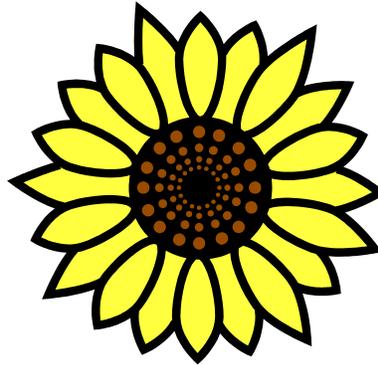


# Technician Training Request Procedures

Revised 06 August 2008

## Employee & Supervisor Guide



Kansas National Guard  
Human Resources Office  
Human Resources Development Specialist (HRDS)  
2800 SW Topeka Blvd  
Topeka, Kansas 66611  
Phone: (785) 274-1185 DSN: 720-8185  
Fax: (785) 274-1604 DSN FAX: 720-8604  
[dottie.clark@us.army.mil](mailto:dottie.clark@us.army.mil)

The Kansas National Guard has a strong commitment to developing the talents, skills and abilities of its technicians. Army and Air Technicians are often required to take a course or training that is necessary for the performance of the guardsmen's technician position and/or is necessary to the mission of the Kansas National Guard. Supervisors are responsible for determining technician training needs. Training includes:

- On-the-job training
- Workshops

- Formal classroom instruction

When a training need is identified, please follow these guidelines:

- Requesting technician completes (first page) of the SF 182 Authorization, Agreement, Certification of Training and Reimbursement. It is available on the HRO website, Document Library. It is a 14-page form however, not all pages apply to the typical training situation. ***You will only need to complete pages one and two of the SF 182.***
- Each block outlined in the SF 182 completion instructions must be completed or the form will be disapproved and sent back to the requester's supervisor. This data is used to input information into the Defense Civilian Personnel Data System (DCPDS) to show justification for future training dollars and future training requirements. It also is a record of all training attended in a technician status.
- Supporting documents include conference information, fliers, letters of instruction, registration form or training agenda must also be attached to the SF 182. **To be reimbursed for registration fees, the requester MUST attach a conference LOI or any other supporting documents that describes the registration fee.**
- Requestor also fills out a DTS Worksheet (for Army Guard). Per diem and travel will not be authorized for training that is located in the same city of technician normal duty location.
- Supervisor reviews the DTS Worksheet and SF 182 and completes block 1a – 1e.
- Requester or supervisor forwards the completed SF 182, supporting documentation and DTS worksheet to the Human Resources Office/Employee Development Specialist ***no later than 15 calendar days prior to start date of training***. Request turned in less than 15 days to class date will be disapproved or a memo will be attached to the SF 182 stating special circumstances to the reason why the request was turned in late.
- **Army Guard Technicians:** HRO/HRDS reviews SF 182 and approves or disapproves. Training request will be approved based on training need and if funds are available for the specific course or training. Currently, there are no funds available to train neither temporary technicians nor indefinites. Training funds are specifically reserved for *permanent* technicians per regulation TPR 400. Upon approval, HRDS will notify the technician advising them to enter their travel requests in DTS. Effective 1 October 2005, use of the Individually Billed Account (also known as the Government Travel Charge Card) is required for all official travel transportation/airline tickets.

- **Air Guard Technicians:** Supervisors will contact their Wing Comptroller to insure funds are available. Wings have their own training fund that is separate from Army. After supervisor ensures funds are available, forward SF 182 to HRO/HRDS to input training into DCPDS. Supervisor should ensure that Wing Comptroller will make payment for training.

## **SF 182 Completion Instructions**

### **Section A-Trainee Information**

**Blocks 1-12:** Self explanatory  
**Block 13:** Use drop down menu  
**Block 14 – 17:** Self explanatory

### **Section B-Training Course Data**

**Block 1a - 17:** Use drop down menus for codes  
**Block 18:** A short description that explains what is to be learned and how it will be applied to the requester's technician position.  
**Block 19:** Leave blank.

### **Section C - Cost and Billing Information**

**Block 1a - c:** Enter cost of course or any registration fees.  
**Block 2 - 6:** Leave blank.

### **Section D – Approvals**

**Block 1a - e:** Self explanatory.  
**Block 2a - e:** Optional  
**Block 3a:** Dorothy G. Clark, HRDS  
**Block 3b:** (785) 274-1185  
**Block 3c:** dottie.clark@us.army.mil

### **Section E – Approvals / Concurrence**

**Block 1a:** Kathryn L. Hulse, Col/HRO  
**Block 1b:** (785) 274-1181  
**Block 1c:** Kathryn.hulse@us.army.mil

The Human Resource Office is committed to the development of Kansas National Guard Technicians. Please do not hesitate to contact the Human Resources Development Specialist to get answers to any questions or if you need further assistance.

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Human Resources Office

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