

APPENDIX C

DISTRIBUTION OF DD FORM 1556

Distribution of the DD Form 1556 is as follows:

- Copy 1. Official personnel folder, retained in PEO-T.
 - * Copy 2. Training and Development Branch.
 - Copy 3. Vendor or training facility copy.
 - Copy 4. Same as above.
 - Copy 5. Same as above.
 - Copy 6. Finance and Accounting Office.
 - Copy 7. Same as above.
 - Copy 8. Employee.
 - Copy 9. Employee must complete and return to the Training coordinator. Copies of grade reports must be attached if completed training was taken at a college or university. One copy of certificate of training must be attached when certificates are given by a training vendor. Copy # 9 (Evaluation) and grade report or certificate of completion must be forwarded to reach PEO-T not more than ten (10) work days after training is completed.
 - * Copy 10. Optional, may be retained by originating offices as official office copy.
- * The new pin-fed DD Form 1556 does not contain copies 2 and 10.