

STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 w. Dublin-Granville Road
Columbus, Ohio 43235-2789

AGOH-HRO-TN-HRD

8 October 2009

MEMORANDUM FOR TECHNICIAN PERSONNEL

SUBJECT: Technician Training Policy

1. The purpose of this memorandum is to re-establish procedures for submitting Technician Training requests to the Human Resources Office for fiscal year 2010. This memorandum supersedes all previous policies regarding Technician Training in Ohio.
2. Technician Training requests should be submitted in advance. Ideally, this should be six weeks or more. This allows the Human Resources Development Specialist (HRDS) or the designated backup to complete a cost analysis, verify funding availability, and ensure the appropriate paperwork has been received. Requests for Technician Training will only be accepted on a Standard Form (SF) 182 (Authorization, Agreement and Certification of Training). A Letter of Instruction (LOI) or its equivalent, detailing whether or not quarters and rations are available, is required for all training held on military posts, except for those at the National Guard Professional Education Center (NGPEC). Quarters and rations will be utilized when available. **When travel is involved with the training, you may attach the SF 182 to your authorization request in DTS under "expenses", "substantiating records", providing there is adequate time as listed above.**
3. Proper completion of the SF 182 is essential as the approving official needs sufficient information to ensure the requested training is in compliance with regulatory provisions and internal organizational policy, as well as making sure the right person is attending the right training. Guidance for the proper completion of SF 182 is included on pages 3 – 14 of the form. Page 1 needs to be completed as well as blocks 1a – 1e on the 2nd page. Please submit **ONLY** pages 1 – 2 when requesting training. Because this office is required to record all completed training for technicians in the Defense Civilian Personnel Data System (DCPDS), all appropriate information including the member's social security number on the SF 182 is required. Certificates of completion should be forwarded to AGOH-HRO-TN-HRD.
4. Training requests will be accepted in a hard copy (paper or fax) form, scanned/emailed, or attached in DTS with electronic signature on page 2, block 1a. Originals can be sent to AGOH-HRO-TN-HRD or faxed to 614-336-7052. It is imperative that any financial information such as Military Interdepartmental Purchase

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Request (MIPR), tuition and reimbursable registration fees be included on your original request.

5. In cases when the training vendor does not accept the Government Procurement Card (GPC) or the cost is above the threshold (\$25,000) per payment for tuition, the USPFO Contracting office will need to be involved, i.e. Visa Checks and Purchase Request and Commitment Form (DD Form 3953). These requests must be submitted to AGOH-HRO-TN-HRD NLT 45 days prior to the requested training date. Requests not made prior to the execution of the training may not be honored by the contracting office for payment. Officials or employees of the United States Government cannot over-obligate, over-disburse, obligate in advance of appropriations, or accept voluntary services. In general terms technicians are not authorized to make verbal or written obligations with vendors. Doing such can create an Anti-Deficiency Act (ADA) violation. ADA disciplinary actions are found in 31 USSC, sections 1350 and 1519, which can carry penalties and/or a fine of not more than \$5000 and/or imprisonment for not more than two years.

6. A Continued Service Agreement (CSA) for training is an agreement by an employee to continue in service upon completion of training for a pre-established length of time, in exchange for Government sponsored training or education. With this authority the Ohio National Guard protects their investment and secures a period of service from the Federal Technician once the training is completed. CSAs must be completed for tuition amounts greater than \$1000.00 in accordance with the CSA agreement policy listed at the end of this letter. This policy will be used in conjunction with the guidelines set forth on the SF 182 itself.

7. Employees requesting courses listed in the Army Training Requirements and Resource System (ATRRS), school code 922-Camp Robinson-Professional Education Center (PEC), will need to send their SF 182s to the AGOH-HRO-TN-HRD. The HRDS will input the request to ATRRS and the employee will be notified by a system generated email as to whether they have a reservation in the course or not. This means that if you wish to attend a course at PEC in technician status, please DO NOT have your unit clerk input the request in ATRRS. The HRO-HRDS will perform this task. Requests for training at PEC should include, as a minimum, the following information; course title, course number as well as the class number (for example: ARNG Retirement Counselor, FTS-014, Class number 001). Rental car requests are not authorized for employees lodged at PEC. Exceptions will be made on a case-by-case basis.

8. Technicians attending Centrally Managed courses at PEC (see attached course listing), will receive an email notification once their seat is reserved. This notification will include a Line of Accounting (LOA) which will be available in the Defense Travel System (DTS) for selection in the Accounting Section under the Cross-Org field. Students may create their Authorization/Order in DTS any time after securing a reservation in ATRRS. Students should type the **ATRRS Course Number** and **“PEC**

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Funded” in the DTS Trip Description block. Students should attach the reserved seat email notification under “Expenses”, “Substantiating Records” for verification.

9. Technicians attending Centrally Managed courses at PEC (see attached course listing), will receive an email notification once their seat is reserved. This notification will include a Line of Accounting (LOA) which will be available in the Defense Travel System (DTS) for selection in the Accounting Section under the Cross-Org field. Students may create their Authorization/Order in DTS any time after securing a reservation in ATRRS. Students should type the **ATRRS Course Number** and **“PEC Funded”** in the DTS Trip Description block. Students should attach the reserved seat email notification under “Expenses”, “Substantiating Records” for verification.

10. Once the SF 182 has been approved, the technician may request their Authorization/Order in DTS. Please do not perform this step until the training has been approved by the HRO-HRDS. Training is categorized as an “official training event”. (Example: classroom environment, formal training, certificate received, etc.). Conferences and workshops are not considered official training and do not require a SF 182 unless registration fees are associated with it. Technicians are reminded to review their approved DTS authorizations prior to commencement of their travel to ensure tickets have been issued by the travel agency, lodging and rental car reservations, etc. Amendment requests after travel has commenced will be annotated on the voucher. Do not amend an Authorization/Order once travel has commenced. Any training/travel requests received after the duty has already been performed will require a justification letter from the Directorate of the technician’s organization, routed through the Human Resource Officer. There will be no exceptions to this. Travel claims should be completed in DTS within five working days after the training has been completed.

11. Please keep in mind that at a minimum, supervisors should be maintaining certificates of completion and update NGB Form 904-1 (Supervisor’s Record of Technician Employment) to accurately record their subordinates performance and to aide the supervisor in preparation for the subordinate’s annual performance appraisal.

12. Please direct any questions to Mrs. Dana Pharis, Human Resource Development Specialist, at (614)336-7054 or SMSgt Renee Frey, Assistant Human Resource Development Specialist, at (614)336-7450.

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Continued Service Agreement Table

Tuition amount	Length of agreed continued service
\$1 - \$999	None
\$1000 - \$1,999	2 months
\$2,000 - \$2,999	3 months
\$3,000 - \$3,999	4 months
\$4,000 - \$4,999	5 months
\$5,000 and up	6 months minimum – case by case



MICHAEL ORE
COL, MP, OHARNG
Director, Human Resource Office

NGPEC FY2010 Centrally Managed Travel Funds

Course	AGR Centrally Funded Courses Course Title	Technicians funded as noted
ARNG MODS	ARNG MODS BASIC COURSE	
HRR-RPAM	ARNG RETIREMENT POINTS MGR (FORMER RPAM NCO)	
HRR-USR	NET USR READINESS REPORTING	
HRR-010	ARNG BDE/BN S1 COURSE	Mandatory - Technician
HRR-011	ARNG BASIC HUMAN RESOURCES AND ADMIN COURSE	
HRR-020	UNIT READINESS NCO	Mandatory - Technician
HRR-021	MOBILIZATION VALIDATION COURSE	
HRR-022A	UNIT TRAINING NCO	Mandatory - Technician
HRR-022B	TRAINING OFFICER / OPERATIONS NCO	Mandatory - Technician
HRR-030	OFFICER-IN-CHARGE	Mandatory - Technician
ITTC-CCICC	COMSEC CUSTODIAN INSPECTOR'S CERTIFICATION	
ITTC-SCCC	STANDARDIZED COMSEC CUSTODIAN COURSE	
ITTC-001 PH1	CISCO ACADEMY	
ITTC-001 PH2	CISCO ACADEMY	
ITTC-002	VOICE OVER IP - VOIP	
ITTC-003	CISCO SECURITY COURSE	
ITTC-005	WEB I: WEB CONTENT MANAGEMENT AND DESIGN	
ITTC-006	WEB III: WEB APPLICATION DEVELOPMENT	
ITTC-007	MICROSOFT SYSTEM ADMINISTRATOR I	
ITTC-008	NETWORK ENGINEER I	
ITTC-009	NETWORK ENGINEER II	
ITTC-010	WEB II: WEB SERVER ADMINISTRATION	
ITTC-011	SHAREPOINT ADMINISTRATION	
ITTC-016	MICROSOFT SYSTEM ADMINISTRATOR II	
ITTC-017	LAN/WAN MANAGER I	
ITTC-018	IMPLEMENT & SUPPORT MICROSOFT EXCHANGE	
ITTC-025	VMWARE ESX INFRASTRUCTURE ADMINISTRATION	
ITTC-040 PH1	ORACLE DBA I PHASE I	Mandatory - Technician
ITTC-040 PH2	ORACLE DBA I PHASE II	Mandatory - Technician
ITTC-043	HP UNIX SYSTEM ADMIN I	
ITTC-044	HP UNIX SYSTEM ADMIN II	
ITTC-045	SAN/NAS ADMINISTRATION	

Course	AGR Centrally Funded Courses Course Title	Technicians funded as noted
ITTC-056	ORACLE DBA II	
ITTC-058	LAN/WAN MANAGER II	
ITTC-065	SYSTEM CENTER CONFIGURATION MANAGER 2007	
ITTC-066	ORACLE SQL I	
ITTC-070	NETWORK ADMINISTRATION I	Mandatory - Technician
ITTC-071	MICROSOFT DBA I	
ITTC-073	SECURITY+	Mandatory - Technician
ITTC-077	MGC50 TECHNICAL MAINTENANCE COURSE	
ITTC-078	NETWORK + (IA LEVEL I)	
ITTC-080	CISSP - CERT INFO SYSTEM SECURITY PROF	
ITTC-090	BUSINESS INTELLIGENCE SA/DBA USING COGNOS	
ITTC-091	BI ADVANCED REPORT WRITER	
ITTC-092	BI DATA MODELING & TRANSFORMER USING COGNOS	
ITTC-093	BI FRAMEWORK MANAGER USING COGNOS	
ITTC-094	BI QUERY AND REPORT STUDIO	
ITTC-095	BI ADVANCED METRICS AND SCORECARDING	
ITTC-096	BI QUERY AND ANALYSIS STUDIO	
ITTC-100	ADMINISTRATIVE SERVICES COURSE	
ITTC-105	IT METRICS COURSE	
ALMC-SO	SUPPORT OPERATIONS (PHASE 2)	
LTC-001 PH2	PROPERTY BOOK ACCOUNTING & BN SUPPLY COURSE	Mandatory - Technician
LTC-006	ARNG FOOD OPERATIONS MANAGEMENT COURSE	
LTC-011	BASIC SAAS-MOD MANAGEMENT COURSE	
LTC-014	TECHNICAL TRANS OF HAZARDOUS MAT(AMMO 62)	
LTC-018	FMS TAMMS AND READINESS COURSE	Mandatory - Technician
LTC-021	MAINTENANCE MANAGER	
LTC-024	IMAP CADRE TRAINING COURSE	
LTC-026	CENTRAL ISSUE FACILITY	
LTC-027 PH2	UNIT SUPPLY PERSONNEL COURSE	Mandatory - Technician
LTC-032	ADVANCED PROPERTY MANAGEMENT COURSE	
LCT-036	BCS3- HOMELAND	
LTC-039	DCSLOG-G4 ORIENTATION	
LTC-040	ULLS-A (E) LOGBOOK/PC	
LTC-041	ULLS-A (E) CSSAMO/DBA	
LTC-042	AVIATION MATERIAL MANAGEMENT COURSE	
LTC-043	ULLS-A (E) TECH SUPPLY	
LTC-050	SARSS 1 OPERATOR	

LTC-051	SARSS 1 SUPERVISOR
LTC-055	SUPPLY MANAGER COURSE
LTC-072	SUPPORT MAINT. SHOP (SMS) - INSPECTION
LTC-073	TMS -DMC COURSE
LTC-074	MATERIAL READINESS COURSE

Course	AGR Centrally Funded Courses Course Title	Technicians funded as noted
LTC-075	SURFACE MAINTENANCE SUPERVISORS COURSE	
LTC-077	UNIT MOVEMENT OFFICER COURSE	
LTC-090 PH2	CSSAMO COMMON CORE	
LTC-091	CSSAMO - SUPPLY STAMIS	
LTC-092	CSSAMO - MAINTENANCE GROUND	
LTC-093	CSSAMO - AMMUNITION	
LTC-094	CSSAMO - TRANSPORTATION	
ACCTG-101	BASIC ACCOUNTING	Technician
ACCTG-102	INTERMEDIATE ACCOUNTING	Technician
ACCTG-202	STAFF ACCOUNTANT COURSE	Technician
ACCTG-301	ACCOUNTING OFFICER COURSE	Technician
IDTFM-101	INACTIVE DUTY TRAINING (IDT) FUNDS MANAGEMENT	Technician
NGBO-201	USPFO BUDGET OFFICERS COURSE	Technician
NGDTS-101	DEF TRVL SYS ORGANZTL DEF TRVL ADMINISTRATOR	Technician
NGDTS-102	DEF TRVL SYSTEM LEAD DEF TRVL ADMINISTRATOR	Technician
NGFM-301	FINANCIAL MANAGERS COURSE	Technician
NGRM-101	INTRO TO ARNG RESOURCE MANAGEMENT COURSE	Technician
NGRM-102	ACTIVITY MANAGERS/BUDGET ANALYST COURSE	Technician
NGRMFL-101	FISCAL LAW (Only courses at PEC are centrally funded.)	Technician
NGTVL-101	BEGINNERS GOVT TRVL CHARGE CARD AGENCY PROG COORD	Technician
SFINT-201	SUPERVISORY FINANCIAL TECHNICIAN COURSE	Technician
ORTC-010	FACILITATOR COURSE	
ORTC-030	CONSULTANT COURSE (PHASE 1)	
ORTC-030	CONSULTANT COURSE (PHASE 2)	
ORTC-110	STRATEGIC PLANNING AND MGMT/SMS COGNOS COURSE	
ORTC-200	PROCESS IMPROVEMENT THROUGH LEAN SIX SIGMA	
ORTC-201	ACOE EXAMINERS COURSE	
ORTC-202	ACOE SELF-ASSESSMENT COURSE	
ORTC-203	BASIC PROJECT MANAGEMENT	
ORTC-400	LEADERSHIP DEVELOPMENT COURSE	