



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CEHR-P (690-400a)

12 January 2004

MEMORANDUM FOR HQ STAFF PRINCIPALS, MSC/FOA/IRA COMMANDERS

SUBJECT: Mandatory Payment by IMPAC Card for U.S. Army Corps of Engineers Proponent-Sponsored Training (PROSPECT) Tuition

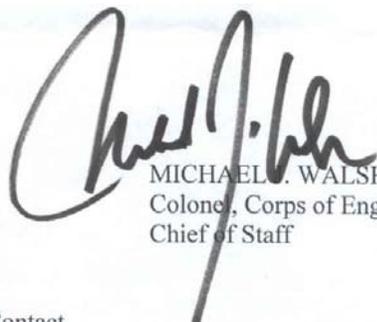
1. Reference CEHR-P-TO letter dated 15 January 2003, subject: Payment for U.S. Army Corps of Engineers Proponent-Sponsored Training (PROSPECT) Tuition.

2. The IMPAC card is the most efficient, economical means of purchasing PROSPECT training. Still, only about 20% of the Corps of Engineers organizations are taking advantage of this payment method. Approximately 80% of non-Corps customers pay tuition by credit card. This payment method is working well for them. Corps of Engineers credit card holders can be confident that card numbers are maintained at maximum security. Credit cards are not charged until the week the course is actually held, and the fast and efficient processing of the credit card maximizes the efficiency of the reimbursable PROSPECT Program. This assures a cost savings to the customer by considerably reducing bill processing costs. The credit card process is fine-tuned and is now routinely used for purchasing throughout the Corps of Engineers. Therefore, effective 1 October 2003, PROSPECT course tuition payment by IMPAC card will become mandatory. A revised procedure for credit card payment is enclosed.

3. If you have any questions regarding this process, please contact Ms. Sherry Whitaker at 256-895-7425 or Ms. Bobbie Stoddard at 256-895-7421.

FOR THE COMMANDER:

Encl


MICHAEL J. WALSH
Colonel, Corps of Engineers
Chief of Staff

CF:
USACE Training Officers/Points of Contact
MSC Human Resources Directors

Procedures for Payment of PROSPECT Tuition

Policy

It is **mandatory** that Corps of Engineers employees, supervisors, training coordinators, and credit card holders pay PROSPECT course tuition with the IMPAC credit card. The Professional Development Support Center (PDSC) Registrar's Office will accept credit card payment anytime prior to the start date of each class. However, credit cards are not charged until the week the course is actually held.

How to pay by Credit Card

To pay by credit card, take the following steps:

Step	Action
1.	Create DD Form 1556.
2.	Have DD Form 1556 approved.
3.	Complete Purchase Request.
4.	Attach DD Form 1556 to Purchase Request.
5.	Have Purchase Request approved and certified.
6.	Obligate funds.
7.	Provide credit card number to the PDSC Registrar's Office.

Creating a DD1556 and purchase request

Follow these steps to create the DD Form 1556 and purchase request in CEFMS:

Step	Action
1.	Employee selects CEFMS Menus 1,6,1 to create request for training DD Form 1556.
2.	Supervisor selects CEFMS Menus 1,6,3 to approve DD Form 1556.
3.	Employee completes purchase request information as instructed. Menus 1,6,5.
4.	Employee creates the training line item. Menus 1,6,5, PR Line Items button.
5.	Employee attaches the DD Form 1556 to the training purchase request.
6.	Appropriate supervisory personnel approve and certify the training purchase request. Menus 1,6,10.
7.	Training Officer/Coordinator obligates funds for the requested training. Menus 1,6,11.
8.	Credit card holder converts the training obligation to a credit card transaction. (This causes the payment for training to correctly appear on the cardholder's monthly statement.) Menus 1,6,13.
9.	Training Coordinator provides the IMPAC card number and related student information to the PDSC Registrar Office by telephone at 256-895-7425 or 256-895-7421.
10.	Students shall assure that documentation of their completed training is forwarded to their servicing Civilian Personnel Operations Center (CPOC).

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Procedures for Payment of PROSPECT Tuition, Continued

PDSC Registrar Actions

Upon receipt of the credit card information:

Step	Action
1.	Verify that an agency has a quota in the class.
2.	Enter the credit card information into the credit card processing system during the week that the class is in session, unless the credit card holder requests earlier processing.
3.	FAX receipt to the credit card holder within 5 working days after successful processing.

Cancellation Policy

1. Firm quotas (reservations) for PROSPECT courses may be cancelled without penalty up to 30 days prior to the scheduled start date of training. The Registrar's office must be in receipt of a written request (letter, e-mail, FAX) for cancellation from your organization in order for the allocation to be cancelled without incurring costs.
2. Should the Registrar's office receive a request for cancellation before the payment has been processed, the credit card charge will not be entered into the credit card processing system. If the credit card charge has already been processed, a credit will be applied to the credit card account. The Registrar's office will provide written confirmation of the action taken on all requests for cancellation.

On-site Sessions

Organizations scheduling specific onsite sessions of PROSPECT courses may pay for the entire session by credit card.

Step	Action
1.	The Training Coordinator shall collect and return the completed Student Registration Forms (CEHR-P Form 912).
2.	Students shall assure that documentation of their completed training is forwarded to their servicing Civilian Personnel Operations Center (CPOC).

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Procedures for Payment of PROSPECT Tuition, Continued

Bulk Tuition Payment for Distance Learning Courses

Step	Action
1.	Organizations that prefer to pay for tuition-funded Virtual Campus courses for a large number of their employees may do so in advance with the IMPAC credit card. Please contact the Registrar's office if you require assistance.
2.	Students should assure that documentation of their completed training is forwarded to their servicing Civilian Personnel Operations Center (CPOC).
3.	Once registered as a user on the Virtual Campus, students may enroll in the course and complete it on-line at their convenience. The Virtual Campus web address is http://pdsc.usace.army.mil .