

**DEPARTMENT OF THE ARMY**  
U.S. Army Corps of Engineers  
Finance Center  
7800 Third Avenue  
Millington, Tennessee 38054-5005

CEFC-AO  
SOP No. UFC-04

26 January 1998

STANDARD OPERATING PROCEDURE  
HUNTSVILLE TRAINING BILLINGS

1. **PURPOSE.** This Standard Operating Procedure (SOP) defines the USACE Finance Center (UFC) Huntsville (Prospect) training billing procedures.
2. **APPLICABILITY.** The provisions of this SOP apply to the USACE Finance Center (UFC) and activities supported by the UFC.
3. **DEFINITIONS.**
  - a. DD Form 1556 - Request, Authorization and Certification for training.
  - b. DA Form 4445-R - Voucher for Transfer between Appropriations and/or Funds (used in lieu of SF1080). This form is used as a billing document for government debt.
  - c. Supported Activity - Those Corps of Engineer divisions, districts, laboratories, or field operations activities whose accounting functions are supported by the UFC.
4. **RESPONSIBILITIES.**
  - a. Huntsville Support Activity. The Huntsville Support Activity is responsible for generating all DA4445 for Prospect Training. They will send the billings with DD1556 attached for all trainees to the USACE Finance Center for all supported activities.
  - b. Professional Development Support Center (CEHR-PD). This Center (located in Huntsville) schedules all Prospect training. They require that all trainees provide a copy of the 1556 upon arrival at a training course. Instructor will forward all 1556's and class roster to the Center, and the Center will provide the same to the Huntsville Support Activity for backup for Prospect Training billings.
  - c. USACE Finance Center. The Director, USACE Finance Center, through the Deputy Director for Accounting Operations, is responsible for:
    - (1) Receiving and Certifying all training billings when received complete from Huntsville. The UFC will receive and certify the entire bill all at one time, so only one check - two if both civil and military funds are involved - will be issued for that bill. (When a government training billing entry is being done, the technician will ensure that the vendor code is the same for all entries, so that one check comes out for all lines. Also, he/she will make sure that the bill number is noted on all system bills.) The UFC will not pay partial or incomplete bills.

- (2) Notifying the supported activity when "Billable Vacancy" appears on their billing for obligation. The UFC will fax copy of the bill to the F&A point of contact at the supported activity to research and ensure that the bill is obligated.
- (3) Collecting the entire bill at once, when the check is issued (Disbursing Division).

c. Supported Activities. Commanders of supported activities are responsible for:

- (1) Providing an accountant point of contact within the Finance and Accounting Office who the UFC can consult when problem/questions on Prospect training arise. This POC will be responsible for obtaining any additional information/documentation required by the USACE Finance Center to accurately process and account for training transactions. All coordination between the UFC and the supported activity will be between the supported activity POC and the UFC point of contact.
- (2) Training Coordinator (or other official with authority to obligate training) - Obligating Huntsville/Prospect training using PR&C number as the obligation number. Ensure that 1556 carried to Prospect training course by the student has PR&C number on 1556 form.
- (3) Obligating Huntsville/Prospect training prior to employee attending the training course.
- (4) Obligating as Prospect/government training.
- (5) Researching "Billable Vacancy" spaces on the Prospect Training bill.

FOR THE DIRECTOR:

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