

Suitability Action Procedures for Suitability Adjudicators – Payment Form

Each trainee must complete a separate form. Tuition is \$1,068 per student, which includes all educational services and materials. Travel, meals, and lodging are at the expense of the trainee's agency.

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>								OPM's ALC: 24000001								
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	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
											024			X	4571	
OR Current TAS format								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.