SF-182 External Request
Frequently Asked Questions

2/29/2008

Completing the SF-182

Q1. Why complete the SF-182?
A1. The information on the form becomes a part of the permanent employment record of employees and contains core data elements required for reporting purposes in the Government wide electronic system, the Enterprise Human Resource Integration system (EHRI).

Q2. When should I prepare an SF-182 electronically?
A2. USDA has designated the Standard Form SF-182 as the authorized instrument to use to procure and certify payment of training.

Q3. I completed an SF-182, selected my approvers, what happens next?
A3. The Step 1 approver (supervisor) will receive an email requesting that he/she log into AgLearn to approve/deny the request. If denied, the request stops at this point. If approved, an email is sent to the Step 5 approver (fund holder) to approve/deny. If denied, the request stops at this point. If approved, an email is sent to the Step 6 approver (final approver). This person is responsible for reviewing/changing and printing the form and ordering the training. Steps 2-4 are call "auto approver". These steps are not used by ARS, and are thereby automatically approved by the system.

Q4. Can an SF-182 be withdrawn or cancelled?
A4. Yes. Employees can withdraw a request at anytime up until it has been through the approval process. Once the form is approved they will have to verify the fact that they either attended or did not attend the training.

Q5. I submitted an SF-182 request and nothing happened. What should I do?
A5. Once an SF-182 is submitted for an employee, an email notification is sent to the supervisor to approve/deny. Employees should follow-up with all approvers to ensure they log into AgLearn to move the document. Employees and Administrators can track the status of the SF-182 and follow-up with the next approver as needed.

Approving the SF-182

Q1. My supervisor is not available to approve my SF-182, how is this handled?
A1. The employee needs to update his/her personal profile to reflect the name of the temporary supervisor. The name of the temporary supervisor will then automatically show up as the Step 1 approver when submitting the SF-182. As long as the temporary supervisor has a valid email in his/her personal profile, the system will send an email notification to approve/deny training in AgLearn. When the temporary assignment is completed, the employee should update his/her profile again.

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Q2. I am a supervisor and I don't know how to approve an SF-182 request electronically in AgLearn.
A2. Please refer to the instructions on the HRD webpage under "Quick Start Guides": http://www.afm.ars.usda.gov/hrd/applications/aglearn.htm.

Q3. What happens if I submit an SF-182 request and it is not approved?
A3. If a request is submitted and it has not been approved before the date of the training, the system will automatically deny the training request.

Q4. Can an administrator of the AgLearn system approve my SF-182 request?
A4. Yes. An administrator can approve an SF-182 request; however, this should be used sparingly and should be due to extenuating circumstances of the approver. Additionally, if the administrator is not a fund holder, he/she should get written documentation from the approver(s) giving the okay to approve the training. Written documentation should contain the name of the employee receiving the training, the dates of the training, the cost of the training, and the account or credit card the training should be paid from.

Vendor Information

Q1. What is a Vendor Code and why do I need it?
A1. The Vender Code identifies names of vendors in the Federal Financial Information System (FFIS). The VEND Table is used to pay individuals that are due payments from the Agency and to designate how they will receive those payments. Vendor codes are needed when paying for training using the SF-182.

Q2. What is a Vendor Coordinator?
A2. Since the implementation of the Federal Financial Information System (FFIS), several REE individuals were selected as Vendor Coordinators. The Coordinators add vendors to the FFIS VEND Table, and submit changes to the VEND Table to NFC's Table Maintenance Group using the COMT Table in FFIS.

FFIS REE VENDOR COORDINATORS

Office/Area	Vendor Coordinator	Email Address
REE	Angelia Fleming Loggie	Angelia.Flemingloggie@ars.usda.gov
AFM, APD	Kathy Newton Shelia Tucker	Kathy.newton@ars.usda.gov Sheila.tucker@ars.usda.gov
AFM, FMD	Jeanette Powers Mary Lewis	Jeanette.powers@ars.usda.gov Mary.lewis@ars.usda.gov
AFM, FD	Regina Herchak	Regina.herchak@ars.usda.gov
NAL	Elizabeth Jackson	Elizabeth.jackson@nal.usda.gov
BA	Angela Wingert Teresa Wertz Nancy Gatdula	Angela.wingert@ars.usda.gov Teresa.wertz@ars.usda.gov Nancy.gatdula@ars.usda.gov
MSA	Linda Robinson Huron Virden	Linda.robinson@ars.usda.gov Huron.virden@ars.usda.gov
MWA	LaShay Brown Robert Miller	lbrown@mwa.ars.usda.gov millerr@mwa.ars.usda.gov
NAA	Eileen Dolfman Joyce Hamilton	Eileen.dolfman@ars.usda.gov Joyce.hamilton@ars.usda.gov
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ERS	Michael Moffett	mmoffett@ers.usda.gov
NASS	Dien Nguyen	dnguyen@nass.usda.gov
CSREES	Allison Opicka	Allison.opicka@ars.usda.gov

Billing/Payment

Q1. I'm paying by credit card; do I still need to prepare an SF-182?
A1. Yes. The purchase card is the preferred method to pay for training under $2,500. The SF-182 should be approved by an authorized training approver/fundholder other than the cardholder and should be used to document and approve all training. Block 25 (old version), or Section C, block 6 should state "Paid by Credit Card". Include the card holders name, email address and phone number.

Q2. Can I use the procurement office to procure the training?
A2. No. To pay for training over $2,500, the SF-182 form must be forwarded to the appropriate payment office listed in Section 7, Billing Instructions of P&P 213.4, Procedures for Paying for Off-the-Shelf Training, dated 8/10/07.

Q3. What if the vendor does not accept payment by purchase card?
A3. If the training vendor does not accept payment by purchase card, forward the SF-182 to the appropriate payment office listed in Section 7, Billing Instructions of P&P 213.4, Procedures for Paying for Off-the-Shelf Training, dated 8/10/07.

Recording Completed Training

Q1. I completed my training, is there an evaluation to complete.
A1. There is a verification process that the employee and supervisor must complete. Once the end date of the training has passed, the AgLearn system will send an email notification to the employee and then the supervisor to verify attendance/completion of the training. Once verification has been completed, the AgLearn system will update the employee's Learning History with a completion credit.

Q2. How far back do we have to add prior training into the AgLearn system?
A2. In September 2005, it was mandatory to begin using the AgLearn system to record permanent records of training into an employee's learning history. Therefore, all training completions from September 2005 to present should be documented in the AgLearn system.

Q3. What about records before September 2005 that was stored in the TRAI database?
A3. It was determined that records from January 1999 to September 2005 stored in the TRAI database be migrated into the AgLearn system in each individual employee learning history. This action is complete.

Q4. What if an employee claims his/her training completion is not recorded in AgLearn?
A4. The burden of proof to prove that training was completed and credit should be given lies on the employee. However, there may be office records indicating completed training for employees. Training Designees and others giving credit for completing training should take this into consideration.

Q5. What documentation should an employee provide to prove he has completed training?
A5. A certificate of completion, list of attendees, verification from supervisor, or other.