

# TARP

## Training And Reservations Portal

TARP is a web-based interface designed to automate the process of registering for courses in the Ohio **Air and Army** National Guard. It provides the user with a simple web-based form that can be accessed from any computer that populates data fields on a printable SF-182 (Authorization, Agreement and Certification of Training) and simultaneously places a reservation in the course for the applicant.

Perhaps the best feature of TARP is that it does all of this without the need for PII (Privately Identifiable Information). So rest assured that when we welcome you to TARP, *we've got you covered!*

# TARP



**HRO Home**

**Ohio National Guard Job Postings**  
AGR & Technician Vacancies

**Active Guard Reserve (AGR) Program**  
How to Apply for AGR Positions  
AGR Employees

**Technician Program**  
How to Apply for Technician Positions  
Technician Forms & Checklists  
Technician References  
New Employee Orientation  
& Technician Training

**The HRO Training And Reservations Portal (TARP)**

*Ohio Partnership*  
*Ohio National Guard/AFGL Local 3970*  
*Labor - Management Partnership Website*

*American Federation of*  
*Government Employees, AFL-CIO site*

**State of Ohio Employees**  
State Human Resources  
State of Ohio Job Postings

**Equal Opportunity Office**

- The State Human Resources branch is responsible for all administrative actions for state employees.

Contact us: Customer Service at COMM (614) 336-7051 or DSN 346-7051

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## News & Upcoming Events

09.06.11 TALX employment verification reinstated

08.17.11 OPM Fact Sheet on Early Retirement Scam

04.22.11 Recruitment, Relocation and Retention Incentives (TN-11-13)

03.18.11 Human Resources Office Guidance in Case of Congressional Appropriations Lapse

03.02.11 Technician Premium Pay

01.14.11 NG Technician Personnel Management Course FY11

01.10.11 Training Announcement, TPR 430, Performance Management

01.05.11 Information Paper on 2011 Federal Technician Pay Freeze

10.22.10 Procedures for Restoration of Annual Leave Forfeited by Technicians

10.01.10 Overview of Technician Employee Benefits Information System

10.01.10 EBIS-Online Technician Benefits and Retirement Brochure (ppt)

10.01.10 Instructions for AKO Registration (Access to EBIS)

08.26.10 178th Extension of General Notice of Reorganization, Realignment and Reduction in Force

07.20.10 Recruitment, Relocation and Retention Incentive Authority (TN-10-19)

Click on the link in the bottom-left labeled *HRO Training And Reservations Portal (TARP)*.

# TARP

Click on “SELECT” next to the course you are interested in attending.

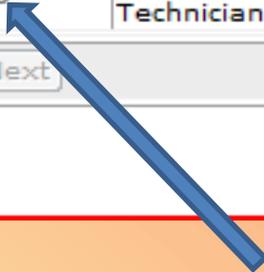
In the example below, the only course available is “TPMC”. As other course become available, they will appear in the listing as well.

Welcome to TARP (v1.0)  
The HRO Training And Reservations Portal

Available Courses      Category:       "Select" a co

	Course Number	Title	Category	Quota	
<input type="button" value="Select"/>	01-01-2012	TPMC	SUPERVISOR	30	
Technician Personnel Management Course					



Click here

# TARP

Enter your information into the fields and click “Register” when complete. All fields (except Middle Initial) must be complete before the system will allow you to register.

Welcome to TARP (v1.0)  
The HRO Training And Reservations Portal

	Course Number	Title	Quota	Students	Location	Start Date	End Date
<input type="button" value="Cancel"/>	01-01-2012	TPMC	30	18	HERE	01-01-2012	01-01-2012
Technician Personnel Management Course							

All fields are required, except Middle Initial. Complete this form, then click the Register button. Click the Cancel button to process.

Last Name:

First Name:

Middle Initial:  Optional

SSN Last4:

Service:

Grade:

Phone:

Email:  .mil only

Position Title:

Organization:

Work Address:

Work City:

Work State / Zip:  /

Supervisor Last Name:

Supervisor First Name:

Supervisor Phone:

Supervisor Email:  .mil only

Estimated Cost:  Do not use a dollar sign

Training Objective:

Click here 

# TARP

Once you have clicked “Register” you may click “Update” to correct info or “Delete” to remove your application.

Welcome to TARP (v1.0)  
The HRO Training And Reservations Portal

	Course Number	Title	Quota	Students	Location	Start Date	End Date
<input type="button" value="Cancel"/>	01-01-2012	TPMC	30	18	HERE	01-01-2012	01-01-2012
Technician Personnel Management Course							

All fields are required, except Middle Initial. Complete this form, then click the Register button. Click the Cancel button process.

Last Name:

First Name:

Middle Initial:  Optional

SSN Last4:

Service:

Grade:

Phone:

Email:  .mil only

Position Title:

Organization:

Work Address:

Work City:

Work State / Zip:  /

Supervisor Last Name:

Supervisor First Name:

Supervisor Phone:

Supervisor Email:  .mil only

Estimated Cost:  Do not use a dollar sign

Training Objective:

**You MUST click  
“Register” to  
validate your  
request.**



# TARP

Technician Personnel Management Course

Verify that all fields are correct. Make any changes necessary, then click Update Registration. If all items are correct, click the Print button and Complete the Registration.

Last Name: TEST  
First Name: JOHNATHAN  
Middle Initial: A Optional  
SSN Last4: 4433  
Service: Air  
Grade: CIV  
Phone: 6143366000 6145551234  
Email: john.test@us.army.mil  
Position Title: TEST PILOT TECHNICIAN

DUBLINGRANVILLE  
S  
235  
01 6145551234  
general@us.army.m

Estimated Cost: 100.00 Do not use a  
Training Objective: To test the database for tra  
Registered: 01-Nov-11 10:18:36  
Update Registration Delete Registration

Ensure you print a valid SF182 before  
Produce SF 182 Complete Registration

SF 182 - Windows Internet Explorer  
http://68.77.178.227/iapps/ Live Search  
Favorites SF 182 Page Safety

**AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING**

**Section A - TRAINEE INFORMATION**  
Please read instruction on page 6 before completing this form

1. Applicant's Name TEST, JOHNATHAN A	2. Social Security Number xxx-xx-4433
4. Home Address (Optional)	5. Home Phone (Optional)
7. Organizational Mailing Address HRO 2825 W. DUBLINGRANVILLE RD. COLUMBUS OH 43235	8. Office Phone (614) 336-6000
10. Position Title TEST PILOT TECHNICIAN	9. Work Email Address john.test@us.a
11. Does applicant need special accommodation (Circle one)? Yes No	If yes, please describe below
12. Type of Appointment	13. Education Level
14. Pay Plan	15. Series

**Section B - TRAINING COURSE DATA**

1a. Name and Address of Training Vendor HRO	1b. Location of Training Site HERE
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Done Internet | Protected Mode: On 100%

Print Button is here

Once you have registered you must click the "Produce SF 182" button and then the print button. Request your supervisor's signature on the SF 182.

# TARP

Technician Personnel Management Course

Verify that all fields are correct. Make any changes necessary, then click Update Registration. If all items are correct, click Print SF 182 and Complete the Registration.

Last Name: TEST  
First Name: JOHNATHAN  
Middle Initial: A Optional  
SSN Last4: 4433  
Service: Air  
Grade: CIV  
Phone: 6143366000 6145551234  
Email: john.test@us.army.mil  
Position Title: TEST PILOT TECHNICIAN  
Organization: [Redacted]  
Work Address: [Redacted]  
Work City: [Redacted]  
Work State / [Redacted]  
Supervisor Last Name: [Redacted]  
Supervisor First Name: [Redacted]  
Supervisor Phone: [Redacted]  
Supervisor Email: [Redacted]  
Estimated Cost: 100.00 Do not use a [Redacted]  
Training Objective: To test the database for training [Redacted]  
Registered: 01-Nov-2010 10:18:36  
Update Registration Complete Registration  
Produce SF 182 Complete Registration

Click  
Complete  
Registration

SF 182 - Windows Internet Explorer  
http://68.77.178.227/iapps/ Live Search  
Favorites SF 182  
Page Safety

**AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING**  
A. Agency, code agency subelement and submitting office number

**Section A - TRAINEE INFORMATION**  
Please read instruction on page 6 before completing this form

1. Applicant's Name TEST, JOHNATHAN A	2. Social Security Number xxx-xx-4433
3. Home Address (Optional)	5. Home Phone (Optional)
4. Organizational Mailing Address [Redacted] 325 W. DUBLINGRANVILLE RD. COLUMBUS OH 43235	8. Office Phone (614) 336-6000
6. Position Title TEST PILOT TECHNICIAN	9. Work Email Address john.test@us.a
7. Does applicant need special accommodation (Circle one)? Yes No	11. If yes, please describe below
12. Type of Appointment	13. Education Level
14. Pay Plan	15. Series

**Section B - TRAINING COURSE DATA**

1a. Name and Address of Training Vendor HRO	1b. Location of Training Site HERE
--	---------------------------------------

Done Internet | Protected Mode: On 100%

Ensure you print a valid SF 182 before [Redacted]

After printing the SF182 and requesting your supervisor's signature you must click "Complete Registration."

# TARP



Once you see this screen you have registered for a course in TARP. However, your registration will not be valid until you send a SF-182 signed by your supervisor to [hrotngoh@ng.army.mil](mailto:hrotngoh@ng.army.mil)

HRO will send you a confirmation email once we receive your signed SF-182 and validate your enrollment in the course.

# TARP

Direct any questions to the  
following personnel:

MSgt Jim Brewster

614.336.7120

[jim.brewster@us.army.mil](mailto:jim.brewster@us.army.mil)

SMSgt Renee Frey

614.336.7450

[renee.frey@us.army.mil](mailto:renee.frey@us.army.mil)