

## **Training Procurement Program**

The Training procurement program provides support for Appropriated Fund training requirements under the \$25,000 threshold established by reference (a). All training previously documented on the DD Form 1556 must now be captured and reported using Standard Form-182 (SF-182). The SF-182 is the official form used to document training with direct and indirect training costs, even if none are incurred. Direct costs include training tuition and fees and books and material costs. Indirect cost constitutes training travel cost, training per diem cost and total cost. There are five main types of training procurement: In-House, Individual Off-Station, Unit Sponsored On-Station, Free and Required Training. A waiver process has been established to assist units with purchasing training materials under the \$3,500 threshold. For additional information on any of these training types contact the Training Support Office. The point of contact for additional information is Carrie Ulery, DSN 582-3835 commercial (252) 466-3835 or [carrie.ulery@usmc.mil](mailto:carrie.ulery@usmc.mil).