APPENDIX A

INSTRUCTIONS FOR COMPLETION OF DD FORM 1556

Section 01.   Front of Form

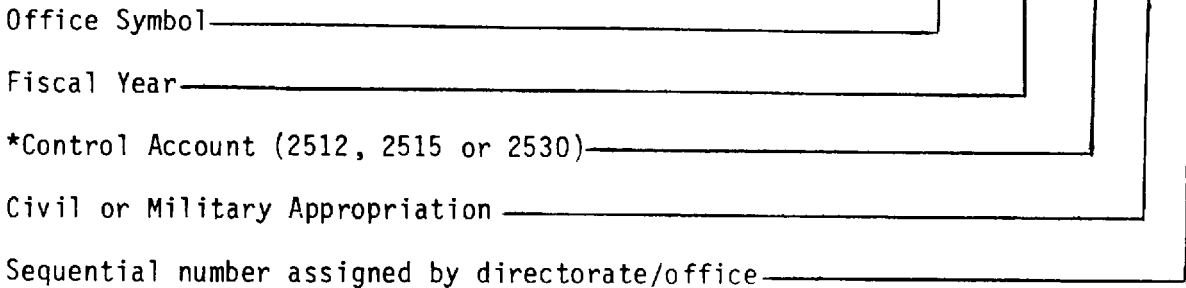   Item A. Optional use. If needed, the following applies:

   -Agency code is DA.

   -Subelement indicates the organization to which the employee is
assigned. Agency code and subelement are found in Item 33 of an employee's
SF 50.

   Item B. A Standard Document Number will be assigned by each training
coordinator to each training request to be submitted to PEO-T. Document
numbers for departmental request will be assigned by the Training and
Development Branch.

   Example: DAEN-PE 83 2512 C 001

   Office Symbol

   Fiscal Year

   *Control Account (2512, 2515 or 2530)

   Civil or Military Appropriation

   Sequential number assigned by directorate/office

   *When there are no direct costs (or indirect costs when charged to the
training account) the control should be 0000. See paragraph 8d.

SECTION A - TRAINEE INFORMATION

Items 1&2 - Self explanatory

Item 3 - Enter the Division/District code; the first two digits of the COEMIS PA organization code found in item 28 of the SF 50.

Items 4&5 - Self explanatory

Item 6 - Indicate as appropriate. Use column designated "Other" to show Special Employment Program status:

Code
   A - DA Intern
   C - Army MOD Program-AMOD Management Intern
   E - Army MOD Program-AMOD Intern
   I - Local Intern
   J - Functional Trainee
   K - Facilities Engineering Apprentice Program (FEAP)-Centrally Controlled
   L - Facilities Engineer Apprentice Program (FEAP)-Locally Funded
   M - Apprentice Program-Other
   N - Federal Junior Fellowship Program (FJEP)
   O - Graduate Cooperative Program
   P - Cooperative Education Program (COOP)-Four (4) year college
   Q - Non-baccalaureate Cooperative Education Program
   R - Employee-Veterans Readjustment Appointment Program
   S - Employee-Veterans Readjustment Appointment Program
   T - Worker-Trainee Opportunity
   V - Upward Mobility Program

Item 7 - "US Army Corps of Engineers" followed by Office symbols

   NOTE: Many requests are addressed to vendors not familiar with agency symbols.

Item 8 - Type telephone number in following format: AV 285-XXXX
                                                     (202) 272-XXXX

Items 9 &10 - Self-explanatory

Item 11 - Given official agency title as shown on position description or SF 50. Do not use organizational titles.

Example:
Incorrect: Chief Planner
Correct: Supervisory Civil Engineer

Items 12&13 - Self explanatory

Item 14 - Enter appropriate code

Code	Code	Code
00-Not applicable	08-1 year of college	16-Post 1st
01-Some elementary	09-2 years of college	professional
02-Elementary	10-Associate	17-Master degree
graduate	11-3 years of college	18-Post master
03 Some high school	12-4 years of college	19-6th year degree
04-High school	13-Bachelor degree	20-Post 6th degree
graduate	14-Post Bachelor	21-Pre doctorate
05-Terminal	15-1st professional	22-Doctorate degree
Occupational		23-Post Doctorate
Program (TOP)		
06-TOP Certificate		
07-Standard college		

SECTION B - TRAINING COURSE DATA

Item 15 a&b - If the address of the training vendor and the location of the
                training site are the same, place the address of the training
                vendor in item 15a and check the box in item 15b. If the
                address of the training vendor and the location of the
                training site are not the same, show the mailing address of
                the training vendor in item 15a, and the address/location of
                the training site in 15b.

Item 16a - Leave blank.

Item 16b - Give title as shown on announcement or in training course catalog.

Item 16c - Leave blank

Item 17a - Give complete COEMIS course/catalog number if known.

Item 17b - Leave blank

Item 18a - Enter actual start date of training.

Item 18b - Enter actual completion date of training.

Item 19a-d Enter number of classroom hours or clock hours of credit awarded
             by vendor.

Item 20, Part Ia - Enter one code from below:

Code
     1 - Program/Mission change
     2 - New technology
     3 - New work assignment
     4 - Improve present performance
     5 - Future staffing needs
     6 - Develop unavailable skills
     7 - Trade or craft apprenticeship
     8 - Orientation
     9 - Adult Basic Education

Item 20, Part Ib, c, and d - Leave blank.

Item 20, Part IIa and b - Leave blank.

Item 20, Part IIc - Enter one code from below:

Code
    1 - Primary.
    2 - Alternate (type name of primary attendee next to Code.)
    3 - Space requested (after FY Training Needs Survey.)

Item 20, Part IId - When applicable enter either continuing education units (CEU) or other credits. For other credits enter one or two numbers and H (e.g., three credit hours would be 3H). If neither CEU nor other credits is applicable enter NA. Never enter both CEU and other credits.

Item 20, Part IIe - Enter code from below:

Definitions of Priorities:

Code

Priority 1 - <u>Training</u>. The acquisition of new skills and knowledges that are needed <u>now</u> to perform one's duties. Training is considered to be Priority 1; identified training needs must be met during the next 6-12 months.

Priority 2 - <u>Education</u>. The acquisition of new skills and knowledges that are needed <u>soon</u> (next 12-24 months). The education may be for either planned additional duties, improvment of existing skills, or career development. Education needs are Priority 2 needs. These may be satisfied during the fiscal year, but could be deferred without major impact on current mission accomplishment.

Priority 3 - <u>Development</u>. The acquisition of new skills and knowledges that will be utilized in the <u>future</u> (2 or more years hence). Development is normally considered to be career development for an individual and is Priority 3. Development can be deferred to ensuing fiscal years with little or no impact on current mission.

Item 20, Part II f&g - Leave blank.
Item 20, Part IIh - Use codes on reverse of DD Form 1556 as appropriate.
Item 20, Part II i&j - Leave blank.

SECTION C - COSTS AND BILLING INFORMATION

Item 21a-c - Enter the total cost chargeable under local policy for tuition, books, etc. Tuition cost for Hunstville/ PROSPECT courses must also be shown. Leave blank if DD Form 1556 is for asubstitution.

Item 21d - Leave blank.

Item 21e - Must contain the complete accounting classification code, including fiscal station number or cost center number and ADP work code. This includes Huntsville/PROSPECT courses. Guidance will be furnished to training coordinators, at the beginning of each fiscal year giving the accounting classification codes. Leave blank if DD Form 1556 is for a substitution.

Item 21f - Type in name of Finance and Accounting Officer except for courses that do not involve costs. See paragraph 8d.

> Forms prepared for HQUSACE, EASA, BERH, WRSC, ESC and HECSA, FESA and ETL personnel will contain the following abbreviated certification: V. DiRago, F&AO

Item 22 - Reserved for signature or initials of training coordinator and date.

Items 23-24 - Leave blank.

Item 25 a-c - Must be completed for all training outside the D.C. Metropolitan area, inclusive of Huntsville/PROSPECT courses.

Item 25d - Self-explanatory.

SECTION D APPROVAL/CONCURRENCE

Item 26 - The OCE element originating the request will determine the
         supervisor/manager that will certify the job relatedness of
         requested training.

Item 27 - Certification of regulatory requirements will be prepared
         for the signature of the Training Officer in the following
         manner:

Fairy Armstrong, Chief, Training and Development Branch.

Item 28a - Leave Blank

Item 28b - Activities serviced by DAEN-PEO-T or DAEN-PEO-K, (except
           DAEN-ZC) enter:

         US Army Corps of Engineers
         Finance and Accounting Support Office
         Casey Bldg #2594
         Fort Belvoir, VA 22060

Other activities serviced by DAEN-PEO-T, i.e., DAEN-ZC enter the
following:

         Training Officer
         DAEN-PEO-T
         Room 4203
         20 Massachusetts Avenue, N.W.
         Washington, D.C. 20314

When applying for OPM Executve Seminar Center and Federal Executive
Institute course enter either "EDCF" for military appropriation, or
"Other" for civil appropriation. Also, enter agreement number.
Agreement number is obtainable from the training coordinator.

                          Reverse of Form

Copy #1, Complete for Long-Term Training, and non-Governmenttraining
         only. Employee reads and signs in upper and lower signature
         blocks, and completes information in items 34 and 35.

Copy #4, item 35 - Give employee's home or agency mailing address.

Copy #5, item 35- Given employee's directorate or office mailing
   address. Do not give the address of the servicing training
office or finance office.