NGID-HRO   12 April 2024

MEMORANDUM FOR: Idaho Army National Guard Federal Employees

SUBJECT: HR Policy Letter 010; Submission of Standard Form (SF) 182, Authorization, Agreement and Certification of Training for Employee Training and Travel

1. All IDARNG federal employees must submit a completed SF 182 to the HRO-Human Resource Development Specialist (HRDS) to request training or employee mission travel.

2. Proper completion of the SF 182 is essential as the approving official needs sufficient information to ensure the requested training meets regulatory provisions and internal organizational policy, as well as ensuring the correct employee is attending the training. The HRDS is required to record all completed training for federal employees in the Defense Civilian Personnel Data System (DCPDS). **Certificates of completion need to be emailed to the HRO-HRD Specialist within 5 days of course completion.**

3. The following procedures will expedite the processing of SF 182s:

    a. The SF 182 is due **no less than** 10 business days before the start of travel. If received on day 10 or less, the SF 182 will be considered late and may be subject to disapproval without justification or prior approval from the HRO. Late submission of the SF 182 may also delay DTS authorization and processing.

    b. The SF 182 (ID HRO Form 010 Annex A) must have adequate supporting documentation to accompany the request for training or travel. Examples of supporting documentation include, but are not limited to, the memorandum of intent or e-mail announcing the training, website with details of training, a photocopy of course information if located in a training catalog, etc. The SF 182 must be completed in its entirety. Block 20 must clearly identify the training objective (i.e., the purpose/goal that one's efforts or actions are intended to attain or accomplish). If block 20 is not completed, the SF 182 will be returned to the supervisor for completion. If your travel requires the use of a rental vehicle, a signed special conveyance memo is required with the SF 182 to be approved in DTS.

    c. If a federal employee is traveling to complete a mission which relates to their federal duties and not their military duties, the HRO requires a SF 182 to support the Defense Travel System (DTS) request. The HRO will not approve any requests for training related to military duties; those requests need to be submitted through the

appropriate military channels. For a mission travel request, only section A, section B blocks 1, 3, 4, and 20, section D, and section E on the SF 182 must be completed. An example with explanations can be found in ID HRO Form 010 Annex B.

     d. Employees requesting courses listed in the Army Training Requirements and Resource System (ATRRS) need to send their SF 182 to the HRO-HRDS. This includes most trainings conducted at the Professional Education Center (PEC). The HRDS will input the request in ATRRS, and the employee will be notified by a system generated e-mail as to whether they have a reservation in the course or are placed in a wait status. If you wish to attend a course in ATRRS in a civilian status, the HRO-HRDS will input the request in ATRSS instead of your unit clerk. Requests for training in ATRRS should include, as a minimum, the following information: course title, course number, and class number (ex: ARNG Retirement Counselor, FTS-014, Class number 001). If you are not sure how to get this information, reach out the HRO-HRDS and they will assist in getting the information needed. Do not start an authorization in DTS until you have a reservation in the training you are asking to attend. If you are waitlisted for a training 45 days out the training will open and if there are enough seats your request will roll to a reservation, then you can start your authorization in DTS process. You will be notified by via your work email of your status through the ATRRS system.

     e. Employees attending Centrally Funded courses at PEC will receive an e-mail notification once their seat is reserved. This notification will include a Line of Accounting (LOA) which will be available in DTS for selection in the accounting section under the cross-org field. Students may create their authorization order in DTS any time after securing a reservation in ATRRS. Students should type the ATRRS course number and PEC funded in the DTS trip description block. Once the SF 182 has been approved, the technician may request authorization/order in DTS. Do not perform this step until the training request has been approved by the HRO-HRDS. Rental car requests are not authorized for employees lodged at PEC. Any exceptions will be made on a case-by-case basis. Do not start a DTS authorization until you have a reservation in the training you are asking to attend. If you are in a waitlist status the seats will open 15 days prior to the training start date. You will be notified via your work email of your status through the ATRRS system.

4. Temporary employees are not authorized TDY travel. If there is a bonafide need for a temporary employee to attend a training submit the SF 182 and substantiating documentation, why this person needs to attend the training. This requires approval from the HRO before the SF 182 will be signed and returned to the supervisor.

5. The method of submitting SF 182's is via e-mail to ng.id.idarng.mbx.idarng-sf52@army.mil

6. This policy supersedes HR Policy Letter 20-002.

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7. Any questions may be directed to Human Resource Development SPC (HRDS) at (208) 272-4226.

Encl   James W. Hicks
ID HRO Form 010 ANNEX A   COL, GS, IDNG
ID HRO Form 010 ANNEX B   Director, Human Resources Office