**ANG T5 TLN Processing**

**Current process. Submit request in advance of 90 days prior to the course start date if possible to allow for the processing of a Training Line Number.**

* **SF-182 completion requires:**
	+ **Section A (Fully completed)** – Trainee Information
	+ **Section B** **(Fully completed)** – Training Course Data (Course Information is located in the Education and Training Course Announcement (ETCA) at <https://cs2.eis.af.mil/sites/app10-etca/SitePages/ETCACourseList_AETC.aspx?OrgID=AETC>
		- **20. Skill Learning Objective:** **ADD T5 Employee PAS Code**
	+ **Section C** – Any Direct or Indirect Costs
	+ **Section D - Required signatures:**
		- **1a.** Immediate Supervisor approves and signs
		- **2a.** Wing Comptroller or Delegated Certifier validates funding availability and signs
		- **3a.** Training Officer/Force Development Office (FDO) validates and signs
	+ **Continued Service Agreement (CSA)** completed and signed by employee
	+ **FDO or Wing POC** forwards SF-182 and CSA to JFHQ-HRD Training Office at:

 ng.oh.oharng.list.j1-hro-training@mail.mil

* + **JFHQ-HRD** reviews SF182 received from Wing and forwards to NGB-J1-TNL.
	+ **NGB-J1-TNL** submits Out of Cycle request **(cannot submit out of cycle request earlier than 90 to 45 days in advance to course start date)** to AF for receipt of Training Line Notification (TLN) approval or disapproval
		- **If TLN is issued**, NGB-J1-TNL
			* Annotates SF-182, Section B, 19. Student ID with TLN #
			* Signs Section E – Approvals/Concurrence
			* Sends approved SF-182 to the T5 Employee, JFHQ-HRD, and FDO
		- **If TLN is not issued**, NGB-J1-TNL notifies JFHQ-HRD and FDO, FDO notifies Supervisor and Employee, discuss future options

**Certificates of completion** forward to JFHQ-HRD Training Office at: ng.oh.oharng.list.j1-hro-training@mail.mil

* + - HRD will complete the SF-182, Section F – Certification of Training Completion and will update training completed in the Defense Civilian Personnel Data System (DCPDS)