DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
FINANCIAL MANAGEMENT AND COMPTROLLER
[redacted]
WASHINGTON DC 20310-0109

REPLY TO ATTENTION OF

AUG 3 1 2000

MEMORANDUM FOR COMMANDERS AND ACTIVITY DIRECTORS

SUBJECT: Appointing Certifying Officers

References:

a. DoD Directive 7000.15, 8 July 1998, DoD Accountable Officials and Certifying Officers (http://web7.whs.osd.mil/pdf/d700015p.pdf)

b. DoDFMR Vol 5, Chap. 33, Accountable Officials and Certifying Officers (http://www.dtic.mil/comptroller/fmr/05/05_33.pdf)

Reference a directs the appointment of certifying officers to authorize federal payments. This memorandum delegates to commanders, activity directors and other personnel of equivalent position, the authority to appoint certifying officers. Certifying officers are accountable to ensure payments are legal, proper and correct by their certification on vouchers prior to payment by a disbursing official. Certifying officers are pecuniarily liable for payments they certify. Certifying officials may rely upon information supplied by a duly appointed accountable official. However, in accordance with Comptroller General Decision B-280765, May 4, 2000, accountable officials may not be held pecuniarily liable for payments based on information they provide the certifying officer.

Specific responsibilities of certifying officers, both in general terms and as they relate to specific types of payments are contained in reference b. Also in reference b are the qualifications of certifying officers, the selection and appointment process, the requirement for periodic review of payments, procedures for conducting those reviews, and the requirements for requesting relief from pecuniary liability. Enclosed is a sample for the appointment and acknowledgement of appointment for certifying officers.

This delegation is effective immediately.

[redacted]

Assistant Secretary of the Army
(Financial Management and Comptroller)

Enclosure

Printed on Recycled Paper

SAMPLE APPOINTMENT MEMORANDUM
(Use appropriate letterhead)

MEMORANDUM FOR (Insert Certifying Officer's Name and Unit)

SUBJECT: Appointment as Certifying Official

You occupy a position where your duties include the functions of payment Certifying Officer for *(select type; e.g., Mil Pay, PowerTrack, C.A.R.E., DTS, etc).* This memorandum is formal notification that you are hereby appointed a Certifying Officer to *(Insert the location and address of the disbursing officer to whom your certification will be made).*

As a Certifying Officer, you will be responsible for certifying vouchers and documents for payment. Certifying Officers have pecuniary liability for any illegal, improper, or incorrect payment processed by the Department as a result of any inaccurate or misleading certification. This means that you may have to repay the total amount of any payment that is found to be illegal, improper, or incorrect. You must become thoroughly familiar with your responsibilities and accountability. By your signature below, you acknowledge this appointment and affirm that you have read and understand your responsibilities as described in the following references:

Title 31, US Code, Sec. 3325	http://www4.law.cornell.edu/uscode/31/3325.html
Title 31, US Code, Sec. 3528	http://www4.law.cornell.edu/uscode/31/3528.html
DoD Directive 7000.15	http://web7.whs.osd.mil/pdf/d700015p.pdf
DoDFMR Vol 5, Ch 33	http://www.dtic.mil/comptroller/fmr/05/05_33.pdf

In addition, if you are certifying documents other than travel vouchers paid through the Defense Travel System (DTS) or DTS-Limited, you must complete a DD Form 577, Signature Card. After completion of the acknowledgment below and the Signature Card, keep a copy and forward the originals to the appointing official.

(Appointing Official's Signature)

ACKNOWLEDGMENT

By signature hereon, I acknowledge my appointment as a Certifying Officer. I have read and understand my responsibilities and accountability. I understand my right to request relief of liability for any payment I certify that is determined to be illegal, improper, or incorrect. I further understand that this appointment will remain in effect until revoked in writing by the Appointing Official or successor.

Attached is the completed DD Form 577 (Signature Card).

(Certifying Officer's Name & Signature)