

NROTC Unit Supply Binder – Tab 3-34

Date: June 2025

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

1. PURPOSE

To inform NROTC Supply Technicians on completing the Standard Form 182 (SF182) for documenting Training, Education & Professional Development (TE&PD).

2. OVERVIEW

The SF-182 is an Office of Personnel Management (OPM) form used by the DOD to document TE&PD events from non-government sources. The SF182 documents TE&PD and training attendance approval, but *not* payment authorization. Electronic signatures are authorized.

3. REFERENCES

- (a) SF182 Authorization, Agreement and Certification of Training
- (b) NAVSUPINST 4200.99 (Series)
- (c) DOD Government Commercial Purchase Card Guidebook

4. ACTION REQUIRED - NROTC Unit Supply Technicians must follow these procedures to process TE&PD actions.

5. TE&PD DEFINITION - TE&PD TRAINING, EDUCATION, AND PROFESSIONAL DEVELOPMENT SERVICES

Courses, conventions, conferences, workshops, etc., primarily intended to train or develop individuals to meet mission needs.

- General supplies/equipment are *not* TE&PD services.

6. SF 182 USAGE – THE SF 182 DOCUMENTS TRAINING AUTHORIZATION

Payment approval authorization is documented on a Purchase Order Request Form (PORF), for NROTC-related TE&PD.

- Examples: small arms, CPR, swim training, and tutoring.

NOTE: The SF 182 is *not* a contracting or payment authorization vehicle. It only authorizes training attendance and, in some cases, can be used to document tutoring agreements.

7. GPC CARDHOLDER (CH) REQUIREMENTS – CARDHOLDERS MUST HAVE SPECIAL DESIGNATION AUTHORITY TO MAKE TE&PD MISCELLANEOUS PAYMENTS

Authorization is granted via the Joint Appointment Module (JAM) "SF-182 Training Payments Cardholder" special designation.

- Special designation must be completed prior to processing, TE&PD training.
- The Cardholder's Letter of Delegation must note SF182 payment authority for TE&PD services valued at/below \$25,000.

8. TE&PD – GPC EVENT SCREENING

The Miscellaneous Payments Official CH (SF 182 Training Payments) is authorized to make payments for trainees attending commercial training, based on approved SF 182 (Request for Training).

- **Payment Limit:** Individual SF 182 payments are limited to \$25,000.
- **Individual SF 182s Required:** Each trainee attending a course requires a separate SF 182. "Payment for a course" for multiple attendees will require individual SF 182s
- **Micro-Purchase Threshold (MPT) Rule:** If a training vendor offers a single training event (with a set price) that multiple trainees can attend, the *total* cost must remain below the Micro-Purchase Threshold (MPT), currently set at \$10,000.
 - **Training Events Exceeding MPT but Under \$25,000:** If the total cost of a single training event, where multiple trainees attend, *exceeds* the MPT (\$10,000) but remains *below* \$25,000, each participant *must* submit an individual SF 182 for approval.
 - **Training Events Exceeding \$25,000:** If the total cost of a single training event, where multiple trainees attend, *exceeds* \$25,000, the procurement *must* follow FLC contract procedures.

8.1 TE&PD GPC transactions must meet these criteria:

1. Regularly scheduled, "off-the-shelf" training available to the public.
 - Government specific discounts are prohibited.
2. Purchases between \$3,500 and \$25,000 require a price comparison sheet.

9. SF 182 SECTIONS AND COMPLETION

The SF 182 consists of two pages for completion, plus instruction pages.

NOTE: Ensure you are using the most up to date version of the SF 182. Older versions are considered obsolete.

9.1. Section A – Trainee Information. If PII is included, protect hardcopy/electronic versions according to PII handling policies. In most cases, PII is not required.

Authorization, Agreement, and Certification of Training		A. Agency code, agency sub-element and submitting office number		B. Request Status Select one	
Section A – Trainee Information					
1. Applicant's Name (Last, First, Middle Initial)		2. Social Security Number (###-##-####) (Agency Use Only)		3. Date of Birth (Enter Date as yyyy-mm-dd) (Agency Use Only)	
4. Home Address (Optional) (Number, Street, City, State, ZIP Code)		5. Home Telephone (Optional) (Include Area Code)		6. Position Level (See page 4 for additional instructions)	
7. Organization Mailing Address (Branch/Division/Office/Bureau/Agency)		8. Office Telephone (Include Area Code and Extension)		9. Work Email Address	
10. Position Title		11. Does applicant need special accommodation? Select one		If yes, please describe the requirements below	
12. Type of Appointment	13. Education Level (See page 4 for additional instructions) Select one	14. Pay Plan	15. Series	16. Grade	17. Step

Figure 9.1. SF 182: Section A

- Block 1 Applicant's Name - (Last, First, Middle Initial).
- Block 2 SSN - LEAVE BLANK.
- Block 3 - LEAVE BLANK.
- Block 4 - LEAVE BLANK.
- Block 5 - LEAVE BLANK.
- Block 6 Position Level – See page 4 of SF182 for additional instructions.
- Block 7 Organizational Mailing Address - Address of the requester.
- Block 8 Office Telephone - Telephone number of the requester.
- Block 9 Work Email Address - Email address of the requestor (preferably Flank speed / .mil address).
- Block 10 Position Title - Position title of the requester.
- Block 11 Does applicant need special accommodation - Fill out as applicable.
- Block 12 Type of Appointment - Fill with the type of appointment of the Requestor (AD / CIV, etc.).

- Block 13 Education Level - Select appropriate education level.
- Block 14 Pay Plan - Fill out appropriate information.
- Block 15 Series - Fill out appropriate information.
- Block 16 Grade - Fill out appropriate information.
- Block 17 Step - Fill out appropriate information.

9.2. Section B – Training Course Data. Ensure all Vendor information, Course Information, Start/End Dates, and Training Duty Hours are populated.

Section B – Training Course Data					
1a. Name and Mailing Address of Training Vendor (No., Street, City, State, ZIP Code)			1b. Location of Training Site (if different from 1a)		
1c. Vendor Telephone Number	1d. Vendor Email Address		1e. Vendor website	1f. Vendor Point-of-Contact (POC)	
2a. Course Title	2b. Course Number Code		3. Training Start Date (Enter Date as yyyy-mm-dd)		4. Training End Date (Enter Date as yyyy-mm-dd)
5. Training Duty Hours	6. Training Non-Duty Hours		7. Training Purpose Type (See page 6 for additional instructions) Select one		8. Training Type Code (See page 6 for additional instructions) Select one
9. Training Sub Type Code (See page 6 for additional instructions) Select one	10. Training Delivery Type Code (See page 8 for additional instructions) Select one		11. Training Designation Type Code Select one		12. Training Credit Select one
14. Training Accreditation Indicator Select one	15. Continued Service Agreement Required Indicator (Agency Use Only) (See page 8 for additional instructions) Select one		16. Continued Service Agreement Expiration Date (Enter date as yyyy-mm-dd)	17. Training Source Type Code (See page 8 for additional instructions) Select one	18. Individual or Group Training Select one
20. Skill Learning Objective				19. Student/ Membership ID	
21. Agency Use Only (For use by agency as needed)					

Figure 9.2. SF 182: Section B

- Block 1a - Name / mailing address of training vendor.
- Block 1b - Location of the training site.
- Block 1c - Vendor Telephone.
- Block 1d - Vendor Email address.
- Block 1e - Vendor Website.
- Block 1f - Vendor POC (Preferably a name of a Customer Service POC).
- Block 2a - Course Title.
- Block 2b - Course Number Code (if applicable).
- Block 3 - Training Start Date.
- Block 4 - Training End Date.
- Block 5 - Training Duty Hours. (Typically, the number of hours of the course).

- Block 6 - Training Duty Non-Hours.
- Block 7 - Training Purpose Type (see page 6 of SF182 for guidance).
- Block 8 - Training Type Code (see page 6 of SF182 for guidance).
- Block 9 - Training Sub Type Code (see page 6 of SF182 for guidance).
- Block 10 - Training Delivery Type Code (see page 8 of SF182 for guidance).
- Block 11 - Training Designation Type Code.
- Block 12 - Training Credit.
- Block 13 - Training Credit Type Code.
- Block 14 - Training Accreditation Indicator.
- Block 15 - Continued Service Agreement.
- Block 16 - Continued Service Agreement Expiration Date.
- Block 17 - Training Source Type Code.
- Block 18 - Individual or Group Training (Select One). If Group Training is selected, a
- Block 19 - Student / Membership ID. Typically N/A.
- Block 20 - Skill Learning Objective. The purpose of the training and for what reason it is being taken.
- Block 21 - Agency Use Only. Leave Blank.

9.3. Section C – Cost and Billing Information The requester is responsible for filling out the below blocks.

Section C – Costs and Billing Information					
1. Direct Costs and Appropriation/Fund Chargeable			2. Indirect Costs and Appropriation/Fund Chargeable		
Item	Amount	Appropriation Fund	Item	Amount	Appropriation Fund
a. Tuition and Fees	\$		a. Travel	\$	
b. Books & Material Costs	\$		b. Per Diem	\$	
c. Total	\$		c. Total	\$	
3. Total Training Non-Government Contribution Cost			6. Billing Instructions (Furnish invoice to)		
4. Document/Purchasing Order/Requisition Number					
5. 8-Digit Station Symbol (Example: 12-34-5678)					

Figure 9.3. SF 182: Section C

- Block 1a Tuition and Fees - Total dollar amount of the tuition cost to include all fees.

- Block 1b Books and Materials Costs - Cost of books and materials.
- Block 1c Total - Total cumulative amount of the entire course of instruction.
- Block 4 Document/Purchasing Order/Requisition Number - The locally generated document number of the funding document created in NERP. EX
N0021025CCWB010
- Block 6 Billing Instructions - Enter the name, phone number and email address of the Supply Technician who is the Point of Contact for payment.

9.4. Section D – Approvals

Section D – Approvals	
Complete the appropriate number of approvals your agency requires (e.g. first, second, and/or third level approval) before submission of this form to the Agency Training Office.	
1a. Immediate Supervisor/First-line Supervisor (Name and Title)	
1b. Telephone Number (Include Area Code and Extension)	1c. Email Address
1d. Signature	1e. Date (Enter Date as yyyy-mm-dd)
2a. Second-line Supervisor (Name and Title)	
2b. Telephone Number (Include Area Code and Extension)	2c. Email Address
2d. Signature	2e. Date (Enter Date as yyyy-mm-dd)
3a. Training Officer (Name and Title)	
3b. Telephone Number (Include Area Code and Extension)	3c. Email Address
3d. Signature	3e. Date (Enter Date as yyyy-mm-dd)

Figure 9.4. SF 182: Section D

- Blocks 1a-1e - Required information for the requestor's supervisor. Block 1d must be electronically signed.

9.5. Section E – Approvals and Concurrence

Section E – Approvals/Concurrence	
To be completed by the nominating Agency Official authorized to approve or disapprove training requests.	
1a. Authorizing Official (Name and Title)	
1b. Telephone Number (Include Area Code and Extension)	1c. Email Address
1d. Signature	1e. Date

Figure 9.5. SF 182: Section E

- Blocks 1a-1e - Required information for the Unit CO (NROTC Units) or NSTC Director of Officer Development (Maritime Units).

9.6. Section F – Certification of Training Completion and Evaluation.

Section F – Certification of Training Completion and Evaluation*	
1a. Authorizing Official (Name and Title)	
1b. Telephone Number (Include Area Code and Extension)	1c. Email Address
1d. Signature	1e. Date
Training Facility: Bills should be sent to office indicated in item C6. Please refer to number given in item C4 to assure prompt payment.	
<small>* Agency Certifying Officials are certifying the employee has completed the requirements for the training and an evaluation has been completed. The requirement to evaluate training is found in 5 CFR 410.202. The agency head shall evaluate training to determine how well it meets short and long-range program needs of the agency and the individual. The needs should be aligned with the strategic plan to strengthen and develop the performance and behavior of the individual whose positive results will impact the performance of the agency.</small>	

Figure 9.6. SF 182: Section F

- Blocks 1a-1e - Complete after training. Signature of course instructor/supervisor OR include completion certificate and annotate "See course certificate."

10. ROUTING REQUIREMENTS FOR SF 182 APPROVAL

The SF 182 must be accompanied by key supporting documents prior to funds approval by the NSTC N8 Comptroller's office.

10.1. Documents will be submitted using CV01N in NERP – Required documents:

- A Funding Document created in NERP.
- A Purchase Order Request Form (PORF) if using the Government Purchase Card.
- A quote from the training provider.

Note: GPC 889 Vendor Verification is NOT required when using SF 182 for training authorization.

11. SPECIFIC NOTES ON TUTORING

NROTCs can accomplish tutoring via GPC payment to the University or using the GPC/convenience check with the SF182 to document the informal agreement between the NROTC and the tutor. NROTCs should use whatever method is most efficient to that NROTC.

SAMPLE Price Comparison Sheet - (contact the POCs at the end of this document for an example template).

Determination of Fair and Reasonable Price

PR #xxxxxxx Description of Requirement: CPR Training for Midshipmen Date: 26JUN17
Requestor/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/

Figure 11.1. Example Price Comparison Sheet

12. MEMORANDUM FOR THE RECORD

Rotation of Vendors for NROTC Tutoring:

<p>MEMORANDUM FOR THE RECORD</p> <p>Date: 21JUN17</p> <p>From: Jerry Long, Director of Logistics, Naval Service Training Command</p> <p>To: File</p> <p>Subj: ROTATION OF VENDORS FOR NROTC TUTORING</p> <p>Ref: (a) PHONCON OF 1102 central time, 21JUN17, between NSTC's Jerry Long and FLC PPMAP Norfolk, VA's Cassandra Lancaster</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>2. POC is Jerry Long, 847-688-4509x454, jerry.e.long@navy.mil.</p> <p style="text-align: right;"><i>J. E. Long</i> J. E. LONG</p>

Figure 12.1. MFR: Rotation of Vendors

In conclusion, this document guides NROTC Supply Technicians on using the Standard Form 182 (SF182) to document Training, Education, and Professional Development (TE&PD) authorizations. Please ensure the following actions are completed:

1. **SF182 Completion:** NROTC Supply Technicians must accurately complete all sections of the SF182, ensuring compliance with instructions and data requirements.
2. **GPC & Threshold Adherence:** Follow all GPC limits and micro-purchase thresholds when making TE&PD related payments.
3. **Documentation & Approvals:** Ensure all required supporting documents (PORF, Quotes, etc.) are submitted with the SF182 for proper approvals.

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