


Instructions for Completing an Individual 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.

Please visit <http://intranet.epa.gov/oarm/Forms.html> and search for the form by entering “182” or “training” in the search field

The screenshot shows the EPA OARM (Office of Administration & Resources Management) Forms page. The page has a blue header with the EPA logo and 'ONE EPA Workplace' on the left, and 'OARM Office of Administration & Resources Management' on the right. A search bar in the top right contains the text 'Search the Intranet...' and a 'SEARCH' button. Below the header is a navigation menu with tabs for 'ABOUT OARM', 'FORMS', 'POLICIES', 'TRAINING', and 'CONTACT US'. The 'FORMS' tab is active. On the left side, there is a sidebar with 'OARM Topics' including 'Contracts / Purchasing', 'Federal Advisory Committee Management', 'Property Management', 'Printing, Mail & Forms', 'Grants & Debarment', 'Human Resources', 'Safety, Health & Environment', and 'Security'. The main content area is titled 'Forms' and contains a search box with '182' entered and a 'Search' button. Below the search box, there is a 'Filter by Topics' section with a list of topics, including 'Contracts / Purchasing'. The search results show one entry: 'SF-182 Authorization, Agreement and Certification of Training' with the office 'OHR'. A red box highlights the search box and the search results entry. A message box on the right states: 'You will need Adobe Acrobat Reader to view some of the files on this page. See EPA's About PDF page to learn more about PDF, and a link to the free Adobe Acrobat Reader.'

Complete Section A – TRAINEE INFORMATION

Status: Not Submitted 

For help using SF-182 please contact your Training Officer.
Employees will find their Training Officer [Here](#)

Override Form Approvers

SF-182 Override Instructions

This form will be submitted to your supervisor(s) and funding officials as designated by your approval profile. This profile can be modified using the "Edit My Approvers" link on the BAP Forms Home Page. If you know an approver is out of the office and need to designate a replacement, begin typing in the appropriate box below to search. Then, click the person's name when it appears. Note: If you have previously saved the form, you will need to remove the saved approver's name by clicking the "X" prior to searching for a new approver.

User Supervisor <input type="text" value="Search Users..."/>	User Funding Official <input type="text" value="Search Users..."/>
User Supervisor 2 <input type="text" value="Search Users..."/>	

Section A - TRAINEE INFORMATION

Applicant Name	EHRI Employee Number
Office Telephone	Work Email Address

Office Telephone	Work Email Address
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Organization Mailing Address*

Position Title	Pay Plan
PHYSICAL SCIENTIST	
Position Level*	Series
<input type="text" value="--None--"/>	
Type of Appointment*	Grade
<input type="text" value="--None--"/>	
	Step

Special accommodation needed?

Complete Section B – TRAINEE COURSE DATA

Status: Not Submitted





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Special accommodation needed?

If yes, please describe:

Section B - TRAINEE COURSE DATA

<p>Name and Mailing Address of Vendor*</p> <input style="width: 95%; height: 40px;" type="text"/>	<p>Location of Training Site*</p> <input style="width: 95%; height: 40px; text-align: center;" type="text" value="Same as Mailing Address"/>
<p>Vendor Telephone Number*</p> <input style="width: 95%; height: 30px;" type="text"/>	<p>Vendor Email Address*</p> <input style="width: 95%; height: 30px;" type="text"/>
<p>Course Title*</p> <input style="width: 95%; height: 30px;" type="text"/>	<p>Training Start Date*</p> <input style="width: 95%; height: 30px;" type="text"/> 
<p>Course Number Code</p> <input style="width: 95%; height: 30px;" type="text"/>	<p>Training End Date*</p> <input style="width: 95%; height: 30px;" type="text"/> 
<p>Training Duty Hours*</p>	<p>Training Purpose Type*</p>

Name and Mailing Address of Vendor	Office of Superfund Remediation and Technology Innovation (OSRTI) 1200 Pennsylvania Avenue, NW – Mail Code 5203P Washington, DC 20460
Location of Training Site	The Palmer House Hilton Hotel, 17 East Monroe Street, Chicago, IL 60603
Vendor Telephone Number	703-603-9902
Vendor Email Address	trainex-replies@emsus.com
Course Title	2019 National Association of Remedial Project Managers Training Program
Training Start Date	2019-08-26
Course Number Code	Not applicable
Training End Date	2019-08-30

Status: Not Submitted




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<input type="text"/>	<input type="text"/>
Training Duty Hours*	Training Purpose Type*
<input type="text"/>	--None--
Training Non-Duty Hours	Training Type Code*
<input type="text"/>	--None--
Training Delivery Type Code*	Training Sub Type Code*
--None--	--None--
Training Designation Type Code*	
--None--	
Training Credit*	Training Accreditation Indicator*
--None--	--None--
Training Credit Type Code*	Continued Service Agreement*
--None--	--None--
Training Source Type Code*	Continued Service Agreement Expiration
--None--	<input type="text"/>
<input type="button" value="Cancel"/>	<input type="button" value="Save to Enable Attachments"/>
<input type="button" value="Save"/>	<input type="button" value="Submit"/>

Training Duty Hours	36
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

Status: Not Submitted



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Training Objective*

Continued Service Agreement Inst & Calc
https://usepa.sharepoint.com/sites/OARM_Community/EPAU/Shared%20Documents/Forms/SF182%20Instructions.aspx

Section C - COST AND BILLING INFORMATION

Direct Appropriation / Fund	Indirect Appropriation / Fund
<input type="text"/>	<input type="text"/>
Tuition and Fees*	Per diem
<input type="text"/>	<input type="text"/>
Books & Materials	
<input type="text"/>	
Direct Cost Total	Indirect Cost Total
\$0.00	\$0.00
Non-Government Contribution Cost	Doc / Purchase Order / Requisition #
<input type="text"/>	<input type="text"/>

Training Objective: National Association of Remedial Project Managers Training Program to improve the project management performance of regional Remedial Project Managers.

Section C – COST AND BILLING INFORMATION

Tuition and Fees = \$0.00

Per diem = Enter the actual/final per diem costs to attend the 2019 National Association of Remedial Project Managers Training Program since training funds are being requested to cover lodging and per diem costs while in travel status. For the National Association of Remedial Project Managers 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 National Association of Remedial Project Managers Training Program.

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\$0.00

\$0.00

Non-Government Contribution Cost

Doc / Purchase Order / Requisition #

8 Digit Station Symbol

Furnish Invoice to*

Select Card Holder

Billing Instructions

[This field will populate after save.]

EMPLOYEE'S AGREEMENT TO CONTINUE IN SERVICE (Sign Below)

Note:

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.

Cancel

Save to Enable Attachments

Save

Submit

Status: Not Submitted



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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



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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 incomple- tion, 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

Cancel

Save to Enable Attachments

Save

Submit

Status: Not Submitted



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Employee Name:

Jean Balent

Originator

Jean Balent

Beginning Date of Development Activity

[Will be populated by Training Start Date field.]

Ending Date of Development Activity:

[Will be populated by Training End Date field.]

Name of Course or Development Activity

[Will be populated by Course Title field.]

Training or Course Credit Hours

[Will be populated by Training Credit field.]

Continued Service Agreement Expires:

[Will be populated by Continued Service Agreement Expiration field.]

Cancel

Save to Enable Attachments

Save

Submit