

The SF182 Approval Process

The online SF-182 approval system is designed to accommodate varying levels of approvals among agencies. If an agency has less than the maximum number of approval levels provided by AgLearn, employees will now see additional “filler” approvers displayed when the request is submitted. While employees can ignore these “filler” approvers, they should be aware of which approval step corresponds to their supervisor, reviewers and final approvers.

This job aid documents the steps involved in the SF-182 approval process. The approval process for the online form begins once a user completes the form and submits the request within AgLearn.

Step	Activity	View
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1. The user completes an SF-182 requests and clicks **Submit**.
Note: Users can learn how to submit the SF-182 form via an online course. On the student homepage, click the **Help** link in the upper right hand corner. The course can be accessed by selecting **How to Complete and Submit an SF-182 through AgLearn**.



2. The approval submission screen displays a six step approval process, regardless of the number of levels the agency actually uses. The user can click **Show All** to see the names of individuals at each step in the approval process.
Note: If the agency has less than six levels of approval, the system will display “Auto Approvers” as shown in this example. These auto approver steps will be ignored as the request moves through the process. In this example, only Step 1, Step 5 and Step 6 will be active steps in the process.

Approval Submission
 Submit for Approval
 -- Back
 The item/request selected requires approval using the steps listed below.
 Any step 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 (Show All)
Step 2	Approver_1 (Show All)
Step 3	Approver_2 (Show All)
Step 4	Approver_3 (Show All)
Step 5	Reviewer (Show All)
Step 6	Final_Approver (Show All)

3. The user clicks **Submit** to confirm the submitted request.

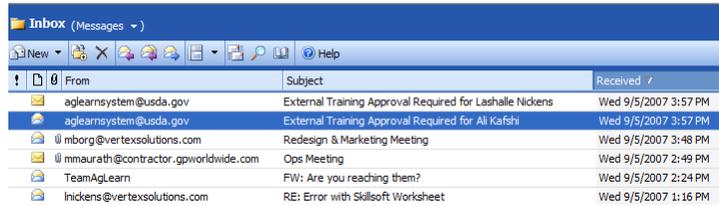


4. A confirmation of a successful request submission is displayed, with instructions of how to check the approval status as it moves through the approval status.
Note: At this point, the request begins to move through the approval process. The user can periodically check the status of the request by clicking **SF-182 Requests** on the Learning Menu. (See “**Checking SF-182 Status**” at the end of this document).

Request, Authorization, Agreement & Certification of Training
External Learning Request Form
 Your External Learning Course Request is Successfully submitted to the specified approvers for the approval. Please check the external learning request list for the approval status.
 Course Title: Program Management 101

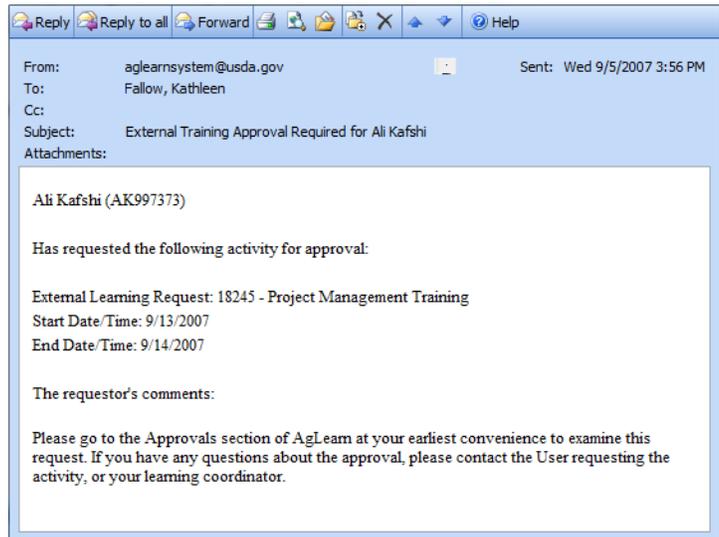
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5. The supervisor receives an email from aglearnsystems@usda.gov, alerting her/him that an external training approval is required for a subordinate.

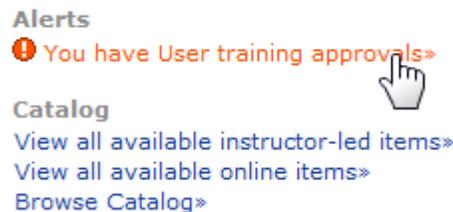


6. The email instructs the supervisor to login to AgLearn and go to the Approvals section to examine the training request.

Note: The user requesting training also receives an email from aglearnsystems@usda.gov, entitled "Approval Process Progress for [Course name]". The email confirms that the request has progressed towards approval and identifies the next step in the approval process.



7. The supervisor Logs into AgLearn and notices an alert stating that user training approvals are waiting for action. The supervisor clicks on the red alert phrase to reach the first approval screen.



8. The supervisor (Step 1 Approver) can review the request by selecting the Title link.

External Training (4)				
User Name	Title	Price (\$)	Type	Action [Approve All/Deny All]
Kafshi, Ali A	Project Management 101	0.00	EXTERNAL LEARNING REQUEST	Approve Deny Skip
Nickens, Lashalle	CPR Training	0.00	EXTERNAL LEARNING REQUEST	Approve Deny Skip

9. After confirming that the request has been filled out properly, the supervisor selects the **Back** link to return to the Approvals screen.



10. The supervisor clicks the **Approve** button.

Note: The supervisor can deny (in accordance with the agency's training policies) or skip the request as well. Our documentation follows only the process for approval.

No items were found using this search criteria.

External Training (1)				
User Name	Title	Price (\$)	Type	Action [Approve All/Deny All]
Kafshi, Ali A	Program Management Training	0.00	EXTERNAL LEARNING REQUEST	Approve Deny Skip

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11. The supervisor clicks **Next** to move on to the next screen.



12. If the supervisor chooses, an approval reason can be entered before clicking **Next**.

13. The supervisor reviews the information, and then clicks **Confirm** to finalize the Step 1 approval.

14. A confirmation message displays, indicating that the approval step is complete and that email notifications are being sent to all affected users.



15. The SF182 request now moves through Step 2, Step 3 and Step 4 of the approval process. Because no names are associated with these levels, the request is forwarded on by an auto approver.

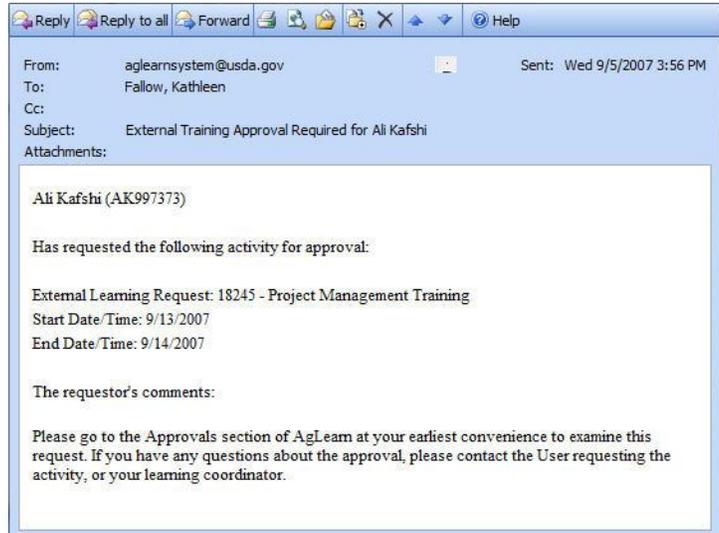


16. The Step 5 approver receives an email indicating that an external training approval is required.

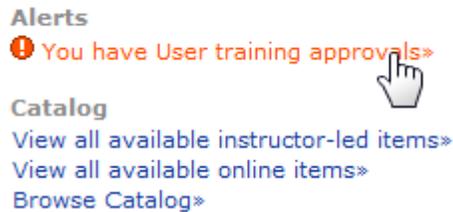
From	Subject	Received
aglearnsystem@usda.gov	External Training Approval Required for Lashalle Nickens	Wed 9/5/2007 3:57 PM
aglearnsystem@usda.gov	External Training Approval Required for All Kafshi	Wed 9/5/2007 3:57 PM
mborg@vertexasolutions.com	Redesign & Marketing Meeting	Wed 9/5/2007 3:48 PM
mmaurath@contractor.gpworldwide.com	Ops Meeting	Wed 9/5/2007 2:49 PM
TeamAgLearn	FW: Are you reaching them?	Wed 9/5/2007 2:24 PM
lnickens@vertexasolutions.com	RE: Error with Skillsoft Worksheet	Wed 9/5/2007 1:16 PM

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17. The email instructs the reviewer to login to AgLearn and go to the Approvals section to examine the training request.



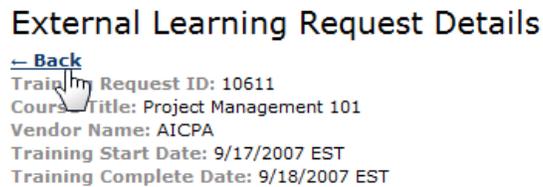
18. The reviewer Logs into AgLearn and notices an alert stating that user training approvals are waiting for action. The reviewer clicks on the red alert phrase to reach the first approval screen.



19. The reviewer (Step 5 Approver) can review the request by selecting the Title link.

External Training (4)				
Enter Reasons for Approvals or Denials				
User Name	Title	Price (\$)	Type	Action [Approve All/ Deny All]
* Kafshi, Ali A	Project Management 101	0.00	EXTERNAL LEARNING REQUEST	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip
* Nickens, Lashalle	CPR Training	0.00	EXTERNAL LEARNING REQUEST	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip

20. After confirming that the request has been filled out properly, the reviewer selects the **Back** link to return to the Approvals screen.



21. The reviewer clicks the **Approve** button.
Note: The reviewer can deny (in accordance with the agency's training policies) or skip the request as well. Our documentation follows only the process for approval.

No items were found using this search criteria.

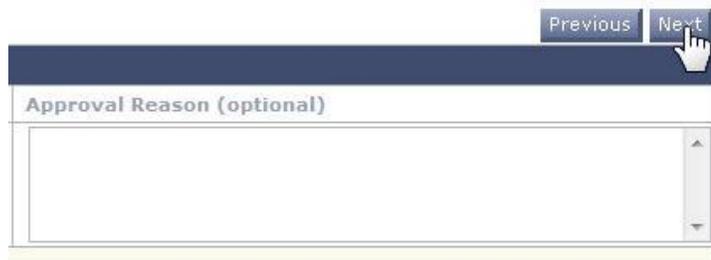
External Training (1)				
Enter Reasons for Approvals or Denials				
User Name	Title	Price (\$)	Type	Action [Approve All/ Deny All]
* Kafshi, Ali A	Program Management Training	0.00	EXTERNAL LEARNING REQUEST	<input checked="" type="radio"/> Approve <input type="radio"/> Deny <input type="radio"/> Skip

22. The reviewer clicks **Next** to move on to the next screen.



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23. If the reviewer chooses, an approval reason can be entered before clicking **Next**.



24. The reviewer reviews the information, and then clicks **Confirm** to finalize the Step 5 approval.

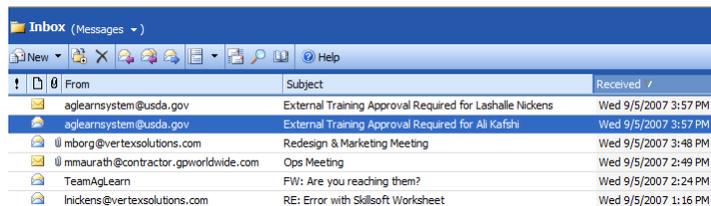


25. A confirmation message displays, indicating that the approval step is complete and that email notifications are being sent to all affected users.



Note: At this point, the request now moves to the final approver.

26. The final approver, also known as the Step 6 approver, receives an email indicating that an external training approval is required.

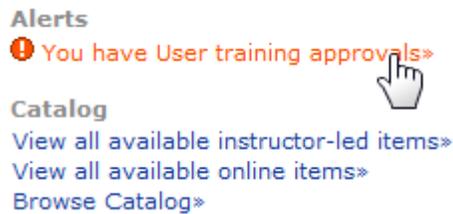


27. The email instructs the final approver to login to AgLearn and go to the Approvals section to examine the training request.



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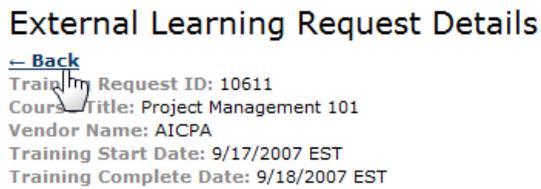
28. The final approver logs into AgLearn and notices an alert stating that user training approvals are waiting for action. The reviewer clicks on the red alert phrase to reach the first approval screen.



29. The final approver (Step 6 approver) can review the request by selecting the Title link.

External Training (4)					
<input checked="" type="checkbox"/> Enter Reasons for Approvals or Denials					
<input checked="" type="radio"/> All <input type="radio"/> Direct Reports Only Next					
User Name	Title	Price (\$)	Type	Action [Approve All/ Deny All]	
* Kafshi, Ali A	Project Management 101	0.00	EXTERNAL LEARNING REQUEST	<input type="radio"/> Approve	<input type="radio"/> Deny
* Nickens, Lashalle	CPR Training	0.00	EXTERNAL LEARNING REQUEST	<input type="radio"/> Approve	<input type="radio"/> Deny <input checked="" type="radio"/> Skip

30. After confirming that the request has been filled out properly, the final approver selects the **Back** link to return to the Approvals screen.



31. The final approver (Step 6 approver) clicks the **Approve** button.
Note: The reviewer can deny (in accordance with the agency's training policies) or skip the request as well. This documentation follows only the process for approval.

No items were found using this search criteria.

External Training (1)					
<input checked="" type="checkbox"/> Enter Reasons for Approvals or Denials					
<input checked="" type="radio"/> All <input type="radio"/> Direct Reports Only Next					
User Name	Title	Price (\$)	Type	Action [Approve All/ Deny All]	
* Kafshi, Ali A	Program Management Training	0.00	EXTERNAL LEARNING REQUEST	<input checked="" type="radio"/> Approve	<input type="radio"/> Deny <input type="radio"/> Skip

32. The final approver clicks **Next** to move on to the next screen.



33. If the final approver chooses, an approval reason can be entered before clicking **Next**.

34. The final approver reviews the information, and then clicks **Confirm** to finalize the Step 6 approval.

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35. A confirmation message displays, indicating that the approval step is complete and that email notifications are being sent to all affected users.

Note: At this point, the request is now approved. The requestor receives an email that the request has been approved. No further action need be taken until the verification procedure after training has taken place.

Pending Reviews and Approvals

Approve or Deny → Approval Reasons → Denial Reasons → Confirm → **Success**

Success

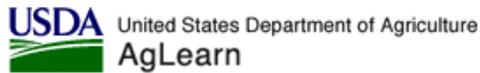
You have successfully completed the employee approval and denial process. E-mail notifications have been sent to all affected Users.

Checking SF182 Status (Employee)

Once the SF-182 is submitted, an employee or approver may want to check its status.

Step	Activity	View
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1. On the AgLearn home page, click the **Learning** menu.



2. Click **SF-182 requests**.



3. A list of pending SF-182 requests appears with current Step pending approval identified. Click the **Request ID** number to display the request and list of approvers.

Request, Authorization, Agreement & Certification of Training

Below is a list of all of your External Training Requests. Click the Request ID for more information about the request. Go to Copy or Withdraw from an External Training Request. Click the **New External Request** button to initiate a new request.

SF-182 Requests				Viewing Options: All requests
Request ID	Title	Status	Pending Approval Actions	Action
17973	Program Management 101	Submitted	Pending Step 1	Copy Request Withdraw Request

4. Scroll to the bottom of the form to view the list of approvers. Click **Show Details** to view the name(s) of the person(s) responsible for approving the request.

Note: If more than one person is identified as a Step approver, the request is forwarded to both names. As soon as one of the approvers acts on the request, it is forwarded to the next step.

Approved?	Approval Step	Date Completed	Approved By	Approvers
	Step 1			Supervisor Level 1 (Show Details)
	Step 2			Approver_1 (Show Details)
	Step 3			Approver_2 (Show Details)
	Step 4			Approver_3 (Show Details)
	Step 5			Reviewer (Show Details)
	Step 6			Final_Approver (Show Details)

Verifying Completed Training

At the completion of a training event, the event must be verified by the student (user). After verification by the student, the supervisor must also verify the training event before it is added to the student's Learning History

- Step 1.** On the AgLearn home page, click the **Learning** menu.



- Step 2.** Click **SF-182 requests**.



- Step 3.** A list of pending SF-182 requests appears with current Step pending approval identified. Locate the training event to be verified and click the **Verify** button.

Request, Authorization, Agreement & Certification of Training

Below is a list of all of your External Training Requests. Click the Request ID for more information about the request. Select **Copy Request** or **Withdraw Request** from the Action drop down and click **Go to Copy or Withdraw** from an External Training Request. Click the **New External Request** button to initiate a new request.

SF-182 Requests		Viewing Options: All requests		
Request ID	Title	Status	Pending Approval Actions	Action
18018	Introduction to SharePoint	Approved	Pending Verification	Copy Request Verify
18011	Program Management 101	Approved	Pending Verification	Copy Request Verify
17973	Program Management 301	Submitted	Pending Step 5	Copy Request Withdraw Request

- Step 4.** Edit fields as necessary, then click **Submit**

Request, Authorization, Agreement & Certification of Training

Verification

Training Request ID : 18018

Submit

Request, Authorization, Agreement & Certification of Training

27. Course was completed

Yes No

Comments/Explanation

28. Actual Course Dates (Month\Day\Year)

Commenced: 09/12/2007

Complete: 09/14/2007

29. Actual Course Hours

a. During Duty: []

b. Non Duty: []

30. Academic Score

- Step 5.** Click **Submit** to send the verification to the supervisor.
Note: The student can click **Show All** to see the name of the supervisor.

Approval Submission

Submit for Approval

- Back

The item/request selected requires approval using the steps listed below.

Any step 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 (Show All)

Submit

- Step 6.** A success message is displayed.
Note: At this point, the system alerts the supervisor via email and home page alert, that there are training approvals pending. The learning event will not appear in Learning History until the supervisor or another reviewer approves the verification.

Request, Authorization, Agreement & Certification of Training

Verification

You have Successfully verified that you have attended the External Learning Course.

Your verification has now been submitted to the specified verifiers for their verification.

Please check the external learning request list for the verification status.

Course Title: Introduction to SharePoint