



**DEPARTMENT OF THE ARMY**  
**HUMPHREYS ENGINEER SUPPORT ACTIVITY**  
**HUMPHREYS ENGINEER CENTER**  
**7701 TELEGRAPH ROAD**  
**ALEXANDRIA, VA 22315-3860**

REPLY TO  
ATTENTION OF:

CEHEC-RM-F (37)

15 February 2000

MEMORANDUM FOR All HQUSACE, HECSA, WRSC and 249<sup>th</sup> Engineer Battalion  
(Prime Power) Team Members

SUBJECT: HECSA Financial Management Memorandum of Instruction (MOI# 37-1-00-13), for Request, Authorization, Agreement, Certification of Training and Reimbursement (DD Form 1556)

1. References:

a. DFAS-IN 37-1, Finance and Accounting Policy Implementation, Chapter 20, Accounts Payable.

b. ER 690-1-1200, Completion, Submission, Approval and Distribution of the Request, Authorization, Agreement, Certification of Training and Reimbursement (DD Form 1556).

c. Memorandum CEHEC-CT, dated 30 June 1999, subject: Mandatory Use of VISA Credit Cards for Payment of Training.

d. Memorandum, CEHEC-RM-F, dated 29 June 1999, subject: Transfer of Finance and Accounting Functions from Humphreys Engineer Center Support Activity (HECSA), Finance and Accounting Branch (FAB) to the U.S. Army Corps of Engineers Finance Center (UFC), which may be found on the HECSA web site homepage at <http://www.hecsa.usace.army.mil>

2. This letter reiterates procedures for processing the Request, Authorization, Agreement, Certification of Training and Reimbursement (DD Form 1556) through finance and accounting channels. These procedures are necessary to meet financial administration statutory and regulatory requirements.

3. Procedures.

a. Before attending training, the training request (DD Form 1556) process must be completed in the Corps of Engineers Financial Management System (CEFMS). This includes the DD Form 1556 being originated, certified by the trainee, supervisor and training officer, and attached to a training Purchase Request and Commitment (PRAC). The PRAC must then be approved, certified and obligated in CEFMS. If these

processes can not be completed in CEFMS prior to attending training (i.e., year end closeout), a DD Form 1556 must be **manually** prepared, approved and certified prior to attending the training.

b. In accordance with reference 1c, the IMPAC purchase card is the preferred method of payment for all training provided by the private sector valued at or below \$25,000.00. U.S. Bank has established code "Q" for cardholders for traditional educational institutions. Training purchases from organizations coded other than "Q" will be declined by the bank if the amount exceeds \$2,500.00. Those requirements must be sent to the HECSA Contracting Office. The Contracting Office is authorized to issue not more than two (primary and alternate) purchase cards to training offices with single purchase limits of \$25,000.00 specifically for training purchased from organizations or firms that are coded other than "Q". Therefore, when payment is being made with the IMPAC card, in addition to the procedures in paragraph 3a, the training obligation must be converted to a credit card obligation in CEFMS.

c. Exception. When training is provided at no direct cost per employee, e.g., training sponsored by DOD, DA, a HQUSACE Staff Principal, or an FOA, the DD Form 1556 cost field must be populated with a zero dollar amount. A CEFMS PRAC is not necessary and should not be prepared.

#### 4. Certification of Training for Payment Purposes:

a. Procedure. Payments to commercial vendors cannot be made without receiving reports (except as noted below) to provide evidence that the services were received. Reference 1a, paragraph 20-3, requires receipt and acceptance of goods and services occur within five (5) working days of delivery or completion of performance of services. Upon receipt of an invoice, the UFC is required to request a receiving report if one has not been entered in CEFMS. Delays in entering training receiving reports into CEFMS may result in penalty interest.

b. Exception. When training costs have been paid in advance (or when there are no direct costs), there is no requirement after completion of training to create a training receiving report. When training has been arranged by CEHEC-CP it is responsible for creating the receiving report if training is provided by a non-government agency. Receiving reports are not required for training acquired from government agencies, including PROSPECT.

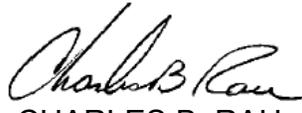
5. Effective 1 August 1999, the transfer of collection, disbursement and reporting functions from HECSA FAB to the UFC occurred per reference 1d. HECSA FAB no longer receives and therefore will no longer provide invoice copies or prompt authorized receivers to enter receiving reports. As a reminder, if an authorized receiver of services wants to view invoices sent directly to the UFC, the invoice image should be available

CEHEC-RM-F

SUBJECT: HECSA Financial Management Memorandum of Instruction (MOI# 37-1-00-13), for Request, Authorization, Agreement, Certification of Training and Reimbursement (DD Form 1556)

on the UFC's invoice imaging system (Web Track) within two (2) business days after the UFC receives it. To access Web Track a user id and password are required. These may be obtained by contacting the HECSA FAB. Instructions for accessing Web Track may be found by going to the UFC home page at <http://www.fc.usace.army.mil>. It is recommended that you have either Microsoft Internet Explorer 4.0 or Netscape Communicator 4.06 browsers to use the Web Track software.

6. Point of contact for Web Track access is Ms. Adele S. Jones at (703) 428-7660. All other questions regarding this memorandum should be directed to Mr. Chris M. Mullen at (703) 428-7173.

  
CHARLES B. RAU  
Director