Request for Civilian Nongovernment Training
SF182 Process Map

U.S. Army Garrison employees will use this process to request civilian nongovernmental training. The Deputy Garrison Commander (DGC) is the Approving Official for this action.

Directorates will submit requests for civilian nongovernmental training via SF 182 to Workforce Development (WFD) (USARMY-USAG-FLW-WFD@army.mil). They will ensure that SF 182 March 2020 is completed correctly (see example or Encl 1) and verify training.

WFD will check the SF 182 for completeness and verify training. If necessary, they will return the form to the originator for any corrections. WFD will check for supporting justification Section B, block 20) that explains why this training is critical and why standard Army courses will NOT meet the training requirements. WFD will initiate the Staffing Paper FLW Form 1416 for approval and coordination.

The SF 182 and Staffing Paper FLW Form 1416 will be forwarded to the DHR Administrative Assistant who will check both forms and then send to the D, DHR for routing signature. DHR will then send both forms to RMD. DRM will verify training and confirm funding. DRM will sign that they have coordinated funds on the FLW Form 1416 and will annotate in Section C, block 6 if funding is available and approved and provide date, typed name and position of the DRM staff that handled this action.

DRM will forward both forms to DGC for approval. The DGC will sign the Staffing Paper FLW Form under Chain of Command Approval and sign the SF 182 in Section E, block 1 d, then route both forms back to DHR. DHR will send forms to WFD who will then forward the forms to the originator of the SF 182.

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

The final SF 182 (Section F completed) is submitted to WFD NLT 5 working days after completion of training. Attach documentation to confirm successful completion of the training.

Request for Civilian Nongovernment Training
SF182 Process Map

U.S. Army Garrison employees will use this process to request civilian nongovernmental training. The Deputy Garrison Commander (DGC) is the Approving Official for this action.

Directorates will correctly and fully complete the SF182 Authorization, Agreement, and Certification of Training Form (Mar 2020), see enclosure 1. All training will be verified by the requesting employee's supervisor.

Directorates will route the SF 182 to Directorate, Resource Management (DRM), points of contact (POC) James McCall and Sarah Gibson, for verification and funding approval NLT 30 days prior to the start of training. DRM will annotate in Section C, block 6 if funding is available and approved and provide date, typed name and position of the DRM staff that handled this action

DRM will submit the SF 182 to Workforce Development (WFD) (POC carol.a.oberwager.civ@army.mil). WFD will check the SF 182 for completeness and verify training. If necessary, they will return the form to the originator for any corrections. WFD will verify training and check for supporting justification Section B, block 20 that explains why this training is critical and why standard Army courses will NOT meet the training requirements. WFD will sign Section D, block 1d. WFD will initiate the Staffing Action FLW Form 1416 for approval.

The SF 182 and FLW Form 1416 will be forwarded to the Directorate, Human Resources (DHR) Administrative Assistant who will check both forms and then send to the D, DHR for routing signature. DHR will then send both forms to Action Officer for the DGC.

The DGC will sign FLW Form 1416 under Chain of Command Approval and sign the SF 182 in Section E, block 1d, then route both forms back to DHR. DHR will send both forms to WFD who will then forward the forms to the supervisor listed in Section D, 1a of the SF 182.

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

The final SF 182 (Section F completed) is submitted to WFD NLT 5 working days after completion of training. Attach documentation to confirm successful completion of the training.