

DAEN-PEO-T

Regulation
No. 690-1-1200

1 November 1983

Civilian Personnel
COMPLETION, SUBMISSION, APPROVAL AND DISTRIBUTION
OF THE REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATE
OF TRAINING AND REIMBURSEMENT FORM (DD Form 1556)

1. Purpose. This regulation assigns responsibility and establishes procedures for the use of the DD Form 1556, "Request, Authorization, Agreement, Certification of Training and Reimbursement".
2. Applicability. This regulation applies to all HQUSACE/OCE elements and those separate field operating activities (FOA) for which the USACE Operating Civilian Personnel Office (OCPO), provides personnel management services, except US Army Engineer Activity, Capital Area, and DAEN-PEO-H.
3. References.
 - a. Federal Personnel Manual 400, Ch 410, Training
 - b. AR 690-400 Employee Performance and Utilization 15 June 1983
 - c. DAPE-CPC Letter, 11 December 1978, subject: Instructions for Using DD Form 1556; Request Authorization, Agreement, Certification of Training and Reimbursement (Appendix E).
4. General. This regulation rescinds all other guidance issued concerning DD Form 1556. Instructions for completing DD Form 1556 and ENG Form 0-4853 (Justification for Training) are contained in appendixes A through D.
5. Background. DD Form 1556 (8 or 10 part form) will be used to authorize and record training of civilian employees in Government facilities (intra-agency and inter-agency), training in non-Government facilities and attendance at meetings authorized under provisions of AR 690-400; DD Form 1556 is a multi-purpose form designed to reduce the need for a variety of forms associated with training. DD Form 1556 will serve as training request authorization, obligated service agreement, certification for reimbursement of cost-sharing expenses, certification of authorization certification for reimbursement of cost-shared expenses, certification of authorized expenditures, a record of training, and an evaluation instrument.
6. Responsibilities. Accuracy of employee data, i.e, training source, location, course information including course title and number, training period, allocation status, accounting classification for direct and indirect

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costs and document number are the responsibility of the originating office. Remaining information is the responsibility of the Operating Civilian Personnel Office.

7. Submission.

a. DD Form 1556 must be received by the servicing Training Branch at least 30 days in advance of the course start date or registration date (whichever occurs first), exceptions are Military Service Schools, OPM Executive Seminar Centers, Federal Executive Institute and Brookings Institution, where the DD Form 1556 must be received by the servicing Training Branch at least 120 days before the course start date. Exceptions to the 30 and 120 day advance receipt policy are not routine and will be considered on a case-by-case basis. Other exceptions are special announcements such as managerial development and long-term training announcements that at the time of announcement will establish specific dates for receipt.

b. The Training and Development Branch will submit DD Form 1556 to the appropriate Finance Accounting Office prior to training coordinators contacting training vendors. The Finance and Accounting Officer will certify availability of funds and return same to Training and Development Branch where it will be returned to the originating directorate or office for forwarding to vendor. Training coordinators will submit signed receiving reports to the Finance and Accounting Office for payment within 5 days after course completion (in support of the Prompt Payment Act).

8. Special Instructions. The Office Chief, Director or Assistant/Deputy Director, or his designee, will authorize training. The authorizing official will ensure that office/directorate training costs and quotas (if applicable) have not been exceeded and administratively excuses the employee from his/her work site; also is responsible for receipt of course evaluation and grade report or certificate of training in DAEN-PEO-T or DAEN-PEO-K not later than ten (10) work days after training is completed, otherwise, attendance at training will not be entered into attendee's official personnel record and may result in initiation of steps to recoup funds expended from trainee.

a. Each directorate or office must submit a Signature Card (DD Form 577) to the Civilian Personnel Office, Training and Development Branch, containing the signature(s) of the person(s) who will sign as authorizing official(s) in block 29 of DD Form 1556. DD Form 577 must be resubmitted/updated at the occurrence of a change in authorizing personnel.

b. Justification for Training, ENG Form 0-4853 is necessary when:

(1) Requesting non-Government training.

(2) The reason for government training is not apparent to the Employee Development Specialist.

(3) Employee does not meet stated course prerequisites.

(4) Training is unprogramed and not included in the employee's approved Individual Development Plan.

c. Requests for non-Government training must be accompanied by course information giving details, i.e. date, place, cost and course description, objectives and prerequisites, if any.

d. All indirect costs (travel, per diem, etc.) must be entered on the DD Form 1556.

e. Travel orders obligating executive and management funds (2530 account) must be routed through the appropriate Training Branch (DAEN-PEO-K or DAEN-PEO-T), otherwise, travel must be charged to the office/directorate travel account.

9. Cancellations and Substitutions.

a. If the primary nominee for training cannot attend a scheduled class, a substitute or alternate should be identified to the Training Branch by submitting DD Form 1556. If no substitute or alternate can be identified, the class should be cancelled by written document (DF) to the Training Branch, in time to prevent payment for training not received by an employee. Unless non-attendance is beyond the control of the nominee, nominee may be responsible for reimbursing the Government for costs incurred. Training coordinators should contact vendors within prescribed time frame for cancellation.

b. Formal approval must be received from the servicing Training and Development Branch prior to substitutions of courses, or substitutions for attendees at courses conducted by a vendor.

c. Written cancellation notification of approved training must be provided to the Training and Development Branch with the following information: employee name, social security number, course title, dates, standard document number, vendor point of contact, date of cancellation, and reason for the cancellation. In no case will cancellation notifications be forwarded directly to the Finance and Accounting Office

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from an HQUSACE/OCE element (including FOA), other than by the servicing Training and Development Branch.

FOR THE COMMANDER:



PAUL F. KAVANAUGH
Colonel, Corps of Engineers
Chief of Staff

5 Appendixes

- APP A - Instructions for Completion of DD Form 1556
- APP B - Sample of DD Form 1556
- APP C - Distribution of DD Form 1556
- APP D - ENG Form 0-4853
- APP E - DAPE-CPC Letter