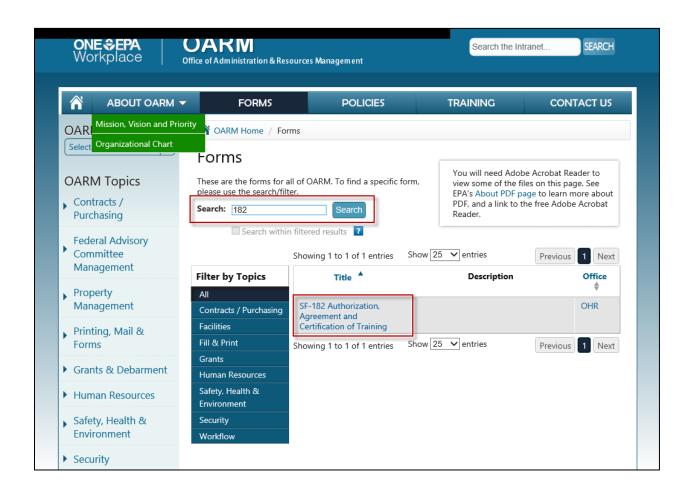
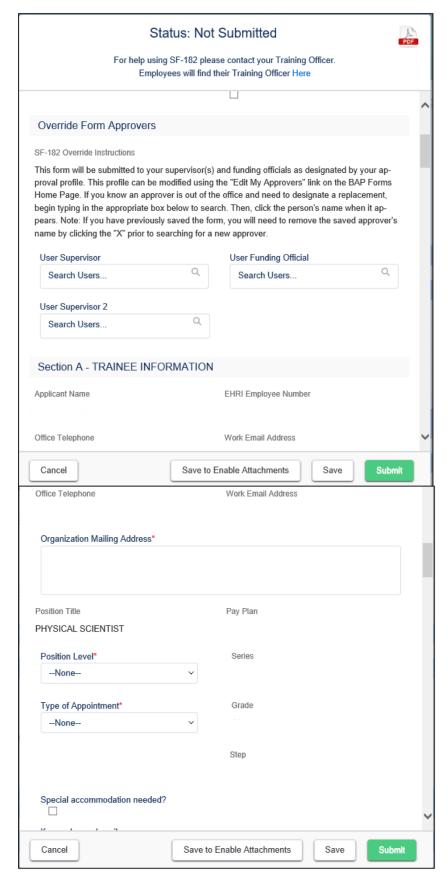
# Instructions for Completing an SF-182 (Authorization, Agreement and Certification of Training)

The following instructions and screen captures are intended to assist you in completing your SF-182. They are not intended to override individual program or regional office guidance. Please check with your local training coordinator before preparing an SF-182.

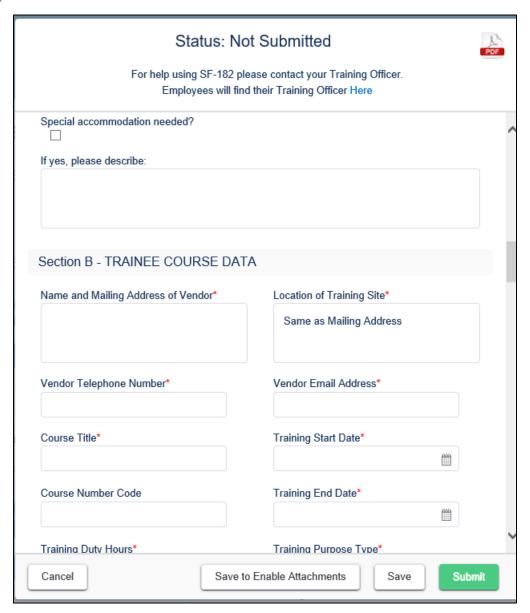
You may also visit <a href="http://intranet.epa.gov/oarm/Forms.html">http://intranet.epa.gov/oarm/Forms.html</a> and search for the form by entering "182" or "training" in the search field



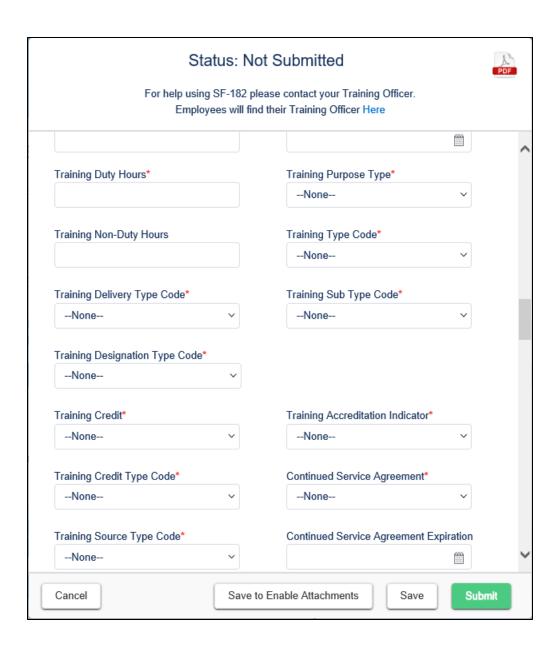
## **Complete Section A – TRAINEE INFORMATION**



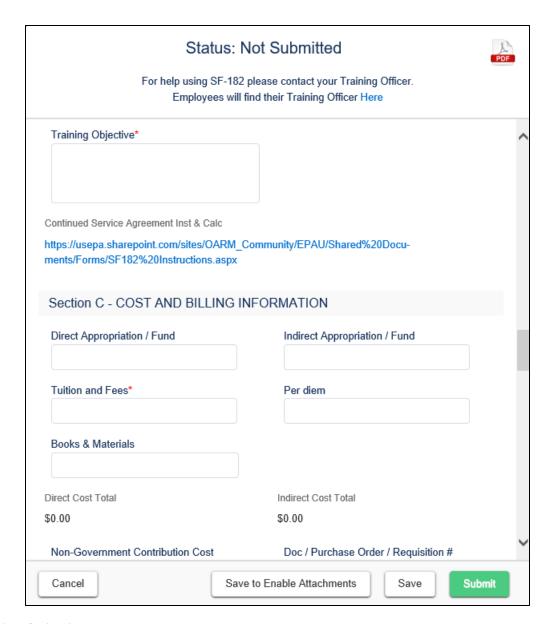
## **Complete Section B – TRAINEE COURSE DATA**



Name and Mailing	Office of Superfund Remediation and Technology Innovation (OSRTI)	
Address of Vendor	1200 Pennsylvania Avenue, NW – Mail Code 5203P	
	Washington, DC 20460	
Location of Training Site	InterContinental Kansas City at the Plaza Hotel, 401 Ward Parkway,	
	Kansas City, MO 64112	
Vendor Telephone	703-603-9902	
Number		
Vendor Email Address	trainex-replies@emsus.com	
Course Title	2018 Community Involvement Training Program	
Training Start Date	2018-07-17	
Course Number Code	Not applicable	
Training End Date	2018-07-19	



Training Duty Hours	16
Training Program Purpose	Program/Mission
Training Non-Duty Hours	0
Training Type Code	Training Program Area (Technical)
Training Delivery Type Code	Traditional Classroom
Training Sub Type Code	Project Management
Training Designation Type Code	Continuing Education Units
Training Credit	Select value based on the amount of
	training duty hours you are
	participating in – typically 1 credit
Training Accreditation Indicator	No
Training Credit Type Code	Continuing Education Units
Continued Service Agreement	No
Training Source Type Code	Government Internal



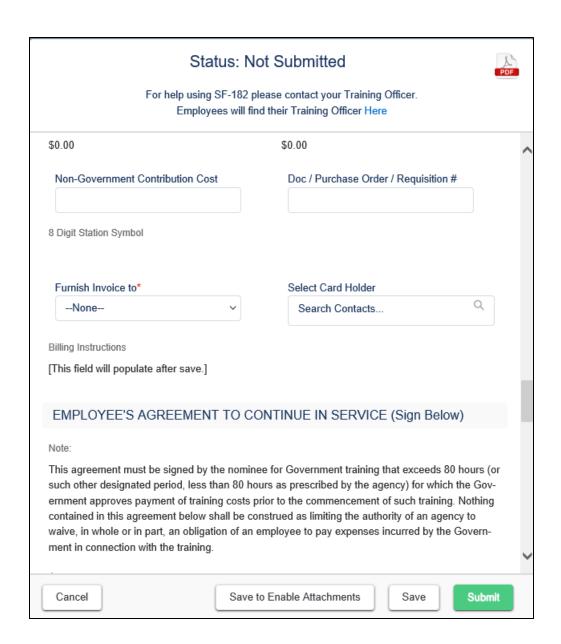
**Training Objective:** Community Involvement Training Program to improve the project management performance of regional Community Involvement Coordinators.

#### Section C – COST AND BILLING INFORMATION

Tuition and Fees = \$0.00

Per diem = Enter the actual/final per diem costs to attend the 2018 Community Involvement Training Program since training funds are being requested to cover lodging and per diem costs while in travel status. For the Community Involvement Training Program, per diem includes lodging, meals and incidental expenses. You must attach your approved SF-182 to your TA in Concur.

If asked on the form, this is a no cost training since there is no attendance, book or material fees for the Community Involvement Training Program.



#### Status: Not Submitted



For help using SF-182 please contact your Training Officer. Employees will find their Training Officer Here

This agreement must be signed by the nominee for Government training that exceeds 80 hours (or such other designated period, less than 80 hours as prescribed by the agency) for which the Government approves payment of training costs prior to the commencement of such training. Nothing contained in this agreement below shall be construed as limiting the authority of an agency to waive, in whole or in part, an obligation of an employee to pay expenses incurred by the Government in connection with the training.

1

I agree that, upon completion of the Government- sponsored training during which I received a salary described in the SF-182 training request, I will serve in the agency the number of hours as required by EPA Policy. Service begins the first day after the completion of the training course Note: For the purposes of this agreement, the term "agency" refers to the employing organization (Environmental Protection Agency), not to a segment of such an organization.

2.

If I voluntarily leave the agency before completing the period of service agreed to in item 1 above; or do not complete the training; or do not receive a passing grade for this development activity, I AGREE to reimburse the agency for the tuition and related fees, travel and other special expenses (excluding salary) paid in connection with my training. These amounts are reflected in Section C: Cost and Billing Information, 1a through c and 2b, on the SF182 form. I will also provide a copy of my official final grade/transcript to my supervisor of record within 30 days of the completion of the course.

3

I FURTHER AGREE that, if I voluntarily leave the agency to enter the service of another Federal Department, agency, or other organization in any branch of the Government before completing the period of service agreed to in item 1 above, I will give my organization written notice at least ten working days, during which time a determination concerning reimbursement will be made by EPA.

Cancel

Save to Enable Attachments

Save

Submit

# Status: Not Submitted For help using SF-182 please contact your Training Officer. Employees will find their Training Officer Here to meet the terms of this agreement may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law. I FURTHER AGREE to obtain approval from my organization's Training Officer and any person(s) responsible for authorizing non-government training requests of any proposed change in my approved training program involving course and schedule changes, withdrawals or course incompletion, and increased costs. I acknowledge that this agreement does not in any way commit the Government to continue my employment. I understand that, if there is a transfer of my service obligation to another Federal agency or other organization in any branch of the Government, the agreements in items 1, 2, and 3 of this section will remain in effect until I have completed my obligated service with that other agency or organization. Continue In Service Agreement Signature Continue In Service Digital Signature Employee Name: Jean Balent Originator Jean Balent

Save to Enable Attachments

Save

Submit

Cancel

