

TIPS FOR RESOURCE ALLOCATION SELECTION SYSTEM (RASS)

- 1. Create forms.** Create your travel and training forms in RASS (<https://rass.ria.army.mil/rass/>) at least 60 days prior to your training date. In some cases, this may not be possible, and we will work with you on this as needed.
- 2. Retrieve approved forms.** The DD 1610 and the DD1556 must be signed and have a fund citation to be valid. It is your responsibility to retrieve the approved copies prior to your training. When “**Approved by BA**” appears in the Status column in RASS, click on the **pdf** icons and retrieve your forms. The signed and approved pdf forms generated by RASS are identical to the standard DD 1556 and DD 1610 print forms. There must be signatures in Blocks 32, 33 and 34. There must be a fund citation (long string of numbers) in Block 27.
- 3. Tuition or Registration.** This payment is usually required in advance. You have two options for payment.
 - a) **You pay** the tuition/registration fee in advance and request reimbursement through your TDY claim. If you select this option, you must include the conference fee in the “Other” block and the following statement in your TDY orders (DD 1610): *Registration fee/tuition of \$ _____ is authorized.* Adding this statement may require this office to manually complete the DD 1610 instead of using RASS to generate the form. If you choose this option, please contact this office prior to starting the DD 1610 in RASS.
 - b) **ACTEDS pays** the registration fee with DD 1556. If you select this option, you must send both a copy of the approved DD 1556 and the invoice/registration form showing the conference fee to this office a minimum of 45 days prior to the training. The approved DD 1556 plus the invoice/registration form are required for DFAS to pay the registration fee. This office will submit the two forms to DFAS.
- 4. Supervisor.** Currently RASS has access only to the civilian database to verify supervisor signatures. Therefore, if you have a military supervisor you must find a civilian in your chain to sign as your supervisor. If you have a problem, please contact this office.