

## How to Create an SF-182 in AgLearn+

While AgLearn+ can support the majority of your learning needs, there will be times when you need external training that requires you to complete an SF-182 request. Before beginning the process, please verify that your Talent Profile record accurately indicates your supervisor, as that will be the first approval required. To see who is listed as your supervisor in AgLearn+, log in to AgLearn+ and select your name near the top of the Home Page. Your supervisor can be viewed and edited in the Employee Information area of your profile.

**Note:** This job aid is intended to provide guidance on how to complete all mandatory fields, as well as some other fields of importance. It should not be implied that this aid covers every situation that may arise when external training is requested.

**Important Note:** Do not include special characters, such as apostrophes or pipe characters (|), in any SF-182 fields. AgLearn's underlying code can sometimes interpret these characters in unexpected ways, which can cause problems in the database. (While you have no reason to type in pipes—the character above backslash (between Backspace and Enter) on your keyboard—copying and pasting information from a web site can, sometimes, inadvertently add them.)

Always check the date in the upper right corner to be sure you are using the most current job aid.

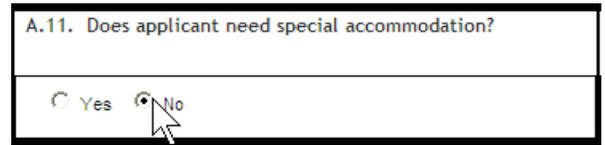
Step	Activity	View
1.	From the <b>Easy Links</b> area on your home page, select the <b>SF-182 Requests</b> link.	
2.	Select <b>New Request</b>	
3.	Section A contains personal information. The first several blocks are automatically populated with information specific to you.	
4.	In Block A6, select <b>Non-Supervisory</b> .	
5.	In Block A9, enter your work email address.	

Supervisory personnel should, of course, select the appropriate option.

## How to Create an SF-182 in AgLearn+

If you select Yes, describe the accommodations you require in the space to the right of Block A11.

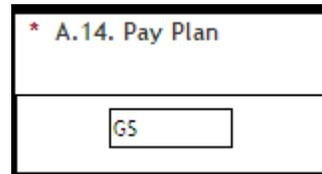
- 6.** In Block A11, select the proper option button to designate whether you need special accommodations.



A.11. Does applicant need special accommodation?

Yes  No

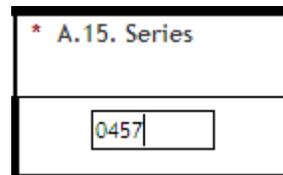
- 7.** In Block A14, enter your **Pay Plan**.



\* A.14. Pay Plan

GS

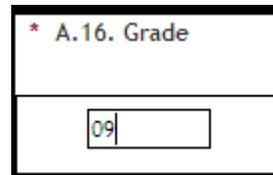
- 8.** In Block A15, enter your **Series**.



\* A.15. Series

0457

- 9.** In Block A16, enter your **Grade**.



\* A.16. Grade

09

- 10.** Section B is for entering information specific to the training you are requesting. In Block B1a, select the **Select Vendor** icon.



B.1a. Name and Mailing Address of Training Vendor

\*  ID  Name

\* Street Address

Select Vendor

Try several permutations of the vendor's name if the first search is unsuccessful. Check for typing error and possible abbreviations. For example, PA instead of Pennsylvania, or FSU for Florida State University.

- 11.** AgLearn+ tracks vendors by using system-assigned ID numbers. The easiest way to find this number is to search by the vendor's name. Enter the vendor's name in the **Vendor Name** field.



Vendor Name:  Starts With  Maryland Depart

- 12.** Select **Search**.



Search

## How to Create an SF-182 in AgLearn+

13. Find the line with your vendor's name and select the **Select** link.

### View Training Vendors Results

ID	Vendor Name	City	State	Postal Code	
MD0002	Maryland Department of Agriculture	Annapolis	MD	21401	<a href="#">Select</a>

14. AgLearn+ automatically populates the vendor's address information.

E.1a. Name and Mailing Address of Training Vendor					
ID	Name	City	State / Province	Postal Code	Country
MD0002	Maryland Department of Agriculture	Annapolis	MD	21401	USA

**Note:** If your vendor does not appear after a thorough search, select **Other** and enter the address information manually.

15. If the training site has the same address as the vendor address entered in Step 14, check the box labeled **If Same, mark box** in Block B1b. AgLearn+ will automatically populate the address for you.

B.1b. Location of Training Site					
<input type="checkbox"/> If Same, mark box	Street Address	City	State / Province	Postal Code	Country
<input type="checkbox"/>	Maryland Department of Agriculture	Annapolis	MD	21401	USA

If the training site has a different address, enter the information manually.

Email address and phone number can be helpful to someone in the approval chain who may need more information.

16. In Block B1c, enter an email address for the vendor, if known.

B.1c. Vendor Email Address
doctraining@md.state.gov

17. In Block B1d, enter a telephone number for the vendor, if known.

B.1d. Vendor Telephone Number
410-555-6732

Beware of special characters such, as apostrophes, especially when copying and pasting from an email or web site..

18. In Block B2a, enter the **Course Title**.

* B.2a. Course Title
Nutrient Management Update

19. In Block B3, enter the **Training Start Date**.

**Note:** You may either use the calendar icon or enter the date manually, in the format *MM/DD/YYYY*.

* B.3. Training Start Date (MM/DD/YYYY)
11/15/2011 
Select Date

## How to Create an SF-182 in AgLearn+

20. In Block B4, enter the **Training End Date**.

**Note:** You may either use the calendar icon or enter the date manually, in the format MM/DD/YYYY.

\* B.4. Training End Date (MM/DD/YYYY)

11/16/2011 

21. In Block B5, enter the duty hours that will be required for this training.

\* B.5. Training Duty Hours

16

These are mandatory fields. If no hours of a particular type will be required, enter 0 in that field.

22. In Block B6, enter the non-duty hours that will be required for this training.

\* B.6. Training Non-Duty Hours

0

23. In Block B7, select the appropriate **Training Purpose Type** from the drop-down list.

\* B.7. Training Purpose Type

-- Please Select One --  
 -- Please Select One --  
 01:Program/Mission  
 02:New Work Assignment  
 03:Improve/Maintain Present Performance  
 04:Future Staffing Needs  
 05:Develop Unavailable Skills  
 06:Retention

24. In Block B9, select the appropriate **Training Sub Type Code** from the drop-down list.

\* B.9. Training Sub Type Code

03\_32:Basic Training - Mandated Training

**How to Create an SF-182 in AgLearn+**

Block B 10 is a mandatory field, effective October 1, 2011.

**25.** In Block B10, select the appropriate **Training Delivery Type Code** from the drop-down list.

**26.** In Block B11, select the appropriate **Training Designation Type Code** from the drop-down list.

**27.** In Block B13, select the appropriate **Training Credit Type Code** from the drop-down list.

**28.** In Block B14, select the appropriate option button to indicate if the training is accredited.

Continuing service agreements bind the student to the agency that is paying for this training for a specified period of time.

**29.** In Block B15, select the appropriate option button to indicate if a continuing service agreement is required for the training.

## How to Create an SF-182 in AgLearn+

- 30.** In Block B16, indicate the date on which the continuing service agreement (if required) is no longer in effect.

<b>B.16. Continued Service Agreement</b>	
<b>Required Expiration Date</b>	
<input type="text"/>	

This field is not mandatory, but may provide useful information for an approver.

- 31.** In Block B18, enter the **Training Objectives** for this request.

<b>B.18. Training Objectives</b>
<input type="text" value="To meet a requirement of my IDP to enhance my knowled"/>

- 32.** Section C contains accounting information. Block C1 is for direct costs, such as tuition, books, or other required materials.  
In Block C1a, enter the cost of tuition for this training.

<b>a. Tuition</b>	\$ <input type="text" value="220"/>
-------------------	-------------------------------------

These are mandatory fields. If there is no charge for either tuition or books and materials, enter 0.

- 33.** In Block C1b, enter the cost of books or other class materials, if any.

<b>b. Books or Materials</b>	\$ <input type="text" value="0"/>
------------------------------	-----------------------------------

- 34.** Note that AgLearn+ totals the costs in Block C1c.

Item	* Amount
<b>a. Tuition</b>	\$ <input type="text" value="220.00"/>
<b>b. Books or Materials</b>	\$ <input type="text" value="0.00"/>
<b>c. Total</b>	\$ <input type="text" value="220.00"/>

- 35.** Block C2 is for indirect costs, such as travel and per diem.  
In Block C2a, enter your expected travel costs.

<b>a. Travel</b>	\$ <input type="text" value="40.00"/>
------------------	---------------------------------------

These are mandatory fields. If there are no costs for travel or per diem, enter 0.

**Note:** Opportunity will be provided after the training is complete to edit this field.

- 36.** In Block C2b, enter your per diem costs.

<b>b. Per Diem</b>	\$ <input type="text" value="0.00"/>
--------------------	--------------------------------------

## How to Create an SF-182 in AgLearn+

37. Note that AgLearn+ totals the costs in Block C2c.

Item	* Amount
a. Travel	\$ 40.00
b. Per Diem	\$ 0.00
c. Total	\$ 40.00

This is a mandatory field. If the government is paying all costs, enter 0.

38. In Block C3, enter how much of the cost of this training will be paid by sources other than the government, such as yourself.

\* C.3. Total Training Non-Government Contribution Cost

\$

Beware of special characters, especially if copying and pasting from an email or web site.

39. If there are any special billing instructions, enter them in Block C6.

C.6. Billing Instructions

Contact Sheila Glasgow for possible group discount.

40. When all is complete, select **Submit**.

Submit

41. Verify that each approval step has a name associated with it. If any names are missing, notify your AgLearn+ administrator. (Auto Approver is an acceptable approver name.)

Approval Step	Approvers
Step 1	Tony L Lovell; <a href="#">(Close View)</a>
Step 2	Joe M Public; <a href="#">(Close View)</a>
Step 3	Auto Approver; <a href="#">(Close View)</a>
Step 4	Auto Approver; <a href="#">(Close View)</a>
Step 5	Auto Approver; <a href="#">(Close View)</a>
Step 6	Auto Approver; <a href="#">(Close View)</a>

42. Select **Submit**.

Submit

43. AgLearn+ will confirm the acceptance of your request.

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: Nutrient Management Update 2011

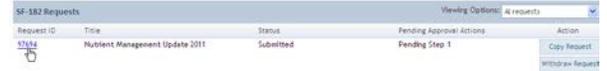
44. You may check the status of your request at any time by logging into AgLearn+ and selecting **SF-182 Requests** in the **Easy Links** section.

Easy Links

Approvals	Reports
Completed Work	<b>SF-182 Requests</b>
News	Skills Inventory
IDPs	Start an Assessment
Record Learning	User Settings

## How to Create an SF-182 in AgLearn+

- 45.** The current status of the request, as well as any pending approval actions are shown. You can also view the request itself by clicking the link with its ID number at the left of the line.



The screenshot shows a table titled "SF-182 Requests" with a "Viewing Options" dropdown set to "All requests". The table has five columns: Request ID, Title, Status, Pending Approval Actions, and Action. A single row is visible with the following data: Request ID: [1794](#), Title: Nutrient Management Update 2011, Status: Submitted, Pending Approval Actions: Pending Step 1, and Action: Copy Request, Withdraw Request.

Request ID	Title	Status	Pending Approval Actions	Action
<a href="#">1794</a>	Nutrient Management Update 2011	Submitted	Pending Step 1	Copy Request Withdraw Request