



**PENTAGON RENOVATION PROGRAM
PROGRAM MANAGER'S DIRECTIVE 00-01**

2 MAY 2000

**PENREN TRAINING/TRAVEL REQUEST/APPROVAL
PROCEDURE**

1. REFERENCES:

- a. Resource Management Office Memorandum, "Training/Travel Process Improvement-Effective", 10 April 2000
- b. Form 1556-1 "Request, Authorization, Agreement, Certification of Training and Reimbursement"
- c. DD Form 1610 "Request and Authorization for TDY Travel of DOD Personnel"

2. PURPOSE:

This directive promulgates procedure for notification of "Approved Training" for Pentagon Renovation Program (PENREN) employees.

3. PROCEDURES:

- a. Application:
The requester will complete DD Form 1556-1 in Form Flow (only two pages). Page one of the completed form along with the course registration should be coordinated through the Logistics IPT and then submitted to the Resource Management Office (RMO) Room 5A129, Pentagon. A courtesy copy should be provided to PENREN Resource Management IPT, Room 102-C DAB. The requester should retain page two for later course evaluation.
- b. Notification:
The requester will be notified by e-mail of approved training. The requester will receive a signed copy of the 1556-1 only in special cases and on a case by case bases. Notification will be disseminated through the training coordinator. The e-mail notification will consist of the following:

- (1) Document Number
- (2) Requester's Name
- (3) Course Title
- (4) Course Date(s)
- (5) Registration Number (If required)
- (6) Other Pertinent Information

c. Training Related Travel:

A DD Form 1610 and supporting documentation, e.g., rental car justification or actual expense letter, should be submitted with the DD Form 1556-1. At this time the approved DD Form 1610 will be returned to the training coordinator via fax or mail. Within a couple of months, WHS plans to have the DD Form 1610 returned via e-mail along with the training approval.

d. Course Evaluation:

Upon completion of the training, the employee and his/her supervisor should complete page two of the DD Form 1556-1 and submit it to RE&F/RMO, Jackie Jackson by FAX (703) 614-9258.

This directive is effective immediately and remains in effect until modified or rescinded.

WALKER LEE EVEY
Program Manager
Pentagon Renovation

Attachment:

Instructions for typing DD Form 1556

INSTRUCTIONS FOR TYPING THE DD FORM 1556

The purpose and use of a DD Form 1556 is to document Federal Training Programs for nomination of trainees and completion of training. It also serves as the principal repository of personal, fiscal and administrative information about trainees and the programs in which they participate. The form becomes a part of the permanent employment record of participants in training programs and is included in the government's Central Personnel Data File.

- A. N/A
 - B. Leave blank.
 - C. Self-explanatory.
 - D. Leave blank.
1. Type in trainee's name. If several employees, type in "SEE ATTACHED LIST". The list should include name, social security number, job title, pay plan/series/grade for each employee.
 2. Self-explanatory.
 3. Self-explanatory. It is needed to ensure that each employee is given proper credit for completing training and that the DD Form 1556 is placed in the correct employee's Official Personnel Folder (OPF).
 4. Codes for educational level listed below:

00 – Not applicable	11 – 3 years of college
01 – No formal or some elementary	12 – 4 years of college
02 – Elementary graduate	13 – Bachelor Degree
03 – Some high school	14 – Post Bachelor
04 - High school graduate or GED	15 – 1 st Professional
05 – Terminal Occupation Program/TOP	16 – Post 1 st Professional
06 – TOP Certificate	17 – Master Degree
07 – Started college	18 – Post Master
08 – 1 year of college	19 – 6 th year Degree
09 – 2 years of college	20 – Post 6 th year
10 – Associate Degree	21 – Doctorate Degree
	22 – Post Doctorate
 5. Self-explanatory.
 6. Self-explanatory. This item is optional. However, it is necessary when processing an employee's reimbursement for registration fee, tuition, or books.

18. Type in the objectives for requesting the course. The objective should address how the requested training will help the trainee in performing duties and responsibilities.

NOTE: Do not copy the course objectives or course description from the catalog, flier, brochure, etc.

- 19A. Type in the name of the vendor sponsoring the training. This is the name of the company that payment will be made to. The name is stated on the catalog, brochure, flier, etc.

- 19B. Type the address of the training vendor. This is the address to which the DD Form 1556 will be mailed for course registration.

NOTE: Sometimes in the course announcement it states that the DD Form 1556 has to be mailed to one address and payment should be mailed to another address. If you encounter this situation, type in the address where payment has to be mailed. A note should be placed on the form that lets RMO (Training) know what address to use when mailing the DD Form 1556.

- 19C. Self-explanatory. Type in the training site location if the training site location is different from the address in 19B.

- 20A. Purpose Codes.

- 1 – Mission or program change
- 2 – New Technology
- 3 – New work assignment
- 4 – Improve present performance
- 5 – Meet future staffing needs
- 6 – Develop unavailable skills
- 7 – Trade or craft apprenticeship
- 8 – Orientation
- 9 – Adult basic education

- 20B. Type Codes.

- 1 – Executive and management
- 2 – Supervisory
- 3 – Legal, medical, scientific or engineering
- 4 – Administration and analysis
- 5 – Specialty and technical
- 6 – Clerical
- 7 – Trade or craft
- 8 – Orientation
- 9 – Adult basic education

20C. Source Codes

- A – US Army
- D – Other DoD
- F – US Air Force
- M – US Marine Corps
- N – US Navy
- G – National Guard
- S – Defense Logistics Agency
- 2 – Government-Interagency
- 3 – College Professional/Nonprofit
- 4 – Private Other/Profit

20D & 20E. Leave Blank

20F. Security Clearance Codes.

- U – Unclassified
- C – Confidential
- S – Secret
- T – Top Secret

20G. N/A

20H. Priority Codes.

- 1- Essential
- 2- Needed
- 3- Helpful

20I. N/A

20J. Method of Training Codes.

- 1 – On-the-Job training (formal)
- 2 – Rotation of work assignment
- 3 – Seminar (training)
- 4 – Conference/meeting/symposium
- 5 – Correspondence
- 6 – Directed study
- 7 – Classroom (resident)
- 8 – Classroom (on site)
- 9 – Test/Equivalency

20K. N/A

- 20L. Reason for Selection of Course Codes.
- 1 – Quality of training
 - 2 – Most cost effective
 - 3 – Unique capability of training source
 - 4 – Location
 - 5 – Not available in Government
 - 6 – Incident al to procurement of equipment
 - 7 – Timeliness
- 21A. Self-explanatory, e.g., 0008 (1-day class)
- 21B. Non-duty course hours. Multiply the number of times class meets per semester/ (College/University) quarter by the class meeting hours.
- Ex: 14 class meetings x 3 hours per meeting = 0042 non-duty hours
- 21C. Equals total of 21A and 21B.
- 22A. N/A
- 22B. Type in the course number if identified in the catalog, flier, and brochure.
- 22C. Type in the course session/offering number if identified in the catalog, flier, brochure, etc.
24. N/A
- 25A. Enter tuition cost or course/conference registration fee.
- 25B. Enter total cost (books + lab fee + telecourse fee)
- NOTE:
- College/University - Non-Duty training fees not paid for campus, activity, construction, application, breakage, graduation, parking, supplies, and mileage.
- 25C. Total of 25A and 25B.
- 26A. Round trip cost rail, air, and bus.
- 26B. Total per diem cost and rental car cost, if applicable.
- 26C. Total of 26A and 26B.
27. Accounting classification. Sample below. (If unknown, check with RMO.)

OSD/WHS : (Accounting Classification Changes Each FY)

- Civilian – 97X4950 2020 PX181 0051 7798 2101 2102 S49447 RFTD00051
- Military – 97X4950 2020 PX181 7798 2571 S49447 RFAT0
- SES - 97X4950 2020 PX181 0034 7798 2101 2102 S49447 RFTD00051

28. N/A

29. & 30. For OSD/WHS leave blank.

NOTE:

Other serviced organization having their own funds should use established internal procedures.

31. N/A

32A. Type in the immediate supervisor's name.

32B. Type in the immediate supervisor's office telephone number.

32C. Type in the immediate supervisor's job title.

32D. After the immediate supervisor signs, he/she should write in the date.

33. Leave Blank.

33A. Type Name (Last, First, Middle Initial)*

33B. Phone Number (included area code)

33C. Signature and Title

33D. Date

- *** Do not take/send the DD Form 1556 to 33A for a signature. After the supervisor signs the DD Form 1556 and items 34a, b, c, d, and item 37 is completed, the DD Form 1556 is sent to RMO Training, room 5A129 in the Pentagon.**

34. Leave Blank

34A. The authorizing official should check Block 1 or 2.

34B. Type the authorizing official name (Last, First, Middle Initial).

- 34C. Type phone number (include area code).
- 34D. Type the title of the authorizing official name.
- 34E. The authorizing official should enter the date of signature.
- 37. Type the following address for billing:

WHS, NCR, HRSC, Work Force Development Division
AMC Building, Room 2N36
5001 Eisenhower Avenue
Alexandria, VA 20301-1155

Leave the following items blank: 35, 36, and 38.

NOTE: You may contact anyone on the list below when you need assistance in preparing training forms or travel forms.

The number for the Carlson Travel Agency is (703) 684-1558. They are located in the Pentagon in room 1A864.

The RMO Training contact is Ms. Jackie Jackson who is located in the Pentagon in Room 5A129.

The Employee Development Specialist for travel and training is Mr. Collins McDaniels whose telephone number is (703) 693-8613.