



Withdrawing an Approved Standard Form 182 (SF 182) for Personal or Operational Reasons

This documentation of the instructional video explains the process for withdrawing an approved SF 182 for either personal or operational reasons.

	Step	Screenshot
1.	<p>Welcome to this video tutorial on Withdrawing an Approved SF 182 for Personal or Operational reasons.</p> <p>If at any time you need to stop this video, please select the pause button.</p> <p><i>Note: Screen images may vary slightly from the current GoArmyEd view.</i></p>	
2.	<p>After you have submitted an SF 182, you may need to withdraw your form to cancel it. It is important you understand the potential financial impacts you may incur with the Army before you process a withdrawal.</p> <p>You may withdraw an SF 182 without financial penalty while it is still in PENDING Status.</p>	 <p>You may withdraw an SF 182 without financial penalty while it is still in PENDING Status</p>



3. If you withdraw an SF 182 that is in **APPROVED** status the following will occur:
- Your GoArmyEd account will be placed on a financial hold until your school or vendor invoices for the course and financial costs incurred by the Army are known
 - Your training application will automatically expire (unless it is for a program that requires multiple classes to complete, such as an Academic Degree Training program)
 - You may be subject to financial recoupment by the Army



If you withdraw from an SF 182 that is in **APPROVED** Status for personal reasons the following will occur:

- Your GoArmyEd account will be placed on a financial hold until your school or vendor invoices for the course and financial costs incurred by the Army are known
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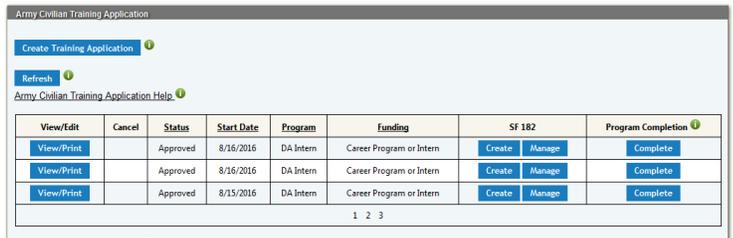
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4. In the **Army Civilian Training Application** section of your GoArmyEd homepage, select the **“Manage”** button in the SF 182 column to the right of the course/program for which your SF 182 is associated.



5. Your SF 182 will display.

Standard Form 182 – Training Request Form [Privacy](#) [Instructions](#)

Line of Accounting (LOA) for Training Request: 16 TNGZHO19410001 40605399 Request Status: Initial
 Standard Document Number: TNGZHO19410001

Changes can only be made to this form if the approval process has not started. After making any changes press the "Submit" button. You will receive notification of approval or rejection of this request either via email or by returning to this page and viewing the Status. If you do not wish to submit this request, close the window without clicking the "Submit" button below. Once approved, the "Print TA Request Form" button will become active allowing you to create a PDF request form. If you are unable to print the request form immediately after the PDF is created, you may click the "Save a Copy" button on the PDF to save this form. Please be advised: if you are using a shared computer, save the PDF to a disk to ensure privacy. NOTE: To drop this enrollment, update the SF 182 Status to "Withdraw", choose a Reason and press the "Submit" button. To retrieve an existing request, click the "Return to Search" button at the bottom of the page. Please do NOT press the "Back" button on your browser.

Section A - TRAINEE INFORMATION

GoArmyEd ID: 2111941 Zhou, Melba Education Level:
 Career Program: CP 10/Civilian HR
 Last 4 SSN/EIN: -1941 Date of Birth:
 Career Program: CP 10/Civilian HR
 Pay Plan: GS Series: 0201
 Grade: 07
 Step: 05
 * Position Level: Manager
 Position Title: HUMAN RESOURCES SPECIALIST Special Accommodation?:
 Type of Appointment: 1A Education Program: DA Intern
 Funding Type: Career Program or Intern Funding Command/Career Program: CP 10/Civilian HR

Home Address and Phone

Address: 607 Prospect Ave # Phone: 736/135-4738
 Millington, TN 38053

Organization Mailing Address, Office Phone, Work Email

Address: 607 Prospect Ave # Work Email Address: Zhou_Melba_2111941@esu.com
 Memphis, TN Office Phone:

If your Training Application has more than one SF 182 associated to it, you



will be directed to the **SF 182 Management** page where you can search for the specific SF 182 you wish to view.

If your search does not return any results, select fewer search criteria.

[SF 182 Management Search Criteria Descriptions](#)

Search Criteria

School/Vendor:

Course ID:

Career Program:

Education Program:

UIC:

Operation Override

Operation or Cancellation CPM Status:

Training Attendance Validation:

Location:

Grade: SDN:

Step:

Series:

Pay Plan:

Intern:

6. Scroll to the bottom of the SF 182 form to the **SF 182 Status** box. The status will appear as either **“Pending”** or **“Approved.”**

Require Second Line Supervisor Approval?

Immediate Supervisor:	Date	Status
Jenb - Supervisor 1 Acpers / Ashburn ,VA / gat-t127@mail.mil / 7037386623	05/31/2013	Approve
Second Line Supervisor:		
Jenb - Supervisor 2 Acpers / , / gat-t128@mail.mil / Not Available		
Career Program Managers:		
Ashley Montgomery / Brunswick ,ME / gat-t02@mail.gov / 703-827-8827	05/31/2013	Approve
HQDA G-3/5/7:		
Hqda Montgomery / Ashburn , / gat-t01@mail.gov / 7773338829	05/31/2013	Approve

SF 182 Status

SF 182 Status:

7. If your SF 182 is still in **“Pending”** Status, but has already been approved by your Immediate Supervisor, you will not be able to edit fields on the SF 182 without withdrawing your submitted form.

Require Second Line Supervisor Approval?

Immediate Supervisor:	Date	Status
Jenb - Supervisor 1 Acpers / Ashburn ,VA / gat-t127@mail.mil / 7037386623	05/31/2013	Approve
Second Line Supervisor:		
Jenb - Supervisor 2 Acpers / , / gat-t128@mail.mil / Not Available		
Career Program Managers:		
Ashley Montgomery / Brunswick ,ME / gat-t02@mail.gov / 703-827-8827	05/31/2013	Approve
HQDA G-3/5/7:		
Hqda Montgomery / Ashburn , / gat-t01@mail.gov / 7773338829	05/31/2013	Approve

SF 182 Status

SF 182 Status:

If your SF 182 is still in **“Pending”** Status, but has already been approved by your Immediate Supervisor, you will not be able to edit fields on the SF 182 without withdrawing your submitted form.

To make changes to the SF 182, scroll down to the **SF 182 Status** box and use the dropdown arrow to change the status from **“Pending”** to **“Withdrawal.”**

Jenb - Supervisor 2 Acpers / , / gat-t128@mail.mil / Not Available

Career Program Manager:

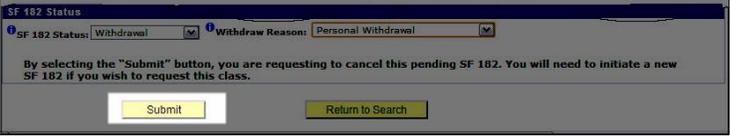
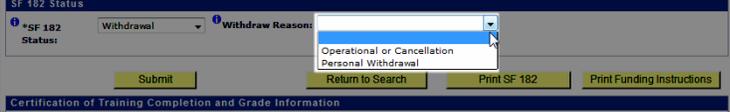
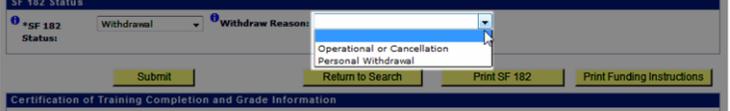
HQDA G-3/5/7:

SF 182 Status

SF 182 Status:





8.	A Withdrawal Reason drop-down menu will display to the right of the SF 182 Status box.	
9.	<p>Select the “Personal Withdrawal” option and then select the “Submit” button.</p> <p>Because your SF 182 is still in a “Pending” status, Army funds have not been obligated to a School or Vendor. Your SF 182 will be cancelled immediately and you will not incur a GoArmyEd account hold or any financial penalties.</p> <p>You are able to submit a new SF 182 request for the associated Training Application up until the Training Application expires.</p>	
10.	If your SF 182 is in “Approved” status and you need to withdraw your SF 182, scroll down to the SF 182 Status box and use the dropdown arrow to change the status from “Approved” to “Withdrawal” in the SF 182 Status drop-down.	
11.	A Withdrawal Reason drop-down menu displays to the right of the SF 182 Status box.	
12.	Select the “Personal Withdrawal” option if you are withdrawing the approved SF 182 for a non-official, personal conflict.	 <p>Select "Personal Withdrawal" for a non-official, personal conflict</p>



13. Select “**Operational or Cancellation**” for reasons including unanticipated work related requirements, emergency leave, death of a family member, medical hardship, illness or hospitalization, and official or vendor cancellation.

Please note an Operational or Cancellation Withdrawal Request must be command endorsed.

The screenshot shows the 'SF 182 Status' form. The 'Withdrawal Reason' dropdown menu is open, showing two options: 'Operational or Cancellation' and 'Personal Withdrawal'. The 'Operational or Cancellation' option is selected. Below the dropdown are buttons for 'Submit', 'Return to Search', 'Print SF 182', and 'Print Funding Instructions'. A dark banner at the bottom of the screenshot contains the text: 'Operational or Cancellation requests must be Command endorsed.'

14. Select the “**Submit**” button to process your request.

The screenshot shows the 'SF 182 Status' form with the 'Withdrawal Reason' set to 'Operational or Cancellation'. The 'Submit' button is highlighted in yellow. Below the form is a dark banner with the following text: 'You are requesting an Operational Withdrawal for this SF 182. Your request will be reviewed by your Career Program Manager and HQDA G-3/5/7 for a decision. If your request is approved, your SF 182 will be cancelled and no hold or financial recoupment will be initiated. If your request is denied, the SF 182 will be cancelled as a personal withdrawal and you may be subject to recoupment. Your account will remain on hold until your request is resolved. You are required to upload your justification for operational withdrawal to the eFile tab of your student record with and associate it with this class within 60 days of submitting this request or your request will be automatically denied.'

15. If you submit a Personal Withdrawal request for an Approved SF 182, your SF 182 will be cancelled immediately.

You must notify your school or vendor as soon as possible that you are withdrawing from the course. Withdrawing your SF 182 in GoArmyEd **does not** withdraw you from your course with your school or vendor!

Many schools and training vendors have a partial refund policy if you notify them of a withdrawal early; therefore, do not delay in confirming your withdrawal with the school or vendor’s registration or billing office.

The screenshot shows the 'SF 182 Status' form with the 'Withdrawal Reason' set to 'Personal Withdrawal'. The 'Submit' button is highlighted in yellow. Below the form is a dark banner with the following text: 'You must notify your school or vendor as soon as possible that you are withdrawing from the course. Withdrawing your SF 182 in GoArmyEd **does not** withdraw you from your course with your school or vendor!'



16. Please note, your GoArmyEd account will be placed on hold when you submit a personal withdrawal for an Approved SF 182. You will **not** be able to request additional Training Applications or SF 182 requests until the hold is resolved.

Please take a moment to review the process for resolving your financial hold.



- Once your school or vendor has invoiced the Army for the course and the final cost is known by the Army, you will be recouped by the Army for any charges from the school.
- After recoupment is initiated by the Army or if it is determined that there are no charges from the school or vendor, your GoArmyEd record will be updated to reflect that the recoupment has been resolved and your hold will be lifted from your account



- Once your school or vendor has invoiced the Army for the course and the final cost is known by the Army, you will be recouped by the Army for any charges from the school.
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- Once your school or vendor has invoiced the Army for the course and the final cost is known by the Army, you will be recouped by the Army for any charges from the school.
- After recoupment is initiated by the Army or if it is determined that there are no charges from the school or vendor, your GoArmyEd record will be updated to reflect that the recoupment has been resolved and your hold will be lifted from your account



17. If you submit an **“Operational or Cancellation Withdrawal Request”** for an Approved SF 182, your SF 182 will be cancelled immediately in GoArmyEd and your operational withdrawal request will be automatically routed to your Career Program Manager or Training Manager for approval.

You must upload a *signed* Justification Memorandum to your GoArmyEd eFile in your student record *before* your operational withdrawal request may be approved by your Training Manager or Career Program Manager.

A Justification Memorandum is a document you create that includes applicable class details and your reasoning for requesting an operational withdrawal. It must be signed by the first Senior Executive Service (SES) or General Officer in your Chain of Command in support of your Operational Withdraw Request.

This must be completed within 60 calendar days of submitting your operational withdrawal request or your request will be denied and treated as a personal withdrawal.

18. To attach your signed Justification Memorandum from your computer to your GoArmyEd eFile, select the **“eFile”** Smart Link button from the **Smart Links** section of your GoArmyEd homepage.

Approval Actions: Name / Location / Email / Phone

Require Second Line Supervisor Approval? [Training Application](#)

Immediate Supervisor:	Date	Status
Kathie Turrentine / herndon, VA / Not Available / Not Available	12/08/2014	Approve
Second Line Supervisor:		
Kathie Turrentine / herndon, VA / Not Available / Not Available		
Career Program Manager:		
Leia Abd El Aoui / Not Available / Not Available	12/08/2014	Approve
HQDA G-3/5/7:		
Sylena Odalis / Herndon, VA / Not Available / Not Available	12/09/2014	Approve

SF 182 Status

*SF 182: Withdrawal Withdraw Reason: Operational or Cancellation

Status:

You are requesting an Operational Withdrawal for this SF 182. Your request will be reviewed by your Career Program Manager and HQDA G-3/5/7 for a decision. If your request is approved, your SF 182 will be cancelled and no hold or financial recoupment will be initiated. If your request is denied, the SF 182 will be cancelled as a personal withdrawal and you may be subject to recoupment. Your account will remain on hold until your request is resolved. You are required to upload your justification for operational withdrawal to the eFile tab of your student record with and associate it with this class within 60 days of submitting this request or your request will be automatically denied.

[Submit](#) [Return to Search](#) [Print SF 182](#) [Print Funding Instructions](#)

Certification of Training Completion and Grade Information

Enter an official grade. If entering a non-standard grade, please specify grade type.

Official Grade: Include in GPA: Grade Points: 0.00

Grade Description:

Graded By: Date:

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.



19. The eFile tab of your GoArmyEd student record will appear. Enter the Course Title in the "Title" field, and a brief description of the course in the "Description" field.

Select "Justification Memorandum" from the Transaction Type dropdown menu.

Note: To print the Student Record, select the 'All' tab and select the 'View/Print Student Record' button.

Army Civilian Personnel | Education | Helpdesk Cases | CTS Notes | **eFile** | Test Scores | All

Make this tab your default. Your current tab preference is Army Civilian Personnel.

[eFile Help](#)

Upload eFile

All fields marked with an asterisk (*) are required.

*Title:

*Description:

*Transaction Type: i

20. A list of pending, approved, and withdrawn courses appears below the Transaction Type drop-down menu. Select the checkbox next to the course for which you wish to associate your Justification Memorandum.

*Transaction Type: i
 Justification Memorandum

You can only select a class with a "Withdrawal" status. If you do not see the class for which you are requesting an Operational Withdrawal, you will need to first drop the class by selecting "Operational or Cancellation" option on the SF 182 before you submit. Attaching a Justification Memorandum will not result in an Operational Withdrawal.

NOTE: You may not upload a new Justification Memorandum to a class that has already been approved for "Operational or Cancellation."

Select	School/Vendor	Current SF 182 Status	Class Description	Start Date	End Date	Drop Date	Fund Type	Career Program
<input type="checkbox"/>	Arizona State University	Withdrawal	COURSE 202	9/28/2016	9/29/2016	8/26/2016	Career Program or Intern	CP 10/Civilian HR
<input type="checkbox"/>	Arizona State University	Approved	BUM500	9/28/2016	9/30/2016		Command	CP 10/Civilian HR

*Select a file to upload:
 No file selected.

Note: File size is limited to 4096KB. Please zip the file if it exceeds 4096KB. Upload time will vary depending on the connection speed.

21. Scroll to the bottom of the eFile screen and select the "Browse" button.

A message will appear reminding you to remove all Personally Identifiable Information (PII) from the documents you plan to upload.

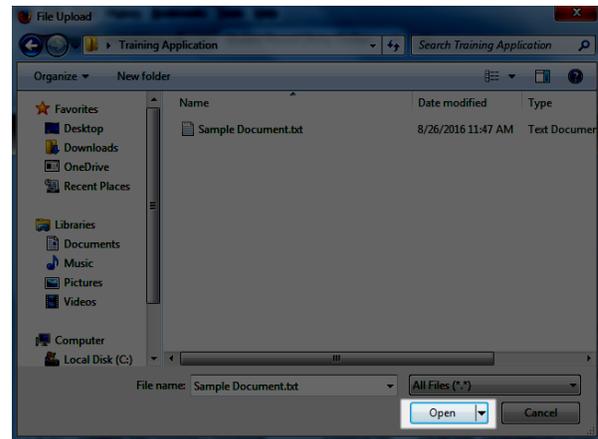
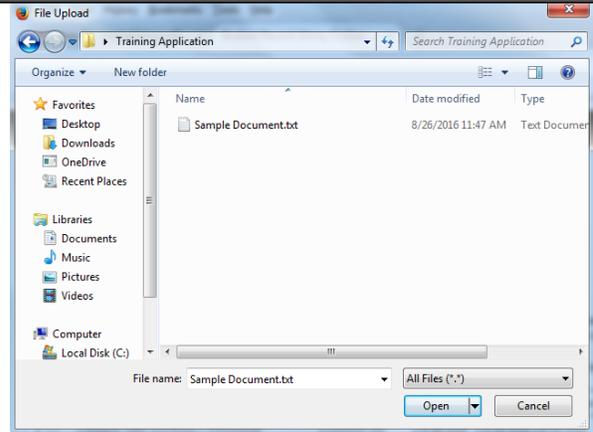
*Select a file to upload:
 No file selected.

Note: File size is limited to 4096KB. Please zip the file if it exceeds 4096KB. Upload time will vary depending on the connection speed.

Before uploading documents to eFile, all Personally Identifiable Information (PII) must be removed. PII is any unique identifier to an individual to include, but not limited to, social security number (SSN), date of birth, place of birth, mother's maiden name and medical records.



22. A file browser window will display. Locate the file you wish to upload, select it, and then select the “Open” button in your file browser window.



23. The file name will appear next to the “Browse” button. Select the “Upload File” button to finish attaching the selected file to your eFile.



24. The successfully attached document appears in your eFile tab under Existing eFiles.

Existing eFiles:
 Select an eFile in the first column. Use the buttons below the list to download, update, view history for, or delete the selected document. Please ensure to retain a copy of any uploaded document for your own records.

Select	File Type	Title	Description	Transaction Type	Last Action Date	Created by User	Created by Role	Last Updated by User	Last Updated by Role
<input type="radio"/>		CM 200 - COURSE 202	Communications Training - COURSE 202	Justification Memorandum	8/26/2016 1:24:04 PM	Ross Herman	Student	Ross Herman	Student

Page 1 of 1
[Download File](#) [Upload New Version](#) [View History](#) [Delete](#)

File Successfully Uploaded



25. Verify that you used the transaction type **“Justification Memorandum”** and associated your file to the correct course, as your Training Manager or Career Program Manager approving your operational withdrawal request will not be notified of your request if you have not categorized it correctly in eFile.

A helpdesk case is automatically sent to your Training Manager if the course was Command-funded or your Career Program Manager if the course was ACTEDS-funded for their approval.

Existing eFiles:
Select an eFile in the first column. Use the buttons below the list to download, update, view history for, or delete the selected document. Please ensure to retain a copy of any uploaded document for your own records.

Select	File Type	Title	Description	Transaction Type	Last Action Date	Created by User	Created by Role	Last Updated by User	Last Updated by Role
<input type="radio"/>		CM 200 - COURSE 202	Communications Training - COURSE 202	Justification Memorandum	8/26/2016 1:24:04 PM	Ross Herman	Student	Ross Herman	Student

Page 1 of 1

[Download File](#) [Upload New Version](#) [View History](#) [Delete](#)

File Successfully Uploaded

26. Please take a moment to carefully review these important policy reminders prior to processing an operational withdrawal request for an approved SF 182.



- If your operational withdrawal request is approved, your financial hold will be lifted from your GoArmyEd account and no recoupment action will be taken.
- If your operational withdrawal request is disapproved, the request will be converted to a Personal Withdrawal and your hold will not be lifted from your GoArmyEd account until your school or vendor has invoiced the Army for the course and the final cost is known.
 - If there are no charges from the school or vendor, your GoArmyEd record will be updated to reflect that the recoupment has been resolved and your hold will be lifted from your account.
 - If there is a charge from the school or vendor, a financial recoupment will be initiated by the Army and then your hold will be lifted.

27. Additionally, please view the **Managing Holds** instructional video on the **Reference Documents** page in GoArmyEd for more information about GoArmyEd holds.



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- If your operational withdrawal request is approved, your financial hold will be lifted from your GoArmyEd account and no recoupment action will be taken.
- If your operational withdrawal request is **disapproved**, the request will be converted to a Personal Withdrawal and your hold will not be lifted from your GoArmyEd account until your school or vendor has invoiced the Army for the course and the final cost is known.
 - If there are no charges from the school or vendor, your GoArmyEd record will be updated to reflect that the recoupment has been resolved and your hold will be lifted from your account.
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 - If there is a charge from the school or vendor, a financial recoupment will be initiated by the Army and then your hold will be lifted.



28. Need more Assistance?

View additional instructional videos and related training documents by selecting the Question Mark “



Need more assistance?

View additional instructional videos and related training documents by selecting the Question Mark icon  located on the top of any GoArmyEd screen.