CP-35 Training Checklist

1. Complete Training Memo
   * Signed by Career Program Manager
2. Complete SF 181
   * + Write GRADE and GENDER on form
3. Submit Training Memo, SF 181, and Quarterly Training Spreadsheet to FCR
4. If approved by FCR, you will receive an Approval Email
5. Complete SF 182 in RASS
6. After SF 182 is approved w/Line of Accounting (LOA) from G-3/5/7, register for training
7. Create DTS Authorization (without signing)
8. After G-3 adds LOA to the travel authorization, go back into DTS and sign it

**NOTE TO CPM: ALL TRAINING REQUESTS MUST BE SUBMITTED ALONG WITH QUARTERLY TRAINING SPREADSHEET FOR EACH TRAINING INSTANCE.**

HQDA, ODCS G-2, IPMO point of contact for CP-35:

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