

Tab 2 to ANNEX C - Instructions for Completing SF-182

Please follow these instructions line by line for completing the SF-182. The areas that must be filled in are **highlighted**. Completing the SF-182 correctly facilitates the training staff ability to process the training request in a prompt and efficient manner. In some cases, the form may be returned to you for corrections, which will delay the application process.

TOP ROW LEAVE BLANK THIS IS FOR USE BY THE TRAINING OFFICE.

Section A- TRAINEE INFORMATION

Block 1 - Your name, last, first, middle initial.

Block 2 SSN#.

Block 3 DATE OF BIRTH(YYYY-MM-DD).

Block 4 HOME ADDRESS

Code	Education Level	Code	Education Level
00	Not applicable	11	3 years of college
01	No formal or some elementary	12	4 years of college
02	Elementary graduate	13	Bachelors Degree
03	Some High School	14	Post Bachelor
04	High school graduate of cert of equiv	15	1 st Professional
05	Terminal Occupational Program (TOP)	16	Post 1 st Professional
06	TOP Certificate	17	Masters Degree
07	Started college	18	Post Master
08	1 year of college	19	6 th year Degree
09	2 years of college	20	Post 6 th year
10	Associate degree	21	Doctoral Degree
		22	Post Doctorate

Block 5 HOME TELEPHONE#

Block 6 POSITION LEVEL

Block 7 ORGANIZATION MAILING ADDRESS

Block 8 OFFICE TELEPHONE#

Block 9 WORK E-MAIL

Block 10 POSITION TITLE

Block 11 DO APPLICANT NEED SPECIAL ACCOMODATIONS
IF YES PLEASE DESCRIBE

Block 12 TYPE OF APPOINTMENT

CODE	Type	CODE	Type
CC	Career Conditional	1	Regular
C	Career	2	Reserve
T	Temporary	3	National Guard
E	Excepted	I	Intermittent

Block 13 EDUCATION LEVEL CODE

Code	Education Level	Code	Education Level
00	Not applicable	11	3 years of college
01	No formal or some elementary	12	4 years of college
02	Elementary graduate	13	Bachelors Degree
03	Some High School	14	Post Bachelor
04	High school graduate of cert of equiv	15	1 st Professional
05	Terminal Occupational Program (TOP)	16	Post 1 st Professional
06	TOP Certificate	17	Masters Degree
07	Started college	18	Post Master
08	1 year of college	19	6 th year Degree
09	2 years of college	20	Post 6 th year
10	Associate degree	21	Doctoral Degree
		22	Post Doctorate

Block 14 PAY PLAN employee's pay plan. (e.g., GS, WG, ES...**Pay Band**)

Block 15 SERIES The position classification four digit series. (e.g., 0201)

Block 16 GRADE The employee's grade level. (1-15)

Block 17 STEP The employee must insert the appropriate step. (1-10)

SECTION B- TRAINING COURSE INFORMATION

1st Information Operations Command (LAND)

8825 Beulah Street

Ft Belvoir, VA 22060-0245

Block 1a NAME AND MAILING ADDRESS OF TRAINING VENDOR

Block 1b LOCATION OF TRAINING SITE (IF SAME,MARK BOX)

Block 1c VENDOR TELEPHONE NUMBER.

Block 1d VENDOR EMAIL ADDRESS.

Block 2a Course Title
Block 2b COURSE NUMBER CODE
Block 3 TRAINING START DATE (YYYY-MM-DD)
Block 4 TRAINING END DATE (YYYY-MM-DD)
Block 5 TRAINING DUTY HOURS
Block 6 TRAINING NON DUTY HOURS
Block 7 TRAINING PURPOSE TYPES
Block 8 TRAINING TYPE CODE
Block 9 TRAININIG SUB TYPE CODE

Block 10 - TRAINING DELIVERY TYPE CODE.
Block 11 TRAINING DESTINATION TYPE CODE
Block 12. TRAINING CREDIT

Block 13 TRAININIG CREDIT TYPE CODE
Block 14 TRAINING ACCREDITATION INDICATOR
Block 15 CONTIUED SERVICE AGREEMENT REQUIRED INDICATOR.

Block 16 CONTINUED SERVICE AGREEMENT EXPIRATION DATE
Block 17 TRAININIG SOURCE TYPE CODE.

Block 18 TRAINING OBJECTIVE
Block 19 AGENCY USE ONLY

SECTION C- COST AND BILLING INFORMATION

Block 1 - DIRECT COSTS AND APPROPRIATION/ FUND CHARGEABLE
 A. TUITION AND FEES \$
 B. BOOKS & MATERIALS
 C. TOTALS
Block 2 INDIRECT COSTS AND APPROPRIATION/ FUND CHARGEABLE
 A. TRAVEL \$
 B. PER DIEM \$
 C. TOTAL \$
Block 3 TOTAL TRAINING NON-GOVERNMENT CONTRIBUTION COST
Block 4 DOCUMENT/ PURCHASING ORDER/ REQUISITION NUMBER
Block 5 8-DIGIT STATION SYMBOL (EXAMPLE-12-34-5678)

Block 6 BILLING INSTRUCTIONS (FURNISH INVOICE TO):

SECTION D- APPROVALS

1a. Immediate Supervisor Name and title
1b. Area Code/ telephone number
1c. Email Address
1d. Signature
1e. Date
2a. Second-line Supervisor- Name and title

- 2b. Area Code /telephone number**
- 2c. Email Address**
- 2d. Signature**
- 2e. Date**
- 3a. Training Officer- Name and title**
- 3b. Area Code/ telephone number**
- 3c. Email Address**
- 3d. Signature**
- 3e. Date**

SECTION E- APPROVALS/ CONCURRENCE

- 1a. Authorizing Official- Name and title**
- 1b. Area Code/ telephone number**
- 1c. Email Address**
- 1d. Signature Approved or Disapproved**
- 1e. Date**

SECTION F- CERTIFICATION OF TRAINING COMPLETION AND EVALUATION

- 1a. Authorizing Official- name and title**
- 1b. Area Code/ telephone number**
- 1c. Email Address**
- 1d. Signature**
- 1e. Date**

YOU ARE FINISHED WITH THE SF-182.

If any questions to filling out any of the field please refer to the following:

Section A - Trainee Information

1. Applicant's Name - Last Name, First Name, Middle Initial.

2. Social Security Number - Use employee's nine (9) digit SSN. (123-45-6789)

OR Federal Employee Number -The unique number that Enterprise Human Resources Integration (EHRI) will assign to an employee to identify employee records within the EHRI system. (Agency)

3. Date of Birth (format yyyy-mm-dd) - Employee's date of birth (e.g. if employee's birth date is March 25, 1951, it would appear as (1951-03-25).

4. Home Address - Employee's home address, include the street number, city, state, and zip code.

5. Home Telephone Number - Employee's area code, home telephone number.

6. Position Level - Select whether the employee's position level is one of the following:

6a. Non supervisory - Anyone who does not have supervisory/team leader responsibilities.

6b. Supervisory - First line supervisors who do not supervise other supervisors; typically those who are responsible for an employee's performance appraisal or approval of their leave.

6c. Manager - Those in management positions who typically supervise one or more supervisors.

6d. Executive - Members of the Senior Executive Service (SES) or equivalent.

7. Organization Mailing Address - This is the internal agency address of the employee Branch-Division/Office/Bureau/Agency, include the street name, city, state and zip code.

8. Office Telephone Number - Insert the employee's area code, office telephone number and extension.

9. Work E-mail Address - Agency e-mail address.

10. Position Title - Employee's current position within the agency.

Section A - Trainee Information (*Continued*)

11. Does Applicant Need Special Accommodations? - Indicate "Yes" or "No". If the applicant is in need of special arrangements (brailing, taping, interpreters, facility accessibility, etc), describe the requirements in the space provided or on a separate sheet.

12. Type of Appointment - The employee type of appointment (e.g., Career Conditional (CC), Career (C), Temporary (Temp.), Schedule A, etc.).

13. Education Level -Use the employee educational level codes listed below.

Code

Short Description

Long Description (If Applicable)

1

No formal education or some elementary school--did not complete

Elementary school means grades 1 through 8, or equivalent, not completed.

2

Elementary school completed--no high school

Grade 8 or equivalent completed.

3

Some high school--did not graduate

High school means grades 9 through 12, or equivalent.

4

Three years college

Requires completion of at least four, but no more than five, years of academic work; includes Bachelor's degree conferred in a cooperative business, industry, or Government to allow student to combine actual work experience with college studies.

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High school graduate or certificate of equivalency

5

Program extending beyond grade 12, usually no more than three years; designed to prepare students for immediate employment in an occupation or cluster of occupations; not designed as the equivalent of the first two or three years of a baccularate degree program. Includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job training.

6

Terminal occupational program--did not complete

Less than 30 semester hours completed.

8

Terminal occupational program--certificate of completion, diploma or equivalent

0-59 semester hours or 45-89 quarter hours completed.

9

2-year college degree program completed.

11

Two years college

90-119 semester hours or 135-179 quarter hours completed.

12

Associate Degree

Four years college

Bachelor's Degree

See code 5 above for definition of terminal occupational program. Two levels are recognized: (1) The technical and/or semi-professional level preparing technicians or semiprofessional personnel in engineering and nonengineering fields; and (2) the craftsman/clerical level training artisans, skilled operators, and clerical workers.

7

Some college--less than one year

60-89 semester hours or 90-134 quarter hours completed.

10

120 or more semester hours or 180 or more quarter hours completed--no baccalarate (Bachelor's) degree.

13

One year college

Post-Master's

18

Some academic work beyond (at a higher level than) the Master's degree but no additional higher degree.

Includes such degrees as Advanced Certificate in Education, Advanced Master of Education, Advanced Graduate Certificate, Advanced Specialist in Education Certificate, Certificate of Advanced Graduate Study, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, and Licentiate in Sacred Theology.

19

Sixth-year degree

Post-sixth year

Some academic work beyond (at a higher level than) the sixth-year degree but no additional higher degree.

20

Doctorate degree

21

Includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. (or equivalent) in any field. Does not include a Doctor's degree that is a first professional degree, per code 15.

Post-Doctorate

22

Work beyond the Doctorate.

14. Pay Plan - The employee's pay plan. (e.g., GS, WG, ES...**Pay Band**)

15. Series - The position classification four digit series. (e.g., 0201)

16. Grade - The employee's grade level. (1-15)

17. Step - The employee must insert the appropriate step. (1-10)

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Section A - Trainee Information (Continued)

Master's degree

Long Description (If Applicable)

Code

Short Description

14

Post-Bachelor's

Some academic work beyond (at a higher level than) the Bachelor's degree but no additional higher degree.

Signifies the completion of academic requirements for selected professions that are based on programs requiring at least two academic years of previous college work for entrance and a total of at least six academic years of college work for completion, e.g., Dentistry (D.D.S. or D.M.D.), Law (LL. B. or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.).

15

First professional

16

Some academic work beyond (at a higher level than) the first professional degree but no additional higher degree.

Post-first professional

For liberal arts and sciences customarily granted upon successful completion of one (sometimes two) academic years beyond the Bachelor's degree. In professional fields, an advanced degree beyond the first professional but below the Ph.D., e.g., the LL.M.; M.S. in surgery following the M.D.; M.S.D., Master of Science in Dentistry; M.S.W., Master of Social Work, and MA, Master of Arts.

17

Section B - Training Course Data

8. Training Type Code - There are three (3) different Training Type Codes. The employee must select one from the Training Type Codes. *(Select from the chart on pages 10-12.)* **9. Training Sub-Type Code** - There are *Sub-Type Categories* for each of the three (3) different Training Type Codes. Select one (1) Sub-Type Category code that applies to the training type code you selected. *(Select from the chart on pages 10-12.)*

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1a. Name and Mailing Address of Training Vendor - Street number, city, state, and ZIP code of the appropriate vendor. (Agency specific) **1b. Location of the Training Site** - Provide mailing address of the training site if different from 1a. (Agency specific) **1c. Vendor Telephone Number** - Self explanatory. (Agency specific) **1d. Vendor E-mail Address** - Self explanatory. (Agency specific) **2a. Course Title** - Insert the title of the course or the program that the employee is scheduled to complete. **2b. Course Number Code** - Insert the Course Number Code. **3. Training Start Date** - Insert the start date of the training completed by the employee. (yyyy-mm-dd) **4. Training End Date** - Insert the end date of the training completed by the employee. (yyyy-mm-dd) **5. Training Duty Hours** - Insert the number of duty hours for training. **6. Training Non Duty Hours** - Insert the number of non-duty hours for training. **7. Training Purpose Type** - Insert the purpose for taking this course or program using the appropriate training purpose type code.

Code

Long Description (If Applicable)

Training to provide the knowledge, skills and abilities needed as a result of agency mission, policies, or procedures. .

02

New Work Assignment

Training to acquire the knowledge, skills and abilities needed as a result of assignment to new duties and responsibilities when such training is not part of a planned, career development program (e.g., training provided to a staffing specialist who has been newly assigned to a position involving classification duties).

Improve/Maintain Present Performance

03

Training to provide the knowledge, skills and abilities needed to improve or maintain proficiency in present job.

04

Future Staffing Needs

Training to provide the knowledge, skills, and abilities needed to meet future staffing needs (e.g., to implement succession planning).

05

Develop Unavailable Skills

Training to acquire the knowledge, skills and abilities needed for fields of work for which the labor market cannot produce a sufficient number of trained candidates (e.g., air traffic controllers or Information Technology (IT) professionals).

06

Retention

Training/education used to address staffing issue of retaining an employee (e.g., academic degree training).

Short Description

01

Program/Mission

Section B - Training Course Data (Continued)

Training Type Code

Training Sub Type Code

01 - Legal

Education or training in the concepts, principles, and theories, or techniques of law.

02 - Medical and Health

Education or training in the concepts, principles, and theories, or techniques of medicine.

03 - Scientific

Education or training in the concepts, principles, and theories, or techniques of disciplines such as the physical, biological, natural, and social sciences; education; economics; mathematics; or statistics.

04 - Engineering or Architecture

Education or training in the concepts, principles, and theories, or techniques of disciplines such as architecture and engineering.

05 - Human Resources

Education or training in the concepts, principles, and theories of such fields as: public administration, personnel training, equal employment opportunity, human resources policy analysis, succession planning, performance management, classification, and staffing.

06 - Budget/Finance Business Administration

Education or training in the concepts, principles, and theories of business administration, accounts payable and receivable, auditing and internal control, and cash management.

07 - Planning and Analysis

Education or training in the concepts, principles, and theories of systems analysis; policy, program or management analysis; or planning, including strategic planning.

08 - Information Technology

Education and training in the concepts and application of data and the processing thereof; e.g., the automatic acquisition, storage, manipulation (including transformation), management, system analysis, movement, control, display, switching, interchange, transmission or reception of data, computer security and the development and use of the hardware, software, firmware, and procedures associated with this processing. This training type does not include any IT training on agency proprietary systems.

09 - Project Management

Education and training in the concepts, principles, and theories necessary to develop, modify, or enhance a product, service, or system which is constrained by the relationships among scope, resources, and time.

10 - Acquisition

Education or training in the concepts, principles, and theories or techniques related to the 1102 occupation, e.g., procurement, contracting.

11 - Logistic Specialty

Training for professional skills of a specialized nature in the methods and techniques of such fields as supply, procurement, transportation, or air traffic control.

12 - Security

Training of a specialized nature in the methods and techniques of investigation, physical security, personal security, and police science.

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Section B - Training Course Data (Continued)

Training Type Code

Training Sub Type Code

01 - Training Program Area

(continued)

13 - Clerical (Non-supervisory clerical/administrative)

Training in skills such as office management, typing, shorthand, computer operating, letter writing, telephone techniques; or word processing.

14 - Trade and Craft

Training in the knowledge, skills, and abilities needed in such fields as electronic equipment installation, maintenance, or repair; tool and die making; welding, and carpentry.

15 - Foreign Affairs

Training for professional skills of a specialized nature in the methods and techniques of such fields as foreign languages, foreign culture, diplomacy, or strategic studies.

16 - Leadership/Manager/Communications Courses

Training that addresses skill areas such as Leadership/Management and Communication (e.g., written, oral and interpersonal) coursework.

02 - Developmental

Development/training program for non-supervisors.

21 - Supervisory Program

Development/training program which provides education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations); human behavior and motivation; communication processes in supervision, work planning, scheduling, and review; and performance evaluation for first-line supervisors.

22 - Management Program

Development/training program which provides mid-management level education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning organizing and controlling. (Supervisors of supervisors; GS-14/15 supervisors; GS-14/15 direct reports to SES).

23 - Leadership Development Program

Formal developmental program that provides leadership training and development opportunities.

24 - SES Candidate Development

OPM-approved program to prepare potential SES members.

25 - Executive Development

Continuing development for leaders above the GS-15 level.

26 - Mentoring Program

Formal stand-alone program with established goals and measured outcomes. Open to all who qualify; protégées and mentors paired to facilitate compatibility, training and support provided, and company benefits directly.

27 - Coaching Program

Formal stand-alone program which provides ongoing partnership with an employee and coach that helps employee produce desired results in professional life.

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Training Area

Description: Formal developmental/training programs.

20 - Presupervisory Program

Section B - Training Course Data (Continued)

Training Type Code

Training Sub Type Code

Training of a general nature to provide an understanding of the organization and missions of the Federal Government, employing agency or activity, or a broad overview and understanding of matters of public policy.

03 - Basic Training Area

Description: Fundamental and/or required training programs.

31 - Adult Basic Education

Education or training to provide basic completeness in such subjects as remedial reading, grammar, arithmetic, lip reading or Braille.

32 - Federally Mandated Training

Mandatory training for all employees Governmentwide. This includes training mandated by federal statute or regulation; such as in the areas of computer security awareness (5 CFR 930.301-305), ethics (5 CFR 2638.703 and 704), or executives, managers, and supervisors (5 CFR Part 412).

33 - Work-life

Training to promote work-life (e.g., health and wellness training, employee retirement/benefits training, etc).

34 - Soft Skills

Training involving development of employees ability to relate to others (e.g., customer service, dealing with difficult people, etc).

35 - Agency Required Training

Agency specific training required by the agency and provided to Federal employees in order to achieve the goals and objectives of the Agency as needed. For example: agency training based on Inspector General's Audit; agency training aimed at improving individual's needs based on Performance Improvement Plan (PIP); agency training based on signing agreement between Union and Management.

10. Training Delivery Type Code --

Code

Short Description

Long Description (If Applicable)

01

On the Job

Technology Based

Individual or multiple person led, face-to-face training.

02

Formal methods/activities planned and structured to promote learning by doing; e.g., detail assignments/programs.

03

Methods mainly using technology, which may include tutorials embedded in software, CD ROM products, Web-based courses, and interactive media.

04

An organized learning event which has an announced educational or instructional purpose; more than half the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in 5 U.S.C. 4110; content of the conference/retreat is germane to improving individual and/or organizational performance; and developmental benefits will be derived through the employee's attendance.

Conference/workshop

Training that requires two or more methods of delivery that must be completed in order to satisfy the educational requirements.

05

Blended

06

Correspondence

Self-study course material: Training provided via the assignment of non-interactive methods such as a book, document, regulation, or manual.

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30 - Employee Orientation

Traditional Classroom (no technology)

Section B - Training Course Data (*Continued*)

11. Training Designation Type Code - Select and insert the appropriate training credit designation type code:

Code

Short Description

Graduate Credit

02

Undergraduate Credit

Long Description (If Applicable)

01

N/A N/A N/A N/A N/A

03

Post Graduate Credit

04

N/A

05

Foreign Governments and Organizations

Training provided by non United States entities which may or may not be outside the United States.

18. Training Objectives - It is important that the objectives for the employee(s) enrolling in this course or program is related to the strategic objectives of the organization for which the employee works. Provide text to explain how the training event meets agency objective(s) and purpose type. **19. Agency Use Only** -For use by an agency as needed.

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Continuing Education Unit

05

12. Training Credit - Amount of academic credit hours of continued education units (1, 1.5, or .75) earned by the employee for the completed training. (This should be completed by the agency).

13. Training Credit Type Code - Select and insert the appropriate training credit designation type code:

Code

Short Description

01

Semester Hours

02

Quarter Hours

03

Continuing Education Unit

14. Training Accreditation Indicator - Insert a Yes (Y) or No (N).

15. Continued Service Agreement Required Indicator - Insert Yes (Y) or No (N) or non applicable (N/A) in appropriate space. (Agency response.)

16. Continued Service Agreement Expiration Date - (Enter date as yyyy-mm-dd).

17. Training Source Type Code --

Code

Short Description

Long Description (If Applicable)

01

Government Internal

Training provided by a Federal department, agency, or independent establishment for its own employees.

Government External

Training provided by an interagency training activity, or a Federal department, agency, or independent establishment other than the one which currently employs the trainee.

02

03

Non-government

Sources include commercial or industrial concern, educational institutions, professional societies or associations, or consultants or individuals who are not Government employees, (but are contracted to develop and/or provide training course or program.)

04

Government State/Local

Training provided by a state, county, or municipal Government. Education provided by State-operated or other public educational institutions is reported as non-Government.

1. Direct costs and appropriation/fund chargeable

1-3e. Approvals - To be completed by the employee's immediate and/or second-line supervisor(s) before submission of application to nomination Agency Training Office.

3. Total Training Non-Government Contribution Cost - Insert the cost contributed by the employee or other non-Government organizations for the training completed by the employee.

c. Total Cost - Insert the actual/final cost.

a. Training Tuition and Fees Cost - Insert the actual/final cost of training tuition and fees for training completed by the employee that was paid for by the Federal Government.

Section E - Approvals/Concurrence

2. Indirect costs and appropriation/fund chargeable

b. Books and Materials Costs - Insert the materials cost for training completed by the employee that was paid for by the Federal Government. (*Refer to the Guide for Human Resources Reporting Guide at <http://www.opm.gov/feddata/guidance.asp> for more information*).

Section F - Certification of Training Completion and Evaluation

NOTE: Agency Certifying Officials are certifying the employee has completed the requirements for the training and an evaluation has been completed. The requirement to evaluate training is found in 5 CFR 410.601. The agency head shall evaluate training to determine how well it meets short and long-range program needs of the agency and the individual. The needs should be aligned with the strategic plan to strengthen and develop the performance and behavior of the individual whose positive results will impact the performance of the agency.

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Section C - Costs and Billing Information

Section D - Approvals

a. Training Travel Cost - Insert the actual/final travel cost excluding per diem for training completed by the employee that was paid for by the Federal Government.

b. Training Per Diem Cost - Insert the actual/final per diem cost (e.g., meals, lodging, miscellaneous expenses) for training completed by the employee that was paid for by the Federal Government.

5. 8-Digit Station Symbol - Fill in 8-digit station symbol of the nominating Agency Finance Office.

1-1e. Approval/Concurrence - To be completed by the nominating Agency Official who is authorized to approve or disapprove request.

4. Document/Purchase Order/Requisition Number - Enter Document/Purchase Order/Requisition Number for reimbursement of training costs to responsible Training Vendor. This number is to be referenced in the billing process.

6. Billing Instructions - Enter name and mailing address of nominating Agency Finance Office for billing purposes.

c. Total Cost - Insert the actual/final cost.