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. Some training coordinators may be able to prepare a group SF-182 for your region or office.

**Step 1:** Log into Webforms at [http://intranet.epa.gov/webforms/](http://intranet.epa.gov/webforms/).

**Step 2:** Create a new SF-182

**Step 3:** Complete Box A Agency, code agency subelement and submitting office number. Enter your agency code and office number. For example, if you work in EPA Region 1, you would enter EPA01.

**Step 4:** Complete Box B Request Status. Select the correct status from the four options listed. If this is an initial request, select Initial as shown below.
Step 5: Complete Section A – Trainee Information. Enter the information requested for the employee attending the training. Additional details on each box can be found on page 6 of the SF182.

Step 6: Complete Section B – Trainee Course Data. Enter the information specific to the 2016 NARPM Training Program.
Box 1a: Office of Superfund Remediation and Technology Innovation (OSRTI)  
1200 Pennsylvania Avenue, NW – Mail Code 5203P  
Washington, DC 20460  
Box 1b: Wyndham Grand Pittsburgh Hotel, Pittsburgh, PA  
Box 1c: 703-603-9902  
Box 1d: turner.gary@epa.gov  
Box 2a: 2016 National Association of Remedial Project Managers (NARPM) Training Program  
Box 2b: Not applicable (Leave blank)  
Box 3: 2016-05-02  
Box 4: 2016-05-06  
Box 5: 40  
Box 6: 0  
Box 7: 01-Program/Mission  
Box 8: 01-Training Program Area (Technical)  
Box 9: 09-Project Management  
Box 10: 01-Traditional Classroom  
Box 11: 03-Continuing Education Units (CEUs)  
Box 12: 4.0 (based on 40 hours of training converted to CEUs)  
Box 13: 03-Continuing Education Units (CEUs)  
Box 14: Check “No”  
Box 15: Check “No”  
Box 16: Leave blank  
Box 17: 01-Government Internal  
Box 18: NARPM Training Program to improve the project management performance of regional Remedial Project Managers (RPM).  
Box 19: Leave blank
Step 7: Complete Section C – Costs and Billing Information. Enter the information for costs and billing specific to the 2016 NARPM Training Program.

Box 1a: 0.00
Box 2b: 0.00
Box 3c: 0.00
Box 2a: Enter your actual/final travel costs to attend the 2016 NARPM Training Program minus per diem costs.
Box 2b: Enter your actual/final per diem costs only to attend the 2016 NARPM Training Program.
Box 2c: Enter your actual/final total travel costs to attend the 2016 NARPM Training Program.
Box 3: 0.00
Box 4: Leave blank
Box 5: Leave blank
Box 6: Leave blank

Please note, per diem costs include lodging, meals and incidental expenses. If you are not able to enter data into Section 2a (Travel Amount), please enter your total travel as a note in the Appropriation/Fund box.
**Step 8:** Complete Section D – Approvals. Enter the requested information for your immediate supervisor, second-line supervisor and regional training officer.

![Section D - APPROVALS](image)

**Step 9:** Attach the OHR memo to your SF182 by scrolling to the top of the form, and clicking the drop down menu in the upper right corner. Select the option to “View/Add Attachments”. Browse through your files to find and upload the OHR memo to your form.

![Select an Option](image)
Then click “Save & Return to Authorization, Agree…” at the very top of the Comments and Attachments page.

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**Step 10:** After completing the Approvals section and uploading the OHR memo, save the SF182 and route the form to the appropriate reviewer (which should include the Immediate Supervisor listed in Section D, Box 1a.) in your program office or region.