

# **STEP ONE: TRAINING APPLICATION**

*(Steps that require only selecting “Next” have been eliminated)*

### Smart Links

[Create Training Application](#) [My Education Record](#) [On-Duty Courses...](#) [eFile](#)

The "Create Training Application" link is used to...

### My Smart Links [\[Edit\]](#)

You may select additional Smart Links. Select the "[Edit](#)" link to personalize your Smart Links.

### Message Center

[Clear your browser's cache and cookies](#)

[View...](#)

### Army Civilian Training Application

[Create Training Application](#)

[Refresh](#)

[Army Civilian Training Application Help](#)

View/Edit	Approvals	Cancel	Status	Start Date	Program	Funding
<a href="#">Continue</a>			In Progress	2/14/2014	Travel Only	ACTEDS (Central) Funding

[Archived Training Applications](#)

[Common Application](#)

### Helpdesk Cases

Select the image to view the case details.  
Cases that are marked with I have been returned for additional information.

Display  Cases

No Open Case found

### Training Resources

- [View GoArmyEd Introductory Slides](#)
- [Launch Quick Start Training](#)
- [View Reference Documents](#)
- [Test Schedule](#)
- [Army Civilian Training](#)
- [My Career Program](#)

- Step 1 Funding
- Step 2 Eligibility
- Step 3 Supplemental
- Step 4 Documents
- Step 5 Approvals
- Step 6 Submission

## Step 1: Program and Funding

**Instructions:** Welcome to the automated Training Application Wizard. The application is required for each new training or education program for which you are seeking Army funding prior to submitting a Standard Form 182 (SF 182). It collects all the required supplemental information, support documents, and preapprovals required by the Army before the SF 182 can be approved. Required support documents vary according to the education program you are requesting.

The approximate time for completing the application is 10 minutes if you have the required support documents available in electronic format on your work station.

Please select the question mark (?) icons that are located throughout the application for additional instructions to help you complete the application. For further assistance, you can contact the GoArmyEd Helpdesk by selecting the "Helpdesk" link located at the top of every GoArmyEd page.

To get started with the application, please select a Funding Source and Education Program from the options below. Contact your Supervisor for further guidance if you are unsure who will fund the training program for which you are applying.

We recommend you view your Individual Development Plan (IDP) using the link below to assist you with identifying education programs that are aligned with your career goals.

Each step of the Training Application Wizard is saved after you select the "Next" button at the bottom of each application step to allow you to enter and exit the application at any time without losing your work. You also may change any information you provide on the application until it is submitted.

Choose Funding: i

Choose Education Program: i

- ACTEDS (Central) Funding
- Command/Organization Funding
- Other HQDA Funding

[View Courses Approved in IDP](#) i

[Additional Program Information...](#)

Next

[Return to Homepage](#)

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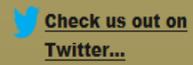
Choose Funding: i ACTEDS (Central) Funding

Choose Education Program: i

- Department of Defense (DoD) Inspector General Program
- Enhanced Defense Financial Management Training (EDFMT), 5day
- Executive Comptroller Course (ECC), 3 ½ week
- Financial Management (FM101), 10 days
- National Security Studies (NSS), 2week
- Senior Resource Managers Course (SRMC), 1week
- CP-12, Safety and Occupational Health Management**
- CP-12 Training/Education**
- Executive Development Group
- CP-13, Supply Management

Select appropriate program (usually CP-12 Training and Education or Vendor Other or University non-degree seeking)

- Education Centers Making the Grade
- Account Information Success Stories
- Technology Support
- Glossary of Acronyms



- Earn Credit
- Class S Applying Lean Principles Across Supply Chain Management
- College Army Advance Maintenance
- Credent Army Maintenance
- GED/H Army Subsistence Supply
- Online Training Resources
- Schools and Programs HQDA G-3/5/7 Course
- SOC Army Degrees (SOCAD) Evaluation Summaries
- SOCAD Army Career Degrees JST Transcripts
- Summaries
- Scholarships
- Top-Up
- Tuition Assistance
- VEAP
- Multi-use Learning Facilities
- Program Communities
- Troops to Teachers

# Training Application Wizard **GoArmyEd**

- Step 1 Funding
- Step 2 Eligibility
- Step 3 Supplemental
- Step 4 Documents
- Step 5 Approvals
- Step 6 Submission

## Step 3: Program Information

- Step 3 Progress**
- Program
  - Personal
  - Office
  - Clearance/Overseas
  - Additional Information

\* School/Vendor  [Link to Search Schools...](#)  
[Additional Program Information...](#)

\* Course

\* Training Location

\* Full Time/Part Time

\* Start Date

\* End Date

\* Duty Hours

\* Non-Duty Hours

\* Estimated Tuition/Fees Cost \$

\* Estimated Book Cost \$

Total Estimated Cost \$0

\* Estimated Travel Cost \$

Lost Salary Cost \$

500 characters left

\* Proposed Place of Study Reasons





### School/Vendor Search

To find a school/vendor, enter all or a portion of the name in the "School/Vendor Name" field and select the Search button. Use city and state information if known. Schools matching your criteria will be displayed. Once found, click on the desired value.

Some school/vendor's names may be listed multiple times if they have more than one campus. If you do not find your school/vendor and you searched by city or state, please note that some school/vendors are operating under one central campus that spans multiple states. Try searching by only school/vendor name.

If a school/vendor is not found, it may not have set up a school/vendor account with GoArmyEd. A school/vendor must have an account with GoArmyEd before TA may be used at the school/vendor. Create a helpdesk case with the subject line "School/Vendor Not Found" if you cannot find your school/vendor for further assistance.

Note: Suspended and Inactive school/vendors are currently ineligible to receive Tuition Assistance (TA).

School/Vendor Name:

City:

State:

Search

Clear Results

- 1. For CP-12 courses search "cp"
- 2. For universities, search the actual university name (Eastern Kentucky, University of Alabama, etc)
- 3. For vendors, search the actual name (ASSE, Fire College, etc...IMPORTANT: for UTA Army Safety Classes, the vendor is "UTA Division for Enterprise Development")
- 4. For courses that CP-12 is sponsoring and FUNDING DIRECTLY ON GROUP REQUEST, you may choose CP-12 for the vendor - this would only be the case if you are submitting a 182 for travel only.

[Home](#)

[Change Password](#)

[Education Centers](#)

[Account Information](#)

[Technology Support](#)

[Glossary of Acronyms](#)

[Student Recognition](#)

[Graduates](#)

[Making the Grade](#)

[Success Stories](#)

[Earn a Degree or Credential](#)

[Class Schedule](#)

[College Success Resources](#)

[Credentialing - COOL](#)

[GED/High School Completion](#)

[Online Training Resources](#)

[Schools and Programs](#)

[Programs and Services](#)

[Academic Testing](#)

[Army Personnel Testing](#)

[Education Counseling](#)

[FAST](#)

[GoArmyEd Course Evaluation](#)

[Summaries](#)

[HQDA G-3/5/7 Course](#)

[Money for College](#)

[Army College Fund](#)

[External Sources of Funding](#)

[Financial Aid](#)

[GI Bill](#)

[Loan Repayment Program](#)

[Scholarships](#)

[Top-Up](#)



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 Note: Suspended and Inactive school/vendors are currently ineligible to receive Tuition Assistance (TA).

School/Vendor Name:

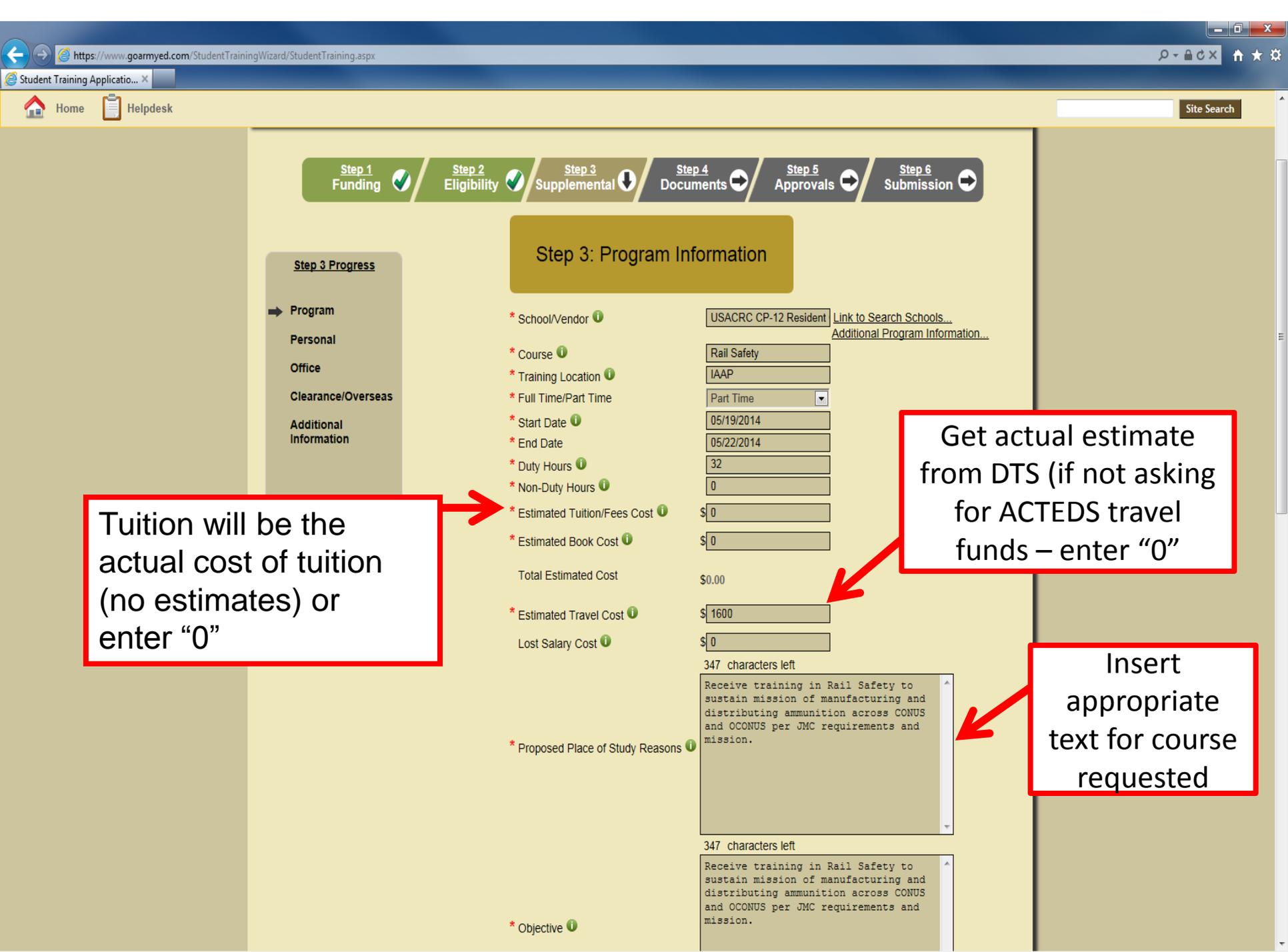
City:

State:

School/Vendor Results			
School/Vendor Name	City	State	Action
Ammunition Management CP-33	McAlester	OK	<input type="button" value="Add"/>
ECPI University	Virginia Beach	VA	<input type="button" value="Add"/>
USACRC CP-12 Resident Courses	Fort Rucker	AL	<input type="button" value="Add"/>

Page 1 of 1    25    View

Add appropriate vendor



Tuition will be the actual cost of tuition (no estimates) or enter "0"

Get actual estimate from DTS (if not asking for ACTEDS travel funds – enter "0")

Insert appropriate text for course requested

Step 1 Funding ✓ Step 2 Eligibility ✓ Step 3 Supplemental ↓ Step 4 Documents → Step 5 Approvals → Step 6 Submission →

### Step 3: Additional Relevant Information

**Step 3 Progress**

- ✓ Program
- ✓ Personal
- ✓ Office
- ✓ Clearance/Overseas
- ➔ Additional Information

Professional/Occupational Activities

500 characters left

Senior Level Professional Military Activities

500 characters left

Voluntary Community Activities

500 characters left

500 characters left

Boxes on this page do not require completion



If your Immediate Supervisor information is incorrect you must update this information in Army Career Tracker (ACT). GoArmyEd will be updated with the corrected information within 24 hours.

If your Second Line Supervisor information is incorrect, please correct the information on this page.

If either your Immediate or Second Line Supervisors do not have an active account in GoArmyEd, you must contact them and request that they create their GoArmyEd Supervisor account before submitting your application.

If you have any holds on your GoArmyEd Account you must resolve them before you may submit your application.

#### Immediate Supervisor

The Immediate Supervisor identified below has a Supervisor account in GoArmyEd. If this is your Immediate Supervisor, no further action is required. If this is not your Immediate Supervisor, correct your Immediate Supervisor information in Army Career Tracker before submitting your Training Application.

First Name:

Last Name:

Email:

#### Second Line Supervisor

The Second Line Supervisor identified below has a Supervisor account in GoArmyEd. If this is your Second Line Supervisor, no further action is required. If this is not your Second Line Supervisor, correct your Second Line Supervisor information by selecting the "Change Second Line Supervisor" button.

First Name:

Last Name:

Email:

[Change Second Line Supervisor](#)

#### Training Command

Command approval is not required for the selected training.

#### Career Program

Your career program data is valid.

[Previous](#)

[Next](#)

**IMPORTANT! ALL BUTTONS MUST BE GREEN – FIRST LINE SUPERVISOR CAN ONLY BE MODIFIED IN ARMY CAREER TRACKER (ACT) BUT SECOND LINE CAN BE MODIFIED HERE (IF NEEDED)**



## Training Application Wizard



- Step 1 Funding ✓
- Step 2 Eligibility ✓
- Step 3 Supplemental ✓
- Step 4 Documents ✓
- Step 5 Approvals ✓
- Step 6 Submission ↓

### Step 6: Submit



By selecting the "Submit" button below, you are confirming that all information provided on this application is accurate and truthful. Your application will be routed for approvals. You can track the status of your application from your GoArmyEd homepage.

By checking this box, I acknowledge that I will incur a Continuing Service Agreement (CSA) for any SF 182s that I submit in association with this application. The CSA will be displayed on the SF 182 when submitted.

[Submit](#)

[Previous](#)

# Training Application Wizard **GoArmyEd**

 Congratulations, your Training Application Wizard submission was **Successful**

[Return to Homepage](#)

**TRAINING APPLICATION MUST BE APPROVED  
BY SUPERVISOR AND FCR BEFORE “CREATE 182”  
BUTTON APPEARS ON DASHBOARD**

*Training applications that do not have an associated 182 will drop out of the system after a specific amount of time (30+ days)*

# STEP TWO: SF 182

Pop-Up Blocker Must Be Off!

# GoArmyEd

Home Helpdesk

Smart Links

Create Training Application My Educ...  
Training Other

My Smart Links [Edit]  
You may select additional Smart Links. Select

Launch Quick Start Training

Army Civilian Training Application

Create Training Application [i]

Refresh [i]

Army Civilian Training Application Help [i]

View/Edit App  
Continue  
View/Print

Archived Training Applications [v]

Common Application [i]

GoArmyEd - Microsoft Internet Explorer provided by US Army Combat Readiness Center

https://sa.goarmyed.com/psp/saprod/EMPLOYEE/HRMS/c/EAU\_SF\_SS\_STUDENT.EAU\_G3\_CR

## GoArmyEd

Close Window

IDP Approved Courses Historic IDP SF 182 History

### Courses Approved in IDP

This page displays a list of your Individual Development Plan (IDP) approved courses. If you wish to complete the SF 182 for a course displayed below, select the "Request SF 182" button located to the left of each IDP course listed.

If the displayed course data is incorrect or if the course/training event is not displayed in your IDP list, you are advised to have the data corrected in ACT prior to completing the SF 182 for the class. Changes approved in ACT will update in GoArmyEd every 24 hours.

If you are not able to add a course to your IDP, you may select the "School/Vendor Class Search" link above the IDP Approved Courses list to search for schools/vendor courses in GoArmyEd and/or manually complete an SF 182 for a course. Please note that some Career Programs and Commands will not approve an SF 182 if the class is not on your approved IDP.

If you would like to review classes offered from GoArmyEd Schools, select the "GoArmyEd Class Search" link below to view a current list of classes offered by select GoArmyEd Schools. Classes displayed on the Class Search pages are for informational purposes only and do not auto-populate to an SF 182 form.

[GoArmyEd Class Search](#)

TRAINEE INFORMATION				
<b>GoArmyEd ID:</b>	<b>Education Level:</b>			
<b>Last 4 SSN/EIN:</b>				
<b>Pay Plan:</b>	GS	<b>Series:</b>	0018	<b>Grade:</b> 13
<b>Position Title:</b>	SAFETY & OCCUPATIONAL HEALTH MGR			

Internet | Protected Mode: On 100%

Maximize window that pops up

Approved	4/9/2014	CP-12 Training/Education	ACTEDS (Central) Funding	Create SF 182
----------	----------	--------------------------	--------------------------	---------------

[IDP Approved Courses](#) | [Historic IDP](#) | [SF 182 History](#)

## Courses Approved in IDP

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[GoArmyEd Class Search](#)

### TRAINEE INFORMATION

**GoArmyEd ID:** \_\_\_\_\_ **Education Level:** \_\_\_\_\_**Last 4 SSN/EIN:** \_\_\_\_\_**Pay Plan:** GS      **Series:** 0018      **Grade:** 13      **Step:** 1**Position Title:** SAFETY & OCCUPATIONAL HEALTH MGR**Type of Appointment:** COMPETITIVE - CAREER**Career Program:** CP 12/Safety/Occ Health**Command:** OSA

### Contact Information

**Home Address and Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_[School/Vendor Class Search](#)

**i** There are no approved IDP courses at this time. Please visit Army Career Tracker to complete your IDP. Courses approved in your IDP will display in GoArmyEd within 24 hours of being approved.

## Class Search

Select at least one (1) search criteria. Select the "Search" button to view your search results.

Select your preferred search criteria and select the "Search" button. If your search does not return any results, select fewer search criteria.

Search Criteria	
School/Vendor	<input type="text" value="UC004"/> <input type="button" value="Q"/> USACRC CP-12 Resident Courses
Course ID	<input type="text"/>
Class Section	<input type="text"/>
Start Date (On or After)	<input type="text"/> <input type="button" value="BY"/>
End Date (On or Before)	<input type="text"/> <input type="button" value="BY"/>
<input type="button" value="Search"/> <input type="button" value="Clear All"/> <a href="#">I cannot find my course</a>	

Window pops up with  
School/Vendor Pre-populated

Select "I cannot  
find my course"

Cancel

## Class Search

Select at least one (1) search criteria. Select the "Search" button to view your search results.

Select your preferred search criteria and select the "Search" button. If your search does not return any results, select fewer search criteria.

Search Criteria	Course Not Found
<p>School/Vendor <input type="text" value="UC004"/> <input type="button" value="Q"/> USACRC CP-12 Resident Courses</p> <p>Course ID <input type="text"/></p> <p>Class Section <input type="text"/></p> <p>Start Date (On or After) <input type="text"/> <input type="button" value="BY"/></p> <p>End Date (On or Before) <input type="text"/> <input type="button" value="BY"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear All"/> <a href="#">I cannot find my course</a></p>	<p>If your course does not exist in the system, you will be transferred to the SF 182 form to manually enter your course information. Select the "Request SF 182" link button to proceed.</p> <p><input type="button" value="Request SF 182"/></p>

Another window appears –  
select Request SF 182

### Standard Form 182 – Training Request Form

[Privacy](#) [Instructions](#)

Line of Accounting (LOA) for Training Request:

Standard Document Number: NEW

Request Status: Initial

Upon entering and verifying the information below, press the "Submit" button. If you wish to save your information without submitting, press the "Save" button.

#### Section A - TRAINEE INFORMATION

GoArmyEd ID: 1      Education Level:

Last 4 SSN/EIN:      Date of Birth: 09/23/1965      Career Program: CP 12/Safety/Occ Health

Pay Plan: GS      Series: 0018      Grade: 13      Step: 0      \* Position Level:  

Position Title: SAFETY & OCCUPATIONAL HEALTH MGR      Special Accommodation?:

Type of Appointment: COMPETITIVE - CAREER      FundingType: ACTEDS (Central) Funding

Education Program: CP-12 Training/Education      Funding Command/Program: CP 12/Safety/Occ Health

#### Home Address and Phone

Address: 212 Dale Ave

Phone: 334/255-0258

#### Organization Mailing Address, Office Phone, Work Email

Address: Building 4905 Ruf Ave

Work Email Address: tamara.a.nazario.civ@mail.mil

Fort Rucker, AL 36362

Office Phone:

If organization address does not show up – return to GAE Home Screen, scroll to bottom, and select “account information” – address can be added from there.



#### Section B - TRAINING COURSE DATA

##### School/Vendor Information

\*School/Vendor: UC004      USACRC CP-12 Resident Courses

Address: Building 4905, Ruf Avenue

City: Fort Rucker      State: AL      Zip: 36362      Phone:

URL: https://safety.army.mil/cp12/Home/tabid/2205/Default.aspx      Primary POC Email:

##### Training Site Location

Same as School/Vendor?      If not same as vendor – enter location and be specific about being on a college campus or on a military installation (if the case) \*\*\*\*IMPORTANT: Location on 182 must match location on DTS (if travel) exactly...i.e. Ft. Bragg and Ft. Bragg - not Ft. Bragg and Cumberland, NC.

\*Location of Training Site:

\*Course ID:

\*Course Title:

\*Start Date:  31      \*End Date:  31      \*Duty Hours: 0.00      \*Non-Duty Hours:

\*Purpose Type:       \*Source Type:

\*Type:       \*Sub Type:

Bottom half of page next slide



**School/Vendor Information**

\*School/Vendor: UC004 USACRC CP-12 Resident Courses

Address: Building 4905, Ruf Avenue  
City: Fort Rucker State: AL Zip: 36362 Phone:  
URL: https://safety.army.mil/cp12/Home/tabid/2205/Default.aspx Primary POC Email:

**Training Site Location**

Same as School/Vendor? Course conducted at Ft. Lee - on military installation

\*Location of Training Site:

\*Course ID: 001

\*Course Title: Accident Investigation

\*Start Date: 06/16/2014 FY14 \*End Date: 06/20/2014 \*Duty Hours: 40.00 \*Non-Duty Hours: 0.00

\*Purpose Type: 1 - Program Mission \*Source Type: 3 - Non-government  
\*Type: 02 - Development Training Area \*Sub Type: 22 - Management Program  
\*Delivery Type: 1 - Traditional Classroom (no technology) \*Designation Type: 3 - Continuing Education

\* Accredited?  Yes  No Credits: 0.00  
Credit Type: Continuing Education Unit

\* Continued Service Agreement Required Indicator  Yes  No  
Continued Service Agreement Date:

\* Is the travel funded by FCR?  Yes  No

Training Objective

Complete each field

Training Objective must be entered!

**Section C - COSTS AND BILLING INFORMATION**

Direct Costs and Appropriation / Fund Chargeable		Indirect Costs and Appropriation / Fund Chargeable	
Tuition and Fees:	650.00	Travel Cost:	1,600.00
Books & Material Costs:	0.00	Per Diem:	0.00
<b>TOTAL:</b>	<b>\$650.00</b>	<b>TOTAL:</b>	<b>\$1,600.00</b>

Direct Appropriation Fund:  
Indirect Appropriation Fund:

Document / Purchasing Order / Requisition Number:

Non-Government Contribution Cost: 0

GFEBs Purchasing Order Number:  
Digit Station Symbol:

BILLING INSTRUCTIONS (Furnish invoice to):

IMPORTANT!!!! If travel only, or centrally funded - tuition will be ZERO "0" - otherwise, enter exact tuition you are paying vendor.

Leave Blank

Save Submit

### School/Vendor Information

\*School/Vendor: UC004 USACRC CP-12 Resident Courses  
Address: Building 4905, Ruf Avenue  
City: Fort Rucker State: AL Zip: 36362 Phone:  
URL: https://safety.army.mil/cp12/Home/tabid/2205/Default.aspx Primary POC Email:

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Same as School/Vendor? Course conducted at Ft. Lee - on military installation  
\*Location of Training Site:

\*Course ID: 001  
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\*Start Date: 06/16/2014 FY14 \*End Date: 06/20/2014 \*Duty Hours: 40.00 \*Non-Duty Hours: 0.00  
\*Purpose Type: 1 - Program Mission \*Source Type: 3 - Non-government  
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\*Delivery Type: 1 - Traditional Classroom (no technology) \*Designation Type: 3 - Co

\* Accredited?  
 Yes  No Credits: 0.00 SH:  
Credit Type: Continuing Education Unit

\* Continued Service Agreement Required Indicator  
 Yes  No

**Message**

This training request does not have a Continued Service Agreement. (25000,1030)

OK



### Section C - COSTS AND BILLING INFORMATION

Direct Costs and Appropriation / Fund Chargeable	
Tuition and Fees:	650.00
Books & Material Costs:	0.00
<b>TOTAL:</b>	<b>\$650.00</b>

Indirect Costs and Appropriation / Fund Chargeable	
Travel Cost:	1,600.00
Per Diem:	0.00
<b>TOTAL:</b>	<b>\$1,600.00</b>

Direct Appropriation Fund: 021 202010D14 334751TCIV 252C A22AI TNGNAZ35521124 40643 021001  
Indirect Appropriation Fund:  
Document / Purchasing Order / Requisition Number: TNGNAZ35521124  
Non-Government Contribution Cost: **BILLING INSTRUCTIONS (Furnish invoice to):**  
GFEBs Purchasing Order Number:  
Digit Station Symbol:

Submit

**Smart Links**

Create Training Application My Education Record On-Duty Courses... eFile  
Training Other Links

**My Smart Links** [Edit]  
You may select additional Smart Links. Select the "Edit" link to personalize your Smart Links.  
Launch Quick Start Training

**Message Center**

 [Clear your browser's cache and cookies](#) [View...](#)

 GoArmyEd Scheduled Downtime - 12 April 2014 from 8:00 a.m. to 2:00 p.m. Eastern Time [View...](#)

After 182 is submitted, close window – Refresh GoArmyEd screen. When “Manage SF 182” appears, you have successfully submitted 182

**Army Civilian Training Application**

Create Training Application   
Refresh   
[Army Civilian Training Application Help](#) 

View/Edit	Approvals	Cancel	Status	Start Date	Program	Funding	SF 182
<a href="#">Continue</a>			In Progress	4/6/2014	Travel Only	ACTEDS (Central) Funding	
<a href="#">View/Print</a>			Approved	4/9/2014	CP-12 Training/Education	ACTEDS (Central) Funding	<a href="#">Manage SF 182</a>

1 2

[Archived Training Applications](#)   
[Common Application](#) 

**Helpdesk Cases**

Select the image to view the case details.  
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Display  Cases

**Training Resources**

- [View GoArmyEd Introductory Slides](#)
- [Launch Quick Start Training](#)

FOR TECHNICAL ISSUES,  
HOLDS, ETC – SUBMIT A HELP  
DESK TICKET IN GOARMYED

*Approved 182's that are not used MUST BE CANCELLED  
Select "Manage SF 182", Scroll to bottom and select "Withdraw" from drop down.*