

Processing of Completed Training Documentation

Please adhere to the following procedures when forwarding training documents for updating of an employee's training history. This will eliminate the need to return documents because of incomplete information.

1. Documentation for the following training must be forwarded to the WCPOC in a timely manner:
 - All training that is 8 hours or more in duration.
 - All training that has direct (tuition, books, and equipment) or indirect costs (travel and per diem), regardless of length.
 - All mandatory training required by HQDA or higher authority regardless of length. Some examples of mandatory training are Prevention of Sexual Harassment (POSH), Consideration of Others (C020, Violence in the Workplace, Hazardous Material (HAZMAT), etc.
2. There are three forms of completed training documentation that are acceptable and sufficient for processing into the training history. They are:
 - Hard copy DD 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement).
 - Completed class rosters.
 - Course completion certificates or other documents are acceptable only if they contain all the information listed in paragraph 3 below.
3. Each DD1556 and class roster must contain the following information.
 - Employee name
 - Employee SSN
 - Course Title
 - Length of course in hours (regardless if the course is a correspondence/non-resident course, a semester or quarter college course, distance learning or an on-line course).
 - Starting and concluding dates of the course (to include correspondence/non-resident courses).
 - Certification by one of the following in block #36, DD 1556: the course instructor, supervisor, manager, and/or CPAC that has knowledge that the employee satisfactorily completed the training.
 - Indirect costs (travel and per diem).
 - Direct costs (tuition, books and equipment).
4. Training certificates and course evaluations should not be forwarded because these documents do not contain all the information required to update the employee's training history.
5. Please provide the completed training to the CPAC for review and forwarding to the WCPOC for updating of the employee's training history.
6. If you have any questions, please give me a call or send an e-mail.

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