

Ohio National Guard
Human Resources Development



Standard Operating Procedures for
Training and Funding Requests

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Standard Operating Procedures (SOP) for Training and Funding Requests

1. **Purpose.** This SOP provides guidance and instruction for training and funding requests for T32 National Guard Technicians and T5 National Guard Employees, hereafter referred to as 'NG Employee(s)'.

2. **NG Employee Training Requests.** NG Employee training requests are subject to cost analysis, funding availability and scrutiny by the Human Resource Office (HRO). The HRO bases approval on the training/development requirements of the NG Employee position and agency mission requirements. Training is categorized as an "official training event". (Example: classroom environment, formal training, certificate received, etc.). Conferences and workshops are not considered official training and do not require an SF-182, unless registration fees are associated with the event or the NG Employee receives a training certificate upon completion.

a. Supervisors must request training for NG Employees on a Standard Form (SF) 182 (Authorization, Agreement and Certification of Training), (Enclosure 1), and the NG Employee's full-time supervisor must sign the form. The SF-182 must meet the following requirements:

(1) The approving official needs sufficient information recorded on the SF-182 to ensure the requested training complies with regulatory provisions, internal organizational policy, and to ensure the training requested is required for the NG Employee's full-time position.

(2) The SF-182 must include the member's social security number.

(3) It must include any financial information such as Military Interdepartmental Purchase Request (MIPR) data, tuition costs, and reimbursable registration fees.

(4) NG Employees may request their Authorization/Order in DTS after receiving an approved SF-182.

b. Requests must include any course information/cost estimate, Letter of Instruction/Memorandum of Instruction (LOI/MOI), and any other information in support of the training request.

c. Supervisors of Army NG Employees must submit training requests to HRD through the Web Helpdesk Ticket System. Supervisors of Air NG Employees must submit training request via email at ng.oh.oharnng.list.ngoh-j1-hro-training@mail.mil **NLT 30 days** prior to the course start date. Requests requiring the payment of tuition or registration fees require additional processing time. All training requests submitted after the 30-day deadline may be approved on a case-by-case basis.

d. **Continued Service Agreement (CSA).** A CSA for training is an agreement by a NG Employee to continue in service upon completion of training for a pre-established length of time in exchange for Government-sponsored training or education. The CSA allows the Ohio National Guard to protect its investment and secures a period of service from the NG Employee after completion of training. All CSAs must be completed for training that exceeds

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80 hours. A NG Employee selected for training subject to a CSA must sign an agreement to continue service after training, page 5 of the SF-182, prior to the start of training. The period of service will equal at least three times the length of the training.

e. **Certificates of Training.** Certificates of training completion from Army NG employees will be submitted via helpdesk ticket. Air NG Employee certificate of training completion will be sent to HRD via email at ng.oh.oharnng.list.ngoh-j1-hro-training@mail.mil.

f. **Documenting Training.** HRO will update supervisors' and employees' records in the Defense Personnel Data System (DCPDS) for HRO-sponsored training events that fulfill mandatory training requirements. Supervisors and employees may upload certificates of completion for any other training events in MyBiz+ at <https://compo.dcpds.cpms.osd.mil/>. HRO will review such submissions for potential inclusion in the supervisor or employee's training record. See appendix E.

3. **Government Purchase Card (GPC).** HRD maintains a GPC with a \$25,000 threshold for approved training purchases.

a. In cases when a training vendor does not accept a payment via GPC, or the cost is above the threshold (\$25,000) per training request, the USPFO Contracting office will need to provide assistance.

b. Split disbursements are not authorized for GPC purchases. All proposed vendors must be able to allocate all invoices and transactions by individual requests.

c. **ONG HRO-HRD Purchase Request Form.** Any requests to utilize HRDs GPC require the completion of the ONG HRO-HRD Purchase Request Form to provide Accounting Data – Line of Accounting information and any supporting documentation for the request. The ONG HRO-HRD Purchase Request Form is enclosed.

d. Submit training requests requiring the use of the HRD GPC **NLT 30 days** prior to the requested training date. Late requests may not be honored by for payment. Requests to utilize the HRD GPC require the completion of the ONG HRO-HRD Purchase Request Form to provide Accounting Data – Line of Accounting information in addition to any supporting documentation needed to complete the request. See Appendix A for a copy of the ONG HRO-HRD Purchase Request Form and Appendix B for the Equal Employment Office (EEO) instructions.

e. Officials or NG Employees of the United States Government cannot over-obligate, over-disburse, obligate in advance of appropriations, or accept voluntary services. In general terms, NG Employees are not authorized to make verbal or written obligations with vendors. Doing so may create a ratification and potentially an Anti-Deficiency Act (ADA) violation. All 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. The last day to submit any request to HRO involving the use of the Government Purchase Card (GPC), regardless of which directorate funds the training/event, is July 15th.

4. Training Event Considerations.

a. **HRO-sponsored training events.** NG Employees may request to attend the Ohio HRO-administered Supervisor Annual Update / Refresher Training, FERS Pre-Retirement Seminars, and FERS Mid-Career Seminars. Pre-populated SF-182s are on the ONG Public website at: <http://hr.ong.ohio.gov/Technicians/Training/TrainingDatesForms.aspx>

b. **ATRRS and NG Professional Education Center (PEC) Training Courses.** Many courses are available from formal Army training schools and the NG PEC in Little Rock, AR. Rental Cars are not authorized for employees lodged at PEC. NG PEC provides transportation to and from the airport. The PEC Shuttle number is 501-212-4869. Any exceptions will be made on a case-by-case basis. Travelers must include the ATRRS course number in the DTS trip description block. NG Employees attending Centrally Funded courses at PEC will receive an email notification that will include a Line of Accounting (LOA) which will be available in DTS for selection in the accounting section under the cross-org field. NG Employees requesting courses listed in the Army Training Requirements and Resource System (ATRRS) catalog at <https://www.atrrs.army.mil/atrrscc/> must complete a SF-182 with the following information:

(1) Course Title,

(2) School Code,

(3) Course Number,

(4) Class Number,

(5) and any additional information as necessary. Example - Course Title: ARNG Education Services, School: 922, Course Number: 922-7C-F64/500-F63, Class #: 001.

c. **ANG Training Line Number (TLN) Requests for Title 5 Employees.** Refer to Appendix D to navigate this TLN request process.

(1) The ANG T5 employee and supervisor identify job training and development requirements using the Education & Training Course Announcements (ETCA) located at https://app10-eis.aetc.af.mil/etca/SitePages/ETCA_BCI_Search.aspx#Search. Supervisors and employees should contact the local Wing Force Development Office (FDO) for assistance with identifying these requirements.

(2) Employees will complete the SF-182 to request the Training Line Number (TLN) by fully completing Section A – Trainee Information, Section B – Training Course Data (Verify Course Information in ETCA), entering the PAS CODE in the Training Objective field, and then signing the Continued Service Agreement.

(3) The supervisor must then sign the SF-182 and submit it to the wing Force Development Officer (FDO).

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(4) The FDO who will validate the request, sign the SF-182, and coordinate with the Wing Comptroller or Delegated Certifier for Funds Approval and Signature, or return the request disapproved.

(5) The FDO emails the signed and approved SF-182 to NGOH-HRD at ng.oh.oharng.list.ngoh-j1-hro-training@mail.mil.

(6) The HRD Specialist will review the request for accuracy and forward the request to NGB for processing.

(7) NGB will communicate the approval or disapproval of the training request to HRD and the FDO.

5. Please direct questions to the HRD Supervisor, Mrs. Brittney Newberry, (614) 336-7453, HRD Specialist, Ms. Rebecca Malone, (614) 336-7055, or Management Analyst, Mrs. Alisha Bowen, (614) 336-7257