

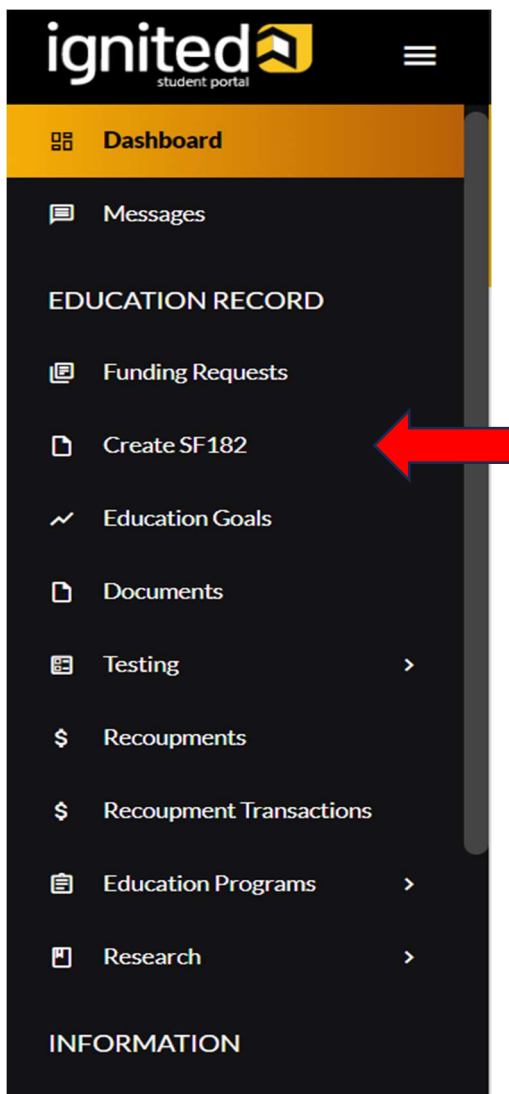
Submitting an Individual Civilian Training Request (SF182)

ArmyIgnitED – Civilian Education

<https://www.armyignited.army.mil/student/account/login>

Please ensure you have all required information before starting the SF182, as you will not be able to save your progress.

Access ArmyIgnitED Student Portal > Click ‘Create SF182’ from left hand menu.



Review Personal Information Incorrect information will delay the approval of your SF182.

1. Verify Accuracy of Supervisor Information, Civilian Personnel Data, and Contact Information /Address.
2. If incorrect, edit information using pencil icon. If correct, click ‘Verify and Proceed.’

← Create SF 182

Supervisor Information

Verify that your supervisor's contact information is accurate. Your funding request document may be disapproved if it is incorrect.

First Name EducationGoalTest	Last Name Ellis ActiveTa
Email Aaron.EllisActiveTa@bamtech.net	Alternate Email Aaron.EllisActiveTa@bamtech.net
Phone Number (471) 037-7226	

Civilian Personnel Data

Verify that the civilian personnel data is accurate. Your funding request cannot proceed if certain fields are missing.

Position Title SUPERVISORY ENVIRONMENTAL ENGINEER	Command Name SC	Organization US ARMY TANK-AUTOMOTIVE AND ARMAMENTS CM	Type of Appointment Competitive - Career
Current Pay Plan NH	Occupational Series Code 0819	Civilian Pay Grade 04	Unit Id W643AA
Career Field Construction, Engineering and Infrastructure	Appraisal Status Date	Pay Step 00	Highest Education Bachelor's Degree

Contact Information

Verify that the contact information is accurate. Your funding request cannot proceed if certain fields are missing.


Email First40.N.Last40@army.mil
Personal Email clayton.miller@bamtech.net
Work Phone 4783200442
Mobile Phone 4783200442

Address

Verify that the address is accurate. Your funding request cannot proceed if certain fields are missing.

Street 1 101 Main Street		
Street 2		
City Anywhere	State AL	Zip 39402

VERIFY AND PROCEED CANCEL



If your supervisor is not listed correctly, click the pencil icon and update the supervisor listed.

1. Search for your supervisor by typing in the correct name.
2. Select name from the drop-down menu.
3. Click 'Update Supervisor.'
4. Click 'Update Me.'

← Create SF 182

Supervisor Information  

Verify that your supervisor's contact information is accurate. Your funding request document may be disapproved if it is incorrect.

First Name EducationGoalTest	Last Name Ellis ActiveTa
Email Aaron.EllisActiveTa@bamtech.net	Alternate Email Aaron.EllisActiveTa@bamtech.net
Phone Number (471) 037-7226	

Primary Supervisor

Supervisor information is required for approval of most funding request types.

Having someone other than your supervisor approve your funding request will be considered fraudulent and punishable under the UCMJ. Exception: If the immediate supervisor will not be available to approve your funding request then you must obtain approval from a member of your chain of command (i.e. flight/section chief, superintendent, first sergeant or squadron commander of higher officer).

Type Supervisor Name **UPDATE SUPERVISOR**

First Name W Clayton	Last Name Miller
Primary Email Clayton.Miller@bamtech.net	Alternate Email Clayton.Miller@bamtech.net
Phone Number (184) 819-9197	

UPDATE ME

Primary Supervisor

Supervisor information is required for approval of most funding request types.

Having someone other than your supervisor approve your funding request will be considered fraudulent and punishable under the UCMJ. Exception: If the immediate supervisor will not be available to approve your funding request then you must obtain approval from a member of your chain of command (i.e. flight/section chief, superintendent, first sergeant or squadron commander of higher officer).

2 **UPDATE SUPERVISOR** **3**

Kathryn Alderton, E4, , Kathryn.Alderton@bamtech.net
Kat AldertonCadet, E3, , DennyI.BeadlingActiveTa@bamtech.net
Kathryn Middle43 Alderton-Civ, GS-14, W592AA,
First43.N.Last43@army.mil

Last Name Miller
Alternate Email Clayton.Miller@bamtech.net

Phone Number
(184) 819-9197

UPDATE ME

4

Acknowledge the ‘User Agreement’ – Read fully, check **ALL** boxes to agree to the conditions, then click ‘I Agree, Continue.’

← Create SF 182

User Agreement

In order to simplify the application process, you should be aware of or have the following information:

- Ensure your personal data in your ArmyIgnitED profile is updated. This is crucial as any correspondence concerning your application will be sent via email.
- Application submission is not more than 170 days and not less than 30 days prior to class start date.
- If you need to apply for a course outside of the normal 170/30-day window, contact your respective Career Field Training Officer for assistance.
- Application submission does not constitute approval, all prerequisites must be met prior to SF 182 submission.
- Request for training submitted without Supervisor and/or Training Officer approval will be automatically disapproved.

You must agree to all conditions in order to submit this application for approval:

- I understand I must have an approved SF 182 prior to attending training. The SF 182 is the Army's official document for requesting, approving, and documenting training.
- I understand that if I attend a training event prior to receiving all approvals, I will be responsible for all associated training costs.
- I understand that it is my responsibility to ensure my grades are updated in ArmyIgnitED.
- I understand that if a grade is not posted to my ArmyIgnitED dashboard after 45 days it will result in a "HOLD" being placed on my account. The HOLD will remain on my account until all applicable grades have been posted. I will not be able to submit additional training request until the HOLD is removed from my account.
- I acknowledge and authorize the release of my grades to the applicable Career Field Training Officer IAW 20 U.S.C. 1232g.

FINANCIAL

- I agree that no changes will be made to the direct cost of the training request without the approval of the Career Field Training Officer.
- I understand that the total amount of indirect cost is processed through the Defense Travel System (DTS).

PRIVACY ACT STATEMENT:

AUTHORITY: 10 U.S.C. 7013 and DoDI 1000.30

PRINCIPAL PURPOSE: To process an individual's request for training funded by the Department of the Army Civilian Career Management Activity, via applicable Career Field. Use of the Department of Defense Common Access Card ID to make a positive identification of the individual and their records.

ROUTINE USES: Student grades may be provided by AI/Vendor and records may be disclosed to AI/Vendor for the purposes of verifying enrollment and billing information.

DISCLOSURE IS VOLUNTARY: Disclosure of the Department of Defense Common Access Card ID is solely voluntary; however, failure to provide the information required may result in disapproval of the request for training.

PENALTY STATEMENT:

There are severe criminal penalties for knowingly submitting false, fictitious, or fraudulent training requests and for requesting federal funding that duplicates course costs funded elsewhere.

Trainee Information: Select ‘Position Level and Career Field.’ Identify if special accommodations are needed, then select ‘Next.’

← Create SF 182

1 Trainee Information 2 Vendor 3 Course

Select a Position Level and Career Field

Position Level*
Manager

Construction, Engineering and Infrastructure (41494510)

Description

Does applicant need special accommodations?*

Yes

No

Vendor Information: Please ensure the information matches the billing vendor information on the registration or invoice.

1. Enter Vendor name. (This is a leading search. Drop-down menu will appear as you type.)
2. Select Campus from drop-down menu.
3. ***Mandatory Information*** Enter Vendor Phone Number, E-mail Address, and Point of Contact. Website URL is not required.
4. Click 'Next.'

← Create SF 182

Trainee Information 2 Vendor 3 Course

What is your Vendor?

The training vendor may be different from the billing vendor. Enter the billing vendor information that appears on the registration form or invoice.

ACADEMY COLLEGE 1

ACADEMY COLLEGE- MAIN CAMPUS 2

Street Line 1*
1101 East 78th St. Ste. 100

Street Line 2

City*
Minneapolis

State*
Minnesota

Zip*
55420

Phone Number*
405-321-4561 3

Email Address*
test@test.net

Website URL

Point-of-Contact*
Tank Commander

BACK NEXT CANCEL

Course Information – Courses can be added to a training request in two ways, either by selecting the course from the course list or by adding the course manually.

1. Select from Course List – Search by subject or keyword > Click '+' to add course to training request.

← Create SF 182

Trainee Information Vendor 3 Course

Subject Keyword

ADD COURSE MANUALLY BACK

	Code - Title	Level	Credits	Credit Type
+	ACCT100 - Accounting I	Undergraduate	3	Semester Hour
+	ACCT101 - Accounting II	Undergraduate	3	Semester Hour
+	ACCT105 - Accounting for Non Accounting Majors	Undergraduate	3	Semester Hour
+	ACCT202 - Introduction to Payroll	Undergraduate	3	Semester Hour
+	ACCT300 - Financial Accounting	Undergraduate	3	Semester Hour

2. Add Course Manually – When adding a course manually, the following information is required:

- Course Title
- Course Code
- Number of Credits
- Type of Credits

The screenshot shows the 'Create SF 182' form. At the top, there is a navigation bar with a back arrow and the text 'Create SF 182'. Below this, there are tabs for 'Trainee Information', 'Vendor', and 'Course'. The 'Course' tab is active, indicated by a yellow circle with the number '3'. In the 'Course' section, there is a table with columns for 'Code - Title', 'Level', 'Credits', and 'Credit Type'. A single row is visible with the code 'ACCT100 - Accounting I', level 'Undergraduate', and '3' credits. To the right of the table, there is a yellow button labeled 'ADD COURSE MANUALLY' and a 'BACK' button. A red arrow points to the 'ADD COURSE MANUALLY' button.

Once course information is selected or manually entered, complete all remaining required fields. Click ‘Submit.’

The screenshot shows the 'Create SF 182' form with the 'Training Course Data' section expanded. The form contains several input fields and dropdown menus. The 'Course Title' is 'Accounting', 'Course Number Code' is 'ACCT 450', 'Training Start Date' is '8/7/2023', and 'Training End Date' is '8/11/2023'. Other fields include 'Training Duty Hours' (40), 'Training Non-Duty Hours' (20), 'Training Purpose Type' (New Work Assignment), 'Training Type Code' (Basic Training Area), 'Training Sub Type Code' (Adult Basic Education), 'Training Delivery Type Code' (Technology Based), 'Training Designation Type Code' (Undergraduate Credit), 'Training Credit' (16), 'Training Credit Type Code' (Semester Hours), 'Training Accreditation Indicator' (No), 'Continued Service Agreement Required Indicator' (No), and 'Training Source Type Code' (Non-government). There are also radio buttons for 'Yes' and 'No' under 'Training Accreditation Indicator'. At the bottom, there is a 'Costs and Billing Information' section with fields for 'Tuition and Fees' (\$ 1000), 'Book and Material Costs' (\$ 75), 'Total Training Non-Government Contribution Cost' (\$ 0), 'Travel' (\$ 500), and 'Per Diem' (\$ 250). A red arrow points to the 'SUBMIT' button at the bottom of the form.

Note: If creation/submission of the SF182 is within 30 days of the start date, it may not be approved due to time constraints. Course start and end date may be the same date.

See SF182 Agency Training Electronic Reporting Instructions (pp 4-9) for additional information.

After clicking “Submit,” you will see a confirmation message informing you that your SF182 has been submitted. Your Supervisor, Training Officer and ACCMA will review and approve.

As your SF182 changes status, you will receive a message informing you of the progress.

Civilian Training Application: Application Submitted



Congratulations your Civilian Training Application has been submitted and is awaiting approval!

Your Civilian Training Application ID is 14034

FINISHED