

**ARNG Technician certification fee reimbursement fee process:**

Forms & Documents required:

Forms pulled from <http://www.gsa.gov/portal/forms/download/115462> but also available here for convenience.

- 1) SF 1034 – Public Voucher for Purchases & Services Other than Personal
- 2) SF1199a – Direct Deposit Sign-Up Form - Instructions are part of the form
- 3) SF182 – Authorization, Agreement & Certification of Training – (a copy of the signed/approved by HRO form) – This form must be signed/approved BEFORE the testing
- 4) Copy of receipt with amount paid for the exam
- 5) Copy of document showing a passing score on the exam

The above packet is sent to Jessica Pan in HRO, [jessica.k.pan.civ@mail.mil](mailto:jessica.k.pan.civ@mail.mil), who completes the HRO portion of SF1034 and forwards packet to USPFPO for reimbursement.