

**Training Requests  
- Rules of Engagement –**

1. Seat requests must be submitted by authorized Employee Development Specialist (EDS) or Base Training Manager (BTM) in writing via email. Verbal requests are not allowed. Unfilled seats will be filled on a first come first serve basis for the Mission Readiness Training Program (MRTP). Written requests will be reviewed, and verification of approval will be sent via email by the respective EDS or BTM to the TRQI Manager.
2. Specific guidance on how to submit your request is contained within these rules of engagement and in DAFI 36-2689. Submit all requests utilizing the appropriate documentation. For your convenience, the appropriate forms/worksheets are reflected on the AFDW University site, [https://www.afdw.us.af.mil/AFDW-University/Training/Required\\_Training\\_Request\\_Forms.pdf](https://www.afdw.us.af.mil/AFDW-University/Training/Required_Training_Request_Forms.pdf). If you have any questions about the worksheets or how to fill them out, refer to the attachments in this instruction or contact us using the AFDW University Contact Us page.

Rules of Engagement for Employees:	
<u>Mandatory Training Guidance &amp; Requirements</u>	<u>Links</u>
Complete <b>New Employee Orientation</b> within 90 days of initial appointment.	myLearning: <a href="https://lms-jets.cce.af.mil/moodle/">https://lms-jets.cce.af.mil/moodle/</a>
Draft <b>Individual Development Plan (IDP)</b> in collaboration with your performance plan and respective supervisor, and maintain it on an annual basis to ensure the plan remains current.	<a href="#">MyVector</a> or <a href="#">ETMSWeb</a>
Complete <b>New Supervisor and/or Manager training</b> within 1 year of an appointment to a supervisory or managerial position and completes <b>experienced training</b> every 3 years, thereafter (if applicable).	CLDS website: <a href="https://www.airuniversity.af.edu/Eaker-Center/CLDS/Supervisor-Manager/">https://www.airuniversity.af.edu/Eaker-Center/CLDS/Supervisor-Manager/</a>
Accomplish all required ancillary training and maintain currency throughout your career.	myLearning: <a href="https://lms-jets.cce.af.mil/moodle/">https://lms-jets.cce.af.mil/moodle/</a>
Identify training needed to improve individual and organizational performance and identify methods to meet those needs, effectively and efficiently.	Utilize the unit specified forms
Request training, when necessary, from supervisor and/or manager. See table below for specific form to use.	<a href="#">Standard Form 182</a> and <a href="#">Student Course Load Worksheet (type 5 form)</a>
Sign a Continued Service Agreement (CSA) or training agreement prior to attending training, education, and Professional development activity, if applicable. See table below.	<a href="#">CSA Form</a>

Non-MRTP Training Request Process “Off-the-Shelf Courses”		
Steps	Actions	Comments
1	<p><b>Civilian:</b> Employee or supervisor submits a request for training to his/her EDS or BTM using the following documents: SF182 and CSA (if applicable).</p> <p><b>Military:</b> Member or supervisor submits a request for training to his/her EDS or BTM using the following documents: SF182 only (<b>CSA not applicable</b>).</p>	See Attachments <a href="#">2</a> and <a href="#">5</a> .
2	EDS or BTM reviews the request and follows the guidelines in the comments section.	<p>a. <b>If incorrect:</b> returns the documents to the employee or supervisor to provide the appropriate documents.</p> <p>b. <b>If correct:</b> signs SF182 in Section E, return signed SF182 and CSA (if applicable) to the employee or supervisor.</p>
3	Upon receipt of signed documents, Employee will coordinate registration with their Resource Advisor (RA) and GPC POC.	<b>NOTE:</b> IAW DAFI 36-2689, employees are not authorized to attend training without an approved SF182.
4	Employee will accomplish unit specific processing of orders (DTS orders).	AFDW/A1KF Staff is not responsible for accomplishing DTS orders for employees (this is outside of our purview, direct all questions to your unit DTS POC).
5	<b>Civilian:</b> If Employee incurs a CSA, EDS will update DCPDS accordingly using the signed CSA form.	
6	Within 10 days of CGD, obtain supervisor signature on SF 182, Section F and return it to the EDS/BTM.	

**NOTE:**

1) Use the EDS Listing in [attachment 7](#) to submit your request to the correct EDS.

## MRTP Training Request Process

Steps	Actions	Comments
<b>1</b>	<p><b>Civilian:</b> Employee or supervisor submits a request for training to his/her EDS or BTM using the following documents: Student Enrollment Information (Type 5 Form), SF182, Sister Service Type 5 Form (if applicable), and CSA (if applicable).</p> <p><b>Military:</b> Member or supervisor submits a request for training to his/her EDS or BTM using the following documents: Student Course Load (Type 5 Form) or Sister Service Type 5 Form (if applicable) (<b>CSA not applicable</b>).</p>	<p>Links to forms:</p> <ol style="list-style-type: none"> <li>1) <a href="#">Student Enrollment Information (Type 5 Form)</a></li> <li>2) <a href="#">SF182</a></li> <li>3) <a href="#">Sister Service Course Enrollment</a></li> <li>4) <a href="#">CSA</a> (not applicable to military)</li> </ol> <p><b>NOTE:</b> For sister service courses (non-AF courses, i.e. Army, Navy, or other service), please include the Sister Service Type 5 Form.</p>
<b>2</b>	EDS or BTM reviews the request, review the <a href="#">ETCA website</a> to ensure the member is eligible to attend requested course, and follows the guidelines in the comments section.	<p>a. <b>If incorrect:</b> returns the documents to the employee or supervisor to provide the appropriate documents or information.</p> <p>b. <b>If correct:</b> submit Student Course Load (Type 5 Form) to AFDW/A1KF (TRQI Managers) at <a href="mailto:AFDW.A1.KF@us.af.mil">AFDW.A1.KF@us.af.mil</a> for actions.</p>
<b>3</b>	AFDW/A1KF (TRQI Managers) reviews the request and issues the TLN if all information is received and correct. See comments for additional information.	<p>a. <b>If incorrect:</b> returns the documents to the EDS or BTM without action and requests them to provide the correct documents or information.</p> <p>b. <b>If correct:</b> issues TLN and notifies the EDS or BTM of the TLN issued.</p> <p><b>NOTE:</b> IAW DAFI 36-2689, employees are not authorized to attend training without an approved SF182 and TLN.</p>
<b>4</b>	EDS or BTM completes the following actions: <ol style="list-style-type: none"> <li>1) Sign SF182 in Section E</li> <li>2) Sign CSA (if applicable)</li> <li>3) Provide the issued TLN, signed SF182, and CSA (if applicable) to the member and supervisor</li> <li>4) <b>Unit Funded courses:</b> Ensure employee coordinate orders with their Resource Advisor or GPC POC.</li> <li>5) <b>AETC Funded courses:</b> Have member complete TDY-to-School Worksheet to obtain Cross-org'd Line of Accounting (LOA)</li> <li>6) Upon receipt of Training Notification RIP, send to member with suspense to sign and return.</li> </ol>	<p>Link to form: <a href="#">AFDW TDY-to-School Worksheet</a></p> <p><b>Civilian:</b> If Employee incurs a CSA, EDS will update DCPDS accordingly using the signed CSA form.</p>
<b>5</b>	Upon receipt of signed documents and TLN, Employee will accomplish unit specific processing of orders in DTS for <b>unit funded courses</b> . <b>AETC Funded Courses:</b> complete TDY-to-School worksheet and send to EDS or BTM to request LOA.	<b>NOTE:</b> AFDW/A1KF Staff is not responsible for accomplishing DTS orders for employees (this is outside of our purview, direct all questions to your unit DTS POC).
<b>6</b>	Within 10 days of CGD, employee will obtain supervisor signature on SF182, Section F and return completed form to the EDS/BTM.	

## ATTACHMENTS

### Attachment 1: AFDW Individual Development Plan (IDP) Links

Click picture to access the website to complete the form:

<https://myvector.us.af.mil/myvector/PublicHome/MyDevelopmentPlan> or

<https://etmsweb.wpafb.af.mil/etmsasp/public/homepage.asp>.



## Attachment 2: Standard Form 182 (SF182) Template

Click picture to access the actual form or download form from <https://www.gsa.gov/system/files/SF182-20.pdf>.

<b>Authorization, Agreement, and Certification of Training</b>			A. Agency code, agency sub-element and submitting office number		B. Request Status	
<b>Section A – Trainee Information</b>						
1. Applicant's Name (Last, First, Middle Initial)			2. Social Security Number (###-##-####) (Agency Use Only)		3. Date of Birth (Enter Date as yyyy-mm-dd) (Agency Use Only)	
4. Home Address (Optional) (Number, Street, City, State, ZIP Code)			5. Home Telephone (Optional) (Include Area Code)		6. Position Level (See page 4 for additional instructions)	
7. Organization Mailing Address (Branch-Division/Office/Bureau/Agency)			8. Office Telephone (Include Area Code and Extension)		9. Work Email Address	
10. Position Title		11. Does applicant need special accommodation?		If yes, please describe the requirements below		
12. Type of Appointment		13. Education Level (See page 4 for additional instructions)		14. Pay Plan	15. Series	16. Grade
						17. Step
<b>Section B – Training Course Data</b>						
1a. Name and Mailing Address of Training Vendor (No., Street, City, State, ZIP Code)				1.b Location of Training Site (if different from 1a)		
1c. Vendor Telephone Number		1d. Vendor Email Address		1e. Vendor website		1f. Vendor Point-of-Contact (POC)
2a. Course Title		2b. Course Number Code	3. Training Start Date (Enter Date as yyyy-mm-dd)		4. Training End Date (Enter Date as yyyy-mm-dd)	
5. Training Duty Hours		6. Training Non-Duty Hours		7. Training Purpose Type (See page 5 for additional instructions)		8. Training Type Code (See page 5 for additional instructions)
9. Training Sub Type Code (See page 5 for additional instructions)		10. Training Delivery Type Code (See page 5 for additional instructions)		11. Training Designation Type Code		12. Training Credit
						13. Training Credit Type Code
14. Training Accreditation Indicator		15. Continued Service Agreement Required Indicator (Agency Use Only) (See page 5 for additional instructions)		16. Continued Service Agreement Expiration Date (Enter date as yyyy-mm-dd)	17. Training Source Type Code (See page 5 for additional instructions)	18. Individual or Group Training
						19. Student/ Membership ID
20. Skill Learning Objective				21. Agency Use Only (For use by agency as needed)		
<b>Section C – Costs and Billing Information</b>						
1. Direct Costs and Appropriation/Fund Chargeable			2. Indirect Costs and Appropriation/Fund Chargeable			
Item	Amount	Appropriation Fund	Item	Amount	Appropriation Fund	
a. Tuition and Fees	\$		a. Travel	\$		
b. Books & Material Costs	\$		b. Per Diem	\$		
c. Total	\$		c. Total	\$		
3. Total Training Non-Government Contribution Cost			6. Billing Instructions (Furnish invoice to)			
4. Document/Purchasing Order/Requisition Number						
5. 8-Digit Station Symbol (Example: 12-34-5678)						

### Attachment 3: Student Enrollment Information (Type 5 Form)

Click picture to access the actual form or download form from <https://afdwu.sparkxcell.com/required-training-forms/>.

## TYPE 5 INFORMATION

<b>Student Enrollment Information</b>	
<i>It is the responsibility of the REQUESTING FUNCTIONAL Manager to ensure that the necessary prerequisites are met; arriving students who do not meet such prerequisites will not be allowed to participate in the course and will be returned to their home station if not qualified.</i>	
ETCA Course Number	
ETCA Course Title	
Class Start Date	
Class Grad Date	
Name	
Rank/Grade	
Duty Title	
SSAN	
Gender	
TRQI	
Quota Type	
Number of seats requested	
Security Clearance	
Series/Grade (if civilian)	
Student E-mail Address	
<b>FOR AFDW/A1KF USE ONLY</b>	
TLN Issued	
<small>The information herein is For Official Use Only (FOUO) which must be protected under the Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties. As of 20121005</small>	

#### Attachment 4: Sister Service Course Enrollment (Type 5 Form)

Click picture to access the actual form or download form from <https://afdwu.sparkxcell.com/required-training-forms/>.

<b>Sister Service Course Student Enrollment Information</b>	
It is the responsibility of the sending MAJCOM TRQI Manager to ensure that the necessary prerequisites are met; arriving students who do not meet such prerequisites will not be allowed to participate in the course and will be returned to their home station.	
AETC Course Number	
AETC Course Title	
Sister Service Course Number *Required when there is no parallel AETC Technical Training course	
Sister Service Course Title **Provide title as listed in the Sister Service course catalog when no AETC course exists	
Class Start Date	
Name	
Rank/Grade	
SSAN	
Gender	
TRQI	
Student Mailing Address (include street/city/state/zip)	
Duty Title	
Security Clearance	
Series/Grade (if civilian)	
Student E-mail Address	
The information herein is For Official Use Only (FOUO) which must be protected under the Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties. As of 20110914	

**Attachment 5: Continued Service Agreement (CSA)**

Click picture to access the actual form or download form from <https://afdwu.sparkxcell.com/required-training-forms/>.

1

**Air Force District of Washington Continued Service Agreement**



**Section A - Trainee Information**

1. Trainee Name: _____	2. Office Symbol: _____
3. Work Email: _____	4. Date: _____
5. Position Title: _____	6. Office Phone: _____

**Section B - Training Course Information**

(See the Applicable SF-182)

1. Course Title and ID: _____	2. TLN: _____
3. Course Length/Start Date: _____ to End Date: _____	
4. Direct Costs for Training (Tuition/Materials): _____	
5. Indirect Costs for Training (Travel/Per Diem): _____	
6. Administrative Overhead Costs: _____	7. Virtual Training: Yes ___ or No ___
8. Total Costs: _____	9. Total Training Hours: _____

**Attachment 6: AFDW TDY-to-School Worksheet**

Click picture to access the actual form or download form from <https://afdwu.sparkxcell.com/required-training-forms/>.

<b>AFDW TDY-to-School Data Request Worksheet</b>			
<b>SECTION A – Trainee Information</b>			
1. Trainee's Name:		2. SSAN:	
3. Training Line Number (TLN):		4. Security Clearance:	
5. Is this your first TDY?		6. Do you have a Government Travel Card?	
7. Are you a Reservist?		8. Supervisor's email:	
<b>SECTION B – Travel Information</b>			
1. Will you fly to your TDY?		2. Will you drive to your TDY?	
3. What is the flight cost?		4. What is the cost for driving?	
NOTES: For cost estimates, go to <a href="https://www.defensetravel.dod.mil/neoaccess/login.php">https://www.defensetravel.dod.mil/neoaccess/login.php</a> , login using your CAC, select "TraX," and click "Trip Tools."			
<b>SECTION C – Leave in Route Information</b>			
1. Will you take leave in conjunction with this TDY?	2. If taking leave, how many days before your TDY?		3. How many days after your TDY?
4. What is the leave address?		5. What is the leave phone number?	
<b>SECTION D – Unit Funded Requirements</b>			
1. Will your unit pay for any of the unit funded requirements listed below?			
	Rental Car	Cost	\$
	Excess Baggage	Cost	\$
How many excess bags?		How many authorized pounds?	
2. What is the unit fund site?			

This form contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C. 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.

## Attachment 7: Employee Development Specialist (EDS) POC Listing

Click picture to access the actual form or download form from <https://afdwu.sparkxcell.com/wp-content/uploads/2023/06/EDS-POC-Listing.pdf>.

### AFDW Employee Development Specialist POC Listing

<u>EDS</u>	<u>Population Served</u>	<u>CPO/MPF ID</u>	<u>EDS Email</u>
316 FSS	Joint Base Andrews (JBA)	8Q / AU	<a href="mailto:316FSS.BASEANDFORMAL.TRAINING@us.af.mil">316FSS.BASEANDFORMAL.TRAINING@us.af.mil</a>
11 FSS	Joint Base Anacostia Bolling (JBAB)	8N / BP	<a href="mailto:11FSS.JBAB.Training@us.af.mil">11FSS.JBAB.Training@us.af.mil</a>
811 FSS	Pentagon	9L / HH, NR	<a href="mailto:AF.811FSS.FSDE@us.af.mil">AF.811FSS.FSDE@us.af.mil</a>
AFDW/A1KF	AFDW Staff Only	9L / AU	<a href="mailto:AFDW.A1.KF@us.af.mil">AFDW.A1.KF@us.af.mil</a>

**NOTE:**

- 1) If you are assigned to JBA and your PASCODE or CPO ID consist of AU or 8Q, you will submit any/all training requests to 316 FSS using the information above.
- 2) If you are assigned to JBAB and your PASCODE or CPO ID consist of BP or 8N, you will submit any/all training requests to 11 FSS using the information above.
- 3) If you are assigned to the Pentagon and your PASCODE or CPO ID consist of HH, NR, or 9L, you will submit any/all training requests to 811 FSS using the information above.
- 4) If you are assigned to AFDW Staff and any of the AFELMs and your PASCODE or CPO ID consist of AU, other code, or 9L, you will submit any/all training requests to AFDW/A1KF using the information above.