

## **Frequently Asked Questions**

### **Q: What is the SF-182?**

**A:** The Standard Form-182 (SF-182) is the Request, Authorization, Agreement and Certification for Training Form, which is used to document instances of completed military and civilian employee training in the Department of Defense (DoD).

### **Q: When am I required to complete an SF-182?**

**A:** The SF-182 is used for Civilian and Military personnel who attend off-station training. This excludes no cost local training (ex. Training held at MCB Camp Lejeune). The SF-182 is used when units host an outside vendor aboard the installation, to include free training. Free training has to be vetted through the Legal Support Services office prior to accepting. The SF-182 is also used for training materials related to in-house training materials. A waiver process has been established and must be granted by the Training Support Department prior to purchase.

### **Q: What about training that has no direct cost?**

**A:** Direct and indirect training costs must be documented, even if none are incurred. Direct costs include training tuition and fees and books and material costs. Indirect cost constitutes training travel cost, training per diem cost and total cost.

### **Q: What is the processing time required for an SF-182?**

**A: Individual's** attending training off-station requires a minimum of 30 days lead time. **Hosting a Vendor on Station** requires a minimum of 90 days lead time.

### **Q: If the same training is being attended by multiple people are multiple SF-182's required?**

**A:** No. If the multiple individuals are attending the same training (dates/location/times) then only one SF-182 is required. In a separate list, provide all of the participant's names, email address, and phone numbers. This can be done in email format. If the vendor requires a registration form then each person will need to have a completed registration form.

### **Q: Do training materials used to support training require an SF182.**

**A:** Yes. However, a waiver requested via email can be issued by the Training Support Department.

**Q: Is the SF-182 only for formal training of 8 hours or more with a direct tuition/ registration) cost?**

**A:** No. All training previously documented on the DD Form 1556 must now be captured and reportable on the SF-182 form.

**Q: Is there help available to assist with completing the SF-182?**

**A:** Yes. There are 8 pages of instructions that correlate to specific fields on the SF-182. In addition a one-page quick guide has been created to assist. In addition, the Training Support Department is available via phone or email to assist with completing the SF-182.

**Q: If unit funded, are there required signatures on the SF-182?**

**A:** Yes. At a minimum, the direct supervisor (releasing the manpower) and the budget personnel (approving the use of unit funds) are required on page 2 of the SF-182. For smaller units this can be the same person. In this instance, please contact the Training Support Department for further guidance.

**Q: If Wing funded is there an additional signature required?**

**A:** Yes. A representative of the Wing Comptroller must sign the SF-1812 (Section E) prior to receipt by the Training Support Department. SF-182 will remain in a holding pattern until all required signatures are obtained.

**Q: Can an SF-182 be presented after a training session has started?**

**A:** No. This will result in an unauthorized commitment and the Training Support Department will not be able to provide payment for the training. In the event this happens the unit/directorate will deal directly with the Comptroller to attempt ratification of the payment.

**Q: Are there fields on the SF-182 that are not required?**

**A:** Yes. Section A block 2 and 3 are considered Privacy Act information and therefore are not required. In the event a vendor requires this information the Training Support Department will exhaust every means necessary to use alternate information for identification purposes. If it is 100% required, then extra measures will be used to ensure the information is kept IAW regulations.