

NETFOCUS Unit Supply Binder - 3-7

SUBJECT: Use of Standard Form 182 for Training, Education & Professional Development

PURPOSE: To inform NROTC Supply Technicians of the process for completing the Standard Form 182 (SF182) to document Training, Education & Professional Development (TE&PD).

OVERVIEW: The SF182 is the basis for documenting training and substantiating payment, in addition to a Purchase Order Request Form (PORF), for a variety of TE&PD germane to NROTCs. Small arms training at a commercial range, CPR training from the Red Cross or university and swim training are a few examples of training documented on the SF182. Additionally, recent feedback from Naval Supply (NAVSUP) Fleet Logistic Center (FLC) Procurement Performance Management Assessment Program (PPMAP) offices indicate that tutoring may also be accomplished using the established SF182 process as an *option*. A Memorandum for the Record on this subject can be found on page 4 of this document.

Specific notes on Tutoring: Tutoring is accomplished at NROTCs via a variety of acceptable methods such as Government Commercial Purchase Card (GCPC) payment to the university in those instances where tutoring services are provided by and through the institution or using the GCPC or convenience check along with the Standard Form 18 to document the informal agreement between the NROTC and the tutor for services provided. NROTCs should use whatever method is most efficient to that NROTC. Using the SF182 for tutoring is an additional option as documented in the Memorandum for the Record found near the end of this Tab.

ACTION REQUIRED: NROTC Unit Supply Technicians should follow the below procedures to properly process actions for TE&PD.

1. The SF182 is used to document a TE&PD event and training attendance approval (not payment authorization). Do not complete SF182 within FASTDATA. Electronic signatures are authorized.

a. Section A. Leave Personally Identifying Information (PII) blocks blank when completing the SF182 for TE&PD including blocks 2, 3, 4, 5, 11, 12, 13, 14, 15, 16 and 17, unless it is required for the specific training event. *If PII is included the hardcopy and electronic versions of the form must be properly protected in accordance with standard PII handling policies and regulations.*

b. Section D, block 1a - Immediate Supervisor signs.

c. Section D, blocks 2a and 3a - Can be left blank.

d. Section E, block 1a - NROTC Executive Officer or Commanding Officer signs.

e. Section F, block 1a - Completed after training completion. Signature of individual documenting that training was completed (course instructor or supervisor) or, alternatively, include a completion certificate in the folder and annotate this block with, "See course certificate."

2. A Purchase Order Request Form (PORF) must be included with the SF182, to include CH, OPTAR and AO signature. Electronic signatures are authorized.

3. A Miscellaneous Document (MD) must be created in FASTDATA to obligate funds.

4. The electronically signed PORF containing the CH, OPTAR and AO signatures and the signed SF182 must be submitted in the FASTDATA Workflow email box.

5. The CH's Letter of Delegation must note the method of payment for TE&PD services is a SF182, valued at or below \$25,000;

6. The TE&PD event must be regularly scheduled, off-the-shelf training and available to the general public;

7. If the TE&PD event requires a new design or development or exceeds \$25,000 a contract must be in place prior to payment.

8. All purchases between \$3,500 and \$25,000 must include a price comparison sheet (see example page 3).

SAMPLE Price Comparison Sheet

(contact the POCs at the end of this document for an editable version)

Determination of Fair and Reasonable Price

PR #xxxxxxx

Description of requirement: CPR Training for Midshipmen

Date: 26JUN17

Buyer checked online catalogs/obtained quotes as follows:

Vendor	Unit price	Qty.	Fees	Total
Abc	\$20.00	3	\$75.00	\$135.00
Mno	\$13.00	3	\$.055 per unit	\$39.17
Xyz	\$7.50	3	\$0.00	\$22.50

CPR training was also purchased two years ago (insert PR number) from Pqr vendor for \$17.00 per person.

Based on the price comparison among current vendor catalogs and with historical prices paid, the total price of \$22.50 from vendor Xyz is determined to be fair and reasonable.

Name: I.M. Supply Technician

Signature: /SS/

MEMORANDUM FOR THE RECORD

Date: 21JUN17

From: Jerry Long, Director of Logistics, Naval Service Training Command

To: File

Subj: ROTATION OF VENDORS FOR NROTC TUTORING

Ref: (a) PHONCON OF 1102 central time, 21JUN17, between NSTC's Jerry Long and FLC PPMAP Norfolk, VA's Cassandra Lancaster

1. An e-mail inquiry from Jerry Long to Cassandra Lancaster asked if the current rotation of vendor practice at NROTC Units, established by Marie Pressley of FLC Norfolk, Detachment Philadelphia, was satisfactory.

a. Ms. Lancaster noted that NSTC had documented an often limited pool of acceptable tutors and that documentation should be provided to auditors if the rotation of vendor issue comes up during an audit. NSTC will develop a Memorandum for the Record on this subject and distribute it to the NROTC Units.

b. She also recommended including tutoring in the Educational Service Agreement (ESA), if possible. FLC Norfolk, Detachment Philadelphia has previously agreed to do this as new ESAs are issued starting in March, 2016.

c. Ms. Lancaster also suggested using the Standard Form 182 for Training, Education and Professional Development (TE&PD) to pay for tutoring services given its greater threshold flexibility. We will develop procedures for this and provide them to the NROTC Units.

2. POC is Jerry Long, 847-688-4509x454, jerry.e.long@navy.mil.


J. E. LONG

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