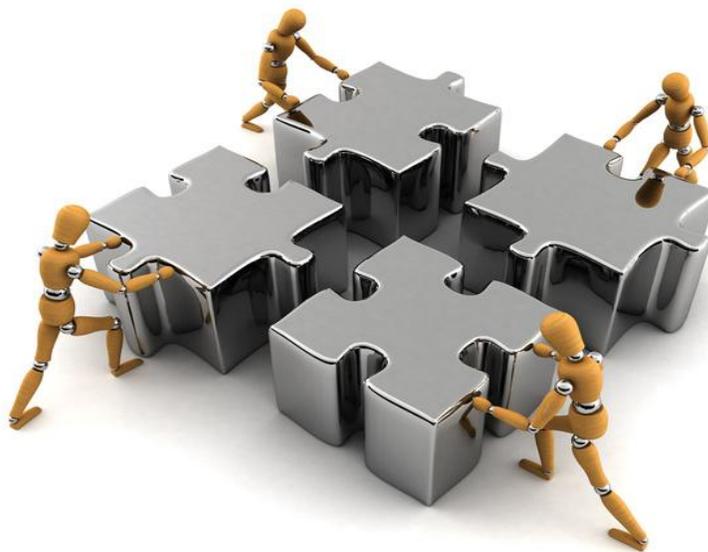


USDA/ARS

AGLEARN SF-182 TRAINING

Putting the Pieces Together



December 2012



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Preparing and Approving the SF-182 using an Accounting Code

This job aid provides instructions when paying for Commercial (Off-the-Shelf) training using an accounting code (short hand code) as the method of payment. The SF-182 **must** be used to pay for training over \$2,500 for commercial training, and the method of payment will be by accounting code. Paying by accounting code requires assistance from the National Finance Center (NFC), and therefore, must contain pertinent information in Section C. of the SF-182. Complete instructions on completing form SF-182 can be found at: <http://www.afm.ars.usda.gov/forms/EMPDEV/SF182-Instructions.PDF>.

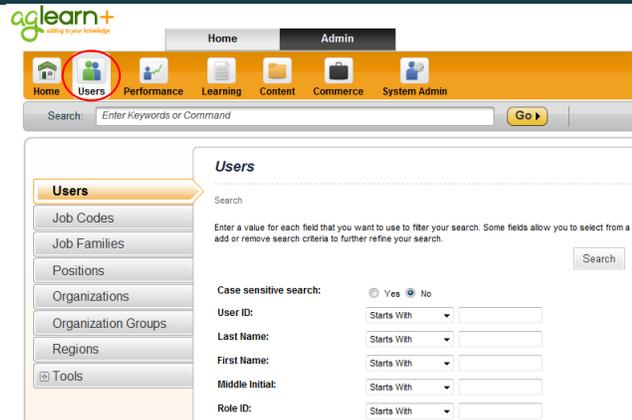
Step Activity

1. Log into AgLearn - www.aglearn.usda.gov.

From the administrator interface, select the **Users**.

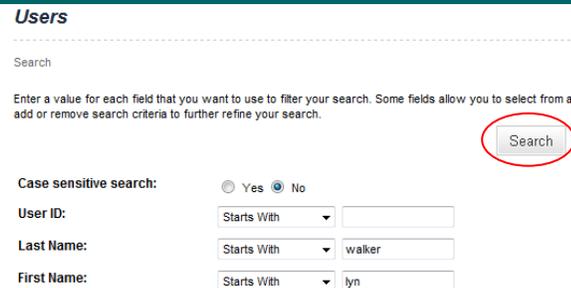
From the left menu, select Users

View



2. From the Users search screen, enter and/or select the basic search criteria as appropriate. I.e. Last name, first name.

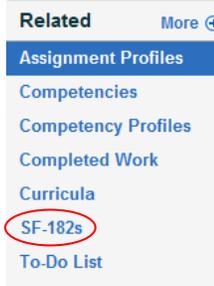
Click **“Search”**.



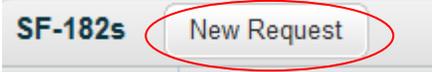
3. The search results appear at the bottom of the screen. Select the user ID.

User ID	User Name	Domain ID	Active	Terminated	City	State / Provi
LW038276	Walker, Lyndell	ARS-AFM	Yes		BELTSVILLE	MD

4. From the Related Bar, click **SF-182's**



5. Click the **New Request**.



6. The SF-182 form opens.
Fill out the SF-182 request form.

Note: For instructions on how to complete all or some of the fields on the SF-182, please refer to the instructions listed at:

<http://www.afm.ars.usda.gov/forms/EMPDEV/SF182-Instructions.PDF>

Proceed to either Step 7 (Non-Federal Vendor) or Step 8 (Federal Vendors) depending on vendor information that is selected in B.1.

7.

SECTION C: COSTS AND BILLING INFORMATION					
C.1. Direct Cost and appropriation/fund chargeable			C.2. Indirect Cost and appropriation/fund chargeable		
Item	* Amount	Appropriation Fund	Item	* Amount	Appropriation Fund
a. Tuition	\$4095.00	0010301910	a. Travel	\$695.00	0010301910
b. Books or Materials	\$0.00		b. Per Diem	\$0.00	
c. Total	\$4095.00		c. Total	\$695.00	
* C.3. Total Training Non-Government Contribution Cost			C.6. Billing Instructions		
\$0.00			USDA, OCFO Controller Operations Division, ACPRB ARS Operations Section P.O. Box 53326 New Orleans, Louisiana 70153		
C.4. Document / Purchase Order / Requisition No					
Doc #: 0003050023; Vend Code: 1500110220					
C.5. 8-Digit Station Symbol					
12-40-0300					

Section C of the SF-182 is the Payment and Billing Section. It is important to place the appropriate information in this section according to the payment method used. For payment by accounting code for Non Federal Vendors:

C1. Enter the amount of the training, books or materials, total and appropriation fund.

C2. Enter the estimated travel amount, per diem, total and appropriation fund.

C4. Enter the Agency Document Tracking #. This number is used internally to track the number of SF-182s generated in a fiscal year, and normally consist of the two digit fiscal year, four digit mode code, and four digit sequential set of numbers. Also, enter the FMMI vendor code. To receive a copy of the FMMI vendor code, please contact your budget person. (See page 7 for sample vendor list)

C5. Enter the appropriate 8-digit station symbol:
(ARS) 12-40-0300; (NIFA) 12-40-2200; (ERS) 12-40-1800; (NASS) 12-40-2000

C6. Enter the appropriate billing address (see page 12):

<http://www.afm.ars.usda.gov/forms/EMPDEV/SF182-Instructions.PDF>

- The IPAC system is used to process bills for Federal Government agency vendors, therefore, when the training vendor is a Federal Government agency such as GSA, OPM and etc, pertinent information is needed in Section C.4. of the SF-182 for IPAC identification purposes.

NFC supplies a “Purchase Order” number as an identifier code for the vendor. This PO number is matched in the IPAC system to identify the Federal agency vendor.

SECTION C: COSTS AND BILLING INFORMATION					
C. 1. Direct Cost and appropriation/fund chargeable			C. 2. Indirect Cost and appropriation/fund chargeable		
Item	* Amount	Appropriation Fund	Item	* Amount	Appropriation Fund
a. Tuition	\$3450.00	1010305001	a. Travel	\$225.00	1010305001
b. Books or Materials	\$0.00		b. Per Diem	\$0.00	
c. Total	\$3450.00		c. Total	\$225.00	
* C.3. Total Training Non-Government Contribution Cost			C.6. Billing Instructions		
\$0.00			USDA, OCFO Controller Operations Division, ACPRB ARS Operations Section P.O. Box 53326 New Orleans, Louisiana 70153		
C.4. Document / Purchase Order / Requisition No					
4312345678 Doc #1-0305-0042, FMMI Vendor Code: 1300000604					
C.5. 8-Digit Station Symbol					
12-40-0300					

To obtain the FMMI PO number, first complete SF-182 in AgLearn and obtain all required approvals. Print an approved copy of the SF-182 and forward to [ARSOPS](mailto:ARSOPS@nfc.usda.gov) via email address: ARSOPS@nfc.usda.gov. [ARSOPS](mailto:ARSOPS@nfc.usda.gov) processes SF-182 and generates a FMMI PO number. [ARSOPS](mailto:ARSOPS@nfc.usda.gov) emails agency (sender of the document) the FMMI PO number. The Agency then places the FMMI PO number in block C.4. of the SF-182 and forwards to Federal vendor. (OPM, GSA, etc.)

Note: The FMMI PO number “must” be the first number listed in block C.4. of the SF-182. LEAVE SPACE FOR THIS NUMBER AT THE BEGINNING OF SECTION C.4. FMMI system will process without manual intervention.

- Review the form for accuracy. Click the “Submit” button.

Submit Request as Approved
 Save Data for Another Request

10. Training Approval Process (TAP)

Step 1 – the 1st line supervisor’s name should already be populated from the user’s personal profile. Click the “show all” to show the supervisor name.

Note: If the supervisor’s name is not listed, the “Select User for Approval” link will be available to search. Click the link and search for the supervisor.

Step 2-4 – Auto Approvers – No name necessary in these fields.

Note: The AgLearn system automatically moves through these steps and submits as approved. The Step 5 approver is then notified via email to approve step 5.

Approval Submission

[Help](#)

> Submit for Approval

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

Any step 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_1 (Show All)
Step 3	Approver_2 (Show All)
Step 4	Approver_3 (Show All)
Step 5	Select User for Approval
Step 6	Select User for Approval

[Return to External Request](#)

[Submit](#)

Click Show All to view the approver for the appropriate Step.

11. Select the **Step 5 Approver (Fund Holder)** by selecting the link “**Select User for Approval**”.

1. The search screen will appear. Key in the Last and First name and click search. Place a Checkmark in the Add box and click Add.
2. Repeat the steps above to select the **Step 6 Approver** (person to review the form for accuracy, and add accounting and billing info).

Search Users

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. \ add or remove search criteria to further refine your search.

[Search](#)

Keyword:

Last Name: Starts With

First Name: Starts With

Middle Initial: Starts With

Approval Submission

[Help](#)

> Submit for Approval

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

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

Approval Step	Approvers
Step 1	Sherell A Gibson Brooks; (Close View)
Step 2	Approver_1 (Show All)
Step 3	Approver_2 (Show All)
Step 4	Approver_3 (Show All)
Step 5	Cassandra V Butler; (Close View) (Clear All)
Step 6	Sharon M Neafsey; (Close View) (Clear All)

[Return to External Request](#)

[Submit](#)

12. Click **Submit** once you have chosen the approvers.

[Submit](#)

13. Review the new SF-182 Request

A Request ID is created for the SF-182. The title is listed, and the "Status" field is indicated as "Submitted". The "Pending Approval Actions" field identifies what step the document is at in the approval process. The "Action" field provides you the various actions you can perform based on where the document is in the approval process.

Requ...	Title	Status	Pending Approval Actions	Actions
111119	Information Systems Management and Integration	Submitted	Step 1	Edit Approval Edit Request Withdraw Request
139161	Managing Multiple Priorities	Verified	Step 1	Edit Approval Edit Verification Withdraw Verification
146640	Computer Technical	Withdrawn		View Request

Sample FMMI vendor list

Vendor List

Vendor List
Menu Back Exit Cancel System
FMMI Production - Gold Denver, CO Vendor List Time 12:50:20 Date 07/06/2009 RFRKVV200/F0000445 Page

Sort: Vendor

Name 1	Contents 1	Name 2	Contents 2	Name 3	Contents 3	Name 4	Contents 4	Name 5	Content
Vendor	1500110220	Company Code	TECHNICAL DATA	Company Code Name					
SearchTerm	USDAGRADUA	Acct. Group	ZSAL	Created by	CONVUSER02	Created on	10/08/2009		
Section	USDA GRADUATE SCHOOL	COMMUNICATION WITH VENDOR		Language	EN	Telephone1	202-314-3381		
	600 MARYLAND AVE SE								
	WASHINGTON DC 20024-2521								
	USA								

Example

Vendor USDA

Vendor code 1500110220

Preparing the SF-182 for Credit Card Payment

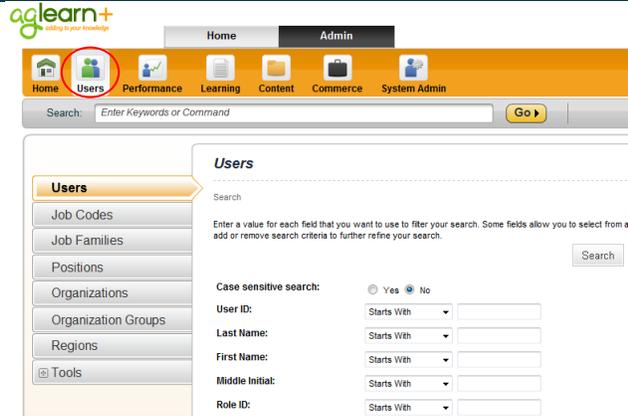
This job aid provides instructions when paying for Commercial (Off-the-Shelf) training by credit card. The purchase card is the preferred method to pay for training under the \$2,500 micro-purchase threshold. Training over \$2,500 **must** be paid using an accounting code (shorthand code). If the training vendor does not accept payment by purchase card, forward the SF-182 to the appropriate payment office listed on page of the following instructions: <http://www.afm.ars.usda.gov/forms/EMPDEV/SF182-Instructions.PDF>.

Step Activity View

- Log into AgLearn - www.aglearn.usda.gov.

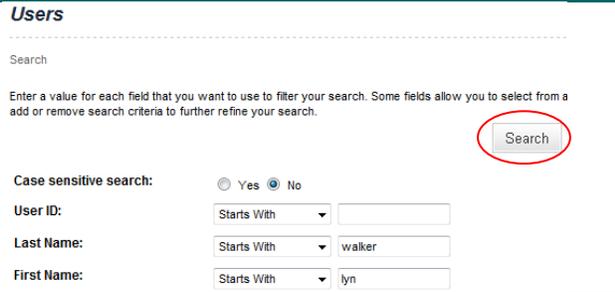
From the administrator interface, select the **Users**.

From the left menu, select Users



- From the Users search screen, enter and/or select the basic search criteria as appropriate. I.e. Last name, first name.

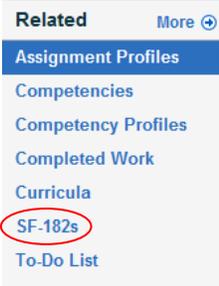
Click **“Search”**.



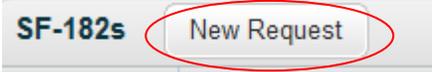
- The search results appear at the bottom of the screen. Select the user ID.

User ID	User Name	Domain ID	Active	Terminated	City	State / Provi
LW038276	Walker, Lyndell	ARS-AFM	Yes		BELTSVILLE	MD

- From the Related Bar, click **SF-182’s**



5. Click the **New Request**.



6. The SF-182 form opens.
Fill out the SF-182 request form.

Note: For instructions on how to complete all or some of the fields on the SF-182, please refer to the instructions listed at:

http://www.afm.ars.usda.gov/forms/E_MPDEV/SF182-Instructions.PDF

7. Section C of the SF-182 is the Payment and Billing Section. It is important to place the appropriate information in this section according to the payment method used. For Credit Card payments:

C.1. Direct Cost and appropriation/fund chargeable			C.2. Indirect Cost and appropriation/fund chargeable		
Item	* Amount	Appropriation Fund	Item	* Amount	Appropriation Fund
a. Tuition	500.0		a. Travel	0.0	22.50
b. Books or Materials	0.0		b. Per Diem	0.0	
c. Total	500		c. Total	0	22.50
* C.3. Total Training Non-Government Contribution Cost			C.6. Billing Instructions		
0.0			Paid by Credit Card Ashley Magill 301-504-1476 ashley.magill@ars.usda.gov		
C.4. Document / Purchase Order / Requisition No					
Doc #: 003050022					
C.5. 8-Digit Station Symbol					

- C1. Enter the amount of the training, books or materials & total.
- C2. Enter the travel amount, per diem & total
- C3. Leave at zero.
- C4. Enter the Agency Document Tracking #. This number is used internally to track the number of SF-182s generated in a fiscal year, and normally consist of the two digit fiscal year, four digit mode code, and four digit sequential set of numbers.
- C5. N/A for Credit Card Purchases
- C6. Enter the Card Holders full name, phone number, and email address.

8. Review the form for accuracy.
Click the "Submit" button.

Submit Request as Approved
 Save Data for Another Request

9. **Training Approval Process (TAP)**

Step 1 – the 1st line supervisor’s name should already be populated from the user’s personal profile. Click the “show all” to show the supervisor name.

Note: If the supervisor’s name is not listed, the “Select User for Approval” link will be available to search. Click the link and search for the supervisor.

Step 2-4 – Auto Approvers – No name necessary in these fields.

Note: The AgLearn system automatically moves through these steps and submits as approved. The Step 5 approver is then notified via email to approve step 5.

Approval Submission

[Help](#)

> Submit for Approval

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

Any step 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_1 (Show All)
Step 3	Approver_2 (Show All)
Step 4	Approver_3 (Show All)
Step 5	Select User for Approval
Step 6	Select User for Approval

Click Show All to view the approver for the appropriate Step.

10. Select the **Step 5 Approver (Fund Holder)** by selecting the link “**Select User for Approval**”.

1. The search screen will appear. Key in the Last and First name and click search. Place a Checkmark in the Add box and click Add.
2. Repeat the steps above to select the **Step 6 Approver** (person to review the form for accuracy, and add accounting and billing info).

Search Users

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 add or remove search criteria to further refine your search.

Keyword:
Last Name: Starts With
First Name: Starts With
Middle Initial: Starts With

Approval Submission

[Help](#)

> Submit for Approval

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

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

Approval Step	Approvers
Step 1	Sherell A Gibson Brooks; (Close View)
Step 2	Approver_1 (Show All)
Step 3	Approver_2 (Show All)
Step 4	Approver_3 (Show All)
Step 5	Cassandra V Butler; (Close View) (Clear All)
Step 6	Sharon M Neafsey; (Close View) (Clear All)

[Return to External Request](#)

[Submit](#)

- 11 Click **Submit** once you have chosen the approvers.

[Submit](#)

12. Review the new SF-182 Request
A Request ID is created for the SF-182. The title is listed, and the "Status" field is indicated as "Submitted". The "Pending Approval Actions" field identifies what step the document is at in the approval process. The "Action" field provides you the various actions you can perform based on where the document is in the approval process.

Requ...	Title	Status	Pending Approval Actions	Actions
111119	Information Systems Management and Integration	Submitted	Step 1	Edit Approval Edit Request Withdraw Request
139161	Managing Multiple Priorities	Verifica...	Step 1	Edit Approval Edit Verification Withdraw Verification
146640	Computer Technical	Withdrawn		View Request

Submit a pre-approved SF-182

There may be occasions when an administrator will need to submit the SF-182 request as approved by the administrator. For instance, acceptance in a class is contingent on receiving the SF-182 immediately, and receiving signatures through AgLearn is impossible. The administrator will approve and ensure the appropriate signatures are received from the fund holder. Another instance could be the SF-182 was submitted, however, the supervisor and/or fund holder is not available to approve (separated, on detail, on extended leave, etc.).

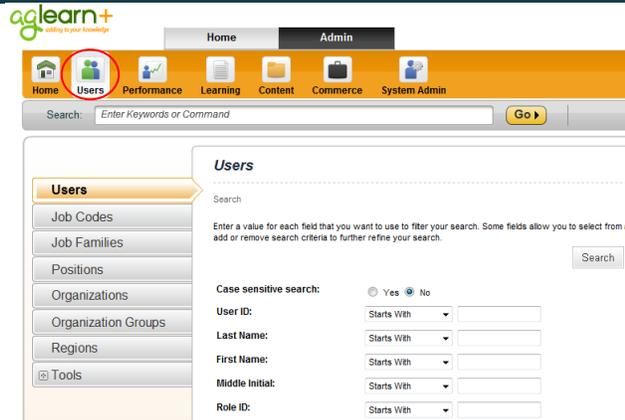
Note: The “submit as approved by administrator” should not be used for all SF-182s submitted just because an approver does not like logging into AgLearn, and the administrator should be aware that if audited, there should be some form of documentation of the fund-holder’s signature.

Step	Activity	View
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- Log into AgLearn - www.aglearn.usda.gov.

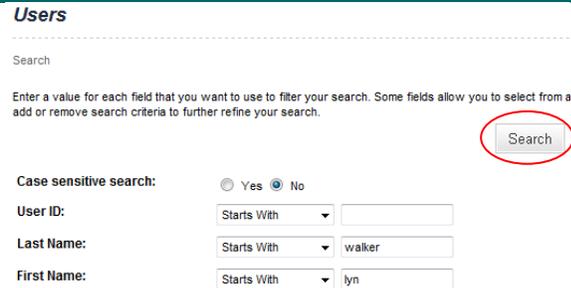
From the administrator interface, select the **Users**.

From the left menu, select Users



- From the Users search screen, enter and/or select the basic search criteria as appropriate. I.e. Last name, first name.

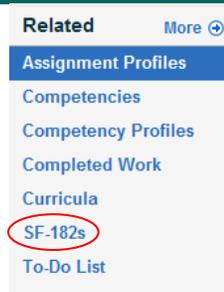
Click “**Search**”.



- The search results appear at the bottom of the screen. Select the user ID.

User ID	User Name	Domain ID	Active	Terminated	City	State / Provi
LW038276	Walker, Lyndell	ARS-AFM	Yes		BELTSVILLE	MD

- From the Related Bar, click **SF-182's**



- Click the **New Request**.



6. The SF-182 form opens.

Fill out the SF-182 request form.

Note: For instructions on how to complete all or some of the fields on the SF-182, please refer to the instructions listed at:

<http://www.afm.ars.usda.gov/forms/EMPDEV/SF182-Instructions.PDF>

SECTION C: COSTS AND BILLING INFORMATION					
C.1. Direct Cost and appropriation/fund chargeable			C.2. Indirect Cost and appropriation/fund chargeable		
Item	* Amount	Appropriation Fund	Item	* Amount	Appropriation Fund
a. Tuition	\$0.00		a. Travel	\$0.00	
b. Books or Materials	\$0.00		b. Per Diem	\$0.00	
c. Total	\$		c. Total	\$	
* C.3. Total Training Non-Government Contribution Cost			C.6. Billing Instructions		
\$0.00					
C.4. Document / Purchase Order / Requisition No					
C.5. 8-Digit Station Symbol					

Submit Request as Approved Save Data for Another Request

7. Complete Section C as appropriate based on the method of payment being used. (See previous instructions for submitting using accounting code or credit card)

At the bottom of the SF-182 form, place a check mark inside the box labeled **Submit Request as Approved**, and click submit

SECTION C: COSTS AND BILLING INFORMATION					
C.1. Direct Cost and appropriation/fund chargeable			C.2. Indirect Cost and appropriation/fund chargeable		
Item	* Amount	Appropriation Fund	Item	* Amount	Appropriation Fund
a. Tuition	\$		a. Travel	\$	
b. Books or Materials	\$		b. Per Diem	\$	
c. Total	\$		c. Total	\$	
* C.3. Total Training Non-Government Contribution Cost			C.6. Billing Instructions		
\$					
C.4. Document / Purchase Order / Requisition Number					
C.5. 8-Digit Station Symbol					

Submit Request as Approved Save Data for Another Request

8. Check the user SF-182 Request to see if the new request appears

Related		SF-182s		New Request		
Assignment Profiles	Requ...	Title	Status	Pending Approval Actions	Actions	
Competencies	148858	position classification	Approved		Withdraw Request	
Competency Profiles					View Request	
Completed Work					Transfer Request	
Curricula						
SF-182s						
To-Do List						

SF-182-Transfer to Another Employee

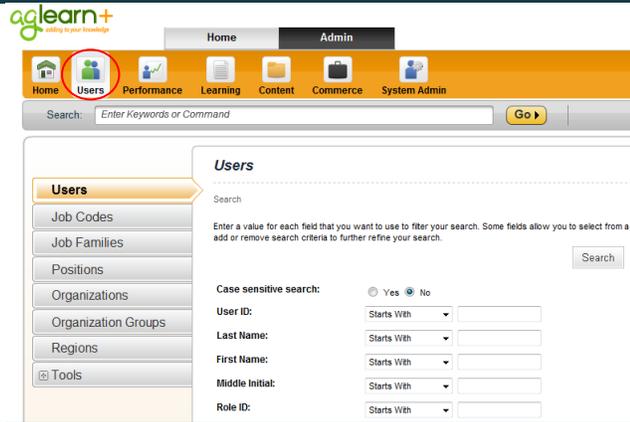
There may be times when an SF-182 has been approved and paid for and the agency cannot be reimbursed for the funds. In cases like this, the AgLearn system has the ability to transfer an SF-182 request to another employee. Some examples are: assigned a new project that must get done, scheduled employee separated from agency, on a detail, or out on extended leave.

Step	Activity	View
------	----------	------

1. Log into AgLearn - www.aglearn.usda.gov.

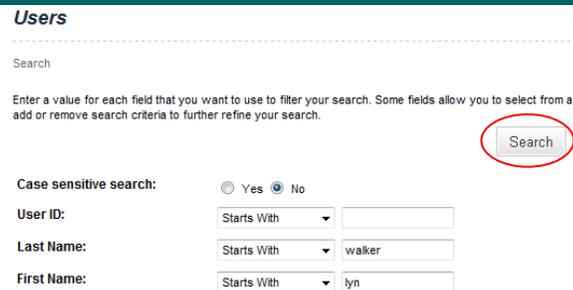
From the administrator interface, select the **Users**.

From the left menu, select Users



2. From the Users search screen, enter and/or select the basic search criteria as appropriate. I.e. Last name, first name.

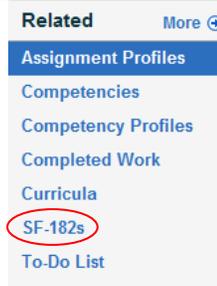
Click **“Search”**.



3. The search results appear at the bottom of the screen. Select the user ID.

User ID	User Name	Domain ID	Active	Terminated	City	State / Provi
LW038276	Walker, Lyndell	ARS-AFM	Yes		BELTSVILLE	MD

4. From the Related Bar, click **SF-182's**



4. Click Transfer Request link

Related	More	SF-182s	New Request	Status	Pending Approval Actions	Actions
Assignment Profiles		Requ...				
Competencies		1..				
Competency Profiles		148858	position classification	Approved		Withdraw Request View Request Transfer Request
Completed Work						
Curricula						
SF-182s						
To-Do List						

5. Complete the Search for the Transfer employee by entering the first and/or last name and click Search.

Users

Search

Search Users

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 add or remove search criteria to further refine your search.

Keyword:

Last Name: Starts With

First Name: Starts With

Middle Initial: Starts With

Role ID: Starts With

User Status: Active Not Active Both

6. Click Select

Select User to Transfer Request

User ID	User Name	Select
LW038276	Walker, Lyndell A	<input type="button" value="Select"/>

7. Click Select

Confirm

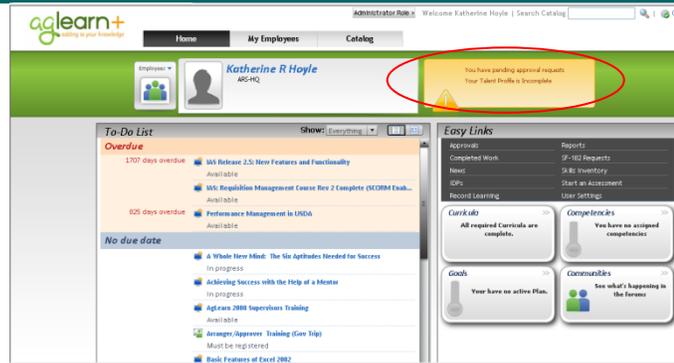
 You have transferred the request to Walker, Lyndell A. Do you want to view Walker, Lyndell A's record?

4. Click Transfer Request link

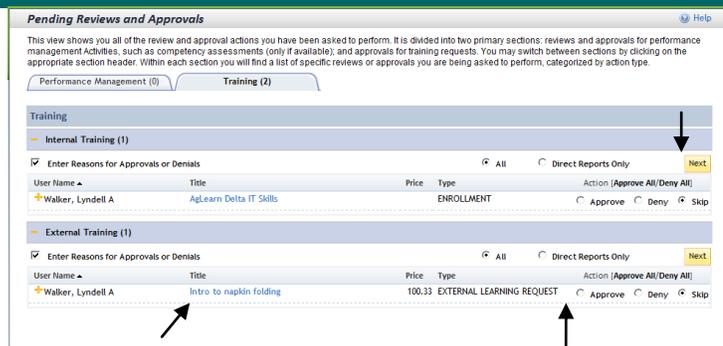
Related	More	SF-182s	New Request	Status	Pending Approval Actions	Actions
Assignment Profiles		Requ...				
Competencies		1..				
Competency Profiles		146640	Computer Technical	Withdrawn		View Request
Completed Work		148858	position classification	Approved		Withdraw Request View Request Transfer Request
Curricula						
SF-182s		40697	Captivate Training : Captivate 3 Fundamentals	Verified		View Request
To-Do List		72698	SF-182 Training	Verificati...		View Request Transfer Request

SF-182 Approval Process

1. The approvers will login using their **Learner Login**. The approver will see on their home screen: **You have pending approval requests.**

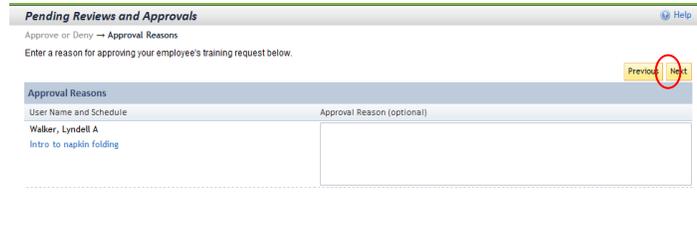


2. To view the SF-182, click on the title of the training. To Approve the SF-182, click the **Approve** box, then **Next**



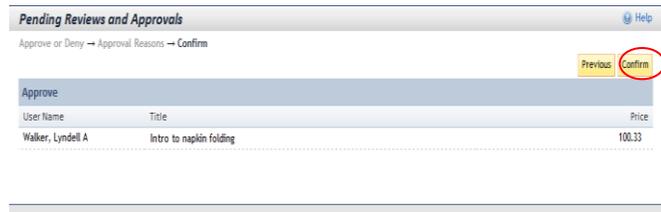
3. A comment section will appear next. Click **Next** to the final review screen.

Note*: Comments are optional



4. At the final review screen, review all the information before clicking **Confirm**. Once the SF-182 has been approved, the **Status** will change to **Approved**

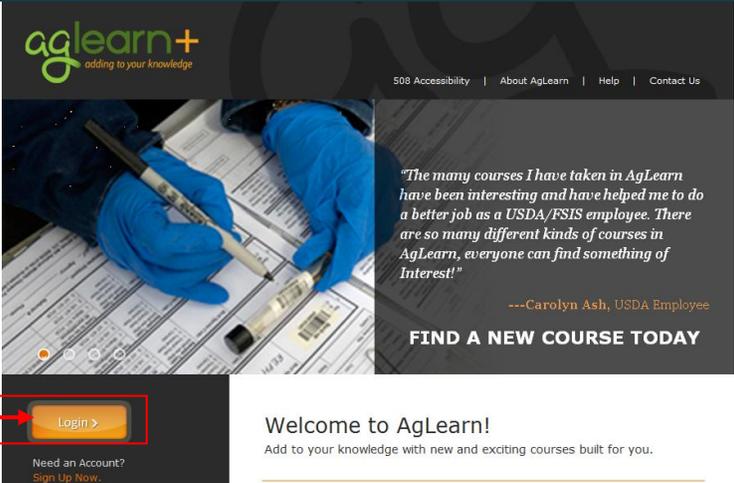
The AgLearn System will automatically approve Steps 2-4 auto approvers. (This could take 15min to an hour)
Step 5 and Step 6 approvers should log in as Learners and follow steps 1-4 to approve the SF-182



AgLearn Electronic SF-182 – Verifier Role Learner and Administrator

At the completion of a training event, you must verify your attendance and completion of all training sessions. This verification also allows you to update the SF-182 with new or changed information such as dates and tuition cost. After the employee has verified the training, the 1st line supervisor must also verify completion of all training sessions before it is added to the employee’s Learning History.

This job aid will show administrators the steps an employee and supervisor will take to verify training, and provide steps the administrator can take to assist in the verification process.

Step	Activity	View
1	Log into AgLearn - www.aglearn.usda.gov	

2 To verify training, go to the **Easy Links** section, and click **SF-182 Requests**.

The Request, Authorization, Agreements & Certification Of Training screen will appear.

Note: To view the actual Request, click the **blue Request ID** link. (Optional)

Select the SF-182 you need to verify by clicking the **blue verify** button.

SF-182s		Viewing Options: All requests		Sort By: Request ID		
Request ID	Title	Start Date	End Date	Status	Pending Approval Actions	Action
146640	Computer Technical	10/24/2012	10/26/2012	Withdrawn	None	Copy Request
139161	Managing Multiple Priorities	8/2/2012	8/2/2012	Verification Submitted	Pending Step 1	Copy Request Withdraw Request
11119	Information Systems Management and Integration	3/25/2011	4/8/2011	Submitted	Pending Step 1	Copy Request Withdraw Request
89690	AgLearn Maintenance	2/21/2011	2/25/2011	Approved	Pending Verification	Copy Request Verify
72698	SF-182 Training	12/14/2009	12/14/2009	Verification Denied	None	Copy Request Verify Resubmit
40697	Captive Training: Captivate 3 Fundamentals	8/18/2008	8/19/2008	Verified	None	Copy Request

- Complete the verification form and then click Submit.

Note: If there are changes to the dates and cost, please update before clicking the submit button

Training Request ID : 89690



REQUEST, AUTHORIZATION, AGREEMENT & CERTIFICATION OF TRAINING

* V.1. Course was completed

Yes No

V.2. Comments/Explanation

V.3. Actual Course Dates (MM/DD/YYYY)

a. Commenced: 2/21/2011

b. Complete: 2/25/2011

V.4. Actual Course Hours

* a. During Duty: 60

* b. Non Duty: 0

V.5. Academic Score

V.6. All sessions were attended

Yes No

V.7. Comments/Explanation

V.8. Direct Cost and appropriation/fund chargeable

	* Amount	Appropriation Fund		* Amount	Appropriation Fund
a. Tuition	\$ 500.00	56884230	a. Travel	\$ 0.00	
b. Books or Materials	\$ 0.00		b. Per Diem	\$ 0.00	
c. Total	\$ 500.00		c. Total	\$ 0.00	

V.9. Indirect Cost and appropriation/fund chargeable

* V.10. Total Training Non-Government Contribution Cost

\$ 0.00

- The **Approval Submission** screen will appear. (Optional) Click the **(Show All)** link to show the supervisor's name that will approve the verification.

Click the **Submit** button.

Approval Submission



Submit for Approval

[Back](#)

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

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

Approval Step	Approvers
Step 1	Sherell A Gibson Brooks; (Close View)



- To view the verification status, Click on the **Request ID**

Request, Authorization, Agreement & Certification of Training



Below is a list of all of your External Requests. Click the Request ID for more information about the request. Click **Copy Request** or **Withdraw Request** button and click **Go to Copy** or **Withdraw** from an External Request. Click the **New Request** button to initiate a new request.

SF-182s

Viewing Options: All requests Sort By: Request ID

Request ID	Title	Start Date	End Date	Status	Pending Approval Actions	Action
146640	Computer Technical	10/24/2012	10/26/2012	Withdrawn	None	Copy Request
139161	Managing Multiple Priorities	8/2/2012	8/2/2012	Verification Submitted	Pending Step 1	Copy Request Withdraw Request
111119	Information Systems Management and Integration	3/25/2011	4/8/2011	Submitted	Pending Step 1	Copy Request Withdraw Request
89690	AgLearn Maintenance	2/21/2011	2/25/2011	Verification Submitted	Pending Step 1	Copy Request Withdraw Request

- Click the **blue arrow** next to “**View Actual Verification**”. Wait a few seconds and the verification page will appear.

External Learning Request Details Help

[Back](#)

Training Request ID: 89690
 Course Title: AgLearn Maintenance
 Vendor Name: Johnson County Community College
 Training Start Date: 2/21/2011 America/New York
 Training End Date: 2/25/2011 America/New York

Request Status: Verification Submitted

External Learning Request Details

▶ View Actual Request

▶ **View Actual Verification**

- The verification page will appear. Scroll to the bottom of the form; click the (**Show Details**) link to see the name of the approver.

V.8. Direct Cost and appropriation/fund chargeable			V.9. Indirect Cost and appropriation/fund chargeable		
	* Amount	Appropriation Fund		* Amount	Appropriation Fund
a. Tuition	500.00	56984230	a. Travel	0.00	
b. Books or Materials	0.00		b. Per Diem	0.00	
c. Total	500.00		c. Total	0.00	
* V.10. Total Training Non-Government Contribution Cost					
0.00					
Verified?	Verification Step	Date Completed	Verified By	Verifiers	Comments
	Step 1			Sherell A Gibson Brooks; (Close View)	

- The name of the approver will appear to the right to show who needs to verify the request next and a status of the verification step will appear to the left.

Click the **back** button to return to the previous page.

[Back](#)

Training Request ID: 89690
 Course Title: AgLearn Maintenance
 Vendor Name: Johnson County Community College
 Training Start Date: 2/21/2011 America/New York
 Training End Date: 2/25/2011 America/New York

Request Status: Verification Submitted

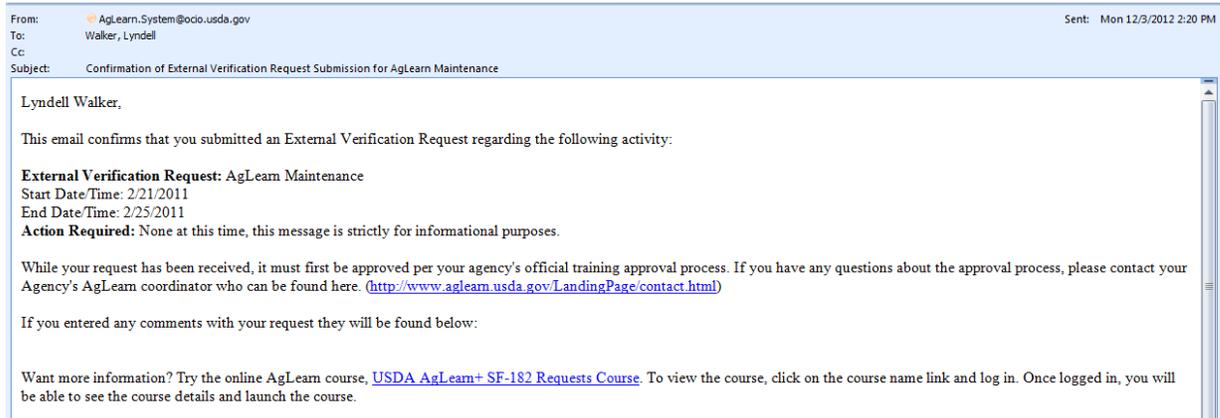
External Learning Request Details

▶ View Actual Request

▼ View Actual Verification

10. You will receive an email notification explaining that your record of completion is contingent on your supervisor verifying your attendance in the training event.

Check your learning history to ensure your records are updated. If necessary, remind your supervisor to update the verification approval process.



Steps as an Administrators

- 1 Log into AgLearn - www.aglearn.usda.gov

aglearn+
adding to your knowledge

508 Accessibility | About AgLearn | Help | Contact Us

"The many courses I have taken in AgLearn have been interesting and have helped me to do a better job as a USDA/FSIS employee. There are so many different kinds of courses in AgLearn, everyone can find something of Interest!"

---Carolyn Ash, USDA Employee

FIND A NEW COURSE TODAY

Login >

Need an Account?
Sign Up Now.

Welcome to AgLearn!
Add to your knowledge with new and exciting courses built for you.

- 2 To verify training, search for a user, and click **SF-182** in the Related Bar.

Select the SF-182 you need to verify by clicking the **blue verify** button.

Related	More	SF-182s	New Request			
To-Do List		Request...	Title	Status	Pending Approval Actions	Actions
Completed Work		111119	Information Systems Management and Integration	Submitted	Step 1	Edit Approval Edit Request Withdraw Request
Curricula		89696	Testing Save By Another User	Denied		View Request
Competency Profiles		84552	test	Withdrawn		View Request
Competencies		79464	123	Denied		View Request
SF-182s		138599	Managing Multiple Priorities	Approved		View Request Transfer Request Verify
Assignment Profiles						

3. Complete the verification form.
Proceed to either Step 4 or Step 5

Note: If there are changes to the dates and cost, please update before clicking the submit button

Training Request ID : 0690 Submit

REQUEST, AUTHORIZATION, AGREEMENT & CERTIFICATION OF TRAINING					
* V.1. Course was completed					
<input checked="" type="radio"/> Yes <input type="radio"/> No					
V.2. Comments/Explanation					
<input type="text"/>					
V.3. Actual Course Dates (MM/DD/YYYY)		V.4. Actual Course Hours		V.5. Academic Score	
a. Commenced: <input type="text" value="02/20/2011"/>		* a. During Duty: <input type="text" value="05"/>		<input type="text"/>	
b. Complete: <input type="text" value="02/20/2011"/>		* b. Non Duty: <input type="text" value="0"/>		<input type="text"/>	
V.6. All sessions were attended					
<input checked="" type="radio"/> Yes <input type="radio"/> No					
V.7. Comments/Explanation					
<input type="text"/>					
V.8. Direct Cost and appropriation/fund chargeable					
* Amount		Appropriation Fund		V.9. Indirect Cost and appropriation/fund chargeable	
a. Tuition \$ <input type="text" value="000.00"/>		<input type="text" value="00984030"/>		a. Travel \$ <input type="text" value="0.00"/>	
b. Books or Materials \$ <input type="text" value="0.00"/>		<input type="text"/>		b. Per Diem \$ <input type="text" value="0.00"/>	
c. Total \$ <input type="text" value="000.00"/>		<input type="text"/>		c. Total \$ <input type="text" value="0.00"/>	
* V.10. Total Training Non-Government Contribution Cost					
<input type="text" value="0.00"/>					

- The **Approval Submission** screen will appear. (Optional) Click the **(Show All)** link to show the supervisor's name that will approve the verification.

Approval Submission

[Help](#)

Submit for Approval

[Back](#)

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

Training Request ID : 6960

Submit

Any step that do not have a user listed must have a n

Approval Step	Approvers
Step 1	Sherell A Gibson Brooks; (Close View)

Submit

- You will then be taken back to SF-182 request, and the verified SF-182 will appear.

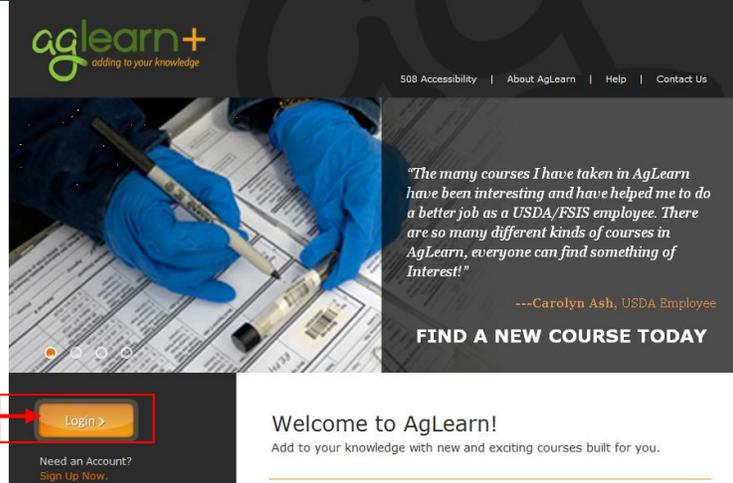
Related	SF-182s	New Request				
Assignment Profiles	Requ...	Title	Status	Pending Approval Act...	Actions	
Competencies	144523	Team Development Seminar	Verification Submitted	Step 1	Edit Approval	
Competency Profiles					Edit Verification	
Completed Work					Withdraw Verification	
Curricula						
SF-182s	43286	Telling Airt Training	Verified		View Request	

Withdraw or Delete an SF-182 request

At times a user or administrator may need to withdraw or cancel an SF-182. This job aid will go through the steps to withdraw the document. If the SF-182 must be deleted from the system, this is done via an email request. Instructions on how to complete both are listed below.

Step **Activity** **View**

1 Log into AgLearn - www.aglearn.usda.gov



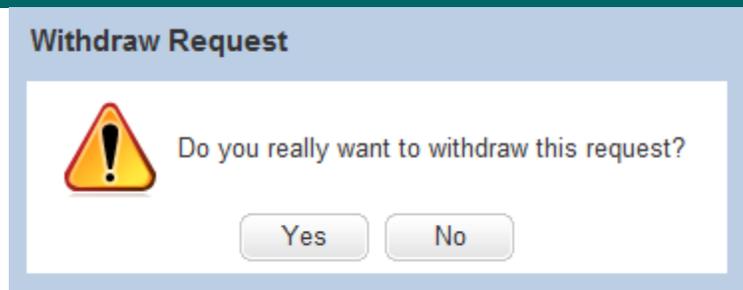
2 To withdraw a training, search for a user, and click on **SF-182** in the Related bar.

Select the SF-182 you need to remove by clicking the **blue withdraw request** button.

Related	SF-182s	New Request			
Assignment Profiles	Requ...	Title	Status	Pending Approval Actions	Actions
Competencies	1..				
Competency Profiles	111119	Information Systems Management and Integration	Submitted	Step 1	Edit Approval Edit Request Withdraw Request
Completed Work					
Curricula					
SF-182s	139161	Managing Multiple Priorities	Verificati...	Step 1	Edit Approval Edit Verification Withdraw Verification
To-Do List					

3. Once you click the withdraw request button, you will receive the following pop-up "Do you really want to withdraw this request?"

Select Yes



- The SF-182 has now been withdrawn.

Note: Although the document has been withdrawn, it still remains in the system, but as **withdrawn**

146640	managing multiple priorities	verification step 1	can approve
			Edit Verification
			Withdraw Verification
146640	Computer Technical	Withdrawn	View Request

- Deleting an SF-182 from the AgLearn system is something that must be done from the back-end of the system. Therefore, if an SF-182 is created and fully approved, and the document requires deletion, please send an email to Lyndell.walker@ars.usda.gov

Note: To remove the SF-182, include in the email the user first and last name, user ID, SF-182 number as well as title.

Running An External Data Report

The external request data report will provide user, request, vendor and financial data external requests for a selected time period. You can filter the data by fields such as domain, user status and item needs. Report data can be viewed in HTML or PDF format or can be downloaded to CSV format for further analysis in other program such as Excel. This procedure below illustrates how to report external request data for a specific month.

Step	Activity	View
------	----------	------

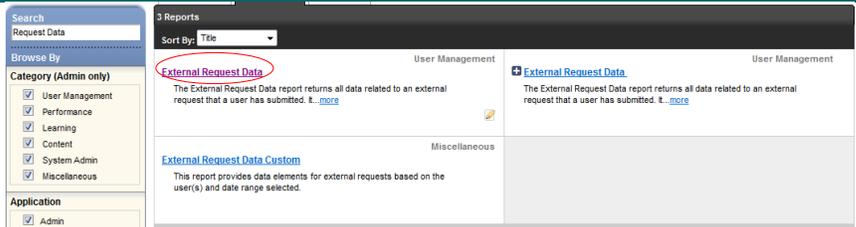
1. Click the **Reports** tab



2. In the search, type **Request Data** and click **Submit**

Note*: There are 3 external data request reports.

Click **External Request Data**.



3. Click the **Reports** tab

External Request Data [Browse](#) [Help](#)

> Run Report

Run External Request Data

Report Title:

Report Header:

Report Footer:

Report Destination:

Report Format:

Mask User IDs

Case sensitive search: Yes No

User:

Start Date between:

and:

Include Personal Data

Include Vendor Data

Include Financial Data

4. In **Report Destination** and **Report Format**, click the drop down arrow to choose the different forms.

Note*: Report Destination has 2 choices, **Browser** or **Local File**. Report Format has 2 choices, **HTML** or **PDF**

Report Destination: Browser
Report Format: Browser
Report Format: HTML

5. Click the **Blue Filter** icon next to the User section to do a search for a User

Case sensitive search: Yes No

User: Exact 

Start Date between: (MM/DD/YYYY)

and: (MM/DD/YYYY)

Include Personal Data
 Include Vendor Data
 Include Financial Data

6. Do a search for the user by typing in first and last name. Then click **Search**

Filter: 0 Users

Users Filter For External Request Data

Create the filter using the search below. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.

Search Users

Yes No

User ID: Starts With

Last Name: Starts With

First Name: Starts With

- Place a check mark in the **Select Box** and click **Add to Filter** then click **Submit Filter**.

External Request Data

Filter: 1 Users Submit Filter

Select Users from list

Walker, Lyndell A(LW038276)

As you select records to include in your filter, they will appear in the Filter List. Select **Submit Filter** when ready to submit the filter and return to your base search criteria

<< Search Again

Add to Filter Reset

User ID	User Name	Job Location	Organization ID	Select
LW038276	Walker, Lyndell A		030103	<input checked="" type="checkbox"/>

Add to Filter Reset

- Click the Calendar icon, if certain specific dates are needed. If an entire history is needed, keep the calendar date section blank.

Case sensitive search: Mask User IDs

User: [1 Selected]

Start Date between: (MM/DD/YYYY) [Calendar Icon]

and: (MM/DD/YYYY)

Include Personal Data
 Include Vendor Data
 Include Financial Data

Run Report Schedule Job Save Report

- Click **Run Report**. This is the report as it is displayed in the browser.

Run Report

Request

User Name: Walker, Lyndell A User ID: *****
 Social Security Number: Date of Birth:

Request Details

Vendor Name: Other Course Title: Caprate Training - Caprate 3 Fundamentals
 Course Objectives: This course is for beginning and intermediate Caprate users who want to create software, demonstrations and interactive simulations. Start Date: 8/18/2008 08:00 AM America/New York

Complete Date: 8/17/2008 04:30 PM America/New York Training Purpose: 03 Improve/Maintain Present Performance
 Training Source: 04 Government State/Local Training Type: 04 Technology Based
 Training Sub-type: 01_05 Training Program - Human Resources Training Delivery: 04 Not Applicable
 Training Designation: 02 Not Applicable Training Credit Type: 04 Not Applicable
 Training Accreditation Required Indicator: No Continued Service Agreement Required Indicator: N/A
 Continued Service Agreement Required Indicator Expiration Date:

Personal

Position Level: Non-supervisory Office Phone: 301-554-1396
 Email Address: LYNDELL.WALKER@ARS.USDA.GOV Position Title:
 Handicapped or Disabled: No Disability Description:
 Pay Plan: GS Series: 0299
 Grade: GS Step: 1
 Type of Appointment: CC Education Level: 12

Vendor

Mailing Address - Street: 1400 16th Street, NW Level B-1 Training Site Address - Street: 1400 16th Street, NW Level B-1
 Mailing Address - City: Washington Training Site Address - City: Washington
 Mailing Address - State/Province: DC Training Site Address - State/Province: DC
 Mailing Address - Postal Code: 20036 Training Site Address - Postal Code: 20036
 Mailing Address - Country: US Training Site Address - Country:

Financial

Direct Cost Tuition Amount: 755.0 Direct Cost Tuition Fund:
 Direct Cost Books/Materials Amount: 0.0 Direct Cost Books/Materials Fund:
 Direct Cost Total: 755.0 Indirect Cost Travel Amount: 0.0
 Indirect Cost Per Diem Amount: 0.0 Indirect Cost Total: 0.0

Running An External Tuition Report

The external request tuition report will report for a selected time period. You can filter the data by fields such as domain, request status and vendor and can group and sort the data by fields such as schedule block, user, tuition, and vendor name. Report data can be viewed in HTML or PDF format or can be downloaded to CSV format for further analysis in other programs such as Excel. The procedure below illustrates how to identify all approved tuition requests that were approved during the first quarter of FY2010

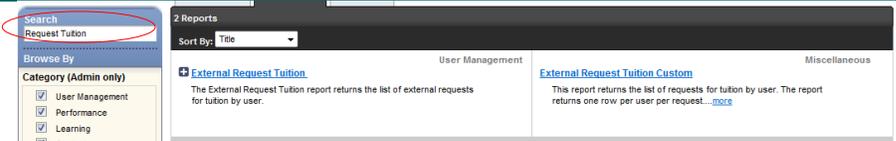
Step	Activity	View
------	----------	------

1. Click the **Reports** menu

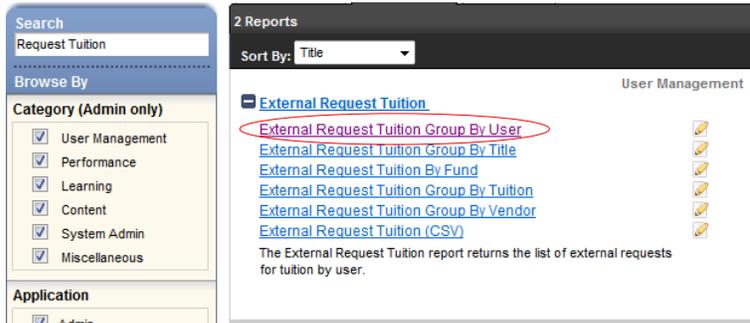


2. In the search, type **Request Tuition** and click **Submit**

Note*: There are 2 external data request reports



3. Click the + sign next to **External Request Tuition**. Select **External Request Tuition by User**



4. Fill in the necessary data to run the report

Report Title:	External Request T
Report Header:	<input type="text"/>
Report Footer:	<input type="text"/>
Report Destination:	Browser
Report Format:	HTML

	<input checked="" type="checkbox"/> Mask User IDs
User:	Exact <input type="text"/> <input type="button" value="v"/>
External Request Status:	Exact <input type="text"/> <input type="button" value="v"/>
Vendor:	<input type="text"/>
Course Title:	<input type="text"/>
Fund/Charge code:	<input type="text"/>
Tuition Greater Than: (1000,001.01)	<input type="text"/>
Start Date between: (MM/DD/YYYY)	<input type="text"/>
and: (MM/DD/YYYY)	<input type="text"/>
Sort By:	<input checked="" type="radio"/> Course Title <input type="radio"/> Fund/Charge code <input type="radio"/> User <input type="radio"/> Start Date <input type="radio"/> Tuition <input type="radio"/> Vendor Name

- Click the **Blue Filter** icon to add the employee(s) to the report.

User:

External Request Status:

Vendor:

Course Title:

Fund/Charge code:

Tuition Greater Than: (1000,001.01)

Start Date between: (MM/DD/YYYY)

and: (MM/DD/YYYY)

Sort By: Course Title Fund/Charge code Vendor Name

- Click the **Blue Filter** Icon to add the different types of SF-182 statuses to the report.

External Request Status:

- Place checkmarks in the **Select** boxes. Then click **Add to Filter** and then **Submit Filter**.

Filter: 12 External Requ...

Select External Request Status from list

As you select records to include in your filter, they will appear in the Filter List. Select **Submit Filter** when ready to submit the filter and return to your base search criteria

ID	Description	Select
Approved	Approved	<input checked="" type="checkbox"/>
Completed and Verified	Completed and Verified	<input checked="" type="checkbox"/>
Denied	Denied	<input checked="" type="checkbox"/>
Draft	Draft	<input checked="" type="checkbox"/>
Expired	Expired	<input checked="" type="checkbox"/>
Submitted	Submitted	<input checked="" type="checkbox"/>
Verification Denied	Verification Denied	<input checked="" type="checkbox"/>
Verification Submitted	Verification Submitted	<input checked="" type="checkbox"/>
Verification Withdrawn	Verification Withdrawn	<input checked="" type="checkbox"/>

- Click **Run Report**.

User: [5 Selected]

External Request Status: [12 Selected]

Vendor:

Course Title:

Fund/Charge code:

Tuition Greater Than: (1000,001.01)

Start Date between: (MM/DD/YYYY)

and: (MM/DD/YYYY)

Sort By: Course Title Fund/Charge code User Start Date Tuition Vendor Name

SF182 Instructions for Group Training

Currently, the AgLearn system is set up to submit an electronic SF182 per individual and does not accommodate entering an SF182 for multiple individuals (groups) at one time. Until this option is made available in AgLearn, the following procedures apply:

An SF182 can be submitted for groups using a paper SF182 through the normal paper process. The form can be located on the OPM website at: http://www.opm.gov/forms/pdf_fill/SF182.pdf. The paper SF182 should be accurately completed and routed through the proper channels for approval. Agency specific instructions for completing the SF182 can be located on the AFM website at: <http://www.afm.ars.usda.gov/forms/EMPDEV/SF182-Instructions.PDF>. Once approval is received, the SF182 can be sent to the vendor and/or NFC for payment.

Note: An SF-182 for groups can be found in AgLearn by entering "ARS_GRP_TRAINING" in the "user ID" field. Click search. The user "ARS_GRP_TRAINING" appears. Enter the record to submit an SF-182 for a group. This form is only used to complete the request and send to the vendor. No true name is attached to it. Please follow the instructions below to submit an SF-182 for each individual to cover the cost of the training and credit the learning history.

Approvals: Ensure appropriate supervisory approvals are received when coordinating group training events, since one document is used for multiple users, sometimes from multiple offices.

Payment: Payment can be made using an accounting code for dollar amounts up to the \$100,000 threshold and/or by credit card for payments \$2500 or less.

Recording: Individual SF182's **must** be recorded in AgLearn with the appropriate costs for each attendee for tracking and recording purposes.

Program Coordinator/Training Designee Responsibilities:

- It is your responsibility to ensure the submission process is carried through to the finish.
- Individual SF182s must be recorded in AgLearn for those attending the training session(s) – these SF182s do not get sent to the vendor or NFC, but are recorded in AgLearn to report cost to OPM – www.aglearn.usda.gov.
- If Training Designees within the agency are responsible for submitting an individual SF182:
 - Provide a list of attendees along with instructions on how to submit.
 - Provide the title of the course as it appears on the original SF182.
 - Provide actual dates of course (some instances the dates may vary)
 - Individual breakdown of cost per participant – Be sure to divide cost based on the number of participants that **actually** attended divided by the total cost of the training

Instructions for Creating Individual SF182s in AgLearn

1. Section B.2a. - Correct title of course -be consistent w/what was entered on original SF182.
2. Section B.3. & B.4. - Dates of training - use actual dates of training – E.g. original SF182 paid for three sessions of 25 attendees, training dates were October 8, 15, & 22nd.
3. Section C.1. - Cost breakdown should be based on the **actual** number of attendees - E.g. if course was \$25,000 and there were 50 participants, cost per person is \$500.
4. Section C.2. - Travel cost - provide individual travel cost, as appropriate. Estimates are accepted.
5. **If prior approval is not needed or already received**, before clicking submit, select the “submit as approved” check box – this allows the admin to approve the form and by pass the approval process.
6. Select the “save data for another user” check box – this allows the admin to save the data already completed on the form for other attendees – **note:** be sure to change personal data for each attendee.
7. Click submit – (as required, select approvers).
8. You will be returned to the original SF182 in order to submit the form for the next user.
9. Scroll to bottom, Click the “select another user” button
10. Search for next user by entering last name, first name, click search, select user.
11. Continue process until all users have an individual SF182 submitted for the training.

Verifying Attendance to Credit the User’s Learning History:

- AgLearn will send an email notification to the employee and supervisor requesting verification of attendance in the training session.
- The employee should verify whether he/she attended all sessions.
- Upon verification, notification is sent to the supervisor to verify attendance.
- Once verification is received, the AgLearn system will automatically update each participant’s learning history.

Note: An administrator can verify attendance at his/her discretion and the AgLearn system will update the user’s learning history record.

Sample SF-182 User Notification

From: aglearnsystem@usda.gov [mailto:aglearnsystem@usda.gov]
Sent: Tuesday, June 29, 2010 10:58 AM
To: Brooks, Sherell
Subject: Confirmation of SF-182 Request Submission for AgLearn Maintenance

Sherell Gibson Brooks,

This email confirms that you submitted an SF-182 Request regarding the following activity:

SF-182 Request: AgLearn Maintenance

Start Date/Time: 2/21/2011

End Date/Time: 2/25/2011

Action Required: None at this time, this message is strictly for informational purposes.

While your request has been received, it must first be approved per your agency's official training approval process. If you have any questions about the approval process, please contact your Agency's AgLearn coordinator who can be found here. (<http://www.aglearn.usda.gov/contactus.htm>)

If you entered any comments with your request they will be found below:

Want more information? Try the online AgLearn course, [USDA AgLearn SF-182 User Course](#). To view the course, click on the course name link and log in. Once logged in, you will be able to see the course details and launch the course.

Sample SF-182 Supervisor Approval

From: aglearnsystem@usda.gov [mailto:aglearnsystem@usda.gov]
Sent: Tuesday, June 29, 2010 11:36 AM
To: Brooks, Sherell
Subject: SF-182 Request Approval Required for Lyndell Walker

Lyndell Walker has submitted an AgLearn SF-182 Request for the following activity:

SF-182 Request: Testing Save By Another User
Start Date/Time: 7/6/2010
End Date/Time: 7/7/2010

You are listed as an approver for this request per your agency's official training approval process.

Action Required: Click [Here](#) to Approve this Request.

If you have any questions about the approval process, please contact your AgLearn training coordinator found here. (<http://www.aglearn.usda.gov/contactus.htm>)

If the SF-182 Request submitter entered any comments with the request they will be found below:

Want more information? Try the online AgLearn course, [USDA AgLearn SF-182 User Course](#). To view the course, click on the course name link and log in. Once logged in, you will be able to see the course details and launch the course.