

Withdraw an SF-182

Consult your Immediate Supervisor or Career Program Manager to discuss the financial implications of withdrawing an SF 182.

- In the **Army Civilian Training Application** section of your GoArmyEd homepage, select the **Manage** button in the SF 182 column for which your SF 182 is associated.
- Scroll to the **SF 182 Status** field. Select **Withdrawal** from the drop-down.
- A **Withdrawal Reason** drop-down menu will display to the right of the **SF 182 Status** field. Select **Operational or Cancellation** or **Personal Withdrawal** depending on the reason for your withdrawal.
 - Select **Operational or Cancellation** for reasons including unanticipated work requirements, emergency leave, death of a family member, medical hardship, illness or hospitalization, or an official vendor cancellation. If the Operational or Cancellation Withdrawal is approved, you will not be subject to recoupment.
 - Select **Personal Withdrawal** for non-official, personal conflict or other unexcused reasons. You may be subject to recoupment for costs incurred.
- Select the **Submit** button to process request.

IMPORTANT: *Withdrawing an SF 182 in GoArmyEd does not withdraw you from your course with your school or vendor. You must inform your school or vendor immediately that you are withdrawing from the course.*

Your GoArmyEd account will be placed on hold when you submit a Personal Withdrawal for an Approved SF 182 after the start date of the course. You **will not** be able to request additional Training Applications or SF 182 requests until the hold is resolved.

Need Assistance?

❖ The GoArmyEd Assistance Center

Search for answers and information on GoArmyEd related topics to get immediate answers to your questions:



- Log in to GoArmyEd at www.GoArmyEd.com
 - Select the **green question mark icon** at the top of any GoArmyEd page
 - Search topics by key word or category, or use available search features
- ### ❖ View Videos and Step-by-step Instructions (SBSIs)
- Videos and SBSIs will guide you through many of the processes you need to perform in GoArmyEd:
- Log in to GoArmyEd at www.GoArmyEd.com
 - Select the **View Reference Documents** link located in the Training Resources section

GoArmyEd Helpdesk

❖ Contact the GoArmyEd Helpdesk:

- CONUS toll-free: 1-800-817-9990
- OCONUS:
 - Go to www.GoArmyEd.com public page and **select green question mark icon** at the top
 - Select **GoArmyEd Helpdesk Phone Numbers** link



GO ARMY ED

Supporting Army Civilian Education

Army Civilian Desk Reference



www.GoArmyEd.com

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guide:



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Create a GoArmyEd Account

- Go to www.GoArmyEd.com
- Select the **Student radio** button in the **Create/ Activate GoArmyEd Account** section
- Select the **Create/Activate Account** button
- Complete the required information on the **Student Account Registration Wizard** page; this will result in the creation of your User Name that you will need to log in to GoArmyEd
- Create a GoArmyEd password. Provide answers to three (3) lost password questions

Note: If you cannot create an account in GoArmyEd due to information not found, please open a Helpdesk case.

Training Prerequisites

- ✓ Identify Supervisor in ACT
- ✓ Ensure Supervisor has an active GoArmyEd account
- ✓ It can take up to 48 hours for Immediate Supervisor information to migrate from ACT to GoArmyEd.

Note: If your Supervisor set-up is not complete you will not be able to apply for training.

Immediate Supervisor: **None** ⓘ
 Second Line Supervisor: Tukahui Nerong
 Training Manager: **You do not have a Training Manager in your UIC** ⓘ
 Career Program Manager: **You have a Career Program Manager**

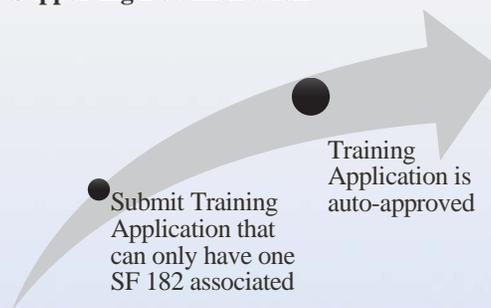
Note: Information in orange may not be required depending on funding type selection.

It is highly recommended that you also have an approved Individual Development Plan (IDP) in ACT.

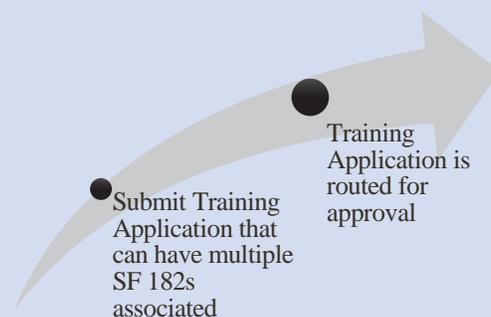
Create and Submit Training Application

The Training Application is used to justify training for Army Civilians. There are two distinct types of Training Applications with different completion steps and approval flows.

The first type of Training Application only allows for **one** Standard Form (SF) 182 to be associated to it, for example: a one-time course. These Training Applications are **automatically approved** upon submission and have two tabs: **Select Funding** and **Supporting Documentation**.



The second type of Training Application allows for **multiple** SF 182s to be associated to it, for example: longer term training such as Academic Degree Training (ADT). These Training Applications are **routed for approval** upon submission and have five tabs: **Select Funding, Course Planner, Course Hours Information, Course Cost Information, and Supporting Documentation**.



Create and Submit SF 182

An **approved** Training Application is required before an SF 182 may be submitted.

An SF 182 can be created in one of two ways:

- 1) Directly from your auto-approved Training Application
 - After completing the Training Application, a pop-up will appear confirming the information provided is accurate. Select the **“OK”** button
 - A second pop-up message will appear stating your Training Application has been auto-approved. Select the **“Yes”** button to proceed to the **Class Search** page and create an SF 182

OR

- 2) From the **Army Civilian Training Application** dashboard of your GoArmyEd homepage
 - Select the **“Create”** button under the SF 182 column

SF 182 Reviewer	Command-Funded	ACTEDS-Funded
Immediate Supervisor	Required	Required
Second Line Supervisor	Optional	Optional
Training Manager (TM)	Required	N/A
Career Program Manager (CPM)	N/A	Required
TM with Authorizing Official Attribute (TMAO)	Required (if cost associated)	N/A
CPM With Authorizing Official Attribute (CPMAO)	N/A	Required* (if cost associated)
HQDA G-3/5/7	N/A	If CP has no CPMAO

** SF 182s should be submitted and reach CPMAO or HQDA G-3/5/7 no less than 30 calendar days prior to the training start date.*