

## ADDITIONAL INSTRUCTIONS FOR THE DD FORM 1556

The DD Form 1556 is the Request, Authorizations, Agreement, and Certification of Training and Reimbursement. It is a 13-page form. However, not all pages apply to the typical training situation. This information is provided to help understand what the form pages are used for and what pages you will need to submit to the EDS.

Typically when you send a initial request over to the EDS you will only need to send page 1 of the DD1556 and any supporting information IE: registration form, flyer on the class/conference or additional contact information.

Each block must be filled out in order for the payment to be authorized. This data is used to input the information into DCPDS to show justification for future training dollars and future training requirements.

Pages 12 and 13 of the DD Form 1556 contain the codes that you will need to completely fill out the form

Page 1 Top blocks A, B & D are not used. Block C is checked as appropriate.

Blocks 1-3 Self explanatory

Block 4 is completed with the codes on page 12

Blocks 5-13 Self explanatory

Block 14 Is typically going to be E for excepted or 3 for Guard

Block 15 Is normally blank

Block 16 Self explanatory

Block 17 Course title, this is a must have

Block 18 A short blurb that explains what is to be learned and or what the guard will use it for

Block 19 Where do you want to go to training at. EDS must have an address, and POC name, phone number and/or fax number

Block 20 Course codes are on page 13, these codes are crucial for complete entry of data into DCPDS

Block 21 Course hours duty is in class time and non-duty is travel time

Block 22 Course number if your flyer or school has one. This helps when we are registering you for the class

Block 23 These dates are inclusive of the travel time. Typically one day prior to the training and one day after.

Block 24 Checking this box will tell me that there is no cost for the person to attend.

Block 25 This is the cost of the course, remember to ask for GSA/Government rate.

Block 26 This is your estimated travel cost, A. is the mileage, plane fare, ect. B. is the total per diem for the trip, rental car, parking fees, cab fare.

These are estimates, you can call the travel office for the plane fare.

Block 27 Leave blank I will put a stamp in this block.

Block 28-29 Leave blank

Block 30 Is the total of 25 and 26, form flow will total for you but double check the math.

Block 31 Leave blank

Block 32 Is you immediate supervisor.

Block 33 Is The EDS goes here. Currently Gerald L. Robinson, Employee Development Specialist 201-212-4206

Block 34 Either your commander or the HRO William J. Johnson, Personnel Officer, 501-212-4200

Block 35-38 Leave blank

Page 2 Is your information copy I do not need this form.

Block 48-64 (Page 3) These are part of the evaluation form that must be turned in after the course is completed along with the completion certificate. The second part is on page 11 blocks 65-74.

Page 4 Section E Agreement to continue in service, only needs to be included if the duty (block 21a) training is 80 hours or more. Obligation date begins when the training ends and goes for 3 times the number weeks of training.

Pages 5-9 Do not need leave blank/do not turn in to the EDS

Page 10 Is your copy of the agreement to continue in service

Page 11 Is the second part to the evaluation form blocks 65-74

Page 12-13 Are the codes you will need to fill out the form. Recommend that you keep the pages 12-13 available hard copy for ready reference.