

APPENDIX E

ER 690-1-1200

1 Nov 83

DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF FOR PERSONNEL
WASHINGTON, D.C. 20310

DAPE-CPC

11 December 1978

SUBJECT: Instructions for Using DD Form 1556, Request, Authorization,
Agreement, Certification of Training and Reimbursement


SEE DISTRIBUTION

1. DD Form 1556 has been printed and is available for distribution upon request through normal publications channels. This form will be effective immediately for the purposes indicated in the instructions at Inclosure 1.

2. Upon receipt of DD Form 1556, all locally developed forms serving the same purpose as this form will be discontinued. Questions or comments on the use of DD Form 1556 may be directed to Mr. Lacy Saunders, AV 22-77865 or Area Code 202 - 697-7865.

FOR THE DEPUTY CHIEF OF STAFF FOR PERSONNEL:

1 Incl
as

for 
OGDEN C. REED
Chief, Training and Career
Management Division

Instructions for Using DD Form 1556, Request, Authorization,
Agreement, Certification of Training and Reimbursement

A. GENERAL

1. DD Form 1556 will be used to authorize and record training of civilian employees in Government facilities (intra-agency and inter-agency), training in non-Government facilities, attendance at meetings, and for Defense Management Education Training (DMET) authorized under the provisions of CPR 410, Training. Procedures for DMET courses are contained in the DMET Catalog issued annually. DD Form 1556 is a multipurpose form designed to reduce the need for a variety of forms associated with various training incidents. DD Form 1556 may serve as any one or all of the following: training request, authorization, obligated service agreement, certification for reimbursable or cost-shared expenses, certification of authorized expenditures, a record of training, and an evaluation instrument.

2. DD Form 1556 will be available in three versions: (a) single page cut-sheet; (b) ten-page manual "packet;" (c) ten-page continuous version with perforations for use with ADP equipment.

B. INSTRUCTIONS FOR USE

1. Request and Approval of Training

a. Approval of training at Government or non-Government facilities must be in accordance with established policy and criteria for such training to include any special criteria for the selection of non-Government facilities. DD Form 1556 will be used to request and approve or disapprove all training.

b. All applicable parts of DD Form 1556 must be completed in accordance with instructions on the last page of the form and supplemental instructions contained herein. The management official of the initiating unit, with assistance from a member of the training and development staff, shall originate the form well in advance of the start date of the request training by completing sections A, B, and C of the form. Section D will be used for approval by the immediate supervisor and for certification by the chief of the training and development function, or an authorized EDS that the nominee meets required prerequisites and that the proper training is in accordance with regulatory requirements including the nondiscrimination provision on use of non-Government facilities. Section E requires certification of approval or disapproval by the authorized approving official. Section F provides certification of training completion and verification of the training costs. The applicable remaining parts of the form must be completed and distribution made in accordance with instructions on the form and paragraph c below.

c. Approval of training is required prior to enrolling in, or making any commitment for the training. A copy of the approval form shall be retained according to file retention schedule for review and inspection purposes. In addition, a copy of the approval form may be placed in the employee's official personnel file as a record of training completion. The approved document will also serve as a source document for required training reports.

d. When more than one non-Government facility can provide training that meets a predetermined need, the capability, suitability, geographic accessibility, methods, cost requirements, qualitative factors related to curriculum design specifications, and performance or behavior objectives must be evaluated. Evaluative information, cost data, and the recommendation for selection must be documented and made a part of the employee training and development office record. The employee development specialist, with outside help as required, will make the determination and documentation as required.

e. Each individual request for training in a non-Government facility must be prepared on a DD Form 1556 with an appended narrative statement fully justifying the training in accordance with CPR 410.5.

2. Special Training by Contract. When a training course or program is developed by a non-Government source to meet a specific requirement, it is the function of an authorized Contracting Officer to contract for the training on behalf of and as required by the responsible Employee Development Specialist. In such cases, the Commander must follow procedures set forth in the Defense Acquisition Regulation (DAR), including the use of approved forms. This precludes using DD Form 1556 as a contracting document for training under these conditions; however, DD Form 1556 must be completed for requesting and approving training for each individual to be trained (the DD Form 1556 serves as a backup document to the contracting documents).

3. Normal (Noncontractual) Training Authority. Training may be authorized and certification for reimbursement accomplished by an appropriate training official using DD Form 1556 when the training is regularly scheduled, open to the general public (for non-Government training) and the price of tuition, books, and fees does not exceed that charged all accepted students. Even though a dollar limitation is not established under these reimbursement conditions, the individual responsible for the training and development function should consult with the appropriate contracting officer and follow regular contract procedures when the price exceeds \$10,000. Reimbursement of training which costs less than \$10,000 does not have to be submitted to a Contracting Officer. The use of reimbursement procedures is optional with each employing activity.

4. Educational Service Agreement. As prescribed in section 22, part 9, Defense Acquisition Regulation (DAR), an Educational Service Agreement may be entered into with established educational institutions at the request of the responsible employee development specialist when approved by a responsible management official (see CPR 410.3-6g). Under these contractual agreements, the DD Form 1556 will be used as the authorizing document for the contracting officer to initiate such agreements.

5. Payment for Training at Government Facilities. Training is authorized and certified for payment on the DD Form 1556. However, payment must be made on funding documents as described below or on other appropriate documents.

a. From one DOD Component to another DOD Component: Use DD Form 1556 as the certifying document and DD Form 448, Military Inter-Department Procurement Request (MIPR) as the reimbursement or funding document.

b. From a DOD Component to a Civilian Agency: Use DD Form 1556 as the certifying document and SF 1080, Vouchers for Transfers Between Appropriations and/or Funds, as the reimbursement or funding document. NOTE: Department of the Army activities using the USCSC central office training center courses must show the full name and address of the servicing civilian personnel office as the billing office in item 28b of DD Form 1556. It is the responsibility of the CPO to certify the SF-1080 for payment. The properly completed DD Form 1556 and SF-1080 will be forwarded to the appropriate finance and accounting office for payment. All communications on nominations for CSC central office sponsored courses and payment problems will be handled by the servicing CPO.

6. Payment for Training at Non-Government Facilities. When training is properly authorized by an appropriate training or other management official and does not involve a contracting function outlined in paragraph 2, above, DD Form 1556 may be used for certification for payment of approved costs incurred in training at non-Government facilities. Such certification does not involve a contracting function.

7. Attendance at Meetings. In accordance with policy established in CPR 410.8, DD Form 1556 shall be used for requesting, authorizing, approving and certifying payment for attendance at meetings in accordance with instructions on the form and instructions contained herein.

C. INSTRUCTIONS FOR COMPLETING DD FORM 1556

Instructions contained on the reverse side of the single copy and Copy 10 of the 10-part set will be followed along with the additional instructions contained below.

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 together in Item 33 in the lower left corner of an employee's SF 50.
- Submitting office number indicates which personnel officer is responsible for the employee's file. Submitting office number is found after the date in Item 35 in the lower right corner of an employee's SF 50.

Item B

- For local use as needed.
- If used, show UIC and fiscal year.
- The use of a serial number will facilitate accountability of each nomination.

Section A - TRAINING INFORMATION

Item 3b. Normally blank. Date of birth is contained in CIVPERSINS data bank.

Item 4 and 5. Optional. Normally blank except when training facility needs information to mail pre-course materials.

Item 10. This information is needed to assist the CPO in monitoring the cumulative length of non-Government training in the current decade of service. This information is not required when requested training is sponsored by a Federal agency.

Item 14. Use education levels described in 680-330 (CIVPERSINS-I) in lieu of the levels shown on DA Form 1556.

Section B - TRAINING COURSE DATA

Item 16a. Leave blank.

Item 16c. Leave blank.

Item 17a. When required by the training facility, enter catalog or course identification number.

Item 17b. Leave blank.

Item 20, Part Ia. Descriptions of "purpose" are contained in AR 680-330 (CIVPERSINS-I).

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Item 20, Part Ib. Descriptions of "type" are contained in CPR 410, Training, and AR 680-330.

Item 20, Part Ic. Refer to AR 680-330, (CIVPERSINS-I) for definitions. Use Code "1" for sources A-G shown on DD Form 1556.

Item 20, Part IIa. May be used locally if needed to identify training facility.

Item 20, Part IIb. Enter appropriate code when required by training facility.

Item 20, Part IIc. Enter appropriate code when required by training facility.

Item 20, Part IId. When applicable enter either continuing education units (CEU) or other credits. Note that the decimal period for continuing education units is pre-printed. For other credits enter one or two numbers and an 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 priority "1" if training is essential to mission or organization; priority "2" if training is required for replacement of skilled employees; and priority "3" if training is needed to increase employee's efficiency and productivity.

Item 20, Part IIh. Some of these training programs are peculiar to particular military departments or DOD components. It is not necessary to code all training in one of the programs. If necessary, specific instructions on reporting use of these programs in DA will be issued later.

Section C - COSTS AND BILLING INFORMATION

Item 21a. A separate DD Form 1556 will be prepared for each trainee. Entry in Item 21a will be the sum of Items 21b and c for each trainee.

Item 21d. Enter the code for the appropriation or fund chargeable for the direct cost expenses shown in item 21a. Funding codes are:

- A - Operation and Maintenance (OMA)
- B - Operation and Maintenance, Army Reserve (OMAR)
- C - Operation and Maintenance, National Guard (OMANG)
- D - Procurement of weapons and Tracked Combat Vehicles (RPA)

- E - Family Housing Management Account (FHMA)
- F - Army Industrial Funds (AIF)
- G - Military Construction, Army (MCA)
- H - Civil Works (CW)
- I - OMA - Program Element 878751, Civilian Training, Education and Development Program
- J - Other

Items 21e and f. Generally completed by Finance and Accounting Office.

Items 22 and 23. For local use.

Item 24. Include totals of 21a and 25a.

Section D - APPROVAL/CONCURRENCE

Item 26. In addition to certifying job relatedness of the training, the supervisor is also certifying that the training is fully justified in terms of immediate job needs or career development.

Item 27. The chief of the training and development function or an authorized employee development specialist must determine if the training meets regulatory requirements and sign in this item.

Item 28. Local use. Normally, Fiscal Station Code will be placed in this item.

Item 28b. Insert the full name and address of the Finance and Accounting Office responsible for paying tuition and related fees.

NOTE: Department of the Army activities using the USCSC central office training center courses must show the full name and address of the servicing civilian personnel officer. Upon receipt of SF-1080, Voucher for Transfers Between Appropriation and/or Funds, from CSC, the CPO will certify the voucher for payment and forward it to the appropriate finance and accounting office along with the DD Form 1556. (Other DA activities may use this procedure to ensure timely payment for training.)

Section E - APPROVAL/CONCURRENCE

Item 29. The official to whom the commander has delegated approval authority will sign this item. See CPR 410.3-6g.

Section F - CERTIFICATION OF TRAINING COMPLETION

Item 31. The individual having approval authority (item 29) will _____ complete this item.

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Section G - FINANCE (COPIES 6 & 7)

Items 33, 34, & 35. The appropriate officials in the Finance and Accounting Office will complete these items in accordance with local procedures.

Section I - MAILING ADDRESS OF NOMINATING AGENCY (COPIES 4 & 5)

Item 35. The full mailing address of the servicing Civilian Personnel Officer will be placed in this item.