



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

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Strategic Human
Resources Policy
Division

MEMORANDUM FOR HUMAN RESOURCE DIRECTORS

FROM:

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STRATEGIC HUMAN RESOURCES POLICY

Subject:

New Standard Form (SF) 182, Authorization,
Agreement and Certification of Training Form

The Office of Personnel Management (OPM) announces a new version of the Standard Form (SF) 182, "Authorization, Agreement, and Certification of Training" replacing all three parts of the current form. All previous versions of the SF 182, entitled "Request, Authorization, Agreement, and Certification of Training (part 1, part 5, and part 10) are cancelled. The new version provides consistency with the collection of the governmentwide required training data elements as explained in 5 CFR 410.701.

All waivers previously granted by OPM to Federal agencies allowing agencies to amend the SF-182 training form or to use alternative training forms are cancelled effective the date of this memorandum. Agencies must now use the new SF-182.

The new SF-182 contains the same core data elements and values as prescribed in the Guide to Human Resource Reporting. However, agencies and their service providers are to use the Guide for instructions to report training data electronically to OPM. In addition, agency Learning Management Systems should incorporate these core data elements.

The form is available electronically in PDF, XML, and HTML formats. Copies of the XML and HTML formats are available **only** to agency headquarters Forms Officers by contacting the OPM Forms Officer at 202-606-2150 or via email at formsmanager@opm.gov. In addition, agencies may order paper copies of the form through the normal General Service Administration (GSA) ordering procedures or download from OPM's web site at <http://www.opm.gov/forms/html/sf.asp> or <http://www.opm.gov/hrd/lead/index.asp>.

For further information, contact Loretta Reeves at loretta.reeves@opm.gov or (202) 606-2419 in the Center for Learning, Executive Resources, and Policy Analysis.