

**DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033**

MENG-HRO

8 October 2008

MEMORANDUM FOR All Maine National Guard (MENG) Technicians & 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. Under Secretary 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 in PDF format capable of digital signature is available on the Office of Personnel Management (OPM) website, http://www.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/DEFAULT.htm>

4. The electronic SF-182 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:

SECTION
A – Trainee Information
B – Training Course Data
C – Costs and Billing Info

BLOCKS
All
All. Block 8 code will be 01, 02, or 03.
1, 2, and 6.

b. The first line supervisor obtains the signature of the Base Training Office, 101ARW/DPMT, in Section B 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/FM, 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 assigns a tracking number on the top of page 1.

e. The HRDS will send the Technician/supervisor, via email, a scanned copy of pages 1 and 2 containing all 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 two) 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 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, 101ARW/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 Maine Army National Guard (MEARNG) 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 Blocks. Block 8 will be 01, 02, or 03.
C – Costs and Billing Info	Blocks 1, and 2.

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

c. The SF-182 will be sent to the HRDS accompanied by supporting documentation. The HRDS will review and sign Section D, Block 3 assign a tracking number on the top of page 1. The HRO/Deputy HRO will sign in Section E for funding approval.

d. The HRDS will initiate Army Training Requirements 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 a prerequisite for a military assignment; does not include mandatory physical fitness assessment, drug testing, weigh-ins, or requires other military standards for completion.

e. The HRDS will send the Technician/supervisor, via email, a scanned copy of pages 1 and 2 containing all 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 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 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 HRO will be completed by the HRDS.

8. If you have any questions, the point of contact is the HRDS, Major Lydia Jordan, Commercial Phone (207) 626-4272 , DSN 626-4272 Email: lydia.a.jordan@us.army.mil .

FOR THE ADJUTANT GENERAL:



ERIC W. LIND
Colonel, MeANG
Human Resources Officer