**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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Screenshot</th>
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<tbody>
<tr>
<td>1. Welcome to this video tutorial on Withdrawing an Approved SF 182 for Personal or Operational reasons.</td>
<td><img src="image1.png" alt="Screenshot" /></td>
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<td>If at any time you need to stop this video, please select the pause button.</td>
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<td><em>Note: Screen images may vary slightly from the current GoArmyEd view.</em></td>
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<td>2. 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.</td>
<td><img src="image2.png" alt="Screenshot" /></td>
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<td>You may withdraw an SF 182 without financial penalty while it is still in PENDING Status.</td>
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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

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**Green underlined text designates new information or changes**
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.

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.

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.”

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.

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.”
8. **A Withdrawal Reason** drop-down menu will display to the right of the **SF 182 Status** box.

9. Select the **“Personal Withdrawal”** option and then select the **“Submit”** button.

   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.

   You are able to submit a new SF 182 request for the associated Training Application up until the Training Application expires.

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.
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.

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

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.
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.
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 Withdrawal 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.
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.

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.

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.
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.
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.

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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Instructional Video Steps

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<table>
<thead>
<tr>
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</tr>
</thead>
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<thead>
<tr>
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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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</tbody>
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