



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

DLAR 1430.12

DLA-KW

DLA REGULATION
NO. 1430.12

24 Nov 87

CIVILIAN EMPLOYEE DEVELOPMENT AND TRAINING
(RCS DD-M(A)1159)

(Supplementation is permitted by Primary Level Field Activities (PLFAs).)

I. PURPOSE AND SCOPE

A. Establishes DLA policy, procedures, and responsibilities for civilian employee development and training. Additional policy guidance, implementing directives and responsibilities, appear in other DLARs and DLAMs.

B. Implements chapter 410, Training, of the Federal Personnel Manual (FPM); DoD Directive 1430.4, Civilian Employee Training; DoD 1400.25-M, CPM 410, Training; and other DoD directives and instructions on civilian employee development and training.

C. Provides information and authorization on the use of forms and reports to be used for documenting and reporting civilian employee development and training.

D. Is applicable to HQ DLA and all DLA field activities.

II. POLICY. The guiding policy principles of this regulation are as follows:

A. Training and development are essential elements in the management of DLA organizations and activities. The complexity and variety of the mission requires continual upgrading of knowledge, skills, and abilities to perform more effectively today and to retain fully competent employees to meet future performance and mission requirements. Programs of training and development must therefore focus on specific, identified needs and be results-oriented. Requirements must be communicated, through the chain of command, to management officials responsible and accountable for the development and training of civilian employees. Support for attendance at training and development activities must be based on established priorities and reflect a reasonable and equitable management policy of resource allocation.

B. Training resource management must be in consonance with the overall need to manage Federal programs effectively. Accordingly, DLA organizations and activities shall establish policies and procedures that reflect sound management principles, including a process for budgeting and programming adequate financial and staff resources to meet immediate priority training and long-range developmental needs.

C. This regulation authorizes the following as legitimate policy objectives for civilian training activities:

1. Improving employee performance of current duties.
2. Providing a means for systematically developing employee skills to meet current and future manpower skill needs.
3. Providing opportunities for development of high-potential employees.
4. Providing employees with the necessary competencies to meet changes in organizational policy, mission, technology, structure, or equipment.
5. Maintaining "state-of-the-art" specialized proficiencies.
6. Assisting with the planned upward mobility of lower-level employees.

7. Applying to all civilian employees without discrimination because of race, sex, age, religion, color, national origin, physical or mental handicap, or other factors not related to the need for training.

III. DEFINITIONS

A. Development. The process of preparing employees for future mission-related duties and responsibilities, and career progression.

B. Employee Development Specialist (EDS) and Training Officer. Terms used interchangeably to denote the person normally designated as the responsible official for administering the activity civilian training and development program.

C. Government Facilities Training. Training conducted by civilian or military personnel of the Government acting in their official capacity, and on property-owned or controlled by the Government.

D. Individual Development Plans (IDPs). The IDP is a joint effort between the employee and the supervisor, to plan for the accomplishment of needed training. It includes an analysis of career training needs for orderly progression within the career field and for planning the fulfillment of those needs. It is used to:

1. Determine if the employee's skills, knowledges, and abilities are developed to the extent that he or she is properly equipped to function within his or her present position.

2. Establish the employee's next career position or alternative position (consistent with the employee's ultimate career objectives and the organization's needs).

3. Establish a realistic training and development plan to meet those requirements.

E. Interagency Training. Training provided by one Federal agency for other agencies, or shared by two or more agencies.

F. Non-Government Facility. Includes any training facility other than one owned or controlled by the U.S. Government. It includes facilities operated by state and local governments, foreign nations, international organizations, professional organizations and institutions, business and commercial firms, colleges and universities, and other vendors of training.

G. Training. Includes formal or informal learning experiences aimed at acquiring skills, knowledge, and abilities to improve or maintain current employee performance of official duties, tasks, and responsibilities.

IV. BACKGROUND. This DLAR is designed to establish broad policy on employee development and training, DLA-wide. It should be used in conjunction with other DLARs and DLAMs, including those on career management, executive development, and supervisory development, as well as with applicable provisions of negotiated collective bargaining agreements. EDSs should familiarize themselves with the full scope of applicable Office of Personnel Management (OPM), DoD, and DLA policy directives. EDSs should possess an understanding of the relationship of employee development and training to management problems and to personnel management objectives, methods, and procedures. Activity training programs that only emphasize achievements in terms of numbers of employees attending classes and volume of expenditures for training attendance are emphasizing the wrong things. Of greater significance is how well management problems have been solved and what contributions have been made to personnel management objectives, methods, and procedures through the application of developmental activities. The EDS is expected to operate as an in-house consultant to management, actively promoting employee development and training

as a viable process in the accomplishment of organizational goals and objectives.

V. SIGNIFICANT CHANGES. This DLAR has been revised to effect changes in policy guidance contained in DoD 1400.25-M, CPM 410, Training. Other changes have been incorporated to provide more definitive guidance to Heads of PLFAs in implementing and managing civilian employee development and training programs. Major changes include: a requirement for Individual Development Plans (IDPs) for all employees, broadening of the role and responsibilities of employee development specialists (EDSs), redefining training priorities, additional guidance on securing and allocating training resources, establishing requirement for training opportunity announcements, initiating guidance on curriculum development, and training evaluation. Also included is more comprehensive policy on training in non-Government facilities and contractor training. An enclosure has been included which provides guidance for completion of DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement.

VI. RESPONSIBILITIES

A. HQ DLA

1. The Staff Director, Office of Civilian Personnel, DLA (DLA-K) will provide overall guidance for employee development and training DLA-wide.
2. The Chief, Workforce Effectiveness and Development Division, Office of Civilian Personnel (DLA-KW) will:
 - a. Approve training in non-Government facilities which exceeds 120 days.
 - b. Approve assignment of DLA employees stationed within the 50 states to training outside the 50 states.
 - c. Authorize acceptance by an employee of a contribution, award, or payment incident to training in non-Government facilities or attendance at meetings.
 - d. Issue DLA publications and forms as may be required for general policies, requirements, and procedures, applicable to training and development.
 - e. Provide staff guidance to HQ DLA and PLFAs in connection with training and development.
3. The Heads of HQ DLA Principal Staff Elements (PSEs) will, in coordination with DLA-K and PLFAs, provide guidance to implement effective employee development and training programs on subject areas under their respective functions.

B. Field Activities

1. The Heads of DLA PLFAs will:
 - a. Comply with this DLAR.
 - b. Consider the need for training and development in all phases of managing their respective organizations. Managers, in conjunction with their servicing training officer, must clearly define training needs with respect to their origin (e.g., systems acquisition; technology changes; anticipated workforce recruitment and training requirements; increased program management responsibilities; training associated with equipment purchase and repair requirements; contractor training; and career programs training requirements, etc.). Training needs, once identified, are to be included in activity planning and programming cycles and defined in terms of expected results (performance/skill gains, knowledge to be acquired, and productivity).
 - c. Implement publications and provide guidance within the PLFA to assure that an effective training and development program is established and functioning. In doing so, they will:

- (1) Plan, program, and budget to meet identified training needs.
- (2) Provide training that is based on identified and documented needs.
- (3) Ensure that training is accomplished economically, effectively, and according to mission priorities.
- (4) Determine the effectiveness of training given.
- (5) Coordinate or negotiate with recognized labor organizations as appropriate.

2. The Activity Training Officer will take the initiative to become and remain fully informed on the "business" of serviced organizations and related short and long-range training and development needs. The employee development staff is to be fully prepared to provide technical and consultative assistance to management, as appropriate, to address these requirements effectively. Accordingly, the staff must maintain state-of-the-art knowledge, skills, and abilities to ensure timely, complete, and professional service to the activity's managers and employees.

3. The Commander, DLA Administrative Support Center will implement this DLAR for HQ DLA, field extension offices, and other PLFAs for which personnel servicing is provided.

VII. PROCEDURES

A. Individual Training Needs will be determined annually, in conjunction with applicable performance appraisal system cycles (e.g., Performance Management and Recognition System (PMRS) and Performance Management System (PMS). IDPs will be prepared for each permanent employee assigned to the activity using a locally developed Office of Civilian Personnel (OCP) form or an OCP equivalent automated instrument. The IDP will be prepared jointly by the employee and supervisor. Developmental activities cited on the IDP will serve as a basis for training needs identification and future career planning. Employee needs are to be based on:

1. Competency or performance deficiencies associated with the execution of official duties in the current position.
2. Knowledge, skills, and abilities that are part of individual and formal career progression programs (that lead to specified target positions or occupations).
3. New competency requirements in the present position brought about by changes in organizational structure, policy, mission, technology, or equipment.
4. Retraining requirements of activity employees due to recruitment shortfalls or skill imbalances.
5. Retraining requirements for employees displaced through reduction-in-force or employees affected by organization mission or work assignment changes.

B. Annual Surveys will be conducted annually and may serve as a primary data source for the development of the activity training plan (see subparagraph C). Training requirements extracted from IDPs by supervisors and provided to the servicing employee development function may be used as a means for executing the annual training needs survey. "Wish lists" are to be discouraged when using the survey approach. Surveys are to be specifically focused and based on the subordinate-supervisor needs identification process.

1. Quarterly Surveys. Activities may use quarterly surveys to validate previously identified training requirements, to identify new training needs, or to document and obtain support for out-of-cycle funding needs (this process is usually referred to as reprogramming).

2. Special Surveys. Special surveys, including those required by management, may be required from time to time. Where possible, required surveys are to be consolidated into a single process to reduce organizational disruptions and avoid undue workload impositions on supervisors and employees.

C. Activity Training Plans will be developed to include:

1. An inventory of training needs and sources for accomplishment of these needs. This inventory will be accomplished prior to the start of each fiscal year and priorities will be established to meet these needs as follows:

a. Priority One - Essential: Training required during the forthcoming annual training cycle considered essential to mission accomplishment; training needed to ensure attainment of performance objectives; or to correct serious performance deficiencies; and, training required by law, regulation, or higher authority.

b. Priority Two - Needed: Training, the omission of which might impact adversely on complete and qualitative mission accomplishment during the next 2 to 3 fiscal years (e.g., training to provide for the systematic replacement skilled employees).

c. Priority Three - Useful: Training of a broadening nature that might be helpful in enhancing the overall performance levels of employees already considered to be competent.

2. Military Service school input will be requested each fiscal year by the DLA Civilian Personnel Service Support Office (DCPSO). Guidance, format, and due date of requirements will vary year-to-year; therefore, complete instructions will be transmitted to the PLFA by DCPSO, 60 days prior to due date.

D. An Activity Training Committee will be established to advise the Head of the PLFA regarding training policy and procedures, training requirements, allocation of resources, etc. The committee is normally chaired by the activity Training Officer or a senior management official. The following is the preferred composition:

1. Senior managers from major directorates/offices.
2. Appropriate employee representatives.
3. Representatives from the activity employee development function and the accounting and budget offices.

Recommendations arising from the committee are normally submitted to the activity Head for special approval. The committee may be delegated decision-making authority by the activity Head.

E. Training Coordinators will be designated within major staff elements of the PLFA to serve as primary contact points for administrative matters related to training. Duties of a training coordinator will normally include maintenance of various records and controls relating to training needs and accomplishments, preparing or consolidating training data, and coordinating training actions with the servicing EDS.

F. Securing and Allocating Training Resources

1. Human Resources. Activity Heads are to assure that adequate training staff resources are provided within the servicing Office of Civilian Personnel. Experience indicates that offices with comprehensive and effective programs allocate at least 1 staff year per 500 civilian employees (in addition to appropriate supervisory and administrative/clerical staff). Similarly, activity Heads are to ensure that a fully competent employee is designated to manage and administer the employee development function and that equally competent employee development staff members are available to respond to activity training needs and program requirements.

2. Funding Training Program. Activity Heads are to plan, program, and budget adequate funds to meet identified needs and requirements. Activity training budgets are to include all costs associated with training and development, (e.g., travel, per diem, transportation, and related fees). Although a training line item is not required in the activity budget, specific identification of training costs during the budget submission process is essential.

Factors such as mission complexity, technological changes, and workforce nature are to be considered when determining appropriate funding levels. A minimum standard of 1 percent of the annual activity operating budget is recommended to support non-salary training costs.

3. Reductions in Training Resources. Nothing in the law requires reduction or outright deletion of training programs during periods of fiscal constraint. Training and development is an investment to help ensure employee competence in meeting present and future DLA mission goals. Accordingly, training and development allocations should not be reduced disproportionately when operating budget reductions are required. Training is a significant, cost-effective management tool to help maintain productivity and to acquire/retain skills, particularly during periods of extreme or unexpected personnel shortages or reduction.

G. Counseling Employees

1. Supervisors will provide job related training and development counseling to their employees in order to help subordinates attain full competency in the performance of official duties. Counseling shall be provided at least annually in conjunction with the performance appraisal process.

2. The employee development staff is available to provide career counseling on knowledge, skills, and abilities that may be required in a present or future assignment and provide guidance as to how and where skills can be obtained. Announcements on educational opportunities and available programs are to be disseminated throughout the activity in a timely manner.

H. Training Opportunities Announcement

1. To assure that onsite courses are fully utilized, each PLFA hosting an onsite class will advertise Agency-wide using a DLA Training Opportunity Announcement (TOA) or through an automated training information system. The announcement should be issued by the activity employee development function whenever a scheduled onsite course may have space-available billets. This procedure will be used for all Defense Management Education and Training (DMET) courses and may be used for other types of onsite offerings conducted by an activity.

2. Distribution of the TOA should be to all PLFA Career Development Divisions, OCP, with a copy to DCPSO and DLA-KW. TOAs will be issued at least 45 days prior to the course date and include as a minimum: Course Title, Course Number, Dates and Location, Course Description, Prerequisites, Point of Contact, Enrollment Closing Date, and Enrollment Procedures. Additional information may be included as needed by the issuing PLFA.

I. Curriculum Development

1. As a supplement to existing curriculum development techniques such as Instructional System Design (ISD) or field survey, DLA sponsors the use of DACUM technology to assist employee development specialists in helping managers identify training needs and on-the-job training techniques.

2. DACUM, an acronym for "Developing a Curriculum," is an occupational analysis system certified by the National Center for Research in Vocational Education, located at the Ohio State University, and administered within DLA by DLA-KW. To assure consistency in DACUM application and quality, only EDSs certified as DACUM facilitators will undertake use of the system within the Agency. Proposals for the conduct of DACUM projects or initiatives to obtain DACUM certification will be directed to DLA-KW for review and approval.

J. Evaluation of Training. PLFAs will maintain a system for evaluating the effectiveness of training that assesses, as a minimum, the quality and usefulness of training provided, as viewed by the trainee and the trainee's supervisor. DD Form 1556, Request, Authorization, Agreement, Certification of

Training and Reimbursement, will be used for this purpose and supplemented as required, in order to determine the degree to which training has improved or enhanced job performance. Records of evaluation data will be maintained and used by EDSs to analyze training program effectiveness and make determinations concerning the selection, application, and cost/benefits of training to improve employee and organizational productivity.

K. Training in Non-Government Facilities

1. The Head of the PLFA, or an officially approved representative, must approve training of 120 days or less in non-Government facilities prior to enrollment in such training.

2. Training in excess of 120 days requires the prior approvals of DLA-KW except for training provided without additional cost by manufacturers as a part of the normal service incident to initial purchase or lease of their products under procurement contracts.

3. Employees selected for non-Government facilities training should be carefully screened to assure that they possess the prerequisites and have demonstrated the ability to successfully complete the requirements of the course or program. In the event an employee fails such training, circumstances causing failure will be determined. If failure is due to lack of application on the part of the employee, a refund of the direct costs of training may be obtained from the employee. Action taken will be included in the employee's Official Personnel Folder.

4. The following provisions also will apply in approving training:

a. The activity's facilities and other Government training facilities shall be used to the maximum extent to provide needed training. Whenever adequate, cost-effective, or reasonably available resources do not exist in the activity, within the DoD, or in other Federal agencies, non-Government facilities may be used. Guidance on source determination is found in FPM, chapter 410, subchapter 5-2.

b. DLA personnel acting in their official capacities shall not participate in any conferences or meetings held in facilities in which discrimination is practiced on the basis of sex, religion, national origin, age, handicap, or race.

c. All employees shall be encouraged, counseled, and assisted in their efforts for self-development.

5. General Prohibitions

a. Training for Promotion. Training in a non-Government facility for the purpose of filling a position by promotion is prohibited if there is another employee of equal ability and suitability who is fully qualified and is available at, or within a reasonable distance from, the place or places where the duties of the position to be filled are performed.

b. Training to Obtain Academic Degrees. Training will not be provided solely for the purpose of obtaining an academic degree in order to qualify for appointment to a particular position for which such academic degree is a basic requirement, or affording an opportunity to such employee to obtain one or more academic degrees.

c. Security Requirements

(1) No DLA employee will be assigned to training for which the employee does not possess the appropriate security clearance.

(2) No DLA employee will be assigned for training in a non-Government facility teaching or advocating the overthrow of the Government by force or violence, or by through a person about whom a proper Government administrative or investigatory authority has determined that there is a reasonable doubt of loyalty to the United States.

d. Propaganda or Political Campaign Activity. No DLA employee will be

assigned for training to a non-Government organization whose activity is carrying on propaganda, or otherwise attempting to influence legislation, and/or participating or intervening in political campaigns on behalf of any candidate for public office.

6. Training by Foreign Government or International Organizations. Recommendations for use of foreign training facilities will be forwarded to HQ DLA, ATTN: DLA-KW, at least 20 days before class starting date on DD Form 1556 and will include the following:

- a. Name and location of facility.
- b. Brief description and summary justification of course of study to be taken.
- c. Reason for selection of facility.
- d. Period of time facility will be used.
- e. Name, position title, and grade of employee to be assigned to training in such facility. If other than a U.S. citizen, indicate nationality. When names of employees are not available, include a description of categories of employees who can be expected to be trained.
- f. Date by which approval is required.

7. Limitations and Waivers on Training in Non-Government Facilities. FPM, chapter 410, provides guidance and limitations on the use of non-Government facilities training. Requests for waiver which may be approved by OPM must be sent to DLA-KW on DD Form 1556 not later than 30 days before the start of training, with appropriate justification for waiver attached.

8. Minimum Continuous Service. No employee having less than 1 year of current, continuous civilian service is eligible for training in non-Government facilities unless the activity Head determines that postponement of the training would be contrary to the public interest. Approval authority is delegated to Heads of PLFAs to waive the above requirement. Heads of PLFAs may redelegate this authority to the servicing civilian personnel officer. The types of training which may be found in the Agency's interest not to postpone are contained in FPM 410, subchapter 5-5 b. Reasons for waiver should be documented and filed with a copy of DD Form 1556.

9. Payment of Training Expenses

a. Training expenses may be paid in whole, or in part, from funds appropriated or otherwise available to DLA except that the Department of Defense Appropriation Act prohibits training in any legal profession or the payment of tuition for training in such profession, with the exception of payment of fees for participation in courses, lectures, or seminars in specialized legal subject areas related to the trainee's official duties.

b. Volume 2 of the Joint Travel Regulation and DLAR 5000.1, Travel, apply to payment for travel and related expenses for training.

10. Contractor Furnished Training - Contract Covers. Employees may be provided contractor training where the subject matter of the training courses is job-related and the primary emphasis is on the benefit to the Government as opposed to the individual employee's benefit. Examples include:

a. Where contractor training is included as a separate item in a contract.

b. When individual contracts are awarded or modified specifically to provide for training.

c. Training provided by tax exempt organizations.

11. Contractor Furnished Training - Contract Does Not Cover. Employees may be provided contractor training if the training courses are necessary for the employee to satisfactorily perform his/her duties and the primary emphasis is on the benefit to the Government even in cases where contract provisions do not provide a basis. These factors should be taken into consideration when

determining whether employee participation in contractor training, without charge, is permissible:

a. Unavailability of alternative training sources, and confidence that the contractor provided training will not adversely affect the objectivity of the Government employee.

b. Approval of the training at a sufficiently high level to assure the need cannot otherwise reasonably be met and to avoid the appearance of a conflict of interest.

c. The requirement that no appreciable cost be incurred by the contractor in order to accommodate attendance by Government employees.

d. An understanding that the contractor is to receive no special consideration or benefit because of the Government's participation and that the Government will incur no funded cost.

12. Contractor Representatives Attending Government Sponsored Training.

The sponsor of the training must decide whether the course will be open to contractors. Decisions have to be made on a course-by-course basis depending on the subject matter of the course. Generally, where the material involves sensitive matters of purely internal interest, contractor personnel should not be permitted to attend. When a determination is made to allow contractors to participate in Government-sponsored training, the Government must be careful to avoid the appearance of preferential treatment. Considerations of payment or nonpayment for the training should be based on the need to defray expenses and costs for the course. Standard nomination and approval procedures, via DD Form 1556, are required for DLA employees who are provided contractor training.

13. Tuition Assistance. FPM, chapter 410, allows agencies to provide training necessary to develop the skills, knowledge, and abilities that employees need to perform their official duties. Although the legislation does not define official duties, FPM, chapter 410, defines them as "the authorized duties which the employee is presently doing or can be reasonably expected to do so in the future." The lack of more definitive guidance and the subjective nature of determining job relatedness have resulted in significant variances of operating procedures among PLFAs. In an effort to standardize policy and thereby clarify the issue, further guidance is provided in subparagraph 14, below.

14. Relationship of Training to Duties

a. Present duties - Training for current duties is considered relevant when it is designed to improve current job knowledge, skills, and/or abilities in order to address any of the following requirements:

(1) To correct deficiencies discovered through the performance appraisal process.

(2) To develop skills needed to improve the level of performance.

b. Future duties - Training for future duties is considered relevant when the training is designed to enhance skills, knowledge, or abilities that will be required in performing future assignments within the activity or elsewhere in the Defense Logistics Agency. This training may be related to any of the following objectives:

(1) Fulfilling a requirement that is contained in a formal training agreement or a specified requirement contained in a formal career progression program (e.g., career development, upward mobility, intern, apprentice, etc.).

(2) Developing competency to perform different or higher-level work.

(3) Preparing for known or anticipated mission, organizational, program changes needed at the activity or elsewhere in the Agency.

VIII. FORMS AND REPORTS

A. The following forms are prescribed for use in the administration of employee development and training:

1. DLA Form 42, Certificate of Training

a. Use. This form is used to provide recognition of accomplishments in development or training programs which make a substantial contribution to the employee's knowledge and skills as related to the employee's present or potential job performance capabilities. It may be presented to the trainee with appropriate ceremony at the close of the training period.

b. Preparation. The form will be completed in a single copy. It should be signed in the lower right corner, preferably by the Head of the PLFA. Where appropriate, an additional signature (that of the civilian personnel officer or counterpart, instructor, or other appropriate official) should appear in the lower left corner of the form.

2. DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement

a. Use. DD Form 1556 will be used to request and approve Government and non-Government facilities training. This multi-purpose form is designed as the input document to the Central Personnel Data File (CPDF), record of training, training agreement, and request/approval of training.

b. Preparation. Instructions for completing DD Form 1556 are on top of copy 1 of the form. Additional information on the use of the form is found in the enclosure to this regulation. PLFAs should establish internal procedures concerning additional instructions on completion of the form and necessary routing/approvals.

3. DLA Form 54, Training Program or Course Outline. This form may be used in organizing and publishing training program outlines. DLA Form 54 also may be used to develop a working outline for a lecture or for a complete course of instruction.

4. DLA Form 55, Training Attendance and Rating Record. This self-explanatory form may be used as a complete record of a training program conducted at an activity. From this record may be obtained information necessary for preparing DLA Form 42 and DLA Form 44.

5. DLA Form 57a, Training Chart. An effective supervisor should plan for the formal training of subordinates. This form provides the supervisor with an instrument for planning and recording such training. DLA Form 57a contains preparation instructions on the reverse side.

B. The Annual Report of Training (RCS DD-M(A)1159) will be provided as follows:

1. The report will be submitted to HQ DLA, ATTN: DLA-KW, in two copies no later than 1 November each year.

2. Prior to 30 September each fiscal year, DLA-KW will provide each PLFA with specific instructions concerning format and content of the report. Generally, the report will include data required by OPM and special interest items and summary information as may be required by DLA.

C. The CPDF will be the primary source of reporting training accomplished. Complete information concerning input and other procedural requirements is found in DLAR 1444.4, Automated Civilian Personnel Data Bank. PLFAs will assure that all training of 8 hours or more is reported. Also, they will establish adequate controls to assure that timely and quality data is provided into the system.

D. A new automated system for recording completed training and training needs is being developed, and its use will be mandatory once in place. Until implementation, an interim automated information system, developed by DCASR Boston,

will be used to identify training needs and record training completions. DCASR Boston has been identified as the Central Design Activity for this interim system.

BY ORDER OF THE DIRECTOR

1 Encl
Guidelines for Completion
DD Form 1556

James J. Singsank
JAMES J. SINGSANK
Colonel, USA
Staff Director, Administration

DISTRIBUTION
3

for

COORDINATION: DLA-KS, DLA-LP,
DLA-LR, DLA-ZS

GUIDELINES FOR COMPLETION
DD FORM 1556

1. GENERAL

a. DD Form 1556 is used to authorize and record training of civilian employees in Government facilities (intra-agency and inter-agency), for training in non-Government facilities, attendance at meetings, and for DMET authorized under the provisions of FPM, chapter 410, and DoD Directive 5010.16, Defense Management Education and Training Program. 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. It serves as any one or all of the following: training request, authorization, obligated service agreement, certification for reimbursable or cost-shared expenses, and/or for certification of authorized expenditures.

b. An employee development specialist includes the person officially designated as the official responsible for civilian training, education, and development.

2. INSTRUCTIONS FOR USE

a. Request and Approval of Training

(1) Approval for 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.

(2) All applicable parts of the form, including the original and nine copies, must be completed in accordance with instructions on the form. The management official of the initiating unit, with assistance from a member of the employee development staff, shall originate the form well in advance of the start date of the requested training. The request will be signed by the immediate supervisor and certified by the Head of the employee development function that the nominee meets required prerequisites and that the proposed training is in accordance with regulatory requirements. It also requires certification of approval or disapproval by the authorized approving official and provides for 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.

(3) 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 the component 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 approval document will serve also as a source document for the annual training report.

(4) When more than one non-Government facility can provide training that meets a predetermined need, and 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 development (training) office record. The employee development specialist, with outside help as required, will make the determination and documentation.

b. Special Component Training by Contract. When a training course or program is developed by a non-Government source to meet a specific requirement of the Defense Logistics Agency (DLA) and only DLA employees will attend the developed course, 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 contracting officer must follow procedures set forth in the Federal Acquisition Regulation (FAR), 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 request and approval of training (DD Form 1556 serves as a backup document to the contracting documents).

c. 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 employee 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.

d. Educational Services Agreement. As prescribed in subpart 37.73, part 9, Defense Federal Acquisition Regulation, Supplement (DFARS), an Educational Services 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. Under these contractual agreements, DD Form 1556 (and supplemental listing of eligibles as required) will be used as the authorizing document for the contracting officer.

e. 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:

(1) From one DoD Component to another DoD Component: Use DD Form 1556 as the certifying document and DD Form 448, Military Interdepartmental Purchase Request (MIPR), as the reimbursement or funding document.

(2) From a DoD Component to a civilian agency: Use the DD Form 1556 as the certifying document and SF 1080, Voucher for Transfers Between Appropriations and/or Funds, as the reimbursement or funding document.

f. 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 above, DD Form 1556 shall be used for certification for payment of approved costs incurred in training at non-Government facilities.

g. Attendance at Meetings. In accordance with policy established in paragraph 3-5 of the basic CPM, chapter 410, DD Form 1556 shall be used for requesting, authorizing, approving, and certifying payment for attendance at meetings in accordance with instructions on the form.