

## AgLearn Electronic SF-182 – Training Designee/ SF-182 Preparer

As an AgLearn Training Designee or SF-182 Preparer, you may be asked to create SF-182 requests for one or multiple users. Who will routinely prepare the SF-182s is a local office decision. These requests may be for upcoming training events, or you may be entering events into a user's history that occurred before SF-182 Requests were managed in AgLearn. You may be asked to print an SF-182 for payment processing or other purposes, or you may need to edit the details of a particular SF-182.

**Note:** Training Designee/SF-182 Preparers are designated as such by a supervisor or manager and administrator rights are assigned to the designated individual.

1. Log in to AgLearn as an **administrator** – [www.aglearn.usda.gov](http://www.aglearn.usda.gov) .
2. Click on **User Management** tab in the blue.
3. Click on **Users** on the gray (left) side of the screen.

The screenshot shows the AgLearn web application interface. At the top, there is a header with the USDA logo and the text 'United States Department of Agriculture AgLearn'. Below the header is a navigation bar with links for 'User Management', 'Performance', 'Learning', 'Commerce', 'Content', 'Reports', and 'System Admin'. The 'User Management' link is highlighted in blue. On the left side, there is a sidebar with a tree view containing 'Users', 'Job Positions', 'Organizations', 'Organization Groups', 'Regions', '+ Tools', and '+ References'. The 'Users' link is highlighted in gray. The main content area is titled 'Users' and contains a search form. The search form has a 'Search' button and a 'Saved Searches' link. Below the search form, there are several search criteria fields: 'Case sensitive search' (radio buttons for 'Yes' and 'No'), 'User ID', 'Last Name', 'First Name', 'Middle Initial', 'Role ID', 'User Status' (radio buttons for 'Active', 'Not Active', and 'Both'), 'Domains', 'Items Needs' (dropdown for 'Exact' and 'Type'), and 'Organizational Unit'. Each of these fields has a 'Starts With' dropdown menu and an input field. At the bottom of the page, there is a footer with links for 'AgLearn.USDA.gov', 'USDA.gov', 'Accessibility Statement', 'Privacy Policy', and 'Non-Discrimination Statement'.

4. Enter the employee's name. Click **Search**.

USDA United States Department of Agriculture  
AgLearn

About AgLearn | Contact Us | Quick Links: [dropdown] Home | Help | Logout

User Management | Performance | Learning | Commerce | Content | Reports | System Admin

Users [Search] | Help | Saved Searches [dropdown]

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Case sensitive search:  Yes  No

User ID: Starts With [dropdown] [input]

Last Name: Starts With [dropdown] walker

First Name: Starts With [dropdown] lyn

Middle Initial: Starts With [dropdown] [input]

Role ID: Starts With [dropdown] [input]

User Status:  Active  Not Active  Both

Domains: Starts With [dropdown] [input]

Organizational Unit: Starts With [dropdown] [input]

Job Series: Starts With [dropdown] [input]

Add/Remove Criteria [dropdown]

Search Save As Reset

AgLearn.USDA.gov | USDA.gov | Accessibility Statement | Privacy Policy | Non-Discrimination Statement

5. Scroll to the bottom of the page. Click on the **Pencil** icon.

USDA United States Department of Agriculture  
AgLearn

About AgLearn | Contact Us | Quick Links: [dropdown] Home | Help | Logout

User Management | Performance | Learning | Commerce | Content | Reports | System Admin

Users [Search] | Help | Saved Searches [dropdown]

Case sensitive search:  Yes  No

User ID: Starts With [dropdown] [input]

Last Name: Starts With [dropdown] walker

First Name: Starts With [dropdown] lyn

Middle Initial: Starts With [dropdown] [input]

Role ID: Starts With [dropdown] [input]

User Status:  Active  Not Active  Both

Domains: Starts With [dropdown] [input]

Organizational Unit: Starts With [dropdown] [input]

Job Series: Starts With [dropdown] [input]

Add/Remove Criteria [dropdown]

Search Save As Reset

Field Chooser [dropdown]

User ID	User Name	Domain ID	Email Address	Notify
LW038276	Walker, Lyndell A	ARS-HQ	LYNDELL.WALKER@ARS.USDA.GOV	<input type="checkbox"/>

Send Notification  
Select All / Deselect All  
Send Notification

6. The summary page of the employee will appear.

The screenshot shows the AgLearn user management interface. The user is logged in as 'Walker, Lyndell A' with User ID 'LW038276'. The 'Summary' tab is selected in the navigation menu. Below the navigation menu, there are buttons for 'Apply Changes', 'Reset', and 'Reset User Pin'. The 'Basic Information' section includes fields for 'Active' (checked), 'Last' (Walker), 'First' (Lyndell), 'MI' (A), and 'Gender'. The 'More Details' section includes fields for 'Job Title', 'Job Position', 'Job Location', and 'Domain' (ARS-HQ).

7. Click on the **SF-182 Requests** tab.

The screenshot shows the AgLearn user management interface with the 'SF-182 Requests' tab selected. A red arrow points to the 'SF-182 Requests' tab in the navigation menu. Below the navigation menu, there are buttons for 'Apply Changes', 'Reset', and 'Reset User Pin'. The 'Edit the External Training Requests for the User' section includes a table of requests. The table has columns for 'Request ID', 'Title', 'Status', 'Pending Approval Actions', and 'Action'. The table contains 10 records.

Request ID	Title	Status	Pending Approval Actions	Action
40697	Captive Training : Captivate 3 Fundamentals	Approved	None	<a href="#">View Request</a> <a href="#">Transfer Request</a>
37932	AgLearn Systems Training	Denied	None	<a href="#">View Request</a>
35272	AgLearn System Training	Verification Submitted	Pending Step 1	<a href="#">Edit Approval</a> <a href="#">Edit Request</a> <a href="#">Withdraw Request</a>
34144	intro to Aglearn	Denied	None	<a href="#">View Request</a>
33740	Advanced AgLearn Training	Verified	None	<a href="#">View Request</a>
33372	Aglearn Training for Training Designees	Denied	None	<a href="#">View Request</a>
30833	Training Basics 101	Denied	None	<a href="#">View Request</a>
30822	Managing Workforce Diversity	Verified	None	<a href="#">View Request</a>

8. Click **New Request** at bottom of screen.

USDA United States Department of Agriculture  
AgLearn

Commerce Account Code Catalog Preview Preferences Approval Role Approvals  
Cpty Profiles Competencies Registration Requests Online Status Assessments  
Summary Phone Numbers Custom Fields Learning Plan Learning History Curricula

Edit the External Training Requests for the User

Viewing Options: All requests Sort By: Request ID

Request ID	Title	Status	Pending Approval Actions	Action
40697	Captive Training : Captivate 3 Fundamentals	Approved	None	<a href="#">View Request</a> <a href="#">Transfer Request</a>
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35272	AgLearn System Training	Verification Submitted	Pending Step 1	<a href="#">Edit Approval</a> <a href="#">Edit Request</a> <a href="#">Withdraw Request</a>
34144	intro to Aglearn	Denied	None	<a href="#">View Request</a>
33740	Advanced AgLearn Training	Verified	None	<a href="#">View Request</a>
33372	Aglearn Training for Training Designees	Denied	None	<a href="#">View Request</a>
30833	Training Basics 101	Denied	None	<a href="#">View Request</a>
30822	Managing Workforce Diversity	Verified	None	<a href="#">View Request</a>
30193	Computer Programming - Advanced	Denied	None	<a href="#">View Request</a>
27688	1234567	Withdrawn	None	<a href="#">View Request</a>

Records per Page 10 Page: 1 2 «Previous | Next» (14 total records) Page 1 of 2. Go

**New Request**

9. Fill out the appropriate fields on the SF-182. Keep in mind all **\* Required Fields** must be filled out.

User ID: LV038276  
Name: Walker, Lyndell A

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New External Training Request

\* = Required Fields

Request, Authorization, Agreement & Certification of Training			
A. Agency Code, agency sub element and submitting office number		B. Request Status / Record Action	
<input type="text"/>		<input checked="" type="radio"/> Add <input type="radio"/> Delete	
A.1. Applicant's Name			First Five Letters of Last Name
Last Name	First Name	Middle Initial	WALKE
Walker	Lyndell	A	
A.4. Home Address		A.5. Home Phone	* A.6. Position Level
Street Address: HRD- OFFICE OF THE DIRECTOR, 5601 SUNNYSIDE A\		301-504-1396	<input type="radio"/> a. Non-supervisory <input type="radio"/> b. Manager
City: BELTSVILLE	State / Province: MD	Postal Code: 20705-5103	<input type="radio"/> c. Supervisory <input type="radio"/> d. Executive
A.7. Organization Mailing Address		A.8. Office Phone	A.9. Work Email Address
Add1	<input type="text"/>	<input type="text"/>	LYNDELL.WALKER@ARS.USDA.GOV
Add2	<input type="text"/>		
City	State / Province	Postal Code	

Done Trusted sites

10. Sections **C.4 - C.6** must be completed with the appropriate information.  
**Note:** See SF-182 Instructions for appropriate information for sections C.4-C.6.  
<http://www.afm.ars.usda.gov/forms/EMPDEV/SF182-Instructions.PDF>

11. Click **Submit**.

12. **Step 1** - the supervisor’s name should already be populated from the user’s personal profile. Click the “show all” to show the supervisor name. If this process has not been followed, the user may conduct a search, however, the supervisor’s name should be populated via the employee’s personal profile.
13. **Step 2-4** – Auto Approvers – No name necessary in these fields.
14. Select the **Step 5 Approver (Fund Holder)** by selecting the link “**Select User for Approval**”.
15. The search screen will appear. Key in the Last and First name and click search. Select the name.
16. Repeat the steps above to select the **Step 6 Approver** (person to review the form for accuracy, and add accounting and billing info).

**Note:** *In instances where the supervisor is also the fund holder, he/she will be required to approve steps 1 and 5 approvals. To avoid having this individual enter the system twice, the training designee can be selected as the step 5 approver or can approve step 5 for the fund holder.*



## Approval Submission

### Submit for Approval

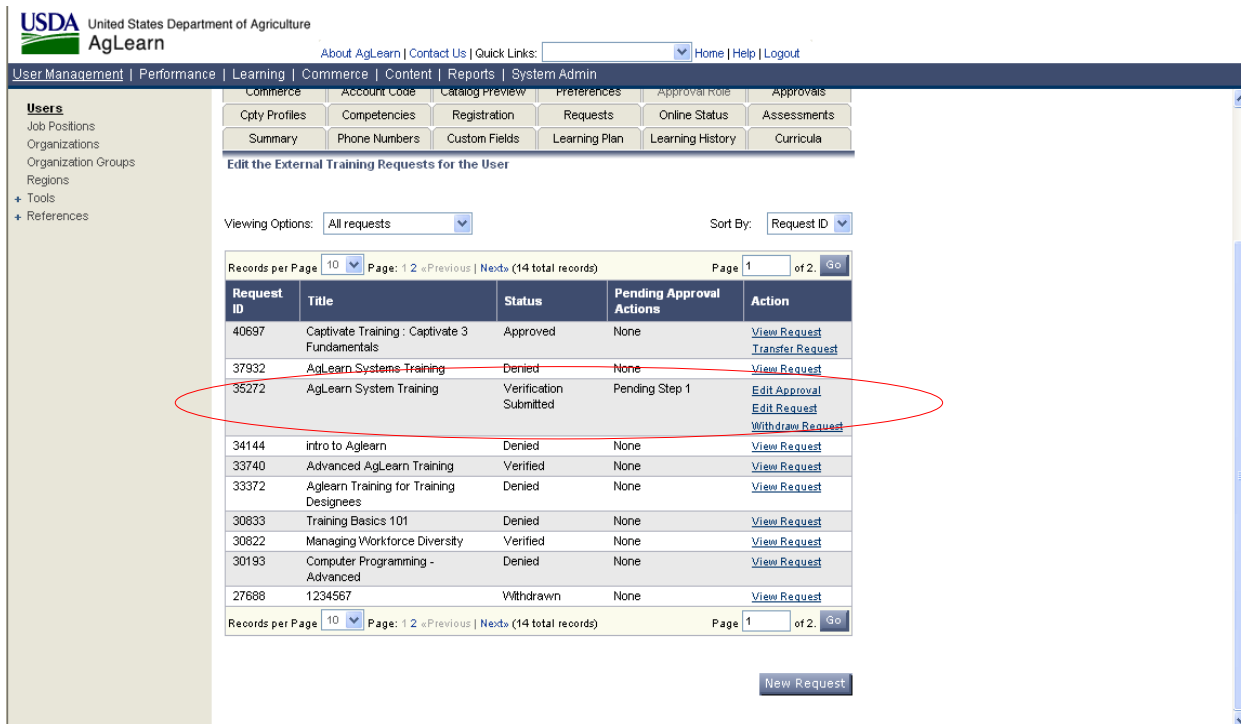
[← Back](#)

The item/request selected requires approval using the steps listed below.

Any steps that do not have a user listed must have a name filled in before the request can be submitted.

Approval Step	Approvers
Step 1	Supervisor Level 1 (Show All)
Step 2	Approver 2 
Step 3	Approver 3
Step 4	Approver 4
Step 5	Select User for Approval
Step 6	Select User for Approval 

17. Once the SF-182 is completed correctly, the request will appear under the **SF-182 Request's** tab.



The screenshot shows the AgLearn system interface. At the top, there is a navigation bar with the USDA logo and 'United States Department of Agriculture AgLearn'. Below this is a menu with options like 'User Management', 'Performance', 'Learning', 'Commerce', 'Content', 'Reports', and 'System Admin'. A secondary menu includes 'Commerce', 'Account Code', 'Catalog Preview', 'Preferences', 'Approval Role', and 'Approvals'. The main content area is titled 'Edit the External Training Requests for the User'. It features a 'Viewing Options' dropdown set to 'All requests' and a 'Sort By' dropdown set to 'Request ID'. Below this is a table of requests with the following columns: Request ID, Title, Status, Pending Approval Actions, and Action. The table contains 14 records. The record with Request ID 35272 is circled in red. This record has the title 'AgLearn System Training', a status of 'Verification Submitted', and 'Pending Step 1' in the 'Pending Approval Actions' column. The 'Action' column for this record contains links for 'Edit Approval', 'Edit Request', and 'Withdraw Request'. Other records in the table include 'Captivate Training : Captivate 3 Fundamentals', 'AgLearn Systems Training', 'intro to Aglearn', 'Advanced AgLearn Training', 'Aglearn Training for Training Designees', 'Training Basics 101', 'Managing Workforce Diversity', 'Computer Programming - Advanced', and '1234567'. The interface also includes a 'New Request' button at the bottom right.

**Note:** Once the request has been submitted, the Training Designee or SF-182 Preparer can perform the following: “Edit Approval”, “Edit Request”, or “Withdraw Request”. To print a copy of the completed form with approvals, scroll to the top of the form, click on “printable version”, then click “print this request”.