



**IDAHO AIR NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
HUMAN RESOURCE OFFICE  
4794 GENERAL MANNING AVE, BLDG 442  
BOISE, IDAHO 83705-8112**



7 October 2016

MEMORANDUM FOR Idaho Army National Guard Federal Technicians

FROM: JFHQ-ID/HRO

SUBJECT: HR Policy Letter 16-001; Submission of Standard Form (SF) 182, Authorization, Agreement and Certification of Training for Technician Training and Travel

1. All IDARNG technicians must submit a completed SF 182 to the HRO-Human Resource Development (HRD) Specialist in order to request training or technician mission travel. On occasion, Air technicians will also be required to submit a completed SF 182 to the HRO-HRD Specialist.
2. Proper completion of the SF 182 is essential as the approving official needs sufficient information to ensure the requested training is in compliance with regulatory provisions and internal organizational policy, as well as making sure the correct person is attending the training. The HRD office is required to record all completed training for technicians in the Defense Civilian Personnel Data System (DCPDS); therefore, all appropriate information including the member's social security number on the SF 182 is required. Certificates of completion need to be forwarded to the HRO-HRD Specialist.
3. The following procedures will expedite the processing of SF 182s:
  - a. The SF 182 is due **no less than** 10 business days before the start of travel. If received on day 10 or less, the SF 182 will be considered late and may be subject to being disapproved without justification or prior approval from the HRO. Late submission of SF 182 may also result in a delayed DTS authorization and processing.
  - b. The SF 182 must have adequate supporting documentation to accompany the request for training or travel. Examples of supporting documentation include, but are not limited to, the memorandum of intent or e-mail announcing the training, website with details of training, a photocopy of course information if located in a training catalog, etc. The SF 182 must be completed in its entirety. Block 18 must clearly identify the training objective (i.e. the purpose/goal that one's efforts or actions are intended to attain or accomplish). If block 18 is not completed, the SF 182 will be returned to the supervisor for completion.
  - c. If a technician is traveling to complete a mission which relates to their technician duties and not their military duties, the HRO requires a SF 182 to support the Defense Travel System (DTS) request. The HRO will not approve any requests for training related to military duties; those requests need to be submitted through the appropriate