

CHAPTER 6**TRAINING**0601 INTRODUCTION

This chapter establishes policies and procedures for the training of individuals assigned to investigate potential and actual violations of the Antideficiency Act (ADA). To ensure efficiency in the investigation of, and reporting on, ADA violations, those involved in the investigation process must receive adequate training.

0602 TRAINING FOR INVESTIGATORS

One of the most important individuals involved in the investigation process of the Antideficiency Act violations is the investigator. It is the responsibility of the NASA CFO to ensure that an individual assigned as an investigator has received proper training. Training requirements for Antideficiency Act investigators are as follows:

060201. Completion of an Appropriations Law, or equivalent course, shall be a prerequisite for ADA investigators. In addition refresher training in appropriation law shall be provided no less frequently than every five years.

060202. ADA investigators shall be qualified to: interview witnesses, gather evidence, develop “facts,” document findings and recommendations, prepare reports of violation, recommend appropriate disciplinary action, meet timeframes established for the completion of an investigation, and recommend corrective actions. Chapter 5, Figure 5-1 of this volume also has a checklist, which should be used by investigators.

060203. ADA investigators shall receive additional training on an as needed basis.

060204. NASA offices are encouraged to develop courses using interactive media or computers. A training handbook also may be used as a “hands-on” guide during an investigation.

060205. Once an individual completes appropriate training, his or her name shall be included on a roster of available ADA investigators maintained by OCFO. Data to be maintained on the roster for available investigators include the name, grade, date initial training was received, organization to which assigned, functional specialty, and number of investigations previously conducted. Controls shall be established to ensure that the required roster is maintained and reviewed annually for accuracy. The roster shall be used by NASA to select individuals to investigate potential violations of the Antideficiency Act.

0603 TRAINING FOR FINANCIAL AND PROGRAM MANAGERS

The Office of the Chief Financial Officer (OCFO) shall provide appropriate training for its senior financial managers and program managers. The focus of this training shall include the basics of fund control and the ADA statute; the types of violations that can occur; the most frequent types of violations that occur, their causes; the requisite training, supervision, and oversight of personnel who perform financial management or programmatic functions; and methods for preventing violations. Video, computer courses or a handbook may be used for such training. The training shall be provided to these managers on a periodic basis to ensure currency of topics identified above.