



IDAHO NATIONAL GUARD
JOINT FORCE HEADQUARTERS
HUMAN RESOURCE OFFICE
4794 GENERAL MANNING AVE, BLDG 442
BOISE, IDAHO 83705-8112



4 August 2020

MEMORANDUM FOR Idaho Army National Guard Employees

SUBJECT: HR Policy Letter 20-002; 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 (HRD) Specialist in order to request training or employee mission travel. On occasion, Air employees will also be required to submit a completed SF 182 to the HRO-HRD Specialist.
2. Proper completion of the SF 182 is essential as the approving official needs sufficient information to ensure the requested training is in compliance with regulatory provisions and internal organizational policy, as well as making sure the correct person is attending the training. The HRD office is required to record all completed training for federal employees in the Defense Civilian Personnel Data System (DCPDS); therefore, all appropriate information including the member's social security number on the SF 182 is required. Certificates of completion need to be emailed to the HRO-HRD Specialist.
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 being disapproved without justification or prior approval from the HRO. Late submission of the SF 182 may also result in a delayed DTS authorization and processing.
 - b. The SF 182 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 18 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 18 is not completed, the SF 182 will be returned to the supervisor for completion.
 - 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 3, 4, and 18 and sections D on the SF 182 must be completed.

d. Employees requesting courses listed in the Army Training Requirements and Resource System (ATRRS) at the Professional Education Center (PEC) will need to send their SF 182 to the HRO-HRDS. The HRDS will input the request to 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. This means that if you wish to attend a course at PEC in civilian status, do not have your unit clerk input the request in ATRRS, the HRO-HRDS will perform this task. Requests for training at PEC should include, as a minimum, the following information: course title, course number, and class number (ex: ARNG Retirement Counselor, FTS-014, Class number 001). Rental car requests are not authorized for employees lodged at PEC. Any exceptions will be made on a case-by-case basis.

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 has been approved by the HRO-HRDS.

4. The required method of receiving SF 182's is via e-mail to the HRO-HRDS.

5. This policy supersedes HR Policy Letter 16-001. Any questions may be directed to Gina Giddens, HRDS at (208) 272-4226 or janina.giddens@us.af.mil.

KEVIN K. DAWKINS
Colonel
Human Resource Officer, IDNG