



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



JFHQ-ID/J1HR

26 May 2015

MEMORANDUM FOR Idaho Army National Guard Federal Technicians

SUBJECT: HR Policy Letter 15-002; Submission of Standard Form (SF) 182, Authorization, Agreement and Certification of Training for Technician Training and Travel

1. Effective immediately, all IDARNG technicians must submit a completed Standard Form (SF) 182 to the HRO-HRD Specialist in order to request training or technician mission travel.
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. Because this office is required to record all completed training for technicians in the Defense Civilian Personnel Data System (DCPDS) all appropriate information including the member's social security number on the SF 182 is required. Certificates of completion need to be forwarded 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.
 - b. The SF 182 must have adequate supporting documentation to accompany the request for training or travel. Examples of supporting documentation includes, but is not limited to, the memorandum of intent or email announcing the training, website with details of training, a photocopy of the with the 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 filled out the SF 182 will be returned to the supervisor for completion.
 - c. If a technician is traveling to complete a mission which relates to their technician 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 request 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 filled in.
 - 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 ATTRS and the employee will be notified by a system generated email 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 technician status, please 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 as well as the class number (for example: 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. Technicians attending Centrally Funded courses at PEC will receive an email notification once their seat is reserved. This notification will include a Line of Accounting (LOA) which will be available in the Defense Travel System (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. Please do not perform this step until the training has been approved by the HRO-HRDS.

4. The preferred method of receiving SF 182s is via email to the HRO-HRDS with digital signatures. If unable to email, hard copies will be accepted as well with all required signatures.

5. Any questions may be directed to TSgt Melissa Loepp, Human Resources Development Specialist (HRDS) at (208) 272-4226 or at Melissa.a.loepp.mil@mail.mil

\\Signed\\
KEVIN K. DAWKINS
Colonel, IDANG
Human Resource Officer