

DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY
DEPARTMENTAL PERSONNEL MANUAL LETTER

DPM LETTER NO. 410-2

DATE: MAY 5 1994

**SUBJECT: Use of Standard Form 182 to Acquire
Training Services**

1. **Purpose.** This DPM letter establishes a departmental policy for the use of the Standard Form, Request, Authorization, Agreement and Certification of Training (SF-182) for the acquisition and payment of training services.
2. **Background.** In 1983, the Comptroller General recognized the validity of an agency's use of its training form for certification of payment for training through non-government facilities approved by a training official (Comp. Gen. Dec. B-210334, July 14, 1983). Recently, the Office of Personnel Management (OPM) has advised that the SF-182 may be used under a procedure adopted by the agency for acquisitions delineated in the agency's administrative directives.

Moreover, to accomplish significant savings of cost and time, OPM has urged training organizations to negotiate agreements with appropriate agency administrative authorities to allow the use of the SF-182 as a purchase order. Accordingly, the departmental Director of Acquisition and Grant Management has agreed to allow delegation of procurement authority to a limited number of departmental human resources management personnel, provided that certain requirements are met.

Use of the SF-182 enhances the Department's ability to order training services quickly and effectively. The form also provides a readily accessible source of information and serves as a management tool for assessing departmentwide training initiatives and programs, and should be used to the maximum extent practical.

3. **Policy.** Delegation of procurement authority (DPA) may be made by the Chief of the Contracting Office within the Office of the Secretary and each Operating Administration to a limited number of human resource management officials who have successfully completed 32 hours of small purchase training. Such

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OPI: M-13/LMichele/366-9387

individuals will be designated as authorized purchasing officials for the purpose of acquiring training services in accordance with the provisions of the Transportation Acquisition Manual, Subchapter 1213.71, *DOT Procedures for Acquiring Training Services*, attached, when:

- a. The cost does not exceed the small purchase limitation established by Federal Acquisition Regulations (FAR) Part 13 for an individual student or training requirement;
- b. The training cost is based on pre-established fixed catalog or market prices;
- c. The training is available from a Government source of supply or is commercially available/off-the-shelf or modified commercially available off-the-shelf; and
- d. An SF-182 or the DOT Purchase/Credit Card Program is used as the method to acquire training services.

Purchases greater than \$2500 from non-Government sources must be acquired through reasonable competitive procedures in accordance with requirements set forth in FAR Part 13. Training with a cost in excess of the small purchase limitation must be secured through standard contracting procedures.

If you have questions or need additional information, please contact the Chief, Human Resources Development Division, M-13, on (202) 366-4122.

Attachment



Director of Personnel