



PERSONNEL AND
READINESS

UNDER SECRETARY OF DEFENSE
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WASHINGTON, D.C. 20301-4000



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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
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DIRECTORS OF DEFENSE AGENCIES
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SUBJECT: Documenting and Reporting Civilian Training Requirements

This memorandum institutes new policy on documenting and reporting training by: 1) sunsetting the Defense Department (DD) Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement, and replacing it with the Standard Form (SF) 182, Authorization, Agreement, and Certification of Training; 2) requiring that all instances of completed civilian employee training be input to the Defense Civilian Personnel Data System (DCPDS); and 3) requiring that all Learning Management Systems (LMSs) be capable of reporting the data elements required by the Office of Personnel Management (OPM) by December 31, 2007. Additional information on these requirements follows:

- OPM issued a new SF 182, replacing the DD Form 1556, which was cancelled effective September 1, 2007. Effective immediately, all training, which formerly was documented with a DD Form 1556 must now be documented with an SF-182.
- OPM also levied a new requirement, in accordance with Title 5, Code of Federal Regulations, Part 410, for the electronic submission of Agency specific training data elements to the Government-wide Electronic Data Collection System. This data will be used by OPM and the Department in



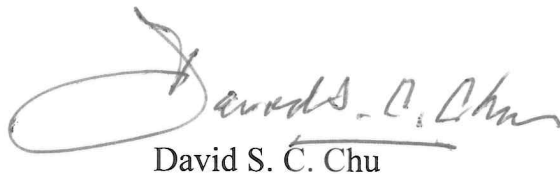
analyzing the effectiveness of actions taken to address workforce training needs, both Government and Agency-wide. DoD will provide this required training data to OPM, on behalf of the Components, through an interface with DCPDS. DoD must conform to this OPM reporting requirement by December 31, 2007.

To assist the Department in meeting the above requirements, Components should immediately ensure that all completed civilian employee training instances are input to DCPDS, either individually through the DCPDS Completed Training Form, or by uploading the training data from your Component LMS using the existing DCPDS Mass Training Update process. Furthermore, by December 31, 2007, all LMSs must contain the data elements required by OPM.

Information on agency training reporting requirements is available in the *"Guide to Human Resources Reporting"*:

http://www.opm.gov/feddata/ghrr/ghrr07_ch4.pdf

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