

Standard Form (SF) 182

Authorization, Agreement, and Certification of Training

Use: The SF 182 is a mechanism used to authorize, obligate funding, and pay for federal employee training expenses.

Please note the following instructions:

1. These instructions were developed for specific agencies of the USDA, currently APHIS and GIPSA. If you work for an agency other than APHIS or GIPSA, please check with your agency for their requirements.
2. APHIS Accounts Payable currently does not accept digital signatures in the attached Adobe (PDF) form. If you wish to use digital signatures, please complete an SF 182 request in AgLearn. AgLearn is a USDA secure site and APHIS Accounts Payable does accept digital signatures from USDA secure sites.
3. The fields with comments on the SF 182 are the required fields for Accounts Payable to obligate funding and may be sent in advance to receiving the invoice from the vendor. For non-federal training vendors (non-IPAC) invoices, your supervisor/approving official must sign and date the invoice authorizing payment. For federal training vendors (IPAC), follow normal IPAC procedures. Your office or the training vendor may require additional information.

The FMMI Obligation/Payment Request Cover Sheet, an optional form, provides a breakdown of all required information, including required accounting elements, which may be attached and sent with the SF 182 and/or invoice for processing. The cover sheet is located at: www.aphis.usda.gov/mrpbs/find/fost_forms.shtml

4. You are only required to submit this form to the below contacts if you are requesting Accounts Payable to obligate and make the payment. If you are paying by credit card, or some other means of payment other than Accounts Payable, please do not submit this form to APHIS Accounts Payable.
5. You may submit an SF 182 in one of the following ways: mail, fax, or email. Please distinguish between federal and non-federal training vendors, as this determines whether it must be processed via IPAC (table below). Please be mindful not to submit an SF 182 twice, or your accounting code may be obligated and/or paid twice.

Non-Federal Training Vendors (non-IPAC)	Federal Training Vendors (IPAC)
<p>Mail: USDA, APHIS, FMD Financial Operations Services Team (FOST) 100 North 6th Street Butler Square, Suite 510C Minneapolis, MN 55403-1505</p>	<p>Mail: USDA, APHIS, FMD International Operations & Accounting Team (IOAT) 100 North 6th Street Butler Square, Suite 510C Minneapolis, MN 55403-1505</p>
<p>Fax: APHIS Attn: Bonnie Silvernale GIPSA Attn: Soeurette Dunn Subject: SF 182 Fax: 612-336-3561</p>	<p>Fax: APHIS Attn: KariMae Faulkner GIPSA Attn: Jennifer Tizcareño Subject: SF 182 Fax: 612-336-3547</p>
<p>Email: APHIS: bonnie.l.silvernale@aphis.usda.gov GIPSA: soeurette.dunn@aphis.usda.gov</p>	<p>Email: APHIS: karimae.faulkner@aphis.usda.gov GIPSA: jennifer.l.tizcareno@aphis.usda.gov</p>

Contact Us: If you are part of United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS) or Grain Inspection Packers and Stockyards Administration (GIPSA), direct questions to:

- APHIS Non-Federal Vendors, Bonnie Silvernale: 612-336-3428
- GIPSA Non-Federal Vendors, Soeurette Dunn: 612-336-3274
- APHIS Federal Vendors, KariMae Faulkner: 612-336-3423
- GIPSA Federal Vendors, Jennifer Tizcareño: 612-336-3272
- SF 182 Lead, Lora Swanson: 612-336-3392