# Approving a Standard Form (SF) 182

**Supervisors**

This instructional video explains how a Supervisor can approve an SF 182 submitted by an Army Civilian employee.

If at any time you need to stop the video please select the pause button.

**Note**: Screen images may vary slightly from the current GoArmyEd view.

<table>
<thead>
<tr>
<th>Step</th>
<th>Screenshots</th>
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</thead>
<tbody>
<tr>
<td>1. Welcome to this video tutorial on approving an SF 182. This instructional video explains the process to approve a Standard Form 182 (SF 182) that has been submitted by an Army Civilian employee.</td>
<td><img src="image_url" alt="Image" /></td>
</tr>
<tr>
<td>2. The approval workflow for the SF 182 is dependent on the funding type associated with the request. Please take a moment to review the approval workflows for an SF 182 after it has been submitted by an Army Civilian or Department of the Army (DA) Intern. <strong>Note</strong>: SF 182s submitted by DA Interns will never route to a Second Line Supervisor. DA Intern SF 182s approved by Immediate Supervisors will route directly to the Career Program Manager. If there are zero costs associated with the SF 182, the Career Program Manager (CPM) will be the final approver for ACTEDS-funded.</td>
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<table>
<thead>
<tr>
<th>Immediate Supervisor</th>
<th>Command-funded</th>
<th>ACTEDS-Funded [Army Civilian]</th>
<th>ACTEDS-Funded [DA Interns]</th>
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<tbody>
<tr>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>Second Line Supervisor</td>
<td>Optional</td>
<td>Optional</td>
<td>N/A</td>
</tr>
<tr>
<td>Training Manager (TM)</td>
<td>Required</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Career Program Manager (CPM)</td>
<td>N/A</td>
<td>Required</td>
<td>N/A</td>
</tr>
<tr>
<td>TM with Authorizing Official Attribute (TMAC)</td>
<td>Required</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>CPM with Authorizing Official Attribute (CPMAO)</td>
<td>N/A</td>
<td>Required*</td>
<td>N/A</td>
</tr>
<tr>
<td>Office of the Assistant G-1 for Civilian Personnel (AG1-CP)</td>
<td>N/A</td>
<td>N/A</td>
<td>Required</td>
</tr>
<tr>
<td>HQDA G-3/5/7</td>
<td>N/A</td>
<td>N/A*</td>
<td>N/A</td>
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*If the funding Career Program does not have a CPMAO, the SF 182 will route to HQDA G-3/5/7 for final approval.

**Note**: If there are zero costs associated with the SF 182, the Career Program Manager will be the final approver for ACTEDS-funded training, and the Training Manager will be the final approver for Command-Funded training.
training, and the Training Manager will be the final approver for Command-funded training.

3. Immediate and Second Line Supervisors will follow the same approval process. On your GoArmyEd Homepage, in the Pending Actions dashboard, a message displays alerting Supervisors of any SF 182 requests pending their approval.

Select the “View...” link next to this message to review all requests awaiting Supervisor approval.

4. Supervisors can also access submitted or approved SF 182s from a Civilian’s Student Record.

Select the “View” button for the desired SF 182 from the Training Application section on the Student Record.

**Note:** For Training Applications that do not yet have an SF 182 initiated, "None Submitted" will appear in the SF 182 column.
5. The **SF 182 Management** page displays.

   This page allows you to use filters to search for SF 182s pending approval as well as all historical SF 182 transactions in any status.

   The filters are preset to display only SF 182s requiring Supervisor approval action.

6. Select the **“Search”** button.

7. The Search Results screen displays your requested search criteria.

   Select any topic in the heading to sort results.

8. Scroll down to view pending SF 182s awaiting your approval.

   It is possible for a Supervisor to be a Second Line Supervisor to some employees, and an Immediate Supervisor to others.

   As a Supervisor, you will see all SF 182s requiring your approval in one queue.
**Note:** SF 182s will be automatically disapproved once the start date of the class has passed.

9. The Y in the **Supervisor 2 Required** column indicates you are the Second Line Supervisor reviewer for that SF 182.

Select the “Details” button under the **SF 182 Details** column next to the SF 182 you want to review and approve or disapprove.

10. The SF 182 displays.

11. Scroll to the bottom of the page to the **Approval Actions** section to make an approval decision.
12. Select the “Training Application” link if you would like to view a printable summary of the Training Application.

13. On the SF 182 select the “Status” drop-down menu and select “Approved”, “Disapproved” or “Returned for Action”.

14. If you submit a “Disapproved” decision, a pop-up message appears advising that you certify that you are authorized to approve or reject an Army Civilian employee’s request. Select “OK” button.

15. You are required to select your reason for disapproving the SF 182 from the “Disapprove Reason” drop-down menu.

If “Other Reason” is selected a text box will display. Enter your reason for disapproving the SF 182.
16. If you submit a “Disapproved” decision, an email notification will be sent to the Army Civilian or DA Intern notifying him or her of the decision. Select the “Submit” button.

17. If you submit an “Approved” decision, the SF 182 will route to the next approver in the process.

18. As an Immediate Supervisor, you may specify whether a Second Line Supervisor approval is required by selecting the “Require Second Line Supervisor Approval?” checkbox prior to submitting your decision.

Note: This checkbox will not be available for DA Intern SF 182s.
19. Select the “Submit” button.

20. To return the SF 182 back to the Army Civilian for further action, select “Returned for Action” from the “Status” drop-down menu.

A pop-up message appears advising you that this action will cause prior approval history to be cleared.

21. You are required to provide your reasons for why you are returning the SF 182 for action in the “Returned for Action Comments” text box.

Select the “Submit” button to return the SF 182 for action.

An email notification will be sent to the Army Civilian notifying him or her that their action is required on the SF 182.

22. A second pop-up message appears alerting you this action will clear prior approval history.

Select “OK” to submit or “Cancel” to go back to the page without saving.
23. Select the “Close Window” link in the upper right-hand corner of the page to return to your GoArmyEd Homepage.

OR

Select the “Return to Search” button to the right of the “Submit” button to return to the SF 182 Management page if you have additional SF 182s to review.

24. If an Immediate Supervisor selected the “Require Second Line Supervisor Approval” box prior to submitting an approval decision on an SF 182, the Army Civilian’s Second Line Supervisor will receive an email notification that an approval action is required on an SF 182.

25. If a Second Line Supervisor Approval was not required, or if the Second Line Supervisor approves the SF 182, the request will route for approval to the Army Civilian’s Career Program Manager if it is ACTEDS-funded, or the Training Manager if it is Command-funded.

If the Second Line Supervisor, Career Program Manager, CPMAO, Training Manager, TMAO, AG1-CP, or HQDA G-3/5/7 disapproves the SF 182, all prior approvers and the Army Civilian will receive an email notification.

When the final approver in the workflow approves the SF 182, the Army Civilian will receive an approval notification and can then register for the course with the school or vendor.
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<td>View additional instructional videos and related training documents by selecting the Question Mark icon located on the top of any GoArmyEd screen.</td>
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