

DEPARTMENT OF DEFENSE  
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND  
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3091

\*USMEPCOM Regulation  
No. 350-5

Effective date:

**Training**  
**Request for Authorization, Agreement, and Certification for Training (SF-182)**

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FOR THE COMMANDER:

J. Cunningham  
Deputy Commander/Chief of Staff

**DISTRIBUTION:**

Unlimited. This Regulation is approved for public release.

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**Executive Summary.** This Regulation:

a. Provides routing procedures for the use of Standard Form (SF) 182, Authorization, Agreement, and Certification of Training within the United States Military Entrance Processing Command (USMEPCOM).

b. Integrates and supersedes policy announced in UMR 350-1, Command Training Program.

**Applicability.** This regulation applies to all organizational elements of USMEPCOM.

**Supplementation.** Except where authorized under the provisions of this UMR, supplementation of this instruction is prohibited without prior approval from HQ USMEPCOM, ATTN: J-1/MEHR-WTC, 2834 Green Bay Road, North Chicago, IL 60064-3091.

**Suggested Improvements.** The proponent agency of this regulation is HQ USMEPCOM, J-1/Human Resources Directorate, Workforce Development Training and Conferences Division (J-1/MEHR-WTC). Users are invited to send comments and suggested improvements on [Department of the Army \(DA\) Form 2028, Recommended Changes to Publications and Blank Forms](#), or memorandum to HQ USMEPCOM, ATTN: J-1/MEHR-WTC, 2834 Green Bay Road, North Chicago, IL 60064-3091.

**Internal Control Process.** Not Applicable.

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\*This Regulation rescinds and supersedes SF-182 process originally outlined in UMR 350-1

**Table of Contents (TOC)**

	<b>Paragraph</b>	<b>Page</b>
<b><u>Chapter 1</u></b>		
<b>General</b>		
Purpose	1-1	1
References	1-2	1
Abbreviations and Terms	1-3	1
Responsibilities	1-4	1
Definition	1-5	2
Background	1-6	2
<b><u>Chapter 2</u></b>		
<b>Protection of Government Interests</b>		
Failure to attend, employee fails, or does not complete training	2-1	4
Agreement to Continue in Service	2-2	6
Conference Attendance in accordance with DoD Policy	2-3	8
Conference Attendance by USMEPCOM Personnel	2-4	8
<b>Appendices</b>		
<b><u>A.</u></b> References		9
<b><u>B.</u></b> Glossary		10

## **Chapter 1**

### **General**

#### **1-1. Purpose**

This regulation prescribes policy, procedures, and responsibilities for the Training Authorization, Agreement and Certification (SF-182) processes for USMEPCOM. This regulation does not supersede specific training policies of the Military Services or the Department of Defense (DoD). Requests for clarification and assistance may be directed to the Workforce Development Training and Conferences Division (WTC).

#### **1-2. References**

References are listed in [Appendix A](#).

#### **1-3. Abbreviations and Terms**

Abbreviations and terms used in this regulation are listed in [Appendix B, Glossary](#).

#### **1-4. Responsibilities**

Individuals as well as supervisors at all levels are responsible for investing in training and development and implementing effective strategies for ensuring that the most cost effective means are utilized.

a. The USMEPCOM Commander will:

(1) Exercise overall responsibility for policy, procedures, and requirements for requesting training and the allocation of funds for USMEPCOM personnel.

(2) Support the investment in the USMEPCOM human capital as a strategic asset by deliberate planning, budgeting, operation, evaluation, and improvement of Training and Education activities and programs for employees that will enhance individual and organizational performance, assist in achieving performance objectives, achieving USMEPCOM's mission, and maximizing return on investment to USMEPCOM.

b. The Director, J-1/Human Resources Directorate, will:

(1) Manage and maintain administrative oversight of the SF-182, Authorization, Agreement and Certification of Training request program.

(2) Establish policies and procedures for creating, routing, and processing of the SF-182, Authorization, Agreement and Certification of Training request.

(3) Establish and publish September 15th as the end of fiscal year deadline for all training requests, unless approved by the USMEPCOM Deputy Commander/Chief of Staff.

(4) Process and track all training being conducted via the GAE System and Task Management Tool (TMT) and provide monthly updates to the Office of Personnel Management (OPM) via Defense Civilian Personnel Data System (DCPDS).

(5) Manage and maintain oversight of the Training Government Purchase Card (GPC) IAW all governing regulations for all training conducted.

(6) Ensure all training is procured with the GPC through the J-1/Human Resources Directorate

Accounting Official.

(7) Provide resources for researching targeted training that satisfies the employee's intentions, is aligned with the employee's Occupational Series, and is strategically aligned to the Command's mission and vision.

(8) Review SF-182s in GAE and TMT to ensure they are strategically aligned, similar training requests are consolidated when practical, and associated costs are the best use of government funds.

(9) Advertise locally procured group resident training via Information Message for HQ USMEPCOM personnel.

c. Director, J-8 Resource Management Directorate (J-8/MERM) will:

(1) Track and provide continuous fund control via General Fund Enterprise Business Systems (GFEBS), of all funds utilized for training purposes.

(2) Apply Line of Accounting to all SF-182s and E-orders numbers to all Purchase Requests for training.

d. Directors and Special Staff Officers will:

(1) Develop and implement internal policies and procedures to ensure training funds utilized based on employees' IDP in ACT.

(2) Ensure that civilian and Army personnel are registered and request training utilizing GAE when using USMEPCOM funds. (Non-Army personnel see para. 1-6)

(3) Ensure all assigned civilian and Army personnel have established accounts in Army Knowledge Online (AKO), ACT, and GAE. Non-Army supervisors must obtain an Army sponsor.

(4) Ensure all assigned civilian and Army personnel have an approved IDP in ACT within 60 days from date of hire, and 30 days of start of appraisal cycle.

(5) Ensure that all supervisors of civilians and Army personnel are registered in ACT and have established a supervisor, and user account in GAE.

(6) Ensure supervisors have reviewed SF-182s in GAE and TMT to verify similar training requests are consolidated when practical, are strategically aligned, and associated costs are the best use of government funds. (Non-Army personnel see para. 1-6)

(7) Designate funding sources (Command, G 3/5/7 or Career Program funds) in GAE.

(8) Ensure that employees seek training from vendors and schools that are registered in GAE.

(9) Develop and implement internal tracking procedures for accountability of funds requested in all SF-182 requests.

(10) Coordinate locally procured group resident training with J-1/MEHR-WTC to ensure best use of government funds as well as maximize participation.

e. Sector Commanders (MEES/MEWS) will:

- (1) Develop and implement policies and procedures to ensure Sector training funds are being utilized based on employees' IDPs in ACT.
- (2) Establish budget for utilization and execution of HQ Sector training funds.
- (3) Maintain oversight of subordinate Battalion training budgets.
- (4) Develop and implement policies and procedures to ensure Sector's training dollar requests are included in the budget.
- (5) Request training funds based on employees' IDPs in ACT.
- (6) Ensure that civilian and Army personnel are registered and request training utilizing GAE when using USMEPCOM funds. (Non-Army personnel see para. 1-6)
- (7) Ensure all assigned civilian and Army personnel have established accounts in AKO, ACT and GAE (Non-Army personnel see para. 1-6).
- (8) Ensure all assigned civilian and Army personnel have an approved IDP in ACT within 60 days from date of hire, and 30 days of start of appraisal cycle.
- (9) Ensure that all supervisors of civilians and Army personnel are registered in ACT and have established a supervisor, and user account in GAE. (Non-Army personnel see para. 1-6).
- (10) Ensure supervisors have reviewed SF-182s in GAE and/or TMT to verify similar training requests are consolidated when practical, are strategically aligned, and associated costs are the best use of government funds (Non-Army personnel see para. 1-6).
- (11) Designate funding sources (Command, G 3/5/7 or Career Program funds) in GAE.
- (12) Ensure that employees seek training from vendors and schools that are registered in GAE.
- (13) Develop and implement internal tracking procedures for accountability of funds requested via the SF-182.
- (14) Coordinate locally procured group resident training with J-1/MEHR-WTC to ensure best use of government funds as well as maximize participation.

f. Battalion Commanders will:

- (1) Develop and implement policies and procedures to ensure Battalion training funds are being utilized based on employees' IDPs in ACT.
- (2) Develop and implement policies and procedures to ensure training requests are being consolidated when practical, training is strategically aligned, and associated costs are the best use of government funds.

(3) Ensure that civilian and Army personnel are registered and request training utilizing GAE when using USMEPCOM funds (Non-Army personnel see para. 1-6).

(4) Ensure all assigned civilian and Army personnel have established accounts in ACT and GAE (Non-Army personnel see para. 1-6).

(5) Ensure all assigned civilian and Army personnel have an approved IDP in ACT within 60 days from date of hire, and 30 days of start of appraisal cycle.

(6) Ensure that all supervisors of civilians and Army personnel are registered in ACT and have established a supervisor, and user account in GAE (Non-Army personnel see para. 1-6).

(7) Track and consolidate MEPS training requests and budget for Battalion training funds.

(8) Request training funds based on employees' IDPs in ACT.

(9) Ensure supervisors have reviewed SF-182s in GAE and TMT to verify similar training requests are consolidated when practical, are strategically aligned, and associated costs are the best use of government funds.

(10) Ensure that employees seek training from vendors and schools that are registered in GAE.

(11) Develop and implement internal tracking procedures for accountability of funds requested via SF-182.

(12) Designate funding sources (Command, G 3/5/7 or Career Program funds) in GAE.

g. MEPS Commanders will:

(1) Develop and implement policies and procedures to ensure MEPS training funds are being utilized based on employees' IDPs in ACT.

(2) Develop and implement policies and procedures to ensure training requests are being consolidated when practical, training is strategically aligned, and associated costs are the best use of government funds.

(3) Ensure that assigned civilian and Army personnel are registered and request training utilizing GAE when using USMEPCOM funds (Non-Army personnel see para. 1-6).

(4) Ensure all assigned civilian and Army personnel have established accounts in ACT and GAE (Non-Army personnel see para. 1-6).

(5) Ensure all assigned civilian and Army personnel have an approved IDP in ACT within 60 days from hire date, and 30 days of start of appraisal cycle.

(6) Ensure that all supervisors of civilians and Army personnel are registered in ACT and have established a supervisor, and user account in GAE (Non-Army personnel see para. 1-6).

(7) Request training funds based on employees' IDP requests in ACT.

(8) Track all MEPS training requests and budget for MEPS training funds.

(9) Ensure supervisors have reviewed SF-182s in GAE and TMT to verify similar training requests are consolidated when practical, are strategically aligned, and associated costs are the best use of government funds.

(10) Ensure that employees seek training from vendors and schools that are registered in GAE.

(11) Develop and implement internal procedures for tracking and accountability of funds requested via the SF-182 to ensure training funds being requested via the SF-182 are tracked and accounted for.

(12) Designate funding sources (Command, G 3/5/7 or Career Program funds) in GAE.

h. Immediate Supervisors will:

(1) Register for both a student and supervisor account in GAE.

(2) Ensure that assigned civilian and Army personnel are registered and request training utilizing GAE when using USMEPCOM funds. (Non-Army personnel see para. 1-6)

(3) Ensure all assigned civilian and Army personnel have established accounts in ACT and GAE.

(4) Ensure all assigned civilian and Army personnel have an approved IDP in ACT within 60 days from date of hire, and 30 days of start of appraisal cycle.

(5) Ensure all training requests are documented in the IDP in ACT.

(6) Review and approve SF-182s in GAE and TMT, ensuring requests are strategically aligned and associated cost are the best use of government funds within three to five business days.

(7) Designate funding sources (Command, G 3/5/7 or Career Program funds) in GAE.

(8) Notify J-1/MEHR-WTC if individual's status of attendance at training has changed.

i. USMEPCOM civilian and military personnel will:

(1) Register and/or update account in AKO, ACT and GAE within 30 days of reporting onboard.

(2) Identify and select immediate supervisor in ACT.

(3) Request training via SF-182 or in GAE when utilizing USMEPCOM funds.

(4) Submit an IDP in ACT within 60 days from hire date, and 30 days from the start of appraisal cycle for supervisor review.

(5) Research training opportunities to keep current in their Occupational Series and registered in ACT.

(6) Designate funding sources (Command, G 3/5/7 or Career Program funds) in GAE.

(7) Notify J-1/MEHR-WTC if individual's status of attendance at training has changed.

j. USMEPCOM Training Accountable Officers (AO) Primary and Alternate will:

(1) Complete all training requirements (e.g. DAU and Service/Agency GPC, Certifying Officer Legislative training) prior to appointment/delegation of authority.

(2) Complete annual ethics training.

(3) Complete DoD GPC refresher training every two years.

(4) Be designated in writing on Appointment/Termination record-Authorized Signature DD FORM 577, NOV 2014.

(5) Establish accounts in Purchase Card Online System (PCOLS) and GFEBS.

(6) Be responsible for execution of training GPC transactions.

(7) Validate training GPC accounts monthly.

k. USMEPCOM Training GPC Card Holders (CH) will:

(1) Complete all training requirements (e.g. DAU and Service/Agency GPC, Certifying Officer Legislative training) prior to appointment.

(2) Complete annual ethics training.

(3) Complete DoD GPC refresher training every two years.

(4) Be designated in writing on Appointment/Termination record-Authorized Signature DD FORM 577, NOV 2014.

(5) Establish accounts in PCOLS and U.S. Bank.

(6) Be responsible for execution of training GPC transactions.

(7) Process payments for training purposes.

(8) Collect and maintain all applicable documentation.

(9) Review and reconcile monthly statements.

(10) Notify the Billing Official (BO) of unusual/questionable requests and disputable transactions.

(11) Maintain physical security of the training GPC to avoid unauthorized use, allow no one to use the training GPC, and do not release the GPC account number to entities other than a merchant processing a transaction.

(12) Notify the BO of a lost, stolen, or compromised training GPC within one business day so the BO can meet the requirement to submit a report to the Level 4 Agency/Organization Program Coordinator



(A/OPC) within five business days.

(13) Maintain the Servicing Bank's EAS purchase log throughout the billing cycle, reconciling all transactions and approving the statement of account within three business days of the end of the billing cycle.

(14) Notify the BO prior to departure, when you will be on leave or travel and will not be available to promptly sign and forward the Cardholder (CH) statement of account.

(15) Provide the BO upon departure the disposition of CH records and transfer all CH records to the BO with all statements, supporting documentation, receipts, and logs.

### **1-5. Definitions**

Training is defined as the process of providing for, making available to an employee, and placing or enrolling the employee in a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine instruction or education, which will improve individual and organizational performance and assist in achieving the command's mission and performance goals.

Unauthorized commitment as defined in the Federal Acquisition Regulation (FAR), means an agreement that is not binding solely because the government representative who made it lacked the authority to enter into that agreement on behalf of the government.

Ratification, as used in para. 2-2, means the act of approving an unauthorized commitment by an official who has the authority to do so. FAR Supplement 5101.602-3 (Ratification of Unauthorized Commitments).

### **1-6. Background**

Go Army Ed (GAE) is the Army's virtual gateway to request Tuition Assistance (TA), ACTEDS funding, and approval of training applications and SF-182s online. This system is a dynamic online portal that automates many of the paper-based processes historically conducted by Army Education Counselors, Career Program Managers, and Training Managers. It is a one-stop location for managing education, training, professional development, as well as managing and resourcing training requests. GAE is the authoritative source for the SF-182. GAE simplifies registering for courses approved in the Army Career Tracker (ACT) Individual Development Plan (IDP).

Non-Army military members are required to submit requests for training from their service branch via J-1/MEHR-SD MSM Service Liaisons. Military training utilizing USMEPCOM funds requires an SF-182 be submitted through their chain of commands Task Management Tool (TMT) for approval.

The training GPC shall be used as a method of payment for all commercial training \$25,000 and below. The SF-182 must be completed for training up to \$25,000. If training costs exceed \$25,000, submit the training requirement through J-1/MEHR-WTC to your local contracting office.

## Chapter 2

### Protection of Government Interests

#### 2-1. Failure to attend, employee fails, or does not satisfactorily complete approved training

Commanders at all levels must ensure that the Government's interests are protected when an employee fails to complete training for which DA pays all or part of the training expenses (This includes both Government and non-Government training). Prior to approving any training that involves a cost to the command, supervisors will ensure that employees and military members are fully aware of the consequences for unauthorized non-attendance, failing a training course, or not successfully completing training as stated in AR 690-400, Chapter 410, Subchapter 6-4b(2).

#### 2-2. Unauthorized commitments

Only warranted contracting officers and designated Government Purchase Cardholders have the authority to contractually bind the government. No other person may attempt, either orally or in writing, to bind the government to purchase, lease supplies, services, or construction. An agreement to purchase or lease supplies, services, or construction by a person lacking contractual authority is not binding on the government. A person entering into a purchase or lease agreement without the contractual authority to do so is making an unauthorized commitment. Persons who make unauthorized commitments are in violation of federal procurement law and regulations and may be financially liable for the commitment, subject to action under the Uniform Code of Military Justice, liable under the Anti-deficiency Act and/or subject to adverse administrative action, as appropriate.

#### 2-3. Agreement to Continue in Service

Prior to approving any training that involves a Continued Service Agreement, supervisors will ensure that employees are fully aware of the policy as stated in Title 5, U.S. Code (USC), and Section 4108. The Continued Service Agreement will automatically be created via GAE when applicable.

a. [Title 5, U. S Code \(USC\), Section 4108](#) requires each employee to sign an agreement with the government before assignment to training that exceeds the amounts specified in paragraph b, below. The employee will agree to (1) continue in the service of his/her agency at least three times the length of the training period, commencing upon completion of the training, and (2) pay back expenses if he/she voluntarily separates from his/her agency prior to completion of the service obligation period.

b. Department of the Army policy requires civilian employees selected for non-government training in excess of 40 hours *and* Government or non-Government long-term training and education programs in excess of 160 calendar days, to complete a continued service agreement *before* assignment to the training. The period of service will equal at least three times the length of the training, to begin upon the employee's return to duty following training completion. J-1/MEHR-CP will retain a copy of each signed agreement (see SF-182 attachment 2) and monitor execution of the obligation period. Completed SF 182, corresponding attachments and supporting documentation will be retained under Record Number 350d/600E, "Training Information Program Files"; Privacy Act #A0351DAPE; keep in office file until record is 3 years old, then destroy.

#### 2-4. Conference Attendance by USMEPCOM Personnel

Conference attendance by an employee or a military member is subject to a determination by the relevant approving authority that such attendance is appropriately related to the performance of the employee's/military member's official duties and that the expense of attendance is justified on that basis. An approved group SF-182 is required for training conference attendance by civilian and military personnel.

## **Appendix A References**

### ***Section I***

#### ***Publications referenced in or related to this publication***

**Government Employees Training Act (GETA) of 1958**

**5 Code of Federal Regulations, Code 410, “Training”**

**US Officer of Personnel Management Guide for Collection and Management of Training Information dated August 2008**

**Title 5 US Code 4108, Employee Agreements of Service after Training**

**AR 350-1**

Army Training and Leader Development, dated 10 December 2017

**AR 690-400, Chapter 410 Subchapter 6-4b(2),**

Protection of Government’s Interests

**Department of Defense (DoD) Conference Guidance, Version 4.0 dated June 26, 2016**

### ***Section II***

#### ***Forms referenced in or related to this publication***

**SF-182**

Authorization, Agreement and Certification of Training

### ***Section III***

#### ***Recordkeeping Requirements***

**RN 1/800D: General Administrative Correspondence Files**

**Appendix B**  
**Glossary**

*Section I Abbreviations*

**BN**  
Battalion

**HQ**  
Headquarters

**DA**  
Department of the Army

**DoD**  
Department of Defense

**EEO**  
Employment Equal Opportunity

**ESS**  
Education Services Specialist

**GAE**  
Go Army Education

**TMT**  
Task Management Tool

**ITS**  
Information Technology Specialist

**MECE**  
Command Executive Officer

**MEDC**  
Deputy Commander/Chief of Staff

**MEHR**  
Director Human Resource Directorate

**MEJA**  
Staff Judge Advocate

**MEPS**  
Military Entrance Processing Station

**MERM**  
Director Resource Management Directorate

**MICC**

Mission & Installation Contracting Command

**OMB**

Office of Management and Budget

**OSD**

Office of the Secretary of Defense

**POC**

Point of Contact

**PR**

Programs Division

**SPEAR**

Sharing Policy Experience and Resources

**SJA**

Staff Judge Advocates

**TAD**

Temporary Assigned Duty

**TDY**

Temporary Duty Assignment

**USMEPCOM**

United States Military Entrance Processing Command

**UMR**

United States Military Entrance Processing Command Regulation

**WTC**

Workforce Development Training and Conferences Division

***Section II Terms***

N/A