	01 Oct 2021	30 Sep 2022	9999	Internet

Showing 1 to 1 of 1 entries

10) On the Training Application window, review and update the student information towards the bottom of the window. **Ensure the email address is correct as this is where the system will attempt to deliver the certificate of completion.** Once all information has been confirmed or edited, click “**Submit Application**” at the bottom of the screen.

Training Application

Application Status History

Show 5 entries Search:

Date Applied	FY	School	Course	Phase	Class	Status
No data available in table						

Showing 0 to 0 of 0 entries Previous Next

Reservation Status History

Show 5 entries Search:

FY	School	Course	Phase	Class	Status
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

Class Summary

FY	School	Course	Phase
2022	229	CE-ULC-700-001	
Course Title			
USACE FISCAL LAW REFRESHER			
Class			
Class Type			

- 11) If the application has been submitted successfully, a Success message will be displayed on the screen and the reservation will be listed under Application Status History.

Training Application

SUCCESS!

Your application will be processed soon and you will be notified of the result by email. Please wait for the email before submitting another application for this course. Also, please remember to check your Spam/Junk email folder if you do not see the email in your inbox. Please allow 24 hours before contacting the ATRRS Help desk.

Application Status History

Show 5 entries Search:

Date Applied	FY	School	Course	Phase	Class	Status
3/25/2022 12:13:06 PM	2022	229	CE-ULC-700-001		001	This application has not been processed at this time. Please wait for this status to be u

Showing 1 to 1 of 1 entries Previous 1

- 12) The system will notify the student via email once the application has been received. **Course enrollment and availability is not immediate and may take up to 24 hours.**

-----Original Message-----

From: ahelp@atrrs.army.mil <ahelp@atrrs.army.mil>

Sent: Friday, March 25, 2022 11:36 AM

To:

Subject: Course Reservation Verification:

1. Please do not reply to this system generated email message.

2. Your reservation has been successfully entered in the Army Training Requirements and Resources System (ATRRS) for the following class:

School Code 229 COE, HUNTSVILLE, AL, P.O BOX 1600, HUNTSVILLE, AL 358074301 Course Number: CE-ULC-700-001, Phase , Course Title: USACE FISCAL LAW REFRESHER, Class 001, Class URL: elc.learn.army.mil

3. It may take up to 24 hours for the school to grant you access to the courseware.

You may view your ATRRS Training Record and unofficial transcript through the ATRRS Self Development Center (Blocked<https://www.atrrs.army.mil/selfdevctr>) by clicking on the "View Your ATRRS Training Record" or "View Your Unofficial ATRRS Transcript" link on the left hand side of the page under the "User Tools" Menu. You will be prompted to logon with your CAC.

Note: A web version of the ATRRS "RS" (reservations) function will be displayed regardless of which method you use to view. If you would like more information on a particular course you may click the course number and get the report, start and end dates, and the location of the school.

The Training Record shows all activity, past, present and future. The Unofficial ATRRS Transcript shows only those courses you have completed.

If you completed a course but it is not properly reflected in your ATRRS Transcript, you must contact the school that administered the course, and ask them to update your ATRRS Records. Please go to our web site (Blocked<https://www.atrrs.army.mil>) and look for the "Course Catalog" box in the upper right corner. Click on the icon. You may then enter the course number (and/or any other search criteria) that you are inquiring about, and click "Search the ATRRS Course Catalog" at the bottom. From there you can select the school/course and get information on classes, contacts, lodging, location, etc. You may also click on the links within the search page to obtain a list of valid entries. (For example: click on the "school code" link to get a list of schools and their names).

For any additional information/assistance you may need, you will need to contact your Training NCO or Training Coordinator. They will be your POC.

- 13) After 24 hours from receiving the email, continue with the instructions below.
- 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://usace.llc.army.mil>
 - d. Access to ELLC is through the EAMS-A portal. Click OK on the notification pop-up window and log into Bb by clicking the **CAC/PIV Login** button and selecting your CAC Authentication certificate. Enter your PIN and click OK.
 - e. **NOTE: If you receive a "User not found" error, call the Army Enterprise Service Desk (AESD) at the number listed on the page. They will have to add you to the database.**
 - f. Click the "Courses" tab and locate the "2024 USACE Fiscal Law Refresher Course" under the "My Courses" module located on the right side of the screen.

 porarily unavailable.

Account.

If you have any questions or concerns, please contact the **Blackboard Help Desk** at 1-800-275-2872 Option #2 or the **Army Training Help Desk** via email, athd@athdmail.army.mil; Subject: **Blackboard**.

Thank you,

ATSC-LLC Blackboard Team

▼ **My Announcements**

No Institution Announcements have been posted in the last 7 days.
 No Course or Organization Announcements have been posted in the last 7 days.

[more announcements...→](#)

▼ **My Organizations**

You are not currently participating in any organizations.

▼ **My Courses**


Courses where you are: Student


[FY22 USACE Fiscal Law Refresher Course](#)

- g. Click the course link which should take you to the course page.

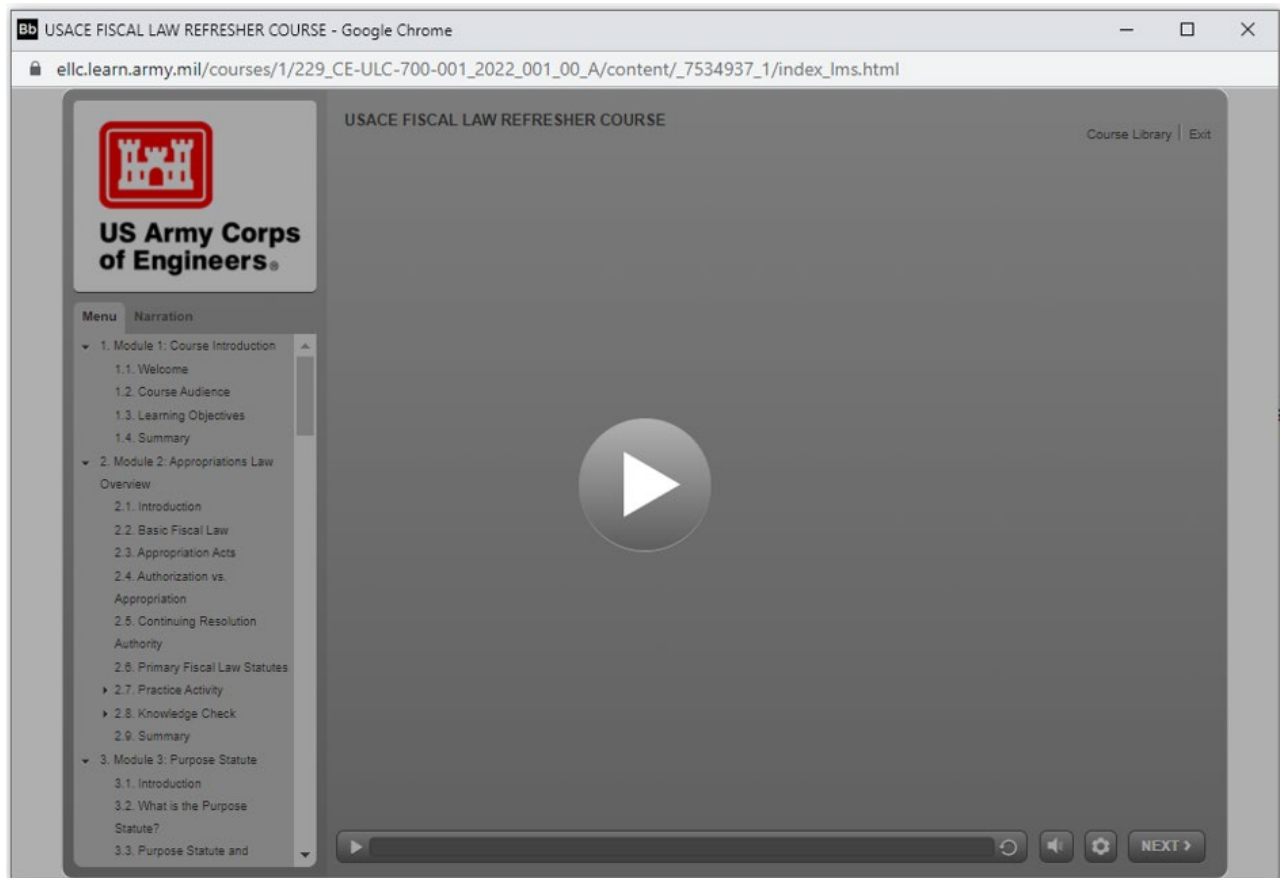
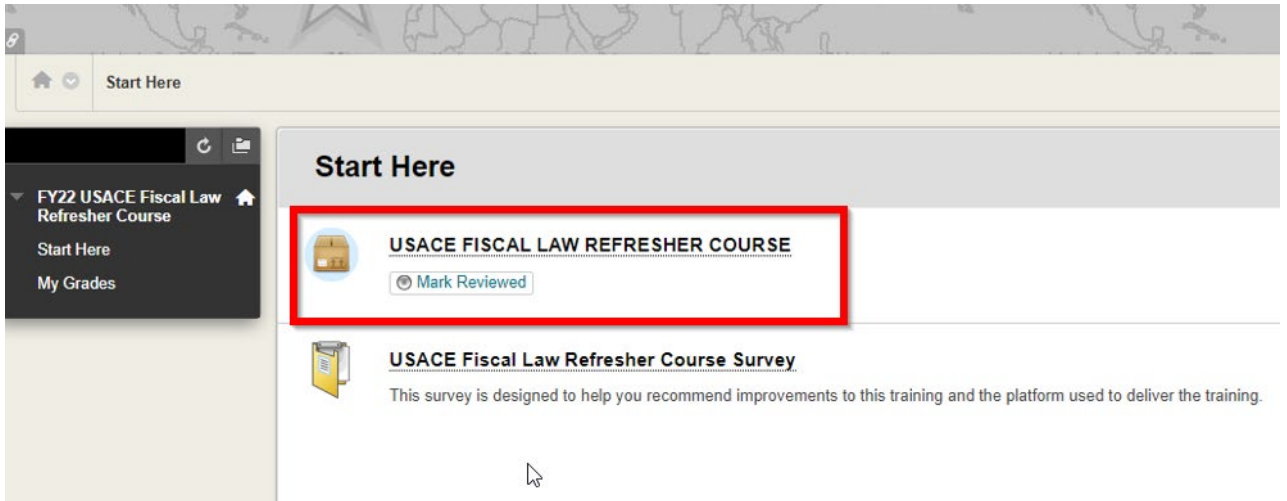
Start Here

Start Here

 **USACE FISCAL LAW REFRESHER COURSE**
[Mark Reviewed](#)

 **USACE Fiscal Law Refresher Course Survey**
 This survey is designed to help you recommend improvements to this training and the platform used to deliver the training.

- h. 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 content is displayed. If you do not see the pop-up window, adjust the settings on your browser to enable pop-ups.



- i. Students can navigate to any portion of the course using the navigation menu on the left side of the pop-up window. If the system goes offline or a break is needed, simply click the last visited page and resume the course. It is not required to start the course again from the beginning.

USACE FISCAL LAW REFRESHER COURSE

Course Library | Exit

Module 1: Course Introduction – Scene 1 of 4

Welcome
United States Army Corps of Engineers

Fiscal Law Refresher

Menu | Narration

- Appropriations
- 3.7. Exceptions To Unauthorized Uses Of Appropriations
- 3.8. Practice Activity
- 3.9. Knowledge check
- 3.10. Module Summary
- 4. Module 4: The Time Statute
 - 4.1. Introduction
 - 4.2. What is the Time Statute?
 - 4.3. Obligation Periods
 - 4.4. Three Phases of an Appropriation
 - 4.5. Obligation Considerations
 - 4.6. Contract Scope Time Considerations And Prior-Year Funds
 - 4.7. The Bona Fide Needs Rule
 - 4.8. The Bona Fide Needs Rule Applications
 - 4.9. GAO Case Study
 - 4.10. Advance Payment Prohibition
 - 4.11. Advance Payment

▶ ◁ 🔊 ⚙️ NEXT ▶

- j. Review the course content. **NOTE:** The platform may or may not bookmark your last visited page. If you exit the course content before completing it, you will have to remember where you last stopped.
- k. The USACE Fiscal Law Refresher Course should be taken in the following order:
 - 1) USACE Fiscal Law Refresher Course Content
 - 2) USACE Fiscal Law Refresher Course Assessment
 - 3) USACE Fiscal Law Refresher Course Survey
- l. 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.

Start Here

FY22 USACE Fiscal Law Refresher Course

- Start Here
- My Grades

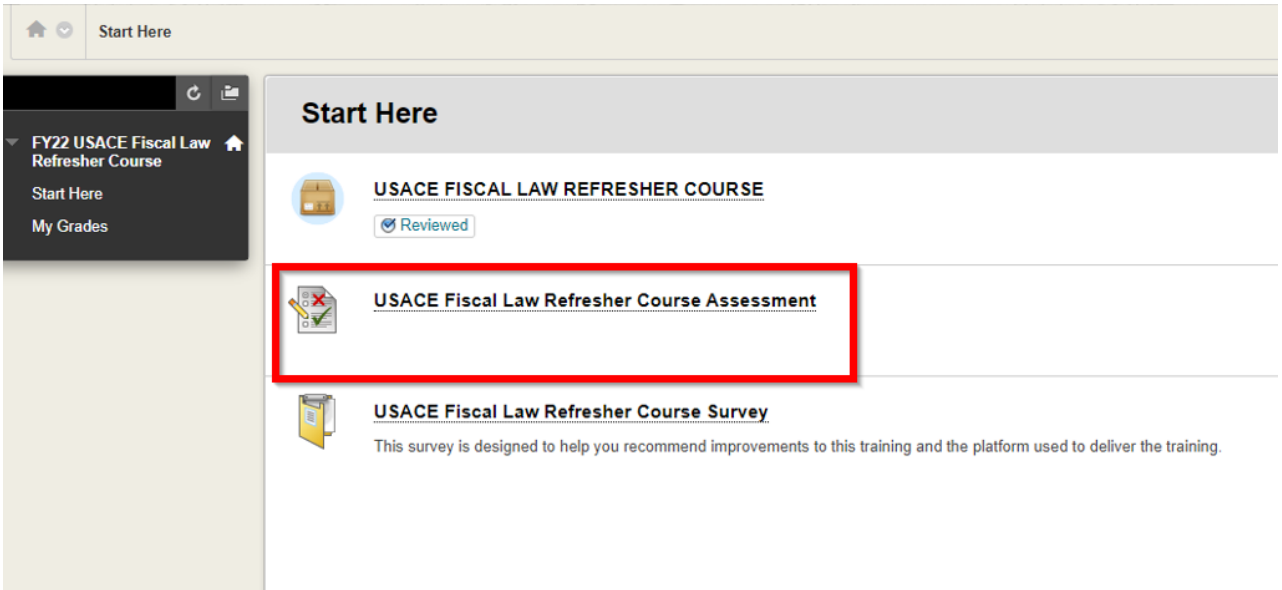
Start Here

USACE FISCAL LAW REFRESHER COURSE

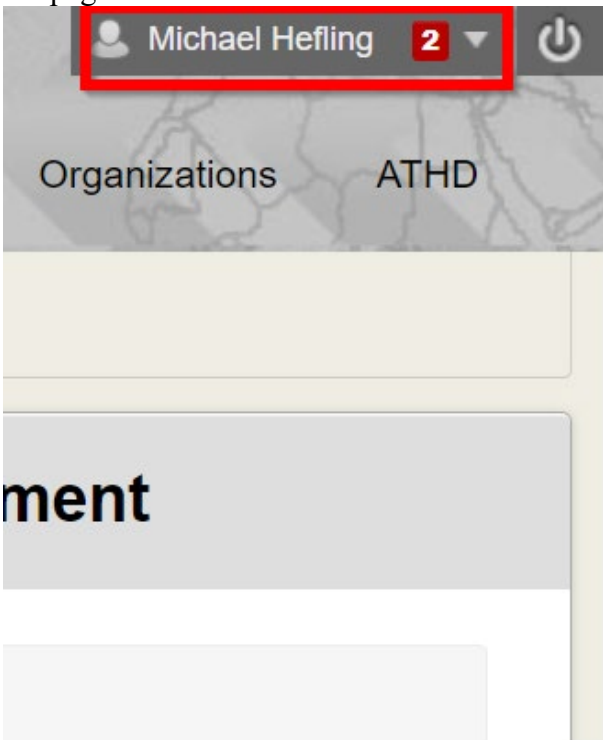
[Mark Reviewed](#)

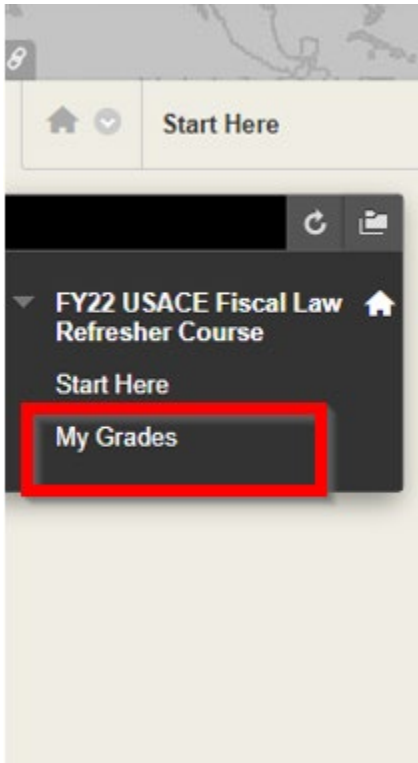
USACE Fiscal Law Refresher Course Survey

This survey is designed to help you recommend improvements to this training and the platform used to deliver the training.

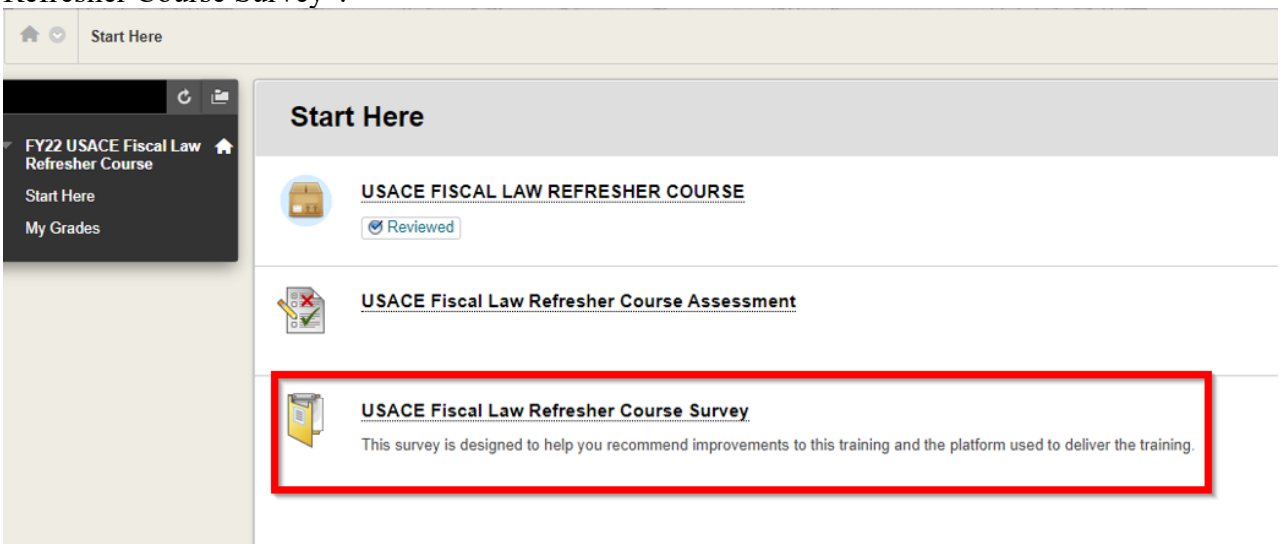


- m. Click the “USACE Fiscal Law Refresher Course Assessment” and follow the instructions to complete the test. The test is set up for multiple attempts but requires a minimum of 180 points (72%) to pass.
- n. There are two ways to check your scores. You may click the number encased in a red box on the top right corner of the screen next to your username and expand the dropdown menu. Once expanded, click the My Grades icon (a page with a checkmark and a plus sign on it). You may also click the My Grades link located on the left side of the page.





- o. Upon achieving a passing score on the test, complete the “USACE Fiscal Law Refresher Course Survey”.



- p. Once you have successfully completed the test and survey, the My Grades page should look like this:

My Grades

Order by: Course Order ▼

ITEM	LAST ACTIVITY	GRADE
Weighted Total View Description Grading Criteria		-
Total View Description Grading Criteria		250.00 /250
USACE FISCAL LAW REFRESHER COURSE View Description	Mar 30, 2022 2:04 PM UPCOMING	-
USACE Fiscal Law Refresher Course Assessment Test	Mar 30, 2022 2:26 PM GRADED	250.00 /250
USACE Fiscal Law Refresher Course Survey Survey	Mar 30, 2022 2:31 PM GRADED	

- q. 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. Also, the certificate will not be available immediately after completion, but after a system update.** You may also retrieve your certificate of completion directly from the system by clicking the Courses tab, locating the My Certificates module, and clicking the view/download link next to the completed course:

whether Blackboard Learn supports your browser and operating system.

https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support/Browser_Checker

Here's what is recommended:

- **The current JAVA release** (http://java.com/en/download/in_stalled.jsp)

General Blackboard
(Logging in, Certificates of Completion)

My Certificates

Certificate Name	Course Name	Award Date	Expiration Date	Credit Hours	View/Download
USACE Fiscal Law Refresher Course	FY22 USACE Fiscal Law Refresher Course	03/31/2022		4	view/download

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. None currently.

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 may need to re-acquire the initial certification as directed by Resource Management.

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:

Anthony Lacen
USACE Learning Center
100 Secured Gateway, Suite 150
Redstone Arsenal, AL 35808
anthony.lacen@usace.army.mil
(256) 895-7431 (Office)
(256) 609-0557 (Cell)