**Training Line Number Request Process for Air Title 5 Employees**

Guidance from NGB-J1-TN

We are working on a NGB-J1-TN procedural memorandum that will provide guidance on how to complete the Annual Training Needs Assessments and Civilian Functional Training Data Call for all NG Title 5 civilian employees. This memorandum will include a mapping process to clarify the steps and signature requirements for the SF 182, Authorization, Agreement and Certification of Training. Once it is finalized and signed, I will publish to the field.

Because we (NGB) did not request FY20 Annual Training Needs Assessments and Functional Training Requirements from each of the 54 JFHQ-HROs, we could not submit a Civilian Automated Training Data Input for FY20 National Guard Functional Training Requirements. Unfortunately, it appears we may have the same twist in the near future, because the FY21 Annual Training Needs Assessments and Functional Training Requirements are past due.

Due to the absence of FY20 Functional Civilian Training Requirements, all National Guard FY20 SF 182 TLN requests are submitted from our office to AF as out-of-cycle requests.

Most of the AF schools will not process an out-of-cycle TLN request until 30 days prior to the course start date.

We made additional changes over the past two weeks:

1. Ms. Rhonda Laster is the Branch POC for processing TLNs.

2. We created a TLN Dashboard and Ms. Laster will maintain its currency and publication on the GKO NGB-J1-TN/TNB/HRD home Page.

3. The Wing Force Development Office (FDO) training specialist sends the completed SF 182 with THREE approval and funding signatures, to include a signed Continued Service Agreement, via ENCRYPTED EMAIL, to the applicable JFHQ-HRDS. Send to NG OH OHARNG List J1 HRO Training <ng.oh.oharng.list.j1-hro-training@mail.mil>

NOTE: Employees, who are selected to training for more than the minimum period, as prescribed in Title 5 USC 4108 and 5 CFR 410.309, are required to sign a continued service agreement.

4. The employee’s PAS Code must be entered on the SF 182.

5. The HRD sends the SF 182, via ENCRYPTED email – directly to Ms. Laster with a "cc" to Ms. Judy Kellar.

6. It does not matter when you send the SF 182, we are unable to process it until at least 45 days prior to start of the class - or 30 days prior to start of class - dependent on the course and school-house.

7. Once the TLN is processed, Ms. Laster annotates the applicable TLN in BLOCK #19 and returns the SF 182, via ENCRYPTED email, directly to the HRD with “cc” to the FDO.

8. Due to concerns expressed by the FDOs and the employees’ supervisors in regard to not knowing the status of their training requests and/or receiving fragmented information from their employees, we stopped returning the completed SF 182s directly to the employees. This final task is correctly annotated on the TLN mapping flowchart.