

## Appendix C: Resource Allocation Selection System (RASS)

### **Question: What is the RASS website?**

**Answer:** RASS is a real time, web-based management system for centralized management of funds for ACTEDS-approved DA Intern training. RASS eliminates manual procedures, enables creation, submission, approval, status tracking and reporting of training and travel-related request forms (Standard Form 182, DD Form 1610 and Standard Form 1164). URL: <https://rass.army.mil/>.

### **Question: How do Interns submit SF-182 Training Requests?**

**Answer:** Interns submit all training and travel requests through the Resource Allocation Selection System (RASS) unless instructed otherwise. RASS is a CAC enabled website.

SF-182 Training Requests should be submitted NLT 20 days in advance of the training start date in order to allow for proper approval coordination. Training requests that include associated travel should be submitted NLT 30 days in advance.

Interns must have a SF-182 training request approved through AG1-CP prior to attending training. **ATRRS courses:** *Interns must have a seat in RESERVED status to submit SF-182.*

### **Question: Do interns have to submit a training request for each class they take?**

**Answer:** Interns must submit a SF-182 training request for any course that incurs a reimbursable cost (i.e. tuition, books, travel, etc).

### **Question: Do interns have to submit a training request for class if the course has no tuition costs?**

**Answer:** Yes, if travel is associated with the training. Without an associated SF-182 AG1-CP will not approve travel authorizations/vouchers in DTS. SF-182 must notated "Direct Costs and Appropriations" as "0.00".

### **Question: Do interns have to submit a training request for rotational assignments?**

**Answer:** Yes, if DTS will be used to capture associated travel costs. SF-182 input will need to be adjusted to reflect the "Training Delivery Type" as "02 On the Job" Training".

ACTEDS will only fund up to 30 working days of TDY travel associated to rotational assignments. If the rotational assignment exceeds 30 days, the Command must fund the remainder of the assignment. Command funding must be applied in DTS by use of a Cross Organization Line of Accounting (Cross-Org LOA) with expenses after 30 days reallocated to the Cross-Org LOA. ***Memo to extend allowable TDY requirement in relation to rotational assignment work has been submitted to AG1-CP for FY17.***

ACTEDS funds will not support Local travel. If rotations will include Local Travel, the Command must fund the entire Local travel authorization. Command funding must be applied through DTS by use of a Cross-Org LOA and ensure all expenses are allocated to the Cross-Org LOA.

ACTEDS will not provide a Cross-Org LOA.

**USACE:** Command supported travel must be coordinated with AG1-CP Budget Analyst. Please contact the CP-11 ACTEDS Intern Program Manager for more information and AG1-CP POC.

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**Question: What happens to the Interns request once they have submitted in RASS?**

**Answer:** The Interns request will route to their Supervisor for approval, and then to AG1-CP for final approval and funding. In some cases the Intern Training Coordinator is set up as a second line approver between Supervisor and AG1-CP approvals.

If the request is disapproved the Intern will receive an email with instructions on resubmission or justification.

**Question: What happens once AG1-CP approves the Interns request in RASS?**

**Answer:** If the Interns training is approved, a fund-cite will be added to the computer generated SF182 and a notification will be sent to the Intern via email.

**Question: What if the Intern needs to change the dates of their travel and/or miscalculated their tuition cost and AG1-CP has already approved the request.**

**Answer:** Unfortunately, the Intern cannot make corrections in RASS. The Supervisor must request cancellation of the old request and the intern must resubmit a new request via RASS.

**Question: How do Supervisors request cancelation?**

**Answer:** Supervisors must send an email to their ACTEDS Budget POC titled "CP-11 SF-182 Cancelation: [Insert Last Name of Intern], and include the following in the body of the email: a) Intern's First and Last Name, b) SF-182 Document Number, c) Course Start Date, d) Course Name, e) Reason for Cancelation.

**Question: If the Intern is locked out of RASS, who can they call for assistance?**

**Answer:** Technical problems (unable to login, locked out, system not available): Contact the HQDA CHRIS (Civilian Human Resources Systems) Help Desk at 1-888-253-1836.

**Question: What if the Agency the Intern is training with requires payment upfront, can the Intern pay with their own credit card and seek payment from ACTEDS when they return?**

**Answer:** No, training request must be submitted through RASS via an SF-182. ACTEDS will not reimburse charges incurred outside of RASS or DTS.

### Frequently Used SF-182 Training Request Fields:

- **Training Non-Duty Hours:** 0
- **Training Purpose Type:** 01 Program/Mission
- **Training Type Code:** 01 Training Program Area
- **Training Sub-Type Code:** 06 Budget/Finance Business Administration
- **Training Delivery Type Code:**
  - o 01 Traditional Classroom (no technology) --- Classroom
  - o 02 On the Job --- Rotational Assignment
  - o 05 Blended --- ACC, PPBE, PCAM, GFEBIS Financials
  - o 06 Correspondence --- Distance Learning
- **Training Designation Type Code:**
  - o 03 Continuing Education Unit --- Classroom and Distance Learning
  - o 05 N/A --- Rotational Assignment
- **Training Credit Type Code:** 03 Continuing Education Unit