

## Guidance to Follow Upon Receipt of FY 03 ACTEDS Funding Memorandum for Competitive Professional Development (CPD) Requirements

The following guidance applies to the CPD program, Management Decision Package TACE (.41).

1. The Assistant G-1 for Civilian Personnel Policy, (DAPE-CP-PSR) Program Support Division, Resource Management and Administrative Service Branch will issue an ACTEDS quarterly funding memorandum to each command or activity.

2. Local budget representatives will be required to reflect the fund citation on each approved, valid "Request, Authorization Agreement, Certification of Training and Reimbursement" form (DD Form 1556). They must also do the same on each "Request and Authorization for TDY Travel" form (DD Form 1610).

3. Budget representatives are also responsible for assigning the standard document number and Element of Resource (EOR) to the applicable documents. Block 37 on the DD Form 1556 must be completed as follows:

ODCS, G-1, Asst. G-1 for Civilian Personnel Policy  
ATTN: DAPE-CP-PSR, Room 2D477  
300 Army Pentagon  
Washington, DC 20310-0300

**4. The employee is responsible for faxing the completed documents to (703) 695-6997 for approval/certification of funds. The DAPE-CP-PSR office will obligate the documents and make the payments.**

5. The employee is responsible for ensuring that the appropriate career program number is reflected at the bottom of block 10, "Pay Plan/Series/Grade/Step," of the DD Form 1556.

6. "Request, and Authorization for TDY Travel Orders", DD Form 1610 -- The employee is responsible for sending travel voucher claims, DD Form 1351-2, to DFAS, Indianapolis Center, Directorate for Network Operation Capital Region, ATTN: Travel Division, 8899 East 56<sup>th</sup> Street, Indianapolis, IN 46249-3700. The DFAS Travel Division will accept faxed copies of travel voucher claims and supporting documents for process of payments. DFAS fax numbers are (317) 510-6213 or (317) 510-4143, ATTN: Mr. Hirian Wiltfong.

7. DAPE-DP-PSR has received numerous training and travel documents without a fund citation on the form. **Supporting documents without the required information will be returned to the employee for further action.**

8. Issues can be resolved quickly if we have a telephone number for the employee and/or officials who are responsible for signing the documents. Please include the commercial and DSN telephone number on each document.

9. If you have questions about how training costs will be paid, please contact Jackie Eyer (703) 695-5844; Jackie.Eyer@hqda.army.mil or Rosalind Thomas (703) 695-5792 (DSN is 221); Rosalind.Thomas@hqda.army.mil.

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