

Suitability Action Procedures for Suitability Adjudicators – Payment Form

Each trainee must complete a separate form. Tuition is \$998 per student, which includes all educational services and materials.

When paying by Intra-Governmental Payment and Collection (IPAC), an Interagency Agreement (IAA) is required if sending three or more trainees. When paying by Government Purchase Card (GPC), an IAA is preferred if sending three or more trainees and payment can be processed in one transaction (versus separate transactions).

If you need help completing this form or need a copy of an IAA, please contact SuitEAttraining@opm.gov.

Section A – Trainee Information

Desired Session						
Trainee's Last Name				Work Email		
Trainee's First Name				Work Phone		Ext.
Name of Agency/Department				Agency		

Section B – Payment Information

OPM only accepts IPAC and Government Purchase Card (GPC) Payments. The ALC and TAS codes are required for both payment types.

Agency Location Code (ALC) <i>Must be 8 digits</i>								
Component Treasury Account Symbol (TAS) <i>Required as of 10/1/2014 for all methods of payment</i>	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
OR Current TAS format								

OPM's ALC: 24000001							
SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
		024			X	4571	024
OPM's TAS: 24X4571.24							

Please select either IPAC or GPC and provide the requested information:

IPAC Payment – Complete All Fields Below (OPM will initiate all IPACs)				
Line of Accounting			Object Class Code	
Fiscal Station Number <i>(DoD Only)</i>		BPN/DUNS	OPM's BPN/DUNS: 126536929	
Obligating Document Number <i>(Attach Document)</i>			OPM's Tax ID: 52-1136517	

OR

GPC Payment – We reserve the right to bill prior to the start of class					
GPC Number		GPC Expiration Date (MM/YY)		GPC Verification Code	
Complete street address associated with the GPC				Zip Code	
GPC Holder Name			GPC Holder Phone		

Section C – Approvals

Authorizing Official (AO) is anyone who is able to authorize the charge from your agency.

AO Name		AO Phone		Ext.	
Title		Email			
Signature		Date Signed			

OPM Internal Use Only

Suitability Training Support Name				
Suitability Training Support Signature		Date Signed		

Submit upon completion to SuitEAttraining@opm.gov.