



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
JOINT FORCE HEADQUARTERS, MAINE NATIONAL GUARD
33 STATE HOUSE STATION
AUGUSTA, ME 04333-0033

MENG- HRO

01 June 2013

MEMORANDUM FOR All Maine National Guard (MENG) Technicians and Technician Supervisors

SUBJECT: Instructions on Use of SF 182 (Authorization, Agreement and Certification of Training)

1. References:

- a. Technician Personnel Regulation (TPR) 400, dated 14 September 2007.
 - b. Undersecretary of Defense Letter, dated 29 October 2007, Subject: Documenting and Reporting Civilian Training Requirements.
2. This memorandum provides instruction on the preparation of the SF 182, "Authorization, Agreement, and Certification of Training" which replaced the DD Form 1556, "Request, Authorization, Agreement, Certification of Training and Reimbursement."
3. The SF 182 is required for all MENG Technician training along with supporting documentation. A fillable SF 182 I PDF format capable of digital signature is available on the Office of Personnel Management (OPM) website, http://opm.gov/forms/pdf_fill/SF182.pdf or on the Maine Human Resources Office (HRO) website under, Forms <http://www.me.ngb.army.mil/dhr/FORMS/DEFAULTT.htm>
4. The electronic SF 52 is a two (2) page form followed by twelve (12) pages of privacy act information, continued service agreement, and instructions.
5. Procedure for Maine Air National Guard (MEANG) Technicians:
- a. The Technician and their first line supervisor will complete:
- | <u>SECTION</u> | <u>BLOCKS</u> |
|----------------------------------|--|
| A- Trainee Information | Complete All Blocks |
| B- Training Course Data | Complete All, Block 8 code will be 01, 02, or 03 |
| C- Costs and Billing Information | 1, 2, and 6 |

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b. The first line supervisor obtains the signature of the Base Training Office, 101 ARW/DPMT, in section BB, block 19 that certifies the proposed training/ course in Technician status does not lead to the award of an AFSC; is not a prerequisite for a military assignment; does not include mandatory physical fitness assessment, drug testing, weigh-ins, or requires other military standards for completion. The signature also confirms, if necessary, the coordination of a class seat. The Technician's first line supervisor will sign Section D, Block 1 then forward to the appropriate Group Commander or Detachment Commander for review and signature in Section D, Block 2.

c. The SF 182 will then be forwarded to the MeANG Comptroller, 101ARW/FFM, for funding approval and completion of Section E.

d. Following approval, the SF 182 will be sent to the Human Resources Development Specialist (HRDS), Human Resources Office (HRO, in Augusta, accompanied by supporting documentation for the training. The HRDS will review and sign as the Training Officer in Section D, Block 3 and assign a tracking number on the top of page 1.

e. The HRDS will send the Technician/ supervisor, via email, a scanned copy of pages one and two, containing all the signatures and an HRO evaluation form. Within ten (10) days following completion of the training, the Technician will complete the evaluation form and forward to their first line supervisor. The first line supervisor will sign in Section F (page 2) and return it to the HRDS.

f. If more than three (3) Technicians are attending the same training on the same date, Section A, Block 1 should state "See Attached List". The list must be in spreadsheet format and include names, social security numbers, position titles, email addresses, and signed by their first line supervisor. The function sponsoring the training will complete Section B and C, to include Block 19 signature from the Base Training Office, 101 ARW/ DPMT. The appropriate Group Commander or Detachment Commander will sign Section D, Block 1 and the SF 182 will follow the same procedures as outlined in paragraphs c, d, and e above.

6. Procedure for the Maine Army National Guard (MEARNG) Technicians:

a. The Technician and their first line supervisor will complete:

SECTION	BLOCKS
A- Trainee Information	Complete All Blocks
B- Training Course Data	Complete All, Block 8 will be 01, 02, or 03
C- Costs and Billing Info	Blocks 1 and 2

b. The Technicians first line supervisor will certify Section D, Block 1 that the above sections are reviewed, then forward to the Technicians second line supervisor/ Director/ Commander for review and signature in Section D, Block 2.

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c. The SF 182 will be sent to the HRDS accompanied by supporting documentation. The HRDS will review and sign Section D, Block 3, and assign a tracking number on the top of page one. The HRO/ Deputy HRO will sign in Section E for funding approval.

d. The HRDS will initiate Army Training Requirement and Resources System (ATRRS) applications for any school attended in a Technician status ensuring the school does not lead to the award of an MOS; is not the prerequisite for a military assignment; does not include mandatory physical fitness assessment, drug testing, weigh ins, or require military standards for completion.

e. The HRDS will send the Technician/ supervisor, via email, a scanned copy of pages one and two containing all the signatures and an HRO evaluation form. Within ten (10) days following the completions of the training, the Technician will complete the evaluation form and forward to their first line supervisor. The first line supervisor will sign in section F (page two) and return to the HRDS.

f. Army Technicians must receive confirmation of SF 182 approval and an ATRRS status of "reserved" prior to any submission of Defense travel System (DTS) travel requests for training.

g. . If more than three (3) Technicians are attending the same training on the same date, Section A, Block 1 should state "See Attached List". The list must be in spreadsheet format and include names, social security numbers, position titles, email addresses, and signed by their first line supervisor. The Directorate sponsoring the training will complete Section B and C. The Director/ Commander will sign Section D, Block 1 and the SF 182 will follow the same procedures as outlined in paragraphs c, d, and e above.

7. SF 182 for group training sponsored by the HRO will be completed by the HRDS.

8. If you have any questions, the point of contact is the HRDS, Sergeant Cara MacVane, Phone 207-430-6019, cara.e.macvane.mil@mail.mil.

FOR THE ADJUTANT GENERAL:


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