

## ***PROGRAM OF INSTRUCTION***

<b>SUBJECT</b>	<b>SCOPE OF INSTRUCTION</b>	<b>REFERENCES</b>
1. Importance of review and approval process	Explain that the thorough review and correct decision concerning the approval of nongovernment training equates to the proper use of government funds.	Various laws & regulations
2. Review of DD Form 1556	Explain that the approving official is responsible for ensuring that all relevant items are completed.	DD Form 1556, top copy
3. Fund certification	Verify that the appropriate fiscal officer has signed Block 29 of the DD 1556.	DD Form 1556, top copy
4. Training justification	Ensure that a written justification is in Block 18 (or an attached separate sheet), & that it supports a job-related need for the skills or knowledge provided by the training.	AR 690-400/410, para 5-3d
5. Course start date	Check block 23a. The training <b>MUST</b> be approved <b>BEFORE</b> the starting date.	AR 690-400/410, para 5-1a
6. Waivers <i>(No Longer Required-'97)</i>	Explain that the employee must have a minimum of one year of continuous current civilian federal service, and that this provision can be waived for certain types of training.	AR 690-400/410, para 5-5b

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| 7. Training for promotion                             | Explain that employees are to receive training <b>ONLY</b> for the skills & knowledges needed to perform assigned duties or those planned to be performed.   | FPM Chapter 410, para 5-3b                        |
| 8. Cost effectiveness                                 | Ensure that the most cost effective offerer/location was selected for the training. The manager may need to consult with an EDS to make such determinations.   | FPM Chapter 410, para 5-2a                        |
| 9. One-in-ten rule<br><i>(No Longer Required-'97)</i> | Explain that a maximum of one year of training in nongovernment facilities is authorized during the first 10-year period of federal service and in each following 10-year period, and provisions for waiver.   | AR 690-400/410, para 5-5c<br>and 5 CFR 410.506(d) |
| 10. Appropriateness of training course(s)             | Explain that some courses would not normally qualify for approval, e.g., real estate, music appreciation, literature, personal finance, etc.   | AR 690-400/410, para 5-3d                         |
| 11. Training solely to obtain a degree                | Ensure that college courses taken solely to obtain academic degrees, licenses or certification are not approved. Explain exceptions to this rule in regard to "Academic Degree" training to assist in the recruitment or retention of employees in shortage occupations. | AR 690-400/410 para 5-3d<br>and 5 CFR 410.511     |

**AUTHORIZING MANAGER'S CHECKLIST  
FOR APPROVING NONGOVERNMENT TRAINING**

<b>STEPS</b>	<b>WHAT TO LOOK FOR</b>	<b>REFERENCE</b>
1. Review DD Form 1556	Items 1-32 must be properly completed	Reverse of DD1556 (top copy) provides instructions on completing the form
2. Does employee have one year or more of current civilian federal service?	Verify in Block 5. If answer is <b>NO</b> , waiver must be attached	AR 690-400/410 para 5-5b
3. Is the purpose solely to obtain a degree?	If answer is YES, request <b>MUST</b> be disapproved unless documentation supporting "Academic Degree" training to assist in the recruitment/retention of employees in shortage occupations has been prepared.	AR 690-400/410 para 5-3d and 5 CFR 410.511
4. Are you signing <b>BEFORE</b> the course start date?	Block 23a shows course start date. If answer is <b>NO</b> , the request <b>CANNOT</b> be approved. Employees who enroll in a nongovernment course without written prior approval are personally responsible for the total training cost.	AR 690-400/410 para 5-1a
5. Is the purpose of the training to qualify the employee for promotion?	Review course justification in Block 18 or an attached sheet to determine an Identified job need. Statements Indicating/implying that training is necessary to qualify an employee for a higher level position requires <b>DENIAL</b> of the request (except for DA/local Interns completing required training under their MITP).	FPM Chapter 410, para 5-3b
6. Is the training cost effective?	Verify that the source is the most cost effective. Travel and per diem costs must also be considered.	FPM Chapter 410, para 5-2a
7. Approve the training.	After verifying that all regulatory requirements have been met (and consultation with an Employee Development Specialist at the CPO to resolve <b>ANY</b> Uncertainty), sign in Blocks 33 and 34.	AR 690-400/410 (subchap 5), FPM Chapter 410 (para 5), and 5 CFR 410