

**DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
FINANCE CENTER
5722 INTEGRITY DRIVE
MILLINGTON TENNESSEE 38054-5005**

CEFC-FR
SOP Number UFC 04

Revised: 16 April 2004

**STANDING OPERATING PROCEDURE
HUNTSVILLE TRAINING BILLINGS**

- 1. PURPOSE:** This Standing Operating Procedure (SOP) defines the USACE Finance Center (UFC) Huntsville Proponent Sponsored Engineer Training (PROSPECT) billing procedures.
- 2. APPLICABILITY:** The provisions of this SOP apply to the USACE Finance Center (UFC) and activities supported by the UFC.
- 3. REFERENCES:** CEHR-P Memorandum, dated 12 January 2004 Subject: Mandatory Payment by IMPAC Card for U.S. Army Corps of Engineers Proponent Sponsored Training (PROSPECT) Tuition.
- 4. 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. DA Form 448 – Military Interdepartmental Purchase Request (MIPR) also called a Customer Order.
 - d. Supported Activities – Those Corps of Engineers Divisions, Districts, Laboratories, or Field Operating Activities whose accounting functions are supported by the UFC.
 - e. Billable Vacancy – Any scheduled course that a student fails to attend or fails to cancel, in writing, to the PROSPECT Registrar's Office thirty days prior to the first day of class. Supported activities are liable for these classes.
- 5. RESPONSIBILITIES:**

a. Professional Development Support Center (CEHR-P). Schedules all PROSPECT training. Maintains and forwards a copy of all DD Form 1556s/DD Form 448s/SF 182s, in Debtor ID order, to the UFC and the Huntsville Support Center Resource Management office. Maintains a Point of Contact (POC) list of all supported activities. Inputs training data into the Corps of Engineers Financial Management System (CEFMS) and notifies the UFC when training bills are ready to be generated.

b. USACE Finance Center. The Director, USACE Finance Center, through the Deputy Director, Finance is responsible for:

(1) Generating and printing training bills. Attaches DD Form 1556/448 or SF 182 to the correct bill. Maintains copies of all open and completed bills.

(2) Recording and certifying all training bills in CEFMS for supported activities. IPAC will be utilized as the billing and payment method for all intra-Corps and other intra-governmental agencies that have signed trading partnership agreements (TPA's).

(3) Mailing training billings for those agencies that do not have signed TPA's.

(4) Notifying the supported activity when a "Billable Vacancy" appears on its billings 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 bills are obligated. Notifies supported activities of any problems or actions required by the supported activities. Conducts follow-up actions monthly on all outstanding bills and notifies training/accounting POCs of outstanding issues needed to complete open bills. Forwards copies of all bills over 150 days old to the Huntsville Support Center Resource Management office.

c. Huntsville Support Center Resource Management Office. Assumes collection responsibilities on any debt over 150 days old. Takes action to liquidate any debt over two years old. Maintains copies of all bills and DD Form 1556/448 or SF 182. The preferred method of payment is IMPAC Card, which is the most efficient and economical means of purchasing PROSPECT training.

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

(1) Providing a POC within the Finance and Accounting Office who the UFC can consult when problems/questions on PROSPECT training arise. This POC will be responsible for obtaining any additional information/documentation required by the UFC 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 POC. Huntsville Support Center prefers all Corps to Corps payments for PROSPECT Training tuition to be made by IMPAC credit card.

(2) Training Coordinator (or other official with authority to obligate training) – Obligating Huntsville/PROSPECT training using PR&C number as the obligation number prior to employees attending the training course. Ensure that DD1556 carried to PROSPECT training course by the student has PR&C number on DD1556 form. Obligations should be set up as PROSPECT/government training.

(3) Researching “Billable Vacancy” spaces on the PROSPECT training bill.

FOR THE DIRECTOR:

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