



How Do We Process Training Requests?

We use the Standard Form 182 (SF-182), *Request, Authorization, Agreement and Certification of Training*. However, with an electronic version of the form, we streamline the process using email.

How do we do it?

1. Trainee completes an electronic SF-182 (found in the public folders) and emails the SF-182 to his or her supervisor. (Ideally, employees plan for all requested training in an Individual Development Plan prepared in consultation with the trainee's supervisor each year.)
2. Trainee's supervisor checks for funding in own office and forwards electronic SF-182 to BPD via email at OIG@bpd.treas.gov, with message "APPROVED FOR (name of your office's credit card holder) CREDIT CARD PURCHASE" or "APPROVED FOR TRAINEE SF-182 PURCHASE" in the "AGENCY USE ONLY" block right below block 20.
3. Within a day, BPD will:
 - a. Add a tracking number to the SF-182.
 - b. Forward the SF-182 marked with the message "PROCESSED" to:
 - The trainee; and
 - Kim Mingo, Human Resources Division, at mingok@oig.treas.gov for statistical tracking and placement in employee training files.
4. The trainee is responsible for ensuring the approvals email chain and completed SF-182 go to:
 - The supervisor; and
 - The designated purchase cardholder, when the vendor accepts a credit card.
5. If the vendor will not accept a credit card, the trainee sends the SF-182 with the approvals email chain to the vendor and sends email to OIG@bpd.treas.gov with the notation "VENDOR WILL NOT ACCEPT CREDIT CARD, SF-182 SENT TO VENDOR FOR PROCESSING".

Note: If you are sending the SF-182 to the Vendor for Processing, please remember to fill out block 21 to include cost center and BOC and block 25 to include the following: ARC/ASD/ASB, 200 3RD Street UNB, 8TH Floor, Parkersburg, WV 26106-1328.

6. IMPORTANT: If the trainee cannot train, the trainee or trainee supervisor calls the vendor and cancels the training and then emails BPD at OIG@bpd.treas.gov to let her know that the vendor agreed to cancel the training.

Who do I call?

For questions about this policy, please contact the Office of Management at (202) 927-5200 or OIG-OM@oig.treas.gov.