



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD  
14000 MSCOE LOOP, SUITE 120  
FORT LEONARD WOOD, MO 65473-8929

IMLD-ZA

JAN 29 2021

MEMORANDUM FOR All U.S. Army Garrison Personnel

SUBJECT: Garrison Policy 24: Requests for Civilian Nongovernment Training (SF182)

1. References

a. Memorandum, HQ, MSCoE, ATZT-CG, 1 Nov 13, subject: Command Policy 12, Civilian Training and Development

b. Memorandum, HQ, MSCoE, ATZT-OPS-D, 1 May 13, subject: Standard Operating Procedure (SOP) for Maneuver Support Center of Excellence (MSCoE) and Fort Leonard Wood for Civilian Training and Development

c. Army Directive 2016-14 (Army Conference Policy), 4 May 2016

2. Procedures: U.S. Army Garrison employees will use a procedure modified from the references to request civilian nongovernment training. This memorandum outlines the modified procedure. The Deputy Garrison Commander (DGC) is the Approving Official for Civilian nongovernment training.

3. Policy: Directorates will submit requests for civilian nongovernment training via SF182 to the Workforce Development (WFD), Resource Management Office (RMO) NLT 30 days prior to the start date of the requested training.

a. The Director requesting the nongovernment training will digitally sign the SF182 in Section D, block 2d.


b. The requesting Director will forward the SF182, with supporting justification for the requested nongovernment training, to WFD. The justification must explain why the nongovernment training is critical and why standard Army courses (via e-Learning or ATRRS) will NOT meet the training requirement.

c. WFD will verify training and coordinate with Budget Officer, RMO to confirm funding, and with the DGC to confirm compliance with current travel policy, if necessary. The requesting directorate/office Government Purchase Card (GPC) is the directed method of payment for civilian nongovernment training. If training event is determined to be a Conference, Army Conference Policy applies and request will be made in accordance with Ref (c).

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- d. WFD will forward the SF182 to the DGC for approval.
  - e. The DGC will mark "Approved" or "Disapproved" and digitally sign the SF182 in Section E, block 1d, then route the SF182 back to WFD.
  - f. WFD will document the decision, then:
    - 1) Route the SF182 to the requesting directorate for action.
    - 2) Notify the Budget Officer and analyst.
  - g. Upon approval, the Director requesting the nongovernment training will ensure that:
    - 1) The traveler follows up with travel orders in DTS.
    - 2) The final SF182 (Section F completed) is submitted to WFD NLT 5 working days after completion of approved civilian nongovernment training. Attach copies of certificates, diplomas, or other documentation to confirm successful completion of the training.
4. This policy supersedes any previous policies and is in effect until superseded or rescinded.
5. The point of contact for this command policy is the Workforce Development Program Specialist, Resource Management Office at (573) 563-7854.

  
JEFFREY O. PAINE  
COL, AR  
Commanding