



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
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From: Training Officer, Training Support Department, Operations  
Directorate, Marine Corps Air Station, Cherry Point, NC  
To: Distribution List

Subj: TRAINING PROCUREMENT PROGRAM INFORMATION

Ref: (a) NAVSUPINST 4200.99C  
(b) DOD FINANCIAL MANAGEMENT REGULATION VOL 10 CHPT 12

Encl: (1) Standard Form 182 (SF-182)  
(2) SF-182 Checklist  
(3) Waiver Letter

1. Reference (a) establishes the Department of the Navy Government Purchase card program governing credit cards used by the Marine Corps. Reference (b) provides additional information and guidance on Training Procurement.

2. The Training procurement program provides support for Appropriated Fund training requirements under the \$25,000 threshold established by reference (a). All training previously documented on the DD Form 1556 must now be captured and reported using Standard Form-182 (SF-182). The SF-182 is the official form used to document training with direct and indirect training costs, even if none are incurred. Direct costs include training tuition, fees, books and material costs. Indirect costs constitute travel, per diem cost and total cost. The SF-182 has required fields of completion as well as required signatures prior to training procurement.

3. There are four main types of training procurement:

a. Individual Off-Station Training. Individuals seeking off-station training (free or requiring funding) are required to submit an SF-182 with all signatures at a minimum of 15 business days prior to the start of training. Due to cancellation policies varying for individual vendors, the unit/directorate assumes financial responsibility for participants registered inside of the vendor no cancellation policy. In addition to the SF-182, a TAD authorization letter and any required completed

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registration forms must be submitted with the SF-182 prior to the Training Support Department completing registration.

b. Unit Sponsored/Vendor On-Station Training.

Units/Directorates requiring vendor provided, on-station training (free or requiring funding), will be required to submit an SF-182 with all required signatures at a minimum of 90 days prior to the start of training. If the training is being sponsored by a Wing unit, a representative of the Wing Comptroller's office is required to sign the SF-182 prior to submission to the Training Support Department (TSD). This process results in a binding contract with the vendor and requires the full time allotted to coordinate. One Point of Contact will need to be identified to coordinate all logistical aspects of the required training. Course evaluations and a sign-in roster will be provided by TSD and must be returned via email within 5 working days of training completion. Receipt of shipped materials required for training delivery and Base access will be coordinated by TSD with the exception of on-station training at MCAS New River or MCAS Beaufort. These locations will be responsible for receipt of materials and vendor access according to local entry requirements.

c. Free Training. Validity of free training must be vetted by TSD through the Legal Support Services office prior to accepting. This excludes training provided by other local installations. Final approval will come in email form from TSD.

d. Required Training Per MOS/Billet. In support of specific billet/MOS training, TSD will make every effort to provide the required training. Annually, TSD will request funding for known requirements identified on the Individual Development Plans and through the Training Information Board Liaisons. This training includes but is not limited to areas such as Safety, Environmental, Fire and Emergency Services, Tele-communications, Trades, Operations (Airfield/MA), Explosive Ordinance, Comptroller, Legal Support, Manpower and Supply.

4. Training Verification/Recording. All training submitted on an SF-182 will require completion verification by submission of a training certificate. The training completion certificate should be forwarded to TSD within 5 working days of the training conclusion. If the vendor does not supply a completion certificate, an acceptable alternative is an email from the individuals OIC/Supervisor, Training Liaison or DTS clerk verifying training completion. Self-verification will not be

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accepted. All training funded by Appropriated Fund (APF) money on an SF-182 and any In-House training provided by TSD will be recorded in Total Workforce Management Systems (TWMS) on behalf of the employee.

5. Training Waiver. TSD can issue a waiver to the unit/directorate purchase card holder authorizing the purchase of materials in support of In-House training. If authorized, the waiver will be valid for a one-time purchase under the \$3,500 threshold. Requests for waivers should be forwarded via email to [carrie.ulery@usmc.mil](mailto:carrie.ulery@usmc.mil) for approval.

6. Employees wishing to have additional information on any of these training types may contact TSD. The point of contact for additional information is Carrie Ulery, DSN 582-3835 commercial (252) 466-3835 or [carrie.ulery@usmc.mil](mailto:carrie.ulery@usmc.mil).

B. L. ZAMORA

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