



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS – ALASKA
HUMAN RESOURCES OFFICE
PO BOX 5800
FORT RICHARDSON AK 99505-5800

1 October 2009

MEMORANDUM FOR AKNG TECHNICIANS

SUBJECT: Technician Training Requirements and Procedures (HRO Policy 09-07)

1. Purpose: This policy outlines requirements and procedures for submitting Technician Training requests to the Human Resources Office. This policy supersedes all previous HRO policies regarding Technician Training.
2. References: CFR Title 5, TPR 400, JFTR, 5 USC 4108 and 5 CFR 410, AK USFPO DTS Business Rules, Under Secretary of Defense Memorandum dated October 29, 2007, Documenting and Reporting Civilian Training Requirements, OPM memorandum dated July 2, 2007, SF 182 procedures, AEA template letter, and USPFO Policy #2, dated 4 December 2007, Actual Expense Allowance Request.
3. Requirements:
 - a. Technicians must complete the Standard Form 182 (SF 182 - Authorization, Agreement and Certification of Training) when requesting technician travel and training.
 - b. At a minimum, supervisors will maintain certificates of completion and update the NGB Form 904-1 (Supervisor's Record of Technician Employment) to accurately annotate subordinate performance which will aide the supervisor in preparation for the subordinate's annual performance appraisal.
 - c. IAW TPR 400, Ch 2-4, para (a), supervisors of technician personnel are required to complete, at a minimum, the National Guard Technician Personnel Management Course within the first year of their appointment. Supervisors are required to receive HRO refresher training every three years.
 - d. A Continued Service Agreement (CSA) for training is an agreement accepted by the employee to continue service upon completion of training for a pre-established length of time, in exchange for Government sponsored training or education. With this authority the Alaska National Guard protects its investment and secures a period of service from the Federal Technician once the training has been accomplished. CSA's must be completed for tuition amounts greater than \$1000. This policy will be used in conjunction with the guidelines set forth on the SF 182.
4. Procedures:
 - a. Technician training requests should be submitted six weeks in advance to allow the Human Resources Development Specialist (HRDS) to complete a cost analysis, verify funding

availability, and ensure the appropriate documentation has been received. Requests for technician training will only be accepted on the SF 182. A Letter of Instruction (LOI) or its equivalent from the training facility is required for all training held on a military installation. This LOI will identify whether or not quarters and rations are available. The only exception is training at the National Guard Professional Education Center (NGPEC), quarters and rations will be utilized when available.

b. Proper completion of the SF 182 is essential for the approving official to verify and ensure the requested training is in compliance with regulatory provisions and internal organizational policy, as well as ensuring the individual is attending the proper training. Guidance for proper completion of the SF 182 is included on pages 3 – 14 of the form. Page 1 will be completed as well as blocks 1a – 1e on the 2nd page. ONLY submit pages 1 – 2 when requesting training. The HRDS is required to record all completed training for technicians in the Personnel Data System, all appropriate information including the member's social security number is required on the SF 182.

c. Training requests will be accepted in a hard copy (paper or fax) form, or scanned/emailed. Originals can be sent to JFHQ-HRO/HRDS or faxed to HRO. It is imperative that all financial information such as Military Interdepartmental Purchase Request (MIPR), tuition and reimbursable registration fees be included on the original request.

d. Army technicians requesting training through an active duty school, meaning a location other than the Professional Education Center (PEC), on Camp Robinson, or through a civilian contractor must work with their unit training NCO and the G-3 for course, seat reservation, and travel. Employees requesting courses listed in the Army Training Requirements and Resource System (ATRRS), school code 922-Camp Robinson-Professional Education Center (PEC), will submit the SF 182's to the HRO-HRDS. The HRDS will input the request to ATRRS and the employee will be notified by a system generated email as to whether they have a reservation in the course. If you are attending a course at PEC in technician status, **DO NOT** have your unit clerk input the request in ATRRS, the HRO-HRDS will perform this task. Requests for training at PEC should include the following: course title, course number, class number as well as the class date (Example: ARNG Retirement Counselor, FTS-014, Class number 001). Rental car requests are not authorized for employees lodged at PEC.

e. In cases where the training vendor does not accept the Government Procurement Card (GPC) or the cost is above the threshold (\$25,000) per payment for tuition, the USPFO Contracting office is required to make payment (i.e. Visa Checks and Purchase Orders, DD Form 3953). Requests not made prior to the execution of training may not be honored by the contracting office for payment. Officials or employees of the United States Government cannot over-obligate, over-disburse, obligate in advance of appropriations, or accept voluntary services. In general, technicians are not authorized to make verbal or written obligations with vendors. Doing such may create an Anti-Deficiency Act (ADA) violation. ADA disciplinary actions are found in 31 USC, sections 1350 and 1519, which can carry penalties and/or a fine of not more than \$5000 and/or imprisonment for not more than two years.

f. Once the SF 182 has been approved, the technician may request a travel authorization (travel order) in the Defense Travel System (DTS). Do not perform this step until the training has been approved by the HRO-HRDS for Army training or the Wing Liaison and Wing

Training for Air technician training. Training is categorized as an “official training event” (Example: classroom environment, formal training, certificate received, etc.). In the event that a member is traveling to a location in which the hotel rates for that location exceed the per diem rate, an approved Actual Expense Allowance (AEA) request letter is required prior to approval of DTS orders. A copy of the approved AEA letter must be attached to the substantiating documents portion of the DTS orders request prior to approval of the DTS orders. Members are reminded to review the approved DTS authorizations prior to commencement of travel to ensure tickets have been issued by the travel agency; lodging and rental car reservations, etc. have been made. Amendment requests after travel has commenced will be considered on a case-by-case basis. Any training/travel requests received after the duty has already been performed will require a justification letter from the Commander of the technician’s organization, routed through the Human Resource Officer. Travel claims should be completed in DTS, IAW the AK UPSFO DTS Business Rules, within five working days after the training has been completed.

5. Questions involving technician training should be directed to (HRO/HRDS) at the Human Resource Office at (907) 428-6518 or DSN 384-4518.



CATHERINE F. JORGENSEN

COL, AKNG

J-1/Director of Manpower and Personnel

Attachment:
Continued Service Agreement Table