

Guide to filling out an SF-182 form for our Strategic Foresight Leadership course at American University

We provide this guide as a tool to help you fill out an Authorization, Agreement, and Certification of Training form (SF-182). Please review your agency’s guidelines for your role since your selections might need to be different.

Link to SF-182 form (2020 rev.) from the Office of Personnel Management

https://www.opm.gov/forms/pdf_fil/SF182.pdf

Section B

Section B – Training Course Data					
1a. Name and Mailing Address of Training Vendor (No., Street, City, State, ZIP Code)			1.b Location of Training Site (if different form 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 6 for additional instructions) Select one ▼	8. Training Type Code (See page 6 for additional instructions) Select one ▼		
9. Training Sub Type Code (See page 6 for additional instructions) Select one ▼	10. Training Delivery Type Code (See page 8 for additional instructions) Select one ▼	11. Training Designation Type Code Select one ▼	12. Training Credit	13. Training Credit Type Code Select one ▼	
14. Training Accreditation Indicator Select one ▼	15. Continued Service Agreement Required Indicator (Agency Use Only) (See page 8 for additional instructions) Select one ▼	16. Continued Service Agreement Expiration Date (Enter date as yyyy-mm-dd)	17. Training Source Type Code (See page 8 for additional instructions) Select one ▼	18. Individual or Group Training Select one ▼	19. Student/ Membership ID
20. Skill Learning Objective			21. Agency Use Only (For use by agency as needed)		

Item 5 Training Duty Hours

Answer: 72 hours

Item 6 Training Non-duty Hours

Answer: 18 hours

Item 7 - Training Purpose Type

Answer: 01 - Program/Mission (see instructions on page 6 of form)

Item 8 - Training Type Code

Answer: 01 - Training Program Area (see instructions on page 6 of form)

Item 9 - Training Sub Type Code

Answer: 07 - Planning and Analysis (see instructions on page 6 of form)

Item 10 Training Delivery Type Code

Answer: 5 - Blended Training

Item 11 Training Designation Type Code

Answer: 05 - N/A

Item 12 Training Credit

Answer: 0

Item 13 Training Credit Type Code

Answer: Not needed if item 12 is zero

Item 14 Training Accreditation Indicator

Answer: No

Item 17 Training Source Type Code:

Answer: 3 - Non-Government

Item 20 Skill Learning Objectives

Answer: Here are some objectives of our program that you can use to answer this question.

- Analyze trends, signals, and weak signals
- Develop scenarios and narratives that explore plausible futures
- Apply systems thinking to complex challenges
- Analyze implications regarding the future of work
- Develop risk management strategies
- Develop effective communication strategies for foresight
- Create an evaluation framework
- Develop implementation plans for foresight
- Apply foresight into policy-making processes

Section C

Section C – Costs and Billing Information					
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 (<i>Furnish invoice to</i>)		
4. Document/Purchasing Order/Requisition Number					
5. 8-Digit Station Symbol (<i>Example: 12-34-5678</i>)					

Item 1.a Tuition and Fees

Answer: \$12,000

Item 1.b Books & Material Costs

Answer: \$0

Item 1.c Total

Answer: \$12,000

Contact Information for billing

If you need information about billing, you can contact us at executiveed@american.edu and put Strategic Foresight Leadership program in the subject.