

For: FFAS Employees

SF-182 Training Request Process in New Release for AgLearn Version 5.8

Approved by: Deputy Administrator, Management



1 Overview

A Background

USDA has released a new version of AgLearn. The new version has a working SF-182 training request process. **On November 27, 2006**, agencies shall start using AgLearn to route SF-182's through the approval process without having to transmit paper copies of SF-182's. Using this process will reduce or eliminate delays caused by misplaced paperwork, improper, illegible, or incomplete forms, and the absence of a required approver.

USDA has requested that agencies ensure that each employee has accurate supervisor information and updated e-mail addresses in AgLearn. This is imperative if the automated training approval processes are to work properly. Refer to Notice PM-2523 for information on using the AgLearn Supervisor Selection Tool to document supervisor and e-mail information.

B Purpose

This notice provides instructions for submitting SF-182 and supervisor approval or disapproval by using the SF-182 training approval process in AgLearn.

C Labor-Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

Disposal Date January 1, 2008	Distribution All FAS, FSA, and RMA employees; State Offices relay to County Offices
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Notice PM-2563

2 Submitting SF-182 in AgLearn

A Accessing AgLearn to Submit SF-182

According to Agency policy, all training must be approved by the appropriate office before an employee can register, enroll, or attend a training course. All training requiring expenditure of funds or requiring official time shall be requested and approved using SF-182. SF-182's must be approved by the employee's immediate supervisor. SF-182's must be submitted to the appropriate training office **at least 4 weeks** before the course start date for processing. Any related forms, such as AD-202, registration form, justification, etc., should be FAXed to the appropriate training office to be used for registration.

SF-182 is **not** needed for:

- catalog courses requested or registered through AgLearn, except for USDA Graduate School courses
- internal Agency-required training for which attendance is verified using a sign-in sheet and recorded by the appropriate training office in AgLearn.

Employees should discuss and get verbal approval of the proposed request for training with their supervisor before submitting it in AgLearn. Employees shall access AgLearn for submitting SF-182 according to this table.

Step	Action
1	If employees have not selected their supervisor and updated their e-mail information in AgLearn, see Notice PM-2523 for information on using the AgLearn Supervisor Selection Tool to document supervisor and e-mail information. After these tasks have been completed, go to step 2.
2	Log into AgLearn at http://www.aglearn.usda.gov and click " Login " under " Student ". On the Warning Screen, click " Continue " to access the eAuthentication Login Screen. Enter the user ID and password , then click " Login ".
3	At the AgLearn Welcome Screen, click " Learning " on the top menu bar. At the submenu bar, click " SF-182 Requests ". At the next screen, click " New Request ". This will bring up the Request, Authorization, Agreement and Certification of Training form.
4	Enter information in blocks 2, 6, 7, 8, 11a, 11b, 12, 15a, 15b, 16, 17, 18, 19, 20, 21, and 22.
5	Verify entered information is correct and click " Submit ".
6	On the Approval Submission Screen, click " Submit ". A message will be displayed that the External Learning Course Request has been successfully submitted to the supervisor for approval or disapproval. To check the status of the request, click the " SF-182 Requests " tab.

Note: Employees should **never** pay for any training, training fees, or conference events out of their pocket with expectation of being reimbursed. The government travel card should **never** be used to pay for any training, training fees, or conference fees.

Notice PM-2563

2 Submitting SF-182 in AgLearn (Continued)

B Employee’s Immediate Supervisor Approval or Disapproval

The employee’s immediate supervisor should follow the instructions in this table to approve or disapprove SF-182’s.

Step	Action
1	Log into AgLearn at http://www.aglearn.usda.gov and click “ Login ” under “ Student ”. On the Warning Screen, click “ Continue ” to access the eAuthentication Login Screen. Enter the user ID and password , then click “ Login ”.
2	Under “ Alerts ”, there may be user training approvals to do. At the submenu bar, click “ Approvals ”. There will be an “External Training Request” to act on. To get more detailed information on the request, click on the course title to bring up SF-182. To edit the request at this point, click on “ Edit this request ”. Make necessary changes and click “ Apply Changes ”. Review the changes and click on the word “ Back ”.
3	Supervisors shall click “ Approve ” or “ Deny ” to indicate approval or disapproval of the training request based on the following Agency policy criteria for approving or disapproving training: <ul style="list-style-type: none"> • for FAS, refer to Agency Training Policy • for FSA, refer to 6-PM, subparagraphs 35 B through E • for RMA, refer to 30-PM, paragraph 35. Click “ Next ”.
4	Enter the reason for the approval or disapproval and click “ Next ”.
5	Click “ Confirm ” to confirm the approval or disapproval. A message will be displayed that the request has been successfully submitted to go to the next step in the Agency’s approval process: <ul style="list-style-type: none"> • for FAS and FSA, the appropriate training office • for RMA, Budget Office for RMA. <p>Note: Agencies will process these training requests based on Agency policy for processing SF-182’s.</p>

Notice PM-2563

3 Verifying Completion of Training

A Accessing AgLearn to Verify Completion of Training

Two days after the training completion date has passed, the employee will need to go back into AgLearn to verify completion of the training for the training to move into the employee's "**Learning History**". Employees shall access AgLearn to verify completion of training according to this table.

Step	Action
1	Log into AgLearn at http://www.aglearn.usda.gov and click " Login " under " Student ". On the Warning Screen, click " Continue " to access the eAuthentication Login Screen. Enter the user ID and password , then click " Login ".
2	At the AgLearn Welcome Screen, click " Learning " on the top menu bar. At the submenu bar, click " SF-182 Requests ". This will bring up the Request, Authorization, Agreement & Certification of Training Screen.
3	Find the approved training course that was completed. Under the " Pending Approval Actions " column, click " Verify " next to " Pending Verification ". This will bring up the Verification Screen.
4	Complete blocks 27 and 31. If the marked course was not completed or all sessions were not attended, explain why in the " Comments " block. If this is a college class, complete block 30. Check blocks 28, 29, and 33 to see if this information is correct. If the information is not correct, make changes as necessary.
5	Verify entered information is correct and click " Submit ".
6	Click " Submit " on the next screen. A message will be displayed that the External Learning Course has been successfully verified and submitted to the supervisor for verification. To check the status of the request, go under the " SF-182 Requests " tab.

Notice PM-2563

3 Verifying Completion of Training (Continued)

B Employee's Immediate Supervisor Verification of Training Completion

The employee's immediate supervisor should follow the instructions in this table to verify completion of the training.

Step	Action
1	Log into AgLearn at http://www.aglearn.usda.gov and click " Login " under " Student ". On the Warning Screen, click " Continue " to access the eAuthentication Login Screen. Enter the user ID and password , then click " Login ".
2	Under " Alerts ", click " You have User Training Approvals ". The Pending Reviews and Approvals Page will be displayed. If the " External Training " field is not open, click the triangle to the left of " External Training ". The " External Training " field will be displayed.
3	Find the line with the information for the employee's training. Click the course title . The External Learning Request Details Screen will be displayed.
4	Click the triangle to the left of " View Actual Verification ". The verification form completed by the employee will be displayed for review. Click the word " Back ". Do not click the browser's " Back " button. The Pending Reviews and Approvals Screen will be displayed.
5	On the line for the training to be verified, click the radio button next to " Approve " and click " Next ".
6	Click " Next " to confirm. Click " Confirm " for the course to move into the employee's " Learning History ".

Notice PM-2563

4 Contacts

A AgLearn Contacts

Contact eAuthentication Help Desk for issues about account passwords, account usage, and account maintenance by either of the following:

- e-mail at eAuthHelpDesk@usda.gov
- telephone at 800-457-3642.

Contact AgLearn Help Desk for issues about AgLearn online courses and accounts by either of the following.

- e-mail at AgLearnHelp@genphysics.com
- telephone at 866-633-9394.

B SF-182 Contacts

For questions or issues about processing SF-182's, contact the applicable person according to this table.

Employees	Contact
FAS employees	<ul style="list-style-type: none">• Marie Hubbard at marie.hubbard@wdc.usda.gov or 202-401-0351• Nicole Tucker at nicole.tucker@wdc.usda.gov or 202-401-0366
FSA National Office employees and RMA employees serviced by the National Office	Tracey Foster at tracey.foster@wdc.usda.gov or 202-401-0350
FSA Kansas City and St. Louis employees	<ul style="list-style-type: none">• Cindy Witmer at cindy.witmer@kcc.usda.gov or 816-926-2500• Mark Nelson at mark.nelson@kcc.usda.gov or 816-926-3420
RMA Kansas City employees	<ul style="list-style-type: none">• Sandy Gibbs at sandy.gibbs@kcc.usda.gov or 816-823-2002• Mark Nelson at mark.nelson@kcc.usda.gov or 816-926-3420
FSA State and County Office employees	State Training Officer or State AgLearn Administrator