

CEHR-OT  Regulation No. 690-1-1200	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	ER 690-1-1200  1 Nov 83
	Civilian Personnel  COMPLETION, SUBMISSION, APPROVAL AND DISTRIBUTION OF DD FORM 1556	
	<b>Distribution Restriction Statement</b> Approved for public release; distribution is unlimited.	

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

ER 690-1-1200  
1 Nov 83

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

ER 690-1-1200  
1 Nov 83

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

APPENDIX A

INSTRUCTIONS FOR COMPLETION OF DD FORM 1556

Section 01. Front of Form

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

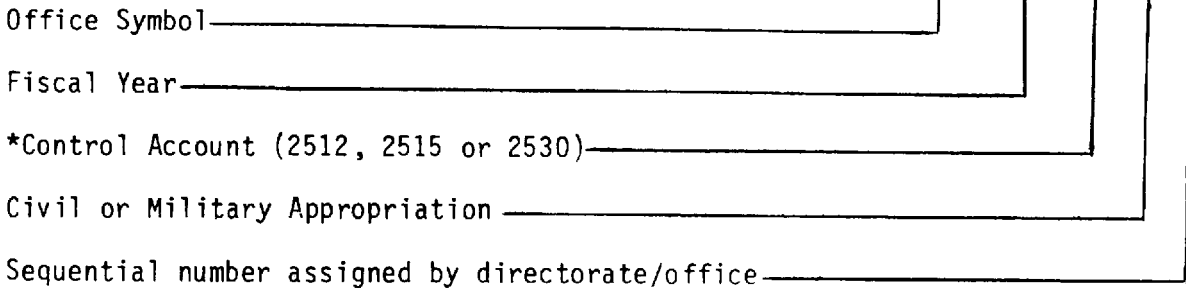
-Agency code is DA.

-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



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

ER 690-1-1200  
1 Nov 83

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 professional
01-Some elementary graduate	09-2 years of college	17-Master degree
02-Elementary graduate	10-Associate	18-Post master
03 Some high school	11-3 years of college	19-6th year degree
04-High school graduate	12-4 years of college	20-Post 6th degree
05-Terminal Occupational Program (TOP)	13-Bachelor degree	21-Pre doctorate
06-TOP Certificate	14-Post Bachelor	22-Doctorate degree
07-Standard college	15-1st professional	23-Post Doctorate



ER 690-1-1200  
1 Nov 83

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 IIId - 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 - Training. The acquisition of new skills and knowledges that are needed now 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 - Education. The acquisition of new skills and knowledges that are needed soon (next 12-24 months). The education may be for either planned additional duties, improvement 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 - Development. The acquisition of new skills and knowledges that will be utilized in the future (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.

ER 690-1-1200  
1 Nov 83

SECTION C - COSTS AND BILLING INFORMATION

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

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 Executive 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-Government training 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.

APPENDIX B  
SAMPLE OF DD FORM 1556

<b>REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT</b>		<b>A. Agency code, agency subelement and submitting office number (XX-XX-XXXX)</b>		<b>B. Standard document number</b> DAENPE-83-2530M-010		<b>C. Request Status or Process Code (X one block)</b>	
		01		02		02	
<b>Section A — TRAINEE INFORMATION</b>							
<b>1. Applicant's name (Last-First-Middle Initial)</b> Indicate preferred title (example-Miss, Mrs., Mr., Ms., LTC, etc.) KLEAR, KRYSTALL (MS)		<b>2. Social Security Number</b> XXX-XX-XXXX		<b>3a. Organization</b> Unit Identification Code (UIC) Z-2		<b>b. Date of birth</b> Year: 43 Month: 12	
<b>4. Home address (Optional - to notify in case of emergency)</b> 7220 Willow Lane Any Town, USA		<b>6. Home telephone (Optional)</b> Area code / Number 777-9311		<b>6. Position level/Supervisor position code (X one only)</b> Non-supervisory Supervisory <input checked="" type="checkbox"/> Executive Other (Specify)			
<b>7. Organization mailing address (Branch-Division/Office/Bureau/Agency/Service/Command)</b> USA, Corps of Engineers (DAEN-XXX-F) 20 Massachusetts Ave., N.W. Washington, D.C. 20314		<b>8. Office telephone</b> Area code / AUTVDON / Number / Ext AVN 285-0777 (202) 272-0777		<b>9. Continuous federal service</b> Years: 15 Months: 2		<b>10. Number of prior non-government training days</b> 0	
<b>11. Position title/function</b> Supv. Pers. Mgt. Spec.		<b>12. Pay plan/series/grade/step</b> Rank/MOS/AESC or Navy Designator GS 10201 15		<b>13. Type of appointment</b> C		<b>14. Education level</b> 18	
<b>Section B — TRAINING COURSE DATA</b>							
<b>16a. Name and mailing address of recommended training source, school or facility</b> Executive Institute of America 2050 Crandville Drive Portland, Ore.				<b>b. Location of training site (If same, mark box.)</b> <input type="checkbox"/> (If not required, use for remarks.)			
<h1>SAMPLE</h1>							
<b>16a. Training Type/Subject Area Identifier</b> CJ-22987		<b>b. Course title or training services</b> Governmental Personnel Law		<b>c. Dispute code</b>			
<b>17a. Catalog/Course No.</b> CJ-22987		<b>18. Training period (6 digits)</b> Year: 83, Month: 06, Day: 20 b. Complete: 83, 07, 01		<b>19. Number of course hours (4 digits)</b> a. During duty: 0080 b. Non-duty c. TOTAL: 0080		<b>20. PART I — training codes (see instructions)</b> Code: 2, 08, 09, 1 a. Purpose: 1, b. Type: 09, c. Source: 2, d. Social Interest: 1	
<b>20. PART II — (See instructions)</b> a. Training Agency / Vendor Line Identification Code (LIC)		<b>b. Security Clearance</b> c. Allocation Status		<b>d. Training credits</b> Continuing education units Other (colleges, etc.)		<b>e. Priority</b> 1 f. Training level g. Method of training h. Reason for selec. i. Method of eval.	
<b>Section C — COSTS AND BILLING INFORMATION</b>							
<b>21. Direct costs and appropriation/fund chargeable (Costs incurred and billed are not to exceed amount in 21a).</b>							
<b>a. Total direct authorized</b> \$ 2,560.00		<b>b. Tuition cost</b> \$ 2,560.00		<b>c. Books, material or other costs</b> \$ 00.00		<b>d. Funding source</b>	
<b>e. Accounting classification for direct costs</b> 7732 020 08-7600 P878755.7200 S49129 QE3720 2530				<b>f. Signature of fiscal officer (follow local procedure)</b> V. DiRago, FAO			
<b>22. Job order number (Optional)</b>		<b>23. Labor costs (Optional)</b> \$		<b>24. Total of direct and indirect costs (Optional)</b> \$			
<b>25. Indirect costs (For information purposes only)</b>							
<b>a. Total indirect costs</b> \$ 3,650.00		<b>b. Travel cost</b> \$ 760.00		<b>c. Per diem/other costs</b> \$ 2,890.00		<b>d. Travel order number</b>	
<b>Section D — APPROVAL/CONCURRENCE</b>				<b>Section E — APPROVAL/CONCURRENCE</b>			
<b>26. I certify this training is job related.</b> Supervisor (Name and title/code) Signature: _____ Date: _____		<b>29. Authorizing official (Name and title/code)</b> Signature: _____ Approved: _____ Date: _____ Disapproved: _____					
<b>27. Does nominee meet prerequisites?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If No, attach waiver request		<b>Section F — CERTIFICATION OF TRAINING COMPLETION</b>					
<b>I CERTIFY that this training meets regulatory requirements:</b> Training Officer (Name and title/code) FAIRY ARMSTRONG, C/T&D Br. Signature: _____ Date: _____		<b>30. If course not completed, return this form with an explanatory memo</b> School official/Trainee (Signature/code) Date: _____		<b>b. Actual completion date</b> Year: _____, Month: _____, Day: _____ b. Grade: _____			
<b>28a. Station Symbol</b> SF-1080		<b>31. I certify that this account is correct and proper for payment in the amount of:</b> Certifying official (Name and title/code) \$ _____ Date: _____ Signature: _____		<b>32. School official (Name and title)</b> Signature: _____ Date: _____ DSSN number: _____ Check number: _____ Voucher number: _____			
<b>b. Billing instructions (Identify discount terms % days.)</b> Furnish original invoice and 3 copies to: FAO (DAEN-RMF-P) Casey Bldg # 2594 Humphrey Engineer Center Fort Belvoir, VA 22060		<b>32. School official (Name and title)</b> Signature: _____ Date: _____ Acceptance approval: Yes <input type="checkbox"/> Nominee accepted No <input type="checkbox"/> Not accepted					

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.

APPENDIX D  
JUSTIFICATION FOR TRAINING (ENG FORM 0-4853)

JUSTIFICATION FOR TRAINING <small>ER 690-1-1200</small>		
1. APPLICANTS NAME <small>(Last, First, MI)</small> Klear, Krystall (NMI)		2. SOCIAL SECURITY NUMBER XXX-XX-XXXX
3. POSITION TITLE Supv Pers Mgt Spec		4. APPLICANTS OFFICE SYMBOL <small>(To Branch Level)</small> DAEN-XXX-X
5. COURSE TITLE Governmental Personnel Law		6. COURSE NUMBER CJ-22987
7. TRAINING COMPLETED AT DA EXPENSE		
<small>COURSE TITLE</small>	<small>PAGE</small>	<small>YEAR</small>
a. Labor Law	GW University	1981
b.		
c.		
d.		
e.		
8. In accordance with CPR 410, approved training must exhibit a <i>direct</i> relationship to officially assigned or proposed duties. <i>Explain the relationship.</i>  Official duties requires employee to:  Be knowledgeable of existing personnel regulations and laws and to be able to interpret same for management; to represent management at Merit System Protection Board (MSPB) and labor hearings and negotiations.		
9. Training must result in demonstrated improvement in job related skills, knowledges and abilities and/or qualifications to perform official duties. <i>Explain how, and to what degree, proposed training will improve employee performance.</i>  Requested training will provide necessary exposure to newly established laws regulating personnel management in the Federal sector.  <p style="text-align: center;">(Forms are available from DAEN-PEO-T or DAEN-PEO-K.)</p>		
10. For non-Government training: Approved training may not be for the <i>sole</i> purpose of obtaining a degree. <i>Is the applicant a candidate for an education degree?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, will this training apply toward requirements for this degree?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, furnish course description and performance standards.</i>  <p style="text-align: center;">N/A</p>		
I certify that the above information is correct.		
11. TYPED NAME AND TITLE OF SUPERVISOR Dennie E. Cain	12. SIGNATURE	13. DATE 8-22-83

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).

ER 690-1-1200  
1 Nov 83

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.

ER 690-1-1200  
1 Nov 83

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.