What happens to a 1556???
Preparation of a 1610

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August 1999
What happens to a 1556??

• 1556s are received in Workforce Development by fax or mail
• Forwarded to appropriate program manager (PM)
• PM schedules course with the school and inputs allocation into the DLA TA
• PM (or budget officer) approves 1610 in DBAS
• 1556s/1610s are matched and filed by class
Preparation of 1610

- Submit in DBAS 30 days before class start date; approved 2 wks before class start date
- Follow funding guidance issued or call program manager
- Select DCMDW Funding Source, if using training $
- Purpose - Select Training (NOT mission)
- Type - NEVER use DAU (use other/mandatory)
- Be sure to add the name of the class/conference
  - NO--Training, Other, Mandatory Training
  - YES--Training, Other, S43 Effective Writing Class
  - YES--Training, Other, NASA Handsoldering B45730
Preparation of 1610

• Funding org/Cost code - be sure to follow PM guidance
  – Funding Orgs -
    • HJBA - developmental programs
    • HJBB - commodity certification
    • HJBC - safety/environmental/NASA/hazmat
    • HJBD - other, automation, conferences
  – Cost codes:
    • 62198 - all tng dealing with basic contract administration
    • 63198 - all tng dealing with precontract activities support
    • 64198 - all tng dealing with mandatory product audits
    • 65198 - all tng dealing with contractor systems review
    • 66198 - all tng dealing with other CAS (contingencies) svcs
    • 67198 - all tng dealing with general management
Preparation of 1610

• PLAS codes - 250 for travel time/217xx for kind of training (example: 217C = attend classroom training);

• Conferences: use an appropriate process code and program code NP053 (conference based training)