

**REQUEST FOR CENTRAL FUNDING SUPPORT - ARMY CIVILIAN TRAINING,
EDUCATION AND DEVELOPMENT SYSTEM (ACTEDS)
INSTRUCTIONS FOR PREPARING FORM**

GENERAL. The information provided on this form must be current and applicable to the specific training program for which nominated. All cost information must be within the allowable expenses provided in the directives used to process DA centrally funded training actions. Forward completed form with nomination package. PLEASE NOTE: If selected, distribution of funds cannot be made without completion of this form.

Blocks 1 - 6. Self-explanatory; complete as indicated.

Block 7. The dates entered should reflect the month, day and year the training starts and ends.

Blocks 8 [a-b; (1) - (3)]. Complete block 8b (1-3). Block 8a(1) tuition or registration may be paid in full at beginning of training period. Block 8a (2), travel, must be in accordance with the JTR, Vol. II. The participant is authorized one trip to and from the training site and full per diem for that trip. RENTAL CARS ARE NOT AUTHORIZED. For local training the participant may be authorized reimbursement for mileage IAW the appropriate rate, for the distance that exceeds the employee's commuting distance to the regular place of work and return, along with necessary parking fees and tolls. Per Diem block 8a(3) should include actual calculation, to include travel days, and source (e.g. 6 days x 140 per diem rate=\$840).

Block 9: Form(s) must be signed by the appropriate career program representative. If there is neither a MACOM nor a REGIONAL representative, then the DFCR (The Army Librarian) or the US Army Community and Family Support Center (USACFSC) Library Branch Chief may sign.

If it is not possible to transmit the actual signature of your supervisor and/or the MACOM/Regional Librarian, the signer may signify approval by typing the following statement beneath his/her signature block:

My typed signature is acceptable as my actual signature.

The completed form should be submitted by e-mail or fax.