

# RASS Input Instructions – Management Concepts

## COMPLETING THE AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING (SF182) IN RASS

**FOR STUDENT – GO TO <https://rass.army.mil/>**

**NOTE: TUITION COST FOR EXTERNAL COURSES MUST BE PROCESSED VIA APPROVED SF-182 ONLY; GOVCC IS NOT TO BE USED.**

**FOR EXTERNAL COURSES SF-182 MUST BE PROCESSED PRIOR TO REGISTRATION. PLEASE PAGE 2 OF THIS DOCUMENT FOR NEXT STEPS.**

**Step 1 – Click on “Personnel Data Sheet” and complete/update – this will be Section A of the SF182**

**Step 2 – Click on “Training Request” – this will display two options: select “SF Form 182 – Training”**

**What are your travel requirements related to this training? – Select – “TDY Travel Required” (if TDY travel is required)**

### **Vendor Information:**

Name of Training Vendor: type – **Management Concepts**

Street Address: type – **8230 Leesburg Pike**

City: type – **Tysons Corner**

State: Select - **VA**

Zip: type – **22182**

Vendor Telephone: type - **(888) 545-8577**

Vendor Email: type – **info@managementconcepts.com**

### **Training Course Data:**

Is training at different location? Select - “**Yes**” (if held at Tysons Corner, VA location)  
**OR** “**No**” **Insert Duty Location Street Address, City, State and Zip Code provided**

Course Title: type – **Enter Name of Course (e.g. The Federal Budget Process)**

**Course Number Code: type – Enter Course Number (e.g. 5090)**

Training Start Date: type – **Enter Start Date**

Training End Date: type - **Enter End Date**

Training Duty Hours: type – **Enter Number of Course Hours (e.g. 2 day course = 16)**

Training Non-Duty Hours: type - **0**

Training Purpose Type: Select – “**Program/Mission**” (#01)

Training Type Code: Select - “**Training Program Area**” (#01)

Training Sub Type Code: Select - “**Budget/Financial Business Administration**” (#06)

Training Delivery Type Code: Select – “**Traditional Classroom**” (#1)

Training Designation Type Code: Select – “**Continuing Education Unit**” (#03)

Training Credit: Select – “**1.5**” (#1)

Training Credit Type Code: Select – “**Continuing Education Unit**” (#03)

Training Accreditation Indicator: Select – “**YES**”

Training Source Type Code: Select – “**Non-Government**” (#03)

Training Objective: Type – **Enter Objective Statement of the Course**

**Direct Costs and Appropriation/Fund Chargeable:**

Tuition and Fees: TYPE (Enter Course Cost) tuition

Books and Material Costs: TYPE \$0

Total: TYPE (Total Cost of course)

**Supervisor information**

Supervisor Name – Type/Enter complete name of supervisor who has AKO account

Supervisor Title – Type/Enter complete title of supervisor who has AKO account

Supervisors AKO ID – Type/Enter ONLY PORTION OF SUPERVISOR’S AKO

EMAIL ADDRESS LISTED BEFORE THE “@”.

**DO NOT ADD THE “@ US.ARMY.MIL”**

Supervisors Phone – Type/Enter work location commercial telephone including area code

**Approvals**

Once you have submitted your documents in RASS, the documents will be forwarded electronically to your immediate supervisor, the G1 ACTEDS INTERN Office for approval. Once all approvals are completed you will be able to log into RASS, click on “my forms” and print a copy of your approved SF 182.

**NEXT STEPS:**

Once the PDF of the approved SF-182 is available, it must be coordinated with Management Concepts for processing. Please contact Management Concepts at their vendor email regarding manual SF-182 submissions for course registration.

**CANCELATION:**

SF-182 training requests for external training are not invoiced until after the course start date. If no longer able to attend an approved training, please contact your CJEC member with SF-182 Document Number for coordination with ACTEDS Budget POC. Please also inform Management Concepts to ensure no penalty fees are incurred.

**Remember that you MUST NOT attend any training unless you have an approved SF 182.**

**NOTE: DO NOT CREATE YOUR ORDERS IN DTS UNTIL YOUR SF 182 HAS BEEN APPROVED IN RASS.**