

DEPARTMENT OF THE ARMY
US Army Corps of Engineers
Humphreys Engineer Center Support Activity
Alexandria, VA 22315-3860

CEHEC-RM-B

Pamphlet

No. 37-1-2

31 March 2000

Financial Administration
USE OF REVOLVING FUND (RF59) ACCOUNT FOR PROCUREMENT OF TRAINING

1. Purpose. This pamphlet prescribes procedures for use of a revolving fund (RF59) account for procurement of training when the cost of training will be shared by participating HQUSACE Staff Elements and Field Operating Activities (FOAs) in the National Capital Region (NCR).

2. Applicability. This pamphlet is applicable to all NCR Corps agencies serviced by the Humphreys Engineer Center Support Activity (HECSA) Civilian Personnel Advisory Center (CPAC).

3. Distribution Statement. Approved for public release; distribution is unlimited.

4. Policy.

a. CPAC will request establishment of a revolving fund (RF59) account by forwarding an e-mail to the HECSA Resource Management Office, Programs and Budget Branch (CEHEC-RM-B). This request should state the course name, dates the course will be held and the total estimated cost of the course. (See sample format at Appendix A)

b. CEHEC-RM-B will establish a revolving fund (RF59) account and enter funding in the Corps of Engineers Financial Management System (CEFMS) based on the total estimated cost as provided by CPAC. The work item created for this account will be provided to CPAC for use on the CEFMS contractual purchase request and commitment (PR&C).

c. CPAC will:

(1) Prepare a CEFMS contractual PR&C using the work item provided by CEHEC-RM-B as the ordering and funded work item. The originator should ensure that the PR&C is approved and certified in a timely manner.

(2) Send two separate e-mails to all serviced agencies. The first e-mail will inform them of the class name, location, dates and times, maximum number of participants, that tuition will be prorated based on number of attendees and that the class will be filled on a first come, first serve basis. A suspense date and point of contact

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(POC) should be listed for reservations. A follow-up e-mail should be sent giving each agency a list of its approved attendees, pro-rated tuition cost, and guidance on what documents will be prepared in CEFMS. (See sample formats at Appendix B.)

(3) Ensure that training requests (DD 1556s) for all participants are approved and available prior to receiving the training.

(4) Maintain a sign-in roster to document attendance with a block to indicate that participants provided the required DD 1556 (with PR&C number indicated) for admission. After completion of the training, provide the sign-in roster and the DD 1556's to CEHEC-RM-B.

(5) Prepare a receiving report in CEFMS for the purchase order issued by the HECSA Contracting Office (CEHEC-CT) to the vendor.

d. Upon receipt of DD 1556s from CPAC, CEHEC-RM-B will verify that a DD 1556 (reflecting the funded PR&C number) has been provided for all approved attendees or their substitute on the class roster.

e. CEHEC-RM-B will forward completed documentation to the HECSA Resource Management Office, Finance and Accounting Branch (CEHEC-RM-F) for preparation of the miscellaneous debt notices. The debt notices will be sent to the USACE Finance Center (UFC) for completion of the payment process.



CHARLES B. RAU
Director

2 Appendices

Appendix A - Sample Request
for RF59 Account

Appendix B - Sample E-Mails
to Serviced Agencies

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APPENDIX A

REQUEST FOR REVOLVING FUND (RF59) ACCOUNT
SAMPLE E-MAIL

TO: CEHEC-RM-B

SUBJECT: Request for Establishment of Revolving Fund (RF59) Account
for Procurement of Training

1. Specialized training has been arranged for (class) training and the cost of the training will be shared by all participating HQUSACE Staff Elements and FOAs in the NCR.

2. Request that a revolving fund (RF59) account be established for (\$) to support this training effort. The (name) class will be conducted at (place), on (date) at (time). I will task all participants to complete training requests (DD 1556) and attach to training PR&Cs in CEFMS and provide copies of these documents at the time of training.

Name

Office Symbol

Telephone Number

APPENDIX B

TRAINING NOTIFICATION
SAMPLE E-MAIL

Initial e-mail sent to notify agencies of training:

TO: All Serviced Organizations
SUBJECT: (Class) Training

1. The (class) training will be offered for all HQUSACE Staff Elements and FOAs in the NCR. The class will be conducted at (place), on (date/s) from (start time) to (finish time). Class size is limited to () participants. Tuition cost will be pro-rated based on the number of attendees.
2. The suspense date for receiving nominations will be (date). The class will be filled on a first come, first serve basis. POC for reservations is (name) at (phone number).
3. Further guidance will be forthcoming concerning the cost and document preparation required for attendance at this training session.

CPAC

Follow-up e-mail sent to notify agencies of training costs and document preparation:

TO: All Serviced Organizations
SUBJECT: Follow-up Information for (Class) Training

1. The following individuals within your agency have reserved space in the (class) being offered at (place), on (date/s) from (start time) to (finish time) with a cost of (\$) for each participant. Since the cost per attendee is based on the number of participants, and your agency will be billed for reserved spaces regardless of attendance, if a selected participant cannot attend nominating offices should provide a substitute.

(list of approved attendees)

2. DD Form 1556s will be prepared in CEFMS indicating CPAC as the recommended training source. Please complete a DD 1556 and attach the document to a funded training PR&C. POC's will ensure that for each of their attendees, the PR&C has been approved, certified and obligated in CEFMS. Attendees will bring a copy of the completed DD Form 1556 (**reflecting the PR&C number**) with them for admission to the training session.
3. POC for this action is (name) at (phone number).