

USING GOARMYED (AT A GLANCE):

GUIDANCE FOR PREPARING FOR AND APPLYING FOR CP12 TRAINING IN GAE:

Step 1: Ensure you have an approved/current supervisor listed in Army Career Tracker (ACT) <https://actnow.army.mil>. This is a MANDATORY first step. If incorrect supervisor is listed in GAE, you must correct in ACT first.

WHEN SEARCHING FOR SUPERVISOR IN ACT, SEARCH SEVERAL DIFFERENT WAYS (last name, first name, last name, first initial, just last name.....) AND submit the search several different times – for whatever reason, ACT has a glitch that returns different search results at different times. If you submit your search 5 or 6 times, you should see your supervisor appear.

Step 2: IAW CP12 guidance, careerists must have a current Individual Development Plan (IDP) in ACT before they can apply for CP-12 training.

Step 3: Careerists must create an account in GAE. <https://www.goarmyed.com/>.

Step 4: To apply for training, fill out the two (2) forms:

- a. First, fill out the Training Application and wait for supervisor, CP12 FCR Office, and BA's final approval.
- b. Second, fill out the SF182 and wait for supervisor, CP12 FCR Office, and BA's final approval.

NOTES:

- All supervisors must create an account in GAE in order to approve training applications. *****EXACT EMAIL THAT SUPERVISOR REGISTERS WITH MUST MATCH THAT WHICH STUDENT SEARCHES OR ADDS SUPERVISOR (enterprise email versus AKO email. Be sure to commit only one email to GAE and let your subordinates know.
- SSN and DOB are mandatory (input ONLY ONCE to confirm eligibility).
- Additional GAE training videos and guidance are available. Login and select "Training" link to view.
- If SF182 is approved, print a copy and take with you to the training session.

Registering in GoArmyEd:

Creating Your GoArmyEd.com Account

- **Pop up blocker must be turned off**
- Go to www.goarmyed.com
- Select “Create an Account”
- Select type of account (for requesting training funds, you will need a student account) – individuals who require both a student and supervisor account will be able to have two separate accounts
- GoArmyEd will require you to input your full SSN and DOB (ONCE) when you first register
- You will then be prompted to complete your profile (for selections that do not apply, search for “NA” or “Other”) - Be sure to select “Save and Continue” when prompted
- The system will assign you a username and password via email – password can be changed to one which you create
- GoArmyEd will require you to view two instructional videos

NOTE: Look for “Learn About GoArmyEd – View GoArmyEd Video” on homepage – this instructional video has valuable information.

EXTENSIVE TRAINING VIDEOS AVAILABLE: On the home page, find the box on the right side of the page entitled “Training Resources” – for document and video listings, click “View Reference Documents”

**YOU MUST ADD DESIRED COURSES TO YOUR IDP PRIOR TO
SUBMITTING TRAINING REQUEST! SEE BELOW FOR
QUICK REFERENCE ON CREATING IDP:**

- “My IDP” Tab – use for “view only” and creating comprehensive NEW IDP
- “My Planner” Tab – use for pre-loaded, or suggested additions to IDP

ex: click on any category (professional development, competencies, etc.) then use radio buttons to select desired addition. Check the “IDP Goal” box before selecting “Add as Goal”

- “My Activities” Tab – use for modifying, removing, or adding items to IDP

Modify item: Click existing item name (hyperlink) – make changes to date, etc – click submit.

Remove item: Click existing item name (hyperlink) – click delete.

Add item: Click “Create Personal Goal” – enter information for IDP item – click Submit.

Note: “Create Event” should not be used for IDP purposes

- Items added to IDP will be “in queue” until IDP is updated on the IDP tab. However, working drafts (including any items in queue) can be viewed and printed using the calendar/planner at bottom of page on the “My Planner” tab.

SEE NEXT PAGE FOR GUIDANCE ON SUBMITTING TRAINING REQUESTS IN GOARMYED:

Use these selections for your training application and SF 182:

Funding: ACTEDS

Program: Whichever applies: **University Courses (non-degree seeking) OR Vendor Courses Other .**

*****Only use CP-12 Courses for courses that we sponsor here at CRC. If entered incorrectly – this can hold up the university from entering a passing grade and will potentially cause you to have a hold in GAE.**

School/Vendor: *(whatever applicable – UTA, EKU, USACRC, etc – search several ways to find the vendor – i.e. EKU/Eastern Kentucky/Kentucky.....)*

******VENDOR MUST BE LOADED IN GOARMYED TO REGISTER** – most of our vendors are registered – submit a help desk ticket if cannot be found.

Type in the Course: *(name of course)*

WHEN FILLING OUT LOCATION (if different than vendor) BE SURE TO CLEARLY DEFINE THE COURSE IS ON A MILITARY INSTALLATION OR UNIVERSITY (if that is the case) – conferences are usually a “no go” and have an extensive application process associated with ANY TRAINING NOT ON A MILITARY INSTALLATION OR COLLEGE.

Be sure to accurately enter tuition and/or books – the vendor will invoice for this – if no cost – enter “0”
IF TRAVEL IS REQUIRED: Estimated Travel and Per Diem: Create a shell in DTS and transfer the estimated amounts to GAE.

Place of Study, Objective, and Statement of Interest: YOU MUST ENTER A SHORT SENTENCE OR TWO FOR ALL THREE OF THESE

PLEASE REMEMBER THERE ARE TWO STEPS – TRAINING APPLICATION AND 182. 182 cannot be submitted until training application is approved.

After Training Application is approved, a “create SF 182” button will appear. Select Create SF 182.

New window will appear – Select hyperlink: “School Vendor Class Search” - new window will appear again – vendor number will likely be pre-populated – Search for course – if not found - select hyperlink “Cannot find my course” – 182 window will appear – you may now manually enter your course name.

Course ID – *if the course has a number, enter it – if not, enter 001*

*********Please reference tools and videos on GAE for additional guidance/help

*********For technical issues or school not found – submit a help desk ticket in GAE – PLEASE DO NOT SUBMIT A TICKET UNTIL YOU HAVE READ GUIDANCE AND REFERENCED HELP VIDEOS.

Guidance for DTS – After 182 is Approved

**NOTE: ACTEDS FUNDS CANNOT BE USED ON CBA'S – ALL CARFEERISTS
USING CP FUNDS MUST HAVE A GOVCC**

1. Once 182 is fully approved, create your DTS authorization (immediately).
 - a. IF YOUR ORGANIZATION IS FUNDING YOUR TDY, CREATE DTS AS NORMAL AND DO NOT PROCEED TO THE FOLLOWING STEPS. If CP 12 is funding your TDY – move to step “b” through “h”
 - b. Create your authorization as normal but DO NOT SELECT COMMERCIAL FLIGHTS, DO NOT CHOOSE A LINE OF ACCOUNTING AND DO NOT SIGN THE AUTHORIZATION (**Corps of Engineers – if ACTEDS is funding travel, complete a manual 1610 and submit to FCR office – See Below).
 - c. Upload your approved 182 into “substantiating documents” under the expenses tab
 - d. Once you have created the authorization, Army G 3/5/7 has 10 days to add the LOA (they will go into your DTS and add the LOA from HQDA)
 - e. You are not notified when this happens – you must go in and check your DTS daily
 - f. RENTAL CARS AND GASOLINE FOR RENTAL CARS ARE NOT AUTHORIZED WITH ACTEDS FUNDS. Do not list a rental car on your authorization. If your organization will be funding a rental car, wait until the CP 12 LOA is added, then go in and add the rental car with your organizations LOA clearly funding it. OR, clearly place your org LOA by rental car.
 - g. If you are driving your POV instead of commercial air, you must complete the Constructive Worksheet in DTS. Please ensure it is complete and accurate or it will delay the approval of your DTS
2. If you are within 3 business days of travel (and only if you are within 3 days) and you have no LOA, email tamara.nazario@us.army.mil with your DTS number and your approved 182 number
3. When the LOA is added, sign your DTS, send up your hierarchy as normal and print orders

Guidance for Corps of Engineers and Local Nationals

- USACE uses GoArmyEd to request training dollars, then creates a manual 1610 – sample 1610's are available through the FCR Office
- Local Nationals will be able to submit their training request in GoArmyEd as soon as the Host Nations give permissions and Army G 3/5/7 enables the system to receive LN ID numbers.
- FOR NOW, LN's will complete a manual 182 and a manual 1610 if they have a GOVCC.
- If the LN has no Travel Card, they will submit a manual 182, and once approved, will coordinate with FCR office for MIPR or GFEBs transfer to their organization, that will process travel orders.
- After travel, voucher will be completed manually with split disbursement details complete and sent to dro-armytravel@dfas.mil or the DFAS address you typically use.

To cancel a PENDING 182:

- 1) Click on "Manage SF-182" from my home page
- 2) Once the SF-182 opened, scroll to the bottom of the SF-182.
- 3) Click on the down arrow beside the "SF-182 Status".
- 4) Change SF-182 Status from "Pending" to "Withdrawal".
- 5) Block appears to the right titled "Withdrawal Reason".
- 6) Click on the box and select "Operational" (if such as class cancelled).
- 7) Click "Submit" button on the bottom of the page for HQDA G-3/5/7 approval.

**** Associated approved Training Application will automatically delete after a time period if it has no 182 associated with it.

**** If the 182 is already fully APPROVED and not Pending, you must submit a help ticket – cannot be cancelled by user.