

ARS □ ERS □ NASS □ NIFA

Policy and Procedures

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This P&P establishes policy and procedures for the usage of the Agriculture Learning System (AgLearn).

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1. Purpose

USDA's enterprise Agriculture Learning System (AgLearn) was established for use by all USDA agencies to manage and deliver training. AgLearn allows employees to prepare for professional and career development, improve their speaking and presentation abilities, or prepare for an industry certification, just to name a few. AgLearn is available through the internet at <http://www.aglearn.usda.gov/>, and is accessible 24 hours a day.

There are two main parts to the AgLearn system – an Administration side and a Learner side. AgLearn's Administrator Interface is reserved for those individuals who manage training for their Mission Area, agency, or other predefined area of responsibility. The Learner Interface allows REE employees, contractors and partners to search for available training, plan for their development, and record all completed training activity. Instructions for the operation of both interfaces are available online at [Administrator Interface](#) or [Learner Interface](#). Training opportunities on AgLearn will include all available methods of learning. To begin using AgLearn, a USDA eAuthentication account is needed.

2. Policy

REE will use AgLearn to the maximum extent possible to deliver online training, and manage, track, and record training, exams, and surveys completed by REE employees, partners, and customers. Use of this enterprise service will streamline government-wide operations and eliminate redundancy in accordance with the e-Government Act of 2002.

2.1. eAuthentication

USDA eAuthentication is the system used by USDA agencies to enable employees and customers to obtain accounts that will allow them to access USDA web applications and services via the Internet. An eAuthentication account consists of a user ID, a password, and a customer profile containing information about an individual that will help USDA applications make decisions about a person's identity.

REE Federal employees require a USDA eAuthentication "Federal Employee Account" with Level 2 Access to use AgLearn. For information on how to obtain a Federal account, go to <http://www.eauth.egov.usda.gov/eauthEmployeeCreateAccount.html>.

NOTE: Federal employees should not attempt to obtain any other level of access.

Customers/Partners (i.e. non USDA Federal employees) can receive AgLearn accounts, but a REE agency sponsor (i.e. supervisor, team leader, research leader, etc.) is required. Customers/Partners will need to create an eAuthentication account and then register at the AgLearn homepage. To determine what type of access is needed for customers, please go to <http://www.eauth.egov.usda.gov/eauthCreateAccount.html>, for further information.

NOTE: Federal employees should not use this link to create an account.

2.2. Employee Training Requests and Records

AgLearn is the official USDA system of record for training and will contain the training history available for REE employees from existing systems. Employee training records in AgLearn will contain events for online courses and other learning activities including, but not limited to, supervisory, managerial, and leadership development programs; formal mentoring programs; SES candidates programs, etc. USDA agencies are not to create and maintain additional training systems.

USDA agencies are mandated to use the online Standard Form 182 for external training requests and approvals in AgLearn. The training data is included in the Government wide Enterprise Human Resource Integration system (EHRI) and is subject to all of the published routine uses of that system of records. The terms “SF-182 Request” and “External Training Request” are used interchangeably in AgLearn.

3. AgLearn Administrator Roles and Responsibilities

Administrator roles are assigned according to agency needs and processes. Roles and responsibilities of an AgLearn Administrator vary based on the level of access assigned, which determines the capabilities available for use within the system. There are a variety of roles available that can be assigned to an administrator:

Basic Administrator	Assignment Manager	Community Manager
Curriculum Manager	Item Manager	Completed Work Manager
Master Reporter	Performance Manager	Registration Manager
Registration Reporter	Resource Manager	Schedule Manager
Schedule Reporter	Security Manager	SF-182 Manager
SF-182 Reporter	User Manager	Exam Manager

3.1 AgLearn Agency Administrator

The AgLearn Agency Administrator, also known as the AgLearn Agency Lead, has access to nearly all workflows within AgLearn, excluding those that affect the creation of domain structures, global settings, or global reference tables. The AgLearn Agency Lead represents the agency at Department meetings to discuss mission critical needs relating to the AgLearn system. Some general tasks of an AgLearn Agency Lead include:

- Inform agency heads of OPM and Departmental initiatives and requirements, upgrades, and new functionality;
- Develop and issue guidance to the agency about the use of system tools available in AgLearn;
- Manage and oversee maintenance of the AgLearn system for the agency;
- Perform regular maintenance to improve the accuracy of information and ensure the accurate transition of information when major restructuring takes place in AgLearn;
- Create and maintain accurate records of administrator accounts established for the agency;

- Ensure adherence to naming standards when adding or editing data in AgLearn;
- Verify accuracy of sub-domain mapping;
- Verify accuracy of purchased courseware licenses;
- Ensure approval roles are accurate;
- Train and provide guidance to agency administrators;
- Provide guidance, troubleshooting and high level expertise for the support of accessing the AgLearn system; and
- Develop online courseware and/or provide guidance to course developers to ensure the courseware is Sharable Content Object Reference Model (SCORM) and/or Aviation Industry CBT Committee (AICC) conformant and Section 508 compliant.

3.2 Other Agency Administrators

Others in the agency may be assigned as administrators of the system and may be responsible for some or all of the following:

- Manage learner needs and edit learner accounts;
- Record completion of training into AgLearn;
- Review and approve SF182;
- Run AgLearn system reports;
- Assist employees with questions regarding training and the use of the AgLearn system;
- Test system upgrades/pilots; and
- Assist learners in solving problems when launching courses, java, pop-ups, security issues, bandwidth, and server issues that may prevent a learner from accessing AgLearn.

3.3 Supervisors

- Ensure all subordinates are eAuthenticated within 60 days of hire date. (Access to many USDA applications and services require eAuthentication credentials);
- Ensure all subordinates complete mandatory training within specified due dates or within 60 days of hire date;
- Verify completion of mandatory training and other training requests;
- Approve or deny electronic training request submitted through AgLearn;
- Assign training needs to subordinates and provide developmental opportunities by placing them on the To-Do-List and/or by submission of an Individual Development Plan (IDP); and
- Manage subordinate accounts in AgLearn. Supervisors should refer to the [AgLearn Plus for Supervisors](#) guide.

3.4 Employees

- Obtain credentials through the eAuthentication process within 60 days from hire date. (Access to many USDA applications and services require eAuthentication credentials);
- Update personal information in the AgLearn personal profile – supervisor, email address, phone number;
- Complete mandatory and assigned training by the established deadlines;
- Provide proof of completion of training to receive credit in the Completed Work record as required;
- Verify completion of training for all approved SF-182 requests submitted in AgLearn; and
- Review the Completed Work to ensure training records are accurate.

3.5 External Learners

External learners are non-Federal employees such as contractors, partners, and public customers, and are responsible for the following:

- Obtain credentials for non-Federal employees through the eAuthentication process; and
- Complete mandatory training by the established deadlines.

4. Employee Profile

A personal record of employee data which identifies the following:

- Employee Information
- Contact Information
- Name of Supervisor

The [employee information](#) section includes personnel data, primarily obtained from the National Finance Center, and name of supervisor. The [contact information](#) includes the learner's work address, e-mail address and telephone number. Note: The learner's work address is obtained from the National Finance Center's database. If a change to this address is required, contact your Timekeeper and/or HR representative.

It is the responsibility of each learner to ensure his/her profile is accurate. Upon receiving access to AgLearn, and periodically thereafter, each learner should access his/her profile to update the supervisor's name and the learner's email address and telephone number. Each learner should update the supervisor's name when changes exist such as:

- Change in Supervisor (resignation, retirement, death, removal, etc.)
- Temporary Detail of Current Supervisor
- Extended Leave

Accurate supervisor information is imperative if the approval process for SF-182 Training Requests and Individual Development Plans (IDP) developed in AgLearn are to work. This is also the mechanism through which AgLearn determines which learners may perform supervisory tasks, such as assigning, approving, and verifying training.

5. Helpdesk and Troubleshooting

This responsibility may be shared by the Human Resources Staff and the Information Technology Staff. Either office may be responsible for:

- Providing assistance to employees with questions regarding training and the use of AgLearn, merging, activating and deactivating accounts, and account mapping issues;
- Providing assistance to employees pertaining to technical/computer related matters;
- Providing assistance with eAuthentication account issues, including resetting eAuthentication passwords; and
- For additional technical assistance related to AgLearn, employees can easily find answers to their questions by visiting the [Ask AgLearn Now](#) self help website or they may send an email to AgLearnHelp@genphysics.com or call at (866) 633-9394. Employees should provide a detailed explanation of the problem, or a screenshot of the problem, or provide a copy of the exact error message.

Please reference the [contact us](#) list located on the AgLearn home for assistance.

6. SF-182 – Request and Approval for Training

Refers to the Authorization, Agreement and Certification of Training, SF-182. The SF-182 is the primary document used to nominate and authorize employee participation in training activities. It is also used to record all Government and non-Government training, to serve as a purchase order for the training provider, and to serve in lieu of cash for registration at an educational institution.

Instructions on how to properly complete the online SF-182 is provided at <http://www.afm.ars.usda.gov/forms/EMPDEV/SF182-Instructions.PDF>.

6.1 Payment

The purchase card is the preferred method of payment for training costs under \$2,500. The SF-182 shall be approved by an authorized training approver/fund holder other than the cardholder and shall be used to document and approve all training. To pay for training over \$2,500, the SF-182 form must be forwarded to the appropriate payment office. For instructions on how to complete section C, Billing of the SF182, and for billing addresses, please go to: <http://www.afm.ars.usda.gov/forms/EMPDEV/SF182-Instructions.PDF>.

Employees, supervisors, or administrators can submit an SF-182 Request for Training in AgLearn, and these requests can be associated with Items, Scheduled Offerings, or External Training. Consult your AgLearn Agency Lead for further information regarding

the submission of SF-182s (<http://www.aglearn.usda.gov/LandingPage/contact.html>).

6.2 Training Approval Process

The Training Approval Process (TAP) consists of up to six levels of approvals that may vary depending on the agency's in-house business process for approving training. Each agency will require at least three approval levels:

- Supervisor, Reviewer and Final Approver;
- If an agency has fewer than the maximum number of approval levels provided by AgLearn, learners will see “auto approver” displayed when the request is submitted;
- The AgLearn system automatically approves the auto approver steps to move the SF-182 through the TAP process;
- Each approver in the TAP process receives notification via email to take action in AgLearn to move the request to the next approver;
- Upon notification, approvers must approve or deny the request. Denial of an SF-182 request at any level will stop the TAP process and automatically notify the employee of the action taken;
- Training request must be fully approved by all approvers before the “start date” of the training or the AgLearn system will automatically deny the training request; and
- The learner and/or administrator should remind supervisors, final approvers, and reviewers that a SF-182 Request for Training is waiting for approval in AgLearn.

6.3 Verification Process

Upon completion of training, the AgLearn system will send an email notification to the employee and supervisor to verify attendance and completion of the training event.

- The learner must log into AgLearn and complete the verification process;
- If the learner verifies that the training sessions were attended, an email notification will be sent to the supervisor to log into AgLearn and confirm completion of the learning event by his/her subordinate;
- Once training is verified, the AgLearn system will automatically record completion of the training in the learner's completed work record; and
- Instructions for verifying a SF-182 can be found at the following link: [How to Verify Completed Training for a Submitted SF-182](#). Additionally, other agency specific guidance on completing the SF-182 can be obtained from the Agency AgLearn Administrator or may be listed on the agency's internet or intranet web sites.

7. Course Content

USDA has entered into an interagency agreement with OPM to acquire online courseware libraries. The agreement specifies that USDA, Office of Human Resources

Management (OHRM) is USDA's exclusive ordering agent for online courseware libraries available from OPM. Purchase of online courseware libraries from sources other than OPM may be made only with the written approval of the Director, OHRM and the Chief Information Officer (CIO).

Any course content on AgLearn should be training that is appropriate to be recorded as part of an individual's training record. Training content can include online training, instructor-led training, exams, surveys, handbooks, directives, and video clips. Custom developed courses or COTS courseware must meet certain industry standards to work properly on AgLearn. These are Aviation Industry CBT Committee (AICC) or Sharable Content Object Reference Model (SCORM) standards. Consult the AgLearnPlus Courseware Technical Reference Guide for details on placing content on AgLearn at: <http://www.afm.ars.usda.gov/hrd/applications/files/AgLearnPlus%20Courseware%20Technical%20Reference%20Guide%20v1-1.pdf>.

7.1 Placing Course Content on AgLearn

Online courseware should be developed using authoring tools that meet specific standards to successfully integrate into AgLearn. Tools used must be AICC and/or SCORM conformant and must meet Section 508 policies to ensure materials are accessible to people with disabilities. Agencies wishing to place courseware on AgLearn should contact the AgLearn Agency Lead listed below, in addition to reviewing the AgLearn Online Content Style Guide for style elements and navigational standards.

Learning content available through AgLearn can be made available to all users of AgLearn, including the public, or restricted to specific groups of employees or customers. Access decisions are made by the owner of the learning activity.

8. REE AgLearn Lead Contacts

ARS

Sherell Gibson-Brooks
Human Resources Specialist
USDA/ARS/AFM/HRD/HCPDS
5601 Sunnyside Avenue
Beltsville, MD 20705-5107
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Fax: 301-504-1325
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USDA/ERS/ISD/OD
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Fax: 202-245-4781
Email: sharons@ers.usda.gov

NASS

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Fax: 202-720-0857
jwilson@nifa.usda.gov

9. References

- Office of Personnel Management Training Policy Handbook: Authorities and Guidelines - (http://www.opm.gov/hrd/lead/pubs/handbook/Training_policy_hndbk04.pdf)
- Departmental Regulation 3620-001 – USDA eLearning Services, Courseware and Content (<http://www.ocio.usda.gov/directives/doc/DR3620-001.pdf>)
- FMMI Impact on IPAC Billing When Processing SF-182s To Federal Vendors – (<http://www.afm.ars.usda.gov/hrd/empdev/QuickStart/FMMI%20Impact%20on%20IPAC%20Billing%20Processing%20SF.pdf>)
- ARS/AFM P& P 213.4 – Procedures for Paying for Off-the-Shelf Training (<http://www.afm.ars.usda.gov/ppweb/PDF/213-4.pdf>)
- ARS/AFM/HRD P&P 440.1 – Employee Training and Development – (<http://www.afm.ars.usda.gov/ppweb/PDF/440-01.pdf>)

10. Definitions

Administrator: A person with administrative access to manage data in the AgLearn system for learners, items, resources, scheduled offering registrations, reports, and physical goods. (Training Designees and Information Technology Specialists have administrative access to manage records in AgLearn.)

Airline Industry Computer Based Training Committee (AICC): an international association of technology-based training professionals that develop guidelines for the development, delivery, and evaluation of computer-based training (CBT) and related training technologies.

AICC Standard: Standard for developing Computer Based Training (CBT) that has been expanded for use by all industries for promoting interoperability and data exchange between standard online courseware and learning management systems and players.

Assignment Manager: This role gives an administrator the ability to assign Items and Curricula to a user or to multiple users within their respective domain.

Basic Administrator: This role provides basic administrator access allowing for the searching and viewing of elements with an administrator's domain. Basic administrators are able to perform simple and complex searches but are not able to edit or delete records within the AgLearn database.

Community Manager: This role allows an administrator to add, edit or delete an Item, Scheduled Offering or General community

Completed Work: A recorded list of completed training activities.

Completed Work Manager: This role allows an administrator to record learning for Items and Scheduled Offerings Learning History Recorders also have the ability to run reports regarding completions such as a Certificate of Completion Report and a Learning History Report.

Curriculum Manager: This role allows an administrator to add, edit, copy and delete curriculum. Curriculum Managers also have the ability to create requirements which allow for flexibility in which Items are selected by users to mark curriculums as complete.,Curriculum Managers have the ability to run associated report

eAuthentication: USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet.

Exam Manager: This role allows an administrator to manage exam objects, objectives and questions.

External Event: A learning event that is external (e.g. offsite classroom training) to AgLearn and recorded in AgLearn upon completion by the user.

Federal employee: An individual employed by the Federal government and paid through the elected payroll system of choice. Federal employees normally have withholdings of income taxes, Social Security and Medicare taxes, and other payroll deductions for services offered to Federal employees.

Item: A learning requirement that resides in AgLearn. An item can be content, an exam, a survey, On-the-job training (OJT), or external certification.

Item Manager: This role allows an administrator to add, edit, copy and delete all types of Items within their respective domains and make them available to users through catalogs. Item Managers can also run reports on Items such as the Item Data and the Item Status Report.

Learner: Any person for whom a record has been created in the Users section of the User Management area of AgLearn, including employees, contractors, and others for whom learning records are kept.

Learning Event: A learning requirement or activity. (e.g. instructor led class, online course, OJT, or self pace learning).

Master Report Manager: This role provides an administrator access to all the types of reports that are available within AgLearn.

Non Federal employee: An individual providing services to or conducting business with the Federal government, but paid by an outside source. The agency would not generally withhold or pay taxes on payments to non-Federal employees, and these individuals are normally ineligible for benefits entitled to Federal employees.

Online Courseware: Commercial-off-the-shelf (COTS) courses that are taken by computer and are available from vendors without customization or changes.

Performance Manager: Performance Managers have the ability to assign competencies and/or competency profiles to a learner or group of learners. Performance Managers can create and edit competency assessments and they can also run reports regarding competencies such as a Competency Data Report.

Profile: A summary record of employee data containing personnel data, employee contact information, and name of supervisor.

Registration Manager: Registration Managers can register a user or multiple users in a Scheduled Offering. These managers can also modify a users registration status.

Registration Reporter: Registration Reporters have the ability to run reports related to

user registration such as the Class Roster and the Registration Status Report.

Resource Manager: This role provides an administrator the ability to manage (add, edit, delete) Scheduled Offerings resources, including Facilities, Locations, Instructors, Equipment and Materials.

Role: A combination of one or more workflows assigned to an administrator. (An example of a workflow is “View Users” (i.e., the function “VIEW” and the entity “USERS”). A domain restriction is applied to each workflow to restrict access to certain data).

Schedule Manager: This role gives an administrator the ability to add, edit, copy, cancel, close and delete a scheduled offering. Schedule Managers can add and edit segments of scheduled offerings to allocate resources appropriately. These managers also have access to some reports such as the Resource Conflict Report .

Schedule Reporter: Schedule Reporters have the ability to run reports related to scheduled offerings such as the Scheduled Offering Data Report.

Section 508: In 1998, Congress amended the Rehabilitation Act to require federal agencies to make electronic and information technology accessible to people with disabilities. Inaccessible technology interferes with an individual's ability to obtain and use information quickly and easily. Section 508 was enacted to eliminate barriers in information technology, to make available new opportunities for people with disabilities, and to encourage development of technologies that help achieve these goals.

Security Manager: This role allows an administrator to enter a user as an a new AgLearn administrator. Security Managers can also assign and remove roles to and from AgLearn administrators to most closely match actual job assignments.

SF-182 Manager: SF 182 Managers can create and print external requests on behalf of users. They can also edit a user’s external learning request as long as the request has not passed through final approval.


SF-182 Reporter: This role allows an administrator to run SF-182 reports, including the SF 182 Request Data report and the SF-182 External Request Tuition Custom report.

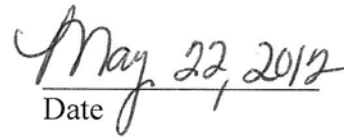
Shareable Content Object Reference Model (SCORM): Standard for developing online content developed by Advanced Distributed Learning (ADL) co-labs and built upon the work of the AICC and other standards as a way to make electronic learning content interchangeable with learning delivery systems. The SCORM standard focuses on content aggregation and reusability and includes aspects that pertain to learning management systems, content authoring tools, instructional designers, content developers, and training providers.

Survey Manager: This role allows an administrator to manage questionnaire surveys.

To-Do List: A list of learning requirements a user must complete, and target or deadline completion dates for each.

User Manager: User Managers have the ability to activate users accounts in AgLearn and to edit a user's profile to add or edit a supervisor or to add or edit an email address. These managers can also edit a user's alternate job position.


for Joon Park
Director, Human Resources Division


Date

Exhibits

REE SF-182 Completion Job Aid

Exhibit 1

Before you begin: You may need to gather some data before you can complete all of the mandatory fields on the form. Take a moment to review the mandatory fields below and make sure you have all of the information you need before you create a new request.

Mandatory fields have no shading. Optional fields are shaded.

Please see note at the bottom of this job aid for more information.

Section A Trainee Information		
A.1	Applicant's Name	Pre-populated
A.4	Home Address	Optional Field (may be needed for OPM, FEI, and GSA courses)
A.5	Home Phone	Optional Field
A.6	Position Level	<p>Mandatory Field - Select one of the following:</p> <p>6a. Non supervisory - Anyone who does not have supervisory/team leader responsibilities.</p> <p>6b. Supervisory - First line supervisors who do not supervise other supervisors; typically those who are responsible for an employee's performance appraisal or approval of their leave.</p> <p>6c. Manager - Those in management positions who typically supervise one or more supervisors.</p> <p>6d. Executive - Members of the Senior Executive Service (SES) or equivalent.</p>
A.7	Organizational Mailing Address	Pre-populated with the trainee's office mailing address. This is the agency address of the employee. Includes the Agency, Office, Division and Branch as well as the street name, city, state and zip code.
A.8	Office Phone	Pre-populated with the trainee's telephone number. Include area code, office number and extension.
A.9	Work Email Address	Pre-populated (may be needed for OPM, FEI, and GSA courses)
A.10	Position Title	Optional Field – Enter the trainee's current position.
A.11	Applicant Handicapped or Disabled	Optional Field - If the trainee is in need of special arrangements (brailing, taping, interpreters, facility accessibility, etc), describe the requirements in the space provided or on a separate sheet.
A.12	Type of Appointment	Optional Field – Pre-populated
A.13	Education Level	Optional Field – Pre-populated
A.14	Pay Plan	Mandatory Field – If not pre-populated, enter the trainee's pay plan. (e.g., GS, WG, ES...Pay Band)
A.15	Series	Mandatory Field - If not pre-populated, enter the trainee's position classification four digit series. (e.g., 0201)
A.16	Grade	Mandatory Field – If not pre-populated, enter the trainee's grade level. (1-15) Above grade 15 enter 00.
A.17	Step	Optional Field - Enter the appropriate step. (1-10)
Section B Training Course Information		
B.1a	Training Vendor Name	<p>Mandatory Field – Select the Training Vendor from the drop-down list. If vendor is not listed, enter name in field labeled "If other, please specify".</p> <p>Note: <i>If you find several vendors with the same name, be sure to check the address fields. Scroll down through the list to find vendors that have recently been added to the list. The training vendor address should match the vendor code listed in Section C.4. of the SF-182.</i></p> <p>e.g. Section B.1a Graduate School 600 Maryland Ave SW Washington DC 20023-2521 Section C.4. VID – 1500110220</p>
	Street Address	Mandatory Field - Will auto-populate when Training Vendor is selected. If vendor not listed, enter street address
	City	Mandatory Field – If not auto-populated, enter city of training vendor.
	State/Province	Mandatory Field – If not auto-populated, enter state of training vendor.
	Postal Code	Mandatory Field – If not auto-populated, enter postal code of training vendor.
	Country	Mandatory Field – If not auto-populated, enter country of training vendor.

B.1b	Location of Training Site	Optional Field - Provide mailing address of the training site if different from 1a. (Agency specific). If same as Training Vendor address, check box labeled "If same, mark box".
B.1c	Vendor Email Address	Optional Field - Enter the vendor's email address.
B.1d	Vendor Telephone Number	Optional Field - Enter the vendor's telephone number.
B.2a	Course Title	Mandatory Field – Enter the title of the course or the program that the trainee is scheduled to complete
B.2b	Course Number Code	Optional Field – Enter the course number code.
B.3	Training Start Date	Mandatory Field – Enter the start date of the training to be completed by the trainee. Note: the label for the field incorrectly defines the format. Please use the calendar icon to select the date or enter the date manually in the following format: (mm/dd/yyyy)
B.4	Training Complete Date	Mandatory Field – Enter the end date of the training to be completed by the trainee. Note: the label for the field incorrectly defines the format. Please use the calendar icon to select the date or enter the date manually in the following format: (mm/dd/yyyy)
B.5	Training Duty Hours	Mandatory Field - Enter the number of duty hours for training.
B.6	Training Non-Duty Hours	Mandatory Field - Enter the number of non-duty hours for training.
B.7	Training Purpose Type	<p>Mandatory Field – From the drop-down list, select the purpose for taking this course or program using the appropriate training purpose type code:</p> <p>01: Program Mission - Training to provide the knowledge, skills and abilities needed as a result of agency mission, policies, or procedures.</p> <p>02: New work Assignment - Training to acquire the knowledge, skills and abilities needed as a result of assignment to new duties and responsibilities when such training is not part of a planned, career development program (e.g., training provided to a staffing specialist who has been newly assigned to a position involving classification duties).</p> <p>03: Improve/Maintain Present Performance- Training to provide the knowledge, skills and abilities needed to improve or maintain proficiency in present job.</p> <p>04: Future Staffing Needs - Training to provide the knowledge, skills, and abilities needed to meet future staffing needs (e.g., to implement succession planning).</p> <p>05: Develop Unavailable Skills - Training to acquire the knowledge, skills and abilities needed for fields of work for which the labor market cannot produce a sufficient number of trained candidates (e.g., air traffic controllers or Information Technology (IT) professionals).</p> <p>06: Retention - Training/education used to address staffing issue of retaining an employee (e.g., academic degree training).</p>
B.8	Training Type Code	Hidden Field – Determined by selection of Field #9 (Training Sub-Type Code)
B.9	Training Sub-Type Code	<p>Mandatory Field –From the drop-down list, select the Training Sub-Type code that applies to the requested training.</p> <p>Training Program Sub-Type Codes</p> <p>01_01: Legal-Education or training in the concepts, principles, and theories, or techniques of law.</p> <p>01_02: Medical and Health-Education or training in the concepts, principles, and theories, or techniques of medicine.</p> <p>01_03: Scientific-Education or training in the concepts, principles, and theories, or techniques of disciplines such as the physical, biological, natural, and social sciences; education; economics; mathematics; or statistics.</p> <p>01_04: Engineering or Architecture-Education or training in the concepts, principles, and theories, or techniques of disciplines such as architecture and engineering.</p> <p>01_05: Human Resources-Education or training in the concepts, principles, and theories of such fields as: public administration, personnel training, equal employment opportunity, human resources policy analysis, succession planning, performance management, classification, and staffing.</p> <p>01_06: Budget/Finance Business Administration-Education or training in the concepts, principles, and theories of business administration, accounts payable and receivable, auditing and internal control, and cash management.</p> <p>01_07: Planning and Analysis-Education or training in the concepts, principles, and theories of systems analysis; policy, program or management analysis; or planning, including strategic planning.</p> <p>01_08: Information Technology-Education and training in the concepts and application of data and</p>

the processing thereof. e.g., the automatic acquisition, storage, manipulation (including transformation), management, system analysis, movement, control, display, switching, interchange, transmission or reception of data, computer security and the development and use of the hardware, software, firmware, and procedures associated with this processing. This training type does not include any IT training on agency proprietary systems.

01_09: Project Management-Education and training in the concepts, principles, and theories necessary to develop, modify, or enhance a product, service, or system which is constrained by the relationships among scope, resources, and time.

01_10: Acquisition-Education or training in the concepts, principles, and theories or techniques related to the 1102 occupation, e.g., procurement, contracting.

01_11: Logistic Specialty-Training for professional skills of a specialized nature in the methods and techniques of such fields as supply, procurement, transportation, or air traffic control.

01_12: Security-Training of a specialized nature in the methods and techniques of investigation, physical security, personal security, and police science.

01_13: Clerical (Non-supervisory clerical/administrative)-Training in skills such as office management, typing, shorthand, computer operating, letter writing, telephone techniques, or word processing.

01_14: Trade and Craft-Training in the knowledge, skills, and abilities needed in such fields as electronic equipment installation, maintenance, or repair; tool and die making; welding, and carpentry.

01_15: Foreign Affairs-Training for professional skills of a specialized nature in the methods and techniques of such fields as foreign languages, foreign culture, diplomacy, or strategic studies.

01_16: Leadership/Manager/Communications Courses-Training that addresses skill areas such as Leadership/Management and Communication (e.g., written, oral and interpersonal) coursework.

Development Sub-Type Codes (Formal Developmental Training Programs)

02_20: Pre-supervisory Program-Development/training program for non-supervisors.

02_21: Supervisory Program-Development/training program which provides education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations); human behavior and motivation; communication processes in supervision, work planning, scheduling, and review; and performance evaluation for first-line supervisors.

02_22: Management Program-Development/training program which provides mid-management level education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning organizing and controlling. (Supervisors of supervisors; GS-14/15 supervisors; GS-14/15 direct reports to SES).

02_23: Leadership Development Program-Formal developmental program that provides leadership training and development opportunities.

02_24: SES Candidate Development-OPM-approved program to prepare potential SES members.

02_25: Executive Development-Continuing development for leaders above the GS-15 level.

02_26: Mentoring Program-Formal stand-alone program with established goals and measured outcomes. Open to all who qualify; protégées and mentors paired to facilitate compatibility, training and support provided, and company benefits directly.

02_27: Coaching Program-Formal stand-alone program which provides ongoing partnership with an employee and coach that helps employee produce desired results in professional life.

Basic Training Sub-Type Codes (Fundamental and/or required training programs)

03_30: Employee Orientation-Training of a general nature to provide an understanding of the organization and missions of the Federal Government, employing agency or activity, or a broad overview and understanding of matters of public policy.

03_31: Adult Basic Education-Education or training to provide basic completeness in such subjects as remedial reading, grammar, arithmetic, lip reading or Braille.

03_32: Federally Mandated Training-Mandatory training for all employees Governmentwide. This includes training mandated by federal statute or regulation, such as in the areas of computer security awareness (5 CFR 930.301-305), ethics (5 CFR 2638.703 and 704), or executives, managers, and supervisors (5 CFR Part 412).

03_33: Work-life-Training to promote work-life (e.g., health and wellness training, employee retirement/benefits training, etc).

03_34: Soft Skills-Training involving development of employees ability to relate to others (e.g., customer service, dealing with difficult people, etc).

03_35: Agency Required Training-Agency specific training required by the agency and provided to Federal employees in order to achieve the goals and objectives of the Agency as needed. For example: agency training based on Inspector General's Audit; agency training aimed at improving individual's

		needs based on Performance Improvement Plan (PIP); agency training based on signing agreement between Union and Management..
B.10	Training Delivery Type Code	Mandatory Field – Enter the Training delivery type code from the following list: 01 – Traditional Classroom 02 – On the Job 03 – Technology Based 04 –Conference/Workshop 05 - Blended 06 – Correspondence
B.11	Training Designation Type Code	Mandatory Field – Enter the Training Designation Type Code from the following list: 01 – Undergraduate Credit 02 – Graduate Credit 03 – Continuing Education Unit 04 –Post Graduate Credit 05 – N/A
B.12	Training Credit	Mandatory Field - Amount of academic credit hours of continued education units (1, 1.5, or .75) earned by the employee for the completed training. (This should be completed by the agency.) Enter 0 if no credits earned.
B.13	Training Credit Type Code	Mandatory Field – Enter the Training Credit Type code from the following list: 01 – Semester Hours 02 – Quarter Hours 03 – Continuing Education Unit 04 – Not Applicable
B.14	Training Accreditation Indicator	Mandatory Field – Enter Yes (Y) or No (N) to indicate if the training course offers accreditation. Note: The purpose of training accreditation is for programs that acknowledge courses that meet an approved training standard and offer continuing education credits for the training.
B.15	Continued Service Agreement Required Indicator	Mandatory Field - Enter Yes (Y) or No (N) or non applicable (N/A) to indicate whether a continued service agreement is required for the training the employee is taking. Note: The continued service agreement is a requirement for employees to agree to continue in service after completing training. e.g. 180 hours or more of Government or non-Government training. The employee must sign the agreement before assignment to training to continue in service for a period at least equal to three times the length of the training period. 5 U.S.C.'4108(a)(1) (1997).
B.16	Continued Service Agreement Required Expiration Date	Optional Field - If the Continued Service Agreement Indicator is entered as "Y", enter the expiration date. Refer to Agency policy. Note: Please use the calendar icon to select the date or enter the date manually in the following format: (mm/dd/yyyy).
B.17	Training Source Type Code:	Mandatory Field – From the drop-down list, select the appropriate Training Source Type Code from the following list: 01: Government Internal - Training provided by a Federal department, agency, or independent establishment for its own employees. 02: Government External - Training provided by an interagency training activity, or a Federal department, agency, or independent establishment other than the one which currently employs the trainee. 03: Non-government - Sources include commercial or industrial concern, educational institutions, professional societies or associations, or consultants or individuals who are not Government employees, but are contracted to develop and/or provide training course or program. 04: Government State/Local - Training provided by a state, county, or municipal Government. Education provided by State-operated or other public educational institutions is reported as non-Government. 05: Foreign Governments and Organizations - Training provided by non United States entities which may or may not be outside the United States.
B.18	Training Objectives	Optional Field - Provide text to explain how the training event meets agency objective(s) and purpose type.
B.19	Agency Use Only	Optional Field - For use by an agency as needed.
Section C Training Cost Information		

C.1	Direct Cost and appropriation/fund chargeable	<p>Mandatory Field – Enter the following data:</p> <p>1a. Training Tuition and Fees Cost - Insert the actual/final cost of training tuition and fees for training completed by the employee that was paid for by the Federal Government.</p> <p>1b. Books and Materials Costs - Enter the materials cost for training completed by the trainee that was paid for by the Federal Government. (Refer to the Guide for Human Resources Reporting Guide at http://www.opm.gov/feddata/guidance.asp for more information).</p> <p>1c. Total Cost - The total cost is system generated after the tuition and materials costs are entered.</p>
C.2	Indirect Cost and appropriation/fund chargeable	<p>Mandatory Field – Enter the following data:</p> <p>2a. Training Travel Cost - Insert the actual/final travel cost excluding per diem for training completed by the employee that was paid for by the Federal Government. <i>(If actual cost not available, enter the estimated amount.)</i></p> <p>2b. Training Per Diem Cost - Insert the actual/final per diem cost (e.g., meals, lodging, miscellaneous expenses) for training completed by the employee that was paid for by the Federal Government. <i>(If actual cost not available, enter the estimated amount.)</i></p> <p>2c. Total Cost - The total cost is system generated after the Travel and Per Diem costs are entered.</p>
C.3	Indirect Cost and appropriation/fund chargeable	Optional Field - Enter the cost contributed by the trainee or other non-Government organizations for the training completed by the trainee.
C.4	Document/Purchase Order/Requisition No	<p>Mandatory Field - Enter Document/Purchase/Requisition Number for reimbursement of training costs to responsible Training Vendor. This number is normally an in-house tracking number and is to be referenced in the billing process.</p> <p>Note: In addition to entering the Document Number in Block C.4., enter the Vendor Code and obtain a copy of the FMMI vendor printout. Forward approved SF-182 and FMMI printout to NFC. Contact your Budget Analyst or ABFO for the FMMI vendor printout and vendor code.</p> <p>When the training vendor is a Federal Government agency, the SF-182 must contain a purchase order number in block C.4 for IPAC identification purposes. This PO must be the first number in block C.4. Click here for instructions.</p>
C.5	8-Digit Station Symbol	<p>Mandatory Field – Enter the 8-digit station symbol of the nominating Agency Finance Office (Enter the Agency Location Code (ALC)):</p> <p>(ARS) – 12-40-0300 (NIFA) – 12-40-2200 (ERS) – 12-40-1800 (NASS) – 12-40-2000</p> <p>Note: This field is only needed when paying using an accounting code.</p>
C.6	Billing Instructions	<p>Mandatory Field - Enter the appropriate name and mailing address of the training facility to forward the invoice. For appropriate billing addresses, click here, see Section C.</p> <p>If paid by Credit Card, enter card holder's name, phone number, and email address.</p>
<p>Note: It is your responsibility to make an external training request in AgLearn to ensure that the proper forms (an SF-182 and any other needed documents) have been completed. Final approvals in accordance with your agency's training policies must be received before going forward with the registration for any external training request. Work with your Training Specialist to ensure that all training and budget approvals are properly obtained. For more information on your Agency's training approval policy contact your training office/officer. If you don't know who your training officer is, please call your AgLearn Agency Lead from the list at http://www.aglearn.usda.gov/LandingPage/contact.html.</p> <p>The Government Travel Card may never be used to pay for training, training fees, or conference fees.</p>		

Quick Reference for Submitting SF182s in AgLearn

Exhibit 2

Instructions for Submitting SF-182s in AgLearn	
1. Policy	<p>AgLearn is the official USDA system of record for training and will contain the training history available for REE employees. AgLearn will be used to track the cost of training and to ensure all employee training is www.aglearn.usda.gov</p>

<p>2. Instructions</p>	<p>Refer to the SF-182 Instructions to correctly complete an SF-182 in AgLearn.</p>
<p>3. Methods of Payment</p>	<p>Refer to P&P 213.4 Paying for Off-the-Shelf Training</p>
<p>4. Special numbers for Section C of Form</p>	<p>Section C.2. Indirect Cost – OPM would like travel cost associated with training reported in addition to direct cost. Please do your best to provide travel cost for training, even if it is an estimate.</p> <p>Section C.4. FMMI Purchase Order Number: When the training vendor is a Federal Government agency, the SF-182 must contain a purchase order number in block C.4 for IPAC identification purposes. This PO must be the first number in block C.4. Click here for instructions.</p> <p>Section C.4. Document number or Requisition number: This number is normally an in-house tracking number and may contain the FY, CRIS or account code, and sequential group of numbers. It is to be referenced in the billing process.</p> <p>Section C.4. FMMI Vendor Code: This number matches with the vendor address placed in section B and ensures payment to the appropriate vendor. Contact your Budget office for this number and printout.</p> <p>Section C.5. Eight Digit Station Symbol: Identifies the agency, and must be used when payment is by accounting code.</p> <p>Section C.6. Billing Address: Enter the appropriate billing address. For credit card payments, enter the card holder’s name, phone number, and email address. (do not enter credit card information)</p> <p>Note: <i>The WBS number, fund code, and cost center are required by NFC. Please contact your Budget Office for these numbers in addition to the FMMI Vendor code as appropriate. You can place these numbers in C.6. Billing Address.</i></p>
<p>5. Approvals</p>	<p>The SF-182 must be approved before a payment to the vendor is issued. The Training Approval Process (TAP) consists of up to six levels of approvals that may vary depending on the agency or office’s in-house business process for approving training. Each agency will require at least three approval levels:</p> <ul style="list-style-type: none"> • Supervisor, Reviewer and Final Approver. • If an agency has less than the maximum number of approval levels provided by AgLearn, learners will see “auto approver” displayed when the request is submitted. • The AgLearn system automatically approves the auto approver steps to move the SF-182 through the TAP process. • Each approver in the TAP process receives notification via email to take action in AgLearn to move the request to the next approver. • Upon notification, approvers must approve or deny the request. Denial of an SF-182 request at any level will stop the TAP process and automatically notify the employee of the action taken. • Training request must be fully approved by all approvers before the “start date” of the training or the AgLearn system will automatically deny the training request.

	<ul style="list-style-type: none"> The learner and/or administrator should remind supervisors, final approvers, and reviewers that a SF-182 Request for Training is waiting for approval in AgLearn.
6. Submission for Group Training	For ARS: Follow the instructions listed for Group Training . For ERS, NASS, & NIFA contact your AgLearn Administrator .

SF-182 External Request - Frequently Asked Questions

Exhibit 3

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. Form SF-182 is also used to receive the appropriate approvals to attend 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 to approve/deny. If denied, the request stops at this point. If approved, an email is sent to each approver listed in the approval process to approve/deny the form until complete. At some point in the process, it is recommended that one of the approvers be responsible for reviewing and ensuring the SF-182 is accurate and complete, print the form and order the training. Note: Steps with no named approver are forced through the AgLearn system under the auto approver role.

Q4. I am not receiving email notification giving me the status of my submitted SF-182.

A4. Make sure you have a valid email address listed in your personal profile.

Q5. Can an SF-182 be withdrawn or cancelled?

A5. 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.

Q6. I submitted an SF-182 request and nothing happened. What should I do?

A6. 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.

Q7. I submitted an SF-182 and need to make changes to the document. Can I edit the form?

A7. If you are an AgLearn administrator, you can edit the form as long as the form has not been completely approved. See the “pending approval actions” field to determine this. If the document is pending any step, you will see the “edit request” link in the “Action” field. Click this link to make necessary changes.

If you are an approver, you can edit the form before you approve it by clicking on the title of the SF-182. The form will appear, click the “edit this form” link, make necessary changes, click the “apply changes” button.

Q8. After completing an SF-182, what steps should I follow next?

A8. 1) Obtain approval, 2) Order the training; 3) send copy to vendor (as appropriate); 4) send copy to budget (as appropriate); 5) notify employee of status.

Vendor Information

Q1. What is a Vendor Code and why do I need it?

A1. The Vendor Code identifies names of vendors in the USDA OCFO Modernization Initiative System (FMMI). 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 the method of payment is by accounting code, normally over \$2500.

Q2. Where can I get the FMMI Vendor Code for Section C.4.?

A2. Contact your Budget Analyst or Area Budget Officer.

Q3. What is the FMMI PO number and why do I need it?

A3. The IPAC system is used to process bills for Federal Government agency vendors, therefore, when the training vendor is a Federal Government agency, a purchase order number is needed in Section C.4. of the SF-182 for IPAC identification purposes.

Q4. How can I obtain a FMMI Purchase Order Number?

A5. For instructions on how to obtain a FMMI Purchase Order Number, go to <http://www.afm.ars.usda.gov/hrd/empdev/QuickStart/FMMI%20Impact%20on%20IPAC%20Billing%20Processing%20SF.pdf>.

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. 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.

Q4. An SF-182 was submitted and I used an accounting code. Can I change the method of payment to credit card?

A4. Yes, as long as the document has not been completely approved, you can make edits to the form for payments \$2,500 and below. If the form has been completely approved, you cannot edit the form, but you can make the appropriate notations and obtain signatures to the printed copy of the form as necessary.

Q5. What are the billing steps to follow when completing an SF-182 in AgLearn?

A5. When a credit card is used, the information in Section C, Block 6 should contain the following: card holders name, phone number, and email address. The form does not go to NFC and the FMMI vendor code is not required.

When an accounting code is used, the NFC address applies. The address to use can be found in the instructions for completing the SF-182 at:

<http://www.afm.ars.usda.gov/forms/EMPDEV/SF182-Instructions.PDF>. In addition, because an accounting code is used, the document #/requisition# and vendor code is needed. These numbers are referenced by NFC in the billing process. If you do not have the vendor code, contact your budget analyst to obtain this information.

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.

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 "Supervisor-Approver-Reviewer" guide on the HRD webpage under "Quick Start Guides": <http://www.afm.ars.usda.gov/hrd/empdev/QuickStart/Supervisor-Approver-Reviewer.pdf>.

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.

Printing

Q1. When can I print the SF-182?

A1. An employee can view and print the SF-182 at anytime. A supervisor or other approver can only print the SF-182 before approving or denying the form. Once approved/denied, the form is no longer accessible by the approver, but moves through the process to the next approver. An administrator can view the SF-182, but cannot print the form until it is completely approved or denied.

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 by both parties, the AgLearn system will update the employee's Completed Work record with a completion credit. An AgLearn administrator can also verify training completion and the document will move over to the employee's Completed Work record.

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 were stored in another training database?

A3. It was determined that records from January 1999 to September 2005 stored in other agency's training database be migrated into the AgLearn system in each individual employee's completed work record. 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. AgLearn administrators 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.

Amendments/Changes/Cancellations

Q1. Can I make the changes to the SF-182?

A1. Yes.

1. Before the SF-182 is completely approved, an edit function is available to make changes to the form. Edits can be made by the employee until the form is completely approved/denied. Edits can be made by the supervisor or other approvers before approving/denying the form.
2. Administrators can edit the form at anytime during the approval process. Once the form has been completely approved/denied, the form can no longer be edited.

Q2. The vendor cancelled the training, what steps do I need to take?

A2.

1. An employee or administrator can withdraw the SF-182 as long as it reflects a “pending status” awaiting approvals, or
2. If the SF-182 is already approved, you must contact your AgLearn agency administrator to submit a request to delete the SF-182 from the back end of the AgLearn system, or
3. Once the end date of the training has passed, complete the verification stating “did not attend training”, and click submit. A completion will not be reflected in the “completed work” record, and
4. Inform your budget person in order to de-obligate funds.

Q3. Can I enter an SF-182 for a past date?

A3. Yes - SF-182s approved between October 1, 2005 to present that were not approved in AgLearn should be documented in the system. **Note:** If this is an approved paper SF-182, the Administrator can approve the document and verification.

Q4. I cannot attend the training and the document was approved electronically, how should I handle this?

A4. You may need to follow all or some of the steps listed:

1. If no one else will attend in place of you, during the verification process, check “no” stating you did not attend the training. AgLearn will not move the training over to your completed work record as completed.
2. Contact your budget person and inform him/her in order for funds to be de-obligated.
3. Check with the vendor to see if all monies, some, or none of the funds will be reimbursed for cancelling. Inform your budget person.
4. If someone will attend in place of you, have your AgLearn administrator “transfer” the form to this person.
 - a. If the person is sharing the cost of the training, check with your budget person to handle a transfer of funds internally.

Q5. The dates of my training changed, how long will the system hold my approved SF-182?

A5. Once an SF-182 has been approved, the system will automatically send an email notification to verify completion once the end date of the training has passed. During this time-frame, you may change the dates of the training to the new dates. This will hold the SF-182 in an active status until the training is complete.

Verifying Completion

Q1. How do I get credit in AgLearn for completed training?

A1. If an SF-182 was completed electronically in AgLearn, upon reaching the completion date of your training, the AgLearn system will automatically send you an email notification to verify completion. Once you have verified all sessions were completed, the system will send an email to your supervisor to verify completion. After verification from the supervisor, the system will automatically update your completed work record with a record of completion.

If an SF-182 was not completed electronically, contact your [AgLearn administrator](#) to record the completion in your completed work record. It is the employee's responsibility to prove that training was completed.

Q2. The original dates of my training changed, can I change the dates on my SF-182.

A2. Currently, once the SF-182 has been approved, you cannot edit the request. You can change the dates of the training when you verify completion of your training.