



Government Purchase Card



409th Contracting Support Brigade

"Providing Operational Contract Support for Europe"

Training Cards & Required Documentation





References



- Title 5 of Federal Regulations Part 410 Planning and Evaluating Training
- Department Of Defense Government Charge Card Guidebook For Establishing And Managing Purchase, Travel, And Fuel Card Programs
- DoD Guidebook for Miscellaneous Payments
- Army Federal Acquisition Regulation Supplement Appendix EE GPC Operating Procedures
- Army Federal Acquisition Regulation Supplement 5113.270-90
- Army Regulation 621-5 Army Continuing Education
- Army Regulation 690-400 Performance Standards
- US Army CHRA Human Resource Development Division NE Region Training Handbook





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GPC Training Cards



- The GPC shall be used as a method of payment for all commercial training. If training costs exceed \$25,000, submit the training requirement to your local contracting office. A separate and dedicated training GPC card must be issued and used to purchase training. These GPC training cards are only used to purchase training requirements.
- IAW AFARS Appendix EE, training cards will have all merchant category codes (MCCs) blocked except the following sources of training:
 1. 7392 - Management, Consulting and Public Relations Services
 2. 7399 - Business Services (Not Elsewhere Classified)
 3. 8220 - Colleges, universities, junior colleges, and other professional schools
 4. 8241 - Correspondence schools
 5. 8244 - All business/secondary schools
 6. 8249 - Vocational/trade schools
 7. 8299 - Schools and Education Services (Not Elsewhere Classified)

Source: AFARS Appendix EE





SF 182



- Uses collected is for use in the administration of the Federal Training Program (FTP) to document the nomination of trainees and completion of training. Information collected may also be provided to other agencies and to Congress upon request. This information becomes a part of the permanent employment record of participants in training programs, and should be included in the Government wide electronic system, (the Enterprise Human Resource Integration system (EHRI) and is subject to all of the published routine uses of that system of records.
- Authority 5 U.S.C. §4115, a provision of The Government Employees Training Act.





Individual Development Plan



- Commanders/Supervisors with the assistance of Training Coordinators are to review the training needs of their employees annually. These identified training needs will be recorded on each employee's Individual Development Plan (IDP) during their annual performance appraisal.





Utilization of the Army's e-Learning Program (SkillSoft)



Per HQDA Ltr 350-07-1 dated 8 January 2007 (expired 8 January 2009) awaiting new guidance



- The e-Learning Program will be **the Army's primary method of providing both an individual's initial IT skills** as well as the subsequent maintenance of those skills. The intent of the Army program is to provide a wide range of courses for organizational and mission-related IT training requirements, as well as for an individual's personal goals. There is no cost to the individual or their organization for utilization of the Army-provided vendor courses and products.
- Army organizations and MACOMs will review their current process for determining the individual IT skills required to execute their mission. **They will satisfy their IT training requirements by utilizing the e-Learning Program as the best method for providing and maintaining IT skills to their workforce.** They may utilize traditional instructor-led classroom training for only those training needs that are not available through e-Learning.

NOTE: Army E-Learning offers over 5,000 “Free” web-based courses in Information Technology, Business, Leadership, and Personal Development.





GoArmyEd – Military & Civilian Leadership Training



GoArmyEd is also the virtual gateway for Army Civilians to apply for their Civilian education, training, and leader development events.

About Army Civilian Education and Training:

The Civilian Training and Leader Development Division, part of the Headquarters, Department of the Army G-3/5/7, Training Directorate, is responsible for providing the strategic planning and analysis of initiatives for the Army's Civilian Training and Leader Development programs. HQDA G-3/5/7 championed the integration of Army Civilians with GoArmyEd, making GoArmyEd the official gateway for all Army Civilians to request training applications and **Standard Form (SF) 182s** for all professional development





AFARS 5113.270-90 (g)



Use of the Government commercial purchase card.

GoArmyEd



Military Personnel

www.earmyu.com

(2) **Department of the Army Form 2171, Request for Tuition Assistance Army Continuing Education System**, is the obligation document for education programs and services authorized under 10 U.S.C. 2007 and Army Regulation 621-5 Army Continuing Education System.

3) Use of the GPC is mandatory as the method of payment for soldiers' tuition when the Centralized Tuition Assistance Management in **GoArmyEd** processes the request, funding, approval and enrollment verification of the specific course. Single purchase limits will be set commensurate to the level of the consolidated GPC invoice submitted by each university or college.

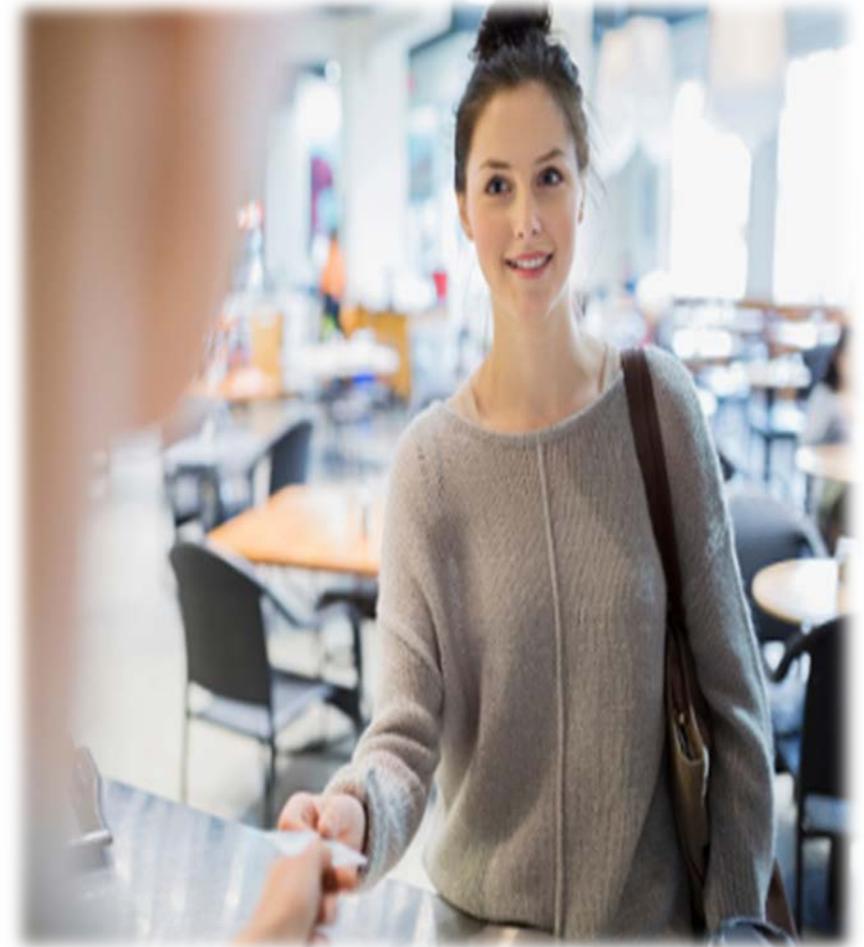




Payments and Reimbursements



There are two ways to authorize and pay for training in advance of receiving the training or service, including student tuition: (1) Authorize it on the **Standard Form 182 (Civilian) or DA 2171 (Military)** and (2) Receive a bill for payment from the source provider (**DoD Miscellaneous Payment – Resource Manager**).



[DoD Guidebook for Miscellaneous Payments](#)





Training Request



- AFARS 5113.270-90 (g) Use the purchase card as a method of payment for all commercial training \$25,000 and below for the following:
- (1) **Standard Form 182**, Authorization, Agreement and Certification of Training, in accordance with United States Code 41 for **Civilians (including Local Nationals)**. All completed training becomes part of e-OPF (Personnel file).
- (2) **Department of the Army Form 2171**, Request for Tuition Assistance Army Continuing Education System, provides financial assistance for voluntary off-duty education Programs in support of soldiers' professional and personal self development. The Department of the Army Form 2171 is the obligation document for education programs and services authorized under 10 U.S.C. 2007 and Army Regulation 621-5 Army Continuing Education System for **Military use** **GoArmyEd**.





Reimbursements



FAILED COURSE



- **AR 690-400, Chapter 410, Subchapter 6-4b (2):** "If an employee fails to complete non-Government training satisfactorily, actions in (a) or (b) below will be taken. Employees will be advised in writing of these requirements before the training starts.
- "(a) If the failure to complete training is due to the employee's negligence or willful misconduct, he or she will repay training expenses other than salary costs. If appropriate, disciplinary action will be taken.
- "(b) If failure is for reasons beyond the employee's control, no action will be taken."
- Reimbursements for expenses from employees failing to complete training satisfactorily will be the responsibility of the approving official, the local Activity Program Coordinator (APC), and financial officer.





Payment Exceptions “Disapproved”



- Employees **may not** be assigned to training or permitted to enroll in a course, regardless of course length, before formal approval has been granted by the management official delegated authority to approve training. Such approval is documented by signature on the manual Standard Form 182 or electronically authenticated on electronically generated Standard Form 182.
- Requests for approvals after employees have enrolled or actually begun the training must be disapproved.
Employees who enroll in a non-Government training course without written prior approval are personally responsible for the total training cost. For additional information see Training Approval Authority.





How does training get documented? SF182



- **How does training get documented?**
- **Oracle Training Administration (OTA) has been modified to allow human resource specialist as well as activity training coordinators, training monitors, and managers to input completed training data directly into the employee's electronic training record in the Defense Civilian Personnel Data System (DCPDS). Army has not approved OTA for use except for the input of completed training. See US Army memorandum dated 11-29-01.**
- The BPM states that manager's are responsible for the completion of training records. The completion of training data into DCPDS varies at installations/activities. The regional HRDD staff can input completed training, using the Mass Update Spreadsheet. Organizations may print, complete and return the Mass Training Update Sheet to the HRDD.





Payment for Training Scheduled in Next Fiscal Year



- Costs may be charged to the fiscal year in which the training is incurred, under section 1502(a) of reference (tt). Also, payment of training expenses in the current fiscal year may be used to pay for training that occurs in the next fiscal year. Refer to C.G. B-238940 (reference (ac)) and C.G. B-257977 (reference (ad)) for additional guidance on conditions and limitations between procurement and performance of training. Components shall establish internal procedures in support of this guidance and given the types of appropriated funds used for training.





Continued Service Agreements



- **Title 5, U. S Code (USC), Section 4108** requires each employee to sign an agreement with the Government
- before assignment to training that exceeds his/her agency's prescribed minimum period. The employee will agree to (1) continue in the service of his agency at least three times the length of the training period, commencing upon completion of the training, and (2) pay back expenses if he/she voluntarily separates from his agency prior to completion of the service obligation period.





Continued Service Agreements



TRAIN TO RETAIN



- Department of the Army policy requires civilian employees selected for non-Government training in excess of 80 hours, *and*, Government or non-Government long-term training and education programs in excess of 120 calendar days, to complete a continued service agreement *before* assignment to the training.
- Approving officials will retain a copy of each signed agreement (see Section 3, Standard Form 182) and monitor execution of the obligation period. For additional more information see Agreements to Continue in Service or Continued Service Agreements.

