NPARL Request for & Documentation of Training

The NPA encourages training for employees at all grade levels since a well-trained workforce is an asset to the Agency and the Area. Training can be directly related to the individual's performance of official duties to training that improves individual and organizational performance and assists the Agency in achieving its mission and performance goals.

¬ *TRAINEE*: Complete SF-182 Request, Authorization, Agreement and Certification of Training *In AgLearn*   You must use Internet Explorer to **create** the SF-182. The rest of the functions appear to work in Firefox.
   1. Send an e-mail request for a training number to your AO (Barb). Include the following:
      - Dates of training-Location of Training-Title of Training-Cost of Tuition
   2. Log into AgLearn; Click on [Learning] [SF182 Requests] ; Click on [New Request]
   3. AgLearn will populate some of the fields with your information

¬ *TRAINING THAT REQUIRES AREA APPROVAL*
   o Tuition >$2,500.00 (not including travel), customized training
   o Managerial/Supervisory courses and development programs that require special handling and the Area Director's Approval
      ♣ Congressional Briefing Conference
      ♣ OPM Management Development Center Seminars
      ♣ USDA Supervisory Academy
      ♣ Aspiring Leader Program (6 mo.)
      ♣ Congressional Fellows Program (6 mo. or 1 yr.)
      ♣ Executive Potential Program (1 yr)
      ♣ Mid-Level Leadership Training Program (1 yr.)
      ♣ New Congress Briefing (1/2 day)
      ♣ New Leader Program (6 mo.)
      ♣ New Research Leader Training Program – all modules (2 yrs.)

   1. **Complete** all questions 1-25 that apply the * fields are required
      a. 15a- These vendors are not in any specific order. You must select "Other" to fill in a name that is not on the list. "Other" is at the very bottom
      b. 23-Training Number you receive from the AO (Barb)
      c. 24 - 03-30-5436
      d. 25-   USDA, OCFO
                       Controller Operations Division, ACPRB
                       ARS Operations Section
                       PO Box 53326
                       New Orleans, Louisiana 70153
   2. **Submit**-Approval
      a. Level 1: Your immediate Supervisor
      b. Level 5: Fundholder
      c. Level 6: Area (Larry Chandler/Dr. Blackburn)

   The rest of the steps are the same as "Training that does not require Area approval or payment"

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¬ *TRASINING THAT DOES NOT REQUIRE AREA APPROVAL OR PAYMENT*
<$2,500.00 (not including travel costs)

1. **Complete** all * require fields
   a. 15a- These vendors are not in any specific order. You must select "Other" to fill in a name that is not on the list. "Other" is at the very bottom
   b. 15b if not the same as 15a
   c. 23-Training Number you receive from the AO (Barb)
   d. 24 - 03-30-5436
   e. 25- If there is a tuition/fee for the training, How/Who will pay for it.
      i. Example: Credit Card-Kelly Roberts
2. **Submit** –Approval
   a. Level 1: Your immediate Supervisor
   b. Level 5: Fundholder
   c. Level 6: AgLearn Administrator (Barb)
      ¬ For each Approval Step you see, there is a corresponding list of **Approvers** or a **Select User for Approval** link. Click the **Select User for Approval** link.
      ¬ Filter your search and click **Search**.
      ¬ Find the **User** that you want to approve the external training request or item registration and click the corresponding **Add** checkbox.
      ¬ Click the **Add Checked** button.
      ¬ Click the **Finished** button.
      ¬ If you are performing an external training request, read the Acknowledgement, and then click the **I Agree** checkbox.
      ¬ Click **Submit**.
3. **E-mail notifications**:
   a. *Approvers*: Each approver will receive a system generated e-mail notification that an approval is required. You must access AgLearn and approve the training.
   b. *Trainee* will receive system generated e-mail notifications for
      i. Confirmation of request to enroll in the training activity
      ii. Confirmation of each Level of Approval
         1. When the last level is approved the Confirmation will be "Request Approved"
      iii. Request to verify completion after the training is scheduled to be completed
4. **Travel** associated with Training Request
   a. After the request is approved print the SF-182 and submit with your Travel Authorization Request to your travel arranger. Include the Authorization number on your Authorization Request.
5. **Payments** for training by local cardholders:
   a. Print the approved SF-182 for the cardholder payment file.
      i. Cardholders: You must retain a copy of the approved SF-182 in your purchase file. An AD700 is not required. When reconciling the transaction in PCMS you should enter in the Item Description block "Payment is in accordance with guidance issued in P&P 213.4".
6. **Completed Training**: When you have completed training you must log into AgLearn and confirm completion of the training. The training will then appear in your "Learning History"

References: P&P 213.4 Procedures for Paying for Off-the-Shelf Training