

Training Template for SF 182

IN SUBJECT LINE OF EMAIL INCLUDE: LCO/Division/Branch & REGISTRATION DEADLINE DATE

Trainee Name, Address, Telephone & Email (If group, provide all names & info)		
Trainee's LCO/Division/Branch		
Course/Conference Title		
Vendor's Information (include the name, complete mailing address, telephone and the email)		
Location of Training (include the complete mailing address, if known)		
Start & End Dates of the Course/Training		
Amount of Registration Fee, Member/Non-Member (include cost of books, etc)		
Link to Conference/Course Website		
Registration Due Date (the very last day that you can register in advance)		
Purchase Card Holder (name & telephone number)		
Training Objective/Justification		
Will any travel be charged to training?		
Servicing HRD Analyst		

COPY OF THE AGENDA/SYLLABUS MUST BE SUBMITTED WITH THIS REQUEST! ALL INFO MUST BE COMPLETE ON THIS REQUEST AS IT IS REQUIRED TO PROCESS THE SF-182. INCOMPLETE INFO MAY CAUSE DELAYS IN PROCESSING OF THE FORM!