

Procedure for RASS – Interns Training and/or Developmental Assignments

1. Submit training request (SF 182) in RASS.
 - a. Select “No” to question – is this part of ADT?
 - b. Select “Travel and Per Diem funded by FCR”
 - c. Enter the vendor (whoever is providing instruction-University, college, organization, or USACRC)
 - d. Tuition will be the actual amount of tuition (if any). Do not fill in travel amounts
 - e. Information on supervisor at bottom of form: be sure to enter only the AKO username and not the full email – ex: john.doe NOT john.doe@us.army.mil
 - f. Be sure to select a supervisor that is available to approve. If they do not approve, it never comes to FCR
 - g. You may check status of 182 anytime by logging into RASS and checking “my forms”. One of 5 statuses will show by the 182:
 - i. Incomplete
 - ii. Submitted
 - iii. Approved by supervisor
 - iv. Approved by FCR
 - v. Approved by BA
 - h. Once you see “approved by BA” OR “Approved at Zero Cost” – you know it is “fully approved”
2. Create your DTS and upload your approved 182 into substantiating documents.