

Fundamentals of Suitability for Suitability and Fitness Adjudicators – Payment Form

Each trainee must complete a separate form.

Tuition is \$1,235 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 SuitEtraining@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	024
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 SuitEtraining@opm.gov.