

## 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 learners. Who will routinely prepare the SF-182s is a local office decision. 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 the **User Management** tab.
3. Click on **Users** on the blue (left) side of the screen. Enter the employee’s name. Click **Search**.

The screenshot shows the AgLearn+ web application interface. The top navigation bar includes 'Home', 'User Management', 'Performance', 'Learning', 'Commerce', 'Content', 'Reports', and 'System Admin'. The 'User Management' tab is active. On the left, a blue sidebar contains a menu with 'Users' selected. The main content area is titled 'Users' and contains a search form. The search form includes a 'Case sensitive search' section with radio buttons for 'Yes' and 'No' (selected). Below this are several search criteria, each with a 'Starts With' dropdown and an input field. The 'Last Name' dropdown is set to 'walker' and the 'First Name' dropdown is set to 'lyn'. At the bottom of the search form are three buttons: 'Search', 'Save As', and 'Reset'. A red arrow points to the 'Search' button.

4. Scroll to the bottom of the screen. Click on the **Pencil** icon to enter the learner’s record.

User ID	User Name ▲	Domain ID	Email Address	Notify
LW038276	Walker, Lyndell A	ARS-HQ	lyndell.walker@ars.usda.gov	<input type="checkbox"/>

Select All / Deselect All

**Send Notification**

- The summary page of the employee will appear.
- Click on the **SF-182 Requests** tab.

Request ID	Title	Status	Pending Approval	Action
89696	Testing Save By Another User	Denied	None	View Request
84552	test	Withdrawn	None	View Request
79464	123	Denied	None	View Request
79460	Creating a SharePoint Site	Denied	None	View Request
72698	SF-182 Training	Verification Denied	None	View Request Transfer Request Verify
72696	Approval Process of SF-182	Verified	None	View Request
64989	Test	Denied	None	View Request
63974	1234	Withdrawn	None	View Request
55334	Computer 101	Denied	None	View Request
43955	AgLearn Training for SF-182	Verified	None	View Request

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

Records per Page 10 Page: 1 2 -Previous Next- (11 total records) Page 1 of 2 Go

**New Request**

- Fill out the appropriate fields on the SF-182. Keep in mind all \* **Required Fields** must be completed. <http://www.afm.ars.usda.gov/forms/EMPDEV/SF182-Instructions.PDF>

SECTION A: TRAINEE INFORMATION					
A. Agency Code, agency sub element and submitting office number AG034860			B. Request Status / Record Action <input checked="" type="radio"/> Add <input type="radio"/> Delete		
A.1. Applicant's Name Last Name: Walker, First Name: Lyndell, Middle Initial: A			First Five Letters of Last Name: WALKE		
A.4. Home Address Street Address: HRD- OFFICE OF THE DIRECTOR, 5601 SUNNYSIDE AVE. City: BELTSVILLE, State / Province: MD, Postal Code: 20705-5103, Country: USA		A.5. Home Phone: 301-504-1396	* A.6. Position Level <input type="radio"/> a. Non-supervisory <input type="radio"/> b. Manager <input type="radio"/> c. Supervisory <input type="radio"/> d. Executive		
A.7. Organization Mailing Address Add1: <input type="text"/> Add2: <input type="text"/> City: <input type="text"/> State / Province: <input type="text"/> Postal Code: <input type="text"/>		A.8. Office Phone: <input type="text"/>	A.9. Work Email Address: lyndell.walker@ars.usda.gov		
A.10. Position Title: <input type="text"/>	A.11. Does applicant need special accommodation? <input type="radio"/> Yes <input checked="" type="radio"/> No		If yes, please describe below: <input type="text"/>		
A.12. Type of Appointment: B1	A.13. Education Level: B	* A.14. Pay Plan: GS	* A.15. Series: 5201	* A.16. Grade: 07	A.17. Step: <input type="text"/>

SECTION B: TRAINING COURSE DATA				
B.1a. Name and Mailing Address of Training Vendor				
<input type="checkbox"/> <input type="checkbox"/> ID <input type="checkbox"/> Name		<input type="checkbox"/> Other if Other, please specify		
Street Address		City	State / Province	Postal Code
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
B.1b. Location of Training Site				
<input type="checkbox"/> If Same, mark box.				
Street Address		City	State / Province	Postal Code
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
B.1c. Vendor Email Address			B.1d. Vendor Telephone Number	
<input type="text"/>			<input type="text"/>	
* B.2a. Course Title	B.2b. Course Number Code	* B.3. Training Start Date (MM/DD/YYYY)	* B.4. Training End Date (MM/DD/YYYY)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
* B.5. Training Duty Hours	* B.6. Training Non-Duty Hours	* B.7. Training Purpose Type		
<input type="text"/>	<input type="text"/>	-- Please Select One --		
* B.9. Training Sub Type Code	B.10. Training Delivery Type Code	* B.11. Training Designation Type Code	B.12. Training Credit	* B.13. Training Credit Type Code
-- Please Select One --	-- Please Select One --	-- Please Select One --	<input type="text"/>	-- Please Select One --
* B.14. Training Accreditation Indicator	* B.15. Continued Service Agreement Required Indicator	B.16. Continued Service Agreement Required Expiration Date	B.17. Training Source Type Code	
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	<input type="text"/>	-- Please Select One --	
B.18. Training Objectives		B.19. Agency Use Only		
<input type="text"/>		<input type="text"/>		

9. Sections C.1 - C.6 must be completed with the appropriate billing information.

**Note:** See SF-182 Instructions.

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		
<input type="text"/> \$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					
<input type="text"/> 12-40-0300					

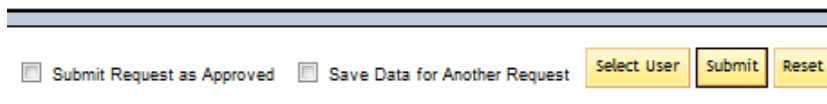
10. Click **Submit**. Documents will be moved to Approvers screen.

Click **Submit Request as Approved** if:

- A past date training was approved, completed and paid for, but never enter in AgLearn.
- The Step 1 approver (supervisor) or Step 5 (Fund-holder) is not available to approve the SF-182. A PEN SIGNATURE IS REQUIRED by alternate approvers.

Click **Save Data for Another Request** if:

- You have to complete multiple SF-182's. The preparer will follow Steps 11-14 below to select the approvers; they will then be taken back to the SF-182 to enter another user's name.



**Approval Submission page appears (If only the Submit button was selected)**

11. **Step 1** - the supervisor's name should already be populated from the learner's profile. Click the "show all" to show the supervisor name. If no supervisor has been selected in the Learner's profile, the learner may conduct a search to add the supervisor as the approver.
12. **Step 2-4** – Auto Approvers – No name necessary in these fields, the system will automatically move through these steps
13. Choose the **Step 5 Approver (Fund Holder)** by clicking the "Select User for Approval" link. The search screen will appear. Key in the Last and First name and click search. Select the name.
14. Repeat the steps above to select the **Step 6 Approver (person to review the form for accuracy, add accounting, billing info and order the training.)**

**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

[| Help |](#)

> **Submit for Approval**

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 ( <a href="#">Show All</a> )
Step 2	Approver_1 ( <a href="#">Show All</a> )
Step 3	Approver_2 ( <a href="#">Show All</a> )
Step 4	Approver_3 ( <a href="#">Show All</a> )
Step 5	<a href="#">Select User for Approval</a>
Step 6	<a href="#">Select User for Approval</a>

} Automatically approved by the system

[Return to SF-182 Request](#) [Submit](#)

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

**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".**

Records per Page 10 (9 total records)				
Request ID	Title	Status	Pending Approval Actions	Action
89690	AgLearn Maintenance	Submitted	Pending Step 1	<a href="#">Edit Approval</a> <a href="#">Edit Request</a> <a href="#">Withdraw Request</a>
84731	test	Denied	None	<a href="#">View Request</a>
64958	Adobe Flash CS3: Rich Content Creation	Verified	None	<a href="#">View Request</a>
64956	Adobe Dreamweaver CS4: Website Development	Verification Denied	None	<a href="#">View Request</a> <a href="#">Transfer Request</a> <a href="#">Verify</a>
45761	1234	Verification Submitted	Pending Step 1	<a href="#">Edit Approval</a> <a href="#">Edit Verification</a> <a href="#">Withdraw Verification</a>
45754	Intro to Access	Verification Submitted	Pending Step 1	<a href="#">Edit Approval</a> <a href="#">Edit Verification</a> <a href="#">Withdraw Verification</a>
43496	Microsoft Access 2003: Introduction	Verification Denied	None	<a href="#">View Request</a> <a href="#">Transfer Request</a> <a href="#">Verify</a>