DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON
14000 MSCOE LOOP, SUITE 120
FORT LEONARD WOOD, MISSOURI 65473-8300

AMIM-LDH-W (350d) 25 November 2024

MEMORANDUM FOR Garrison Directors and Managers

SUBJECT: Garrison Policy 24, Requests for Civilian Nongovernment Training

1. References:

a. Army Federal Acquisition Regulations, Appendix EE, Chapter 8, 8-1 (Change Number: 2024-0610), effective date: 10 Jun 2024.

b. Army Regulation 1-50 (Army Conference Policy), 29 Mar 2024.

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 SF 182 Authorization, Agreement, and Certification of Training Form (Mar 2020) NLT 30 days prior to the start date of the requested training (enclosure 1).

a. The employee/directorate will properly and fully complete section A, section B, and section C 1,2, and 6. Section D 1a-1e, 3a-3e, section E 1a-1e, and section F 1a-1e will also be completed. The director/supervisor of the employee requesting the nongovernment training will digitally sign the SF182 in Section D, block 1d.

b. The requesting directorate will route the SF182 with supporting justification to the Directorate of Resource Management (DRM). 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. DRM will confirm funding and complete Section C, block 6 on the SF 182. The requesting directorate/office Government Purchase Card (GPC) is the directed method of payment for Civilian nongovernment training. DRM will route the SF 182 and any other documents to Workforce Development (WFD).

c. WFD will verify training, generate a FLW Form 1416 Staffing Paper and sign Section D, block 3d of the SF 182. If the training event is determined to be a Conference, the Army Conference Policy applies, and request will be made in accordance with Ref (b).

d. WFD will route the SF 182 and FLW Form 1416 to the Directorate of Human Resources (DHR). DHR will check for completeness, add to their action tracker, sign the FLW Form 1416, and route both forms to the Action Officer for the DGC.

e. If approved, the DGC will sign the SF 182 in section E, block 1d and the FLW Form 1416. The Action Officer will route both forms back to DHR where their tracker will be marked as completed.

f. DHR will route both forms to WFD. WFD will track the decision, then:

1) Route the SF 182 to the requesting directorate for action.

2) Notify the Budget Officer of the action.

g. Upon approval, the Director requesting the nongovernment training will ensure that the traveler/trainee follows up with travel orders in DTS.

h. Upon completion of the training, the traveler/supervisor will ensure that the completed SF 182 (Section F) is submitted to WFD NLT 5 days after completion of the approved training. They will attach 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 memorandum is Workforce Development at (573) 596-4123.

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Encl as

STEVEN S. BARTLEY
COL, MP
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