

## NPARRL Request for & Documentation of Training SOP

The NPA encourages training for employees at all grade levels since a well-trained workforce is an asset to the Agency and the Area. Training can be directly related to the individual's performance of official duties to training that improves individual and organizational performance. It can also assist the Agency in achieving its mission and performance goals and is divided into two categories by cost,  $\geq \$2,500$  and  $< \$2,500$ .

- **Trainee:** Complete SF-182 Request, Authorization, Agreement and Certification of Training in AgLearn. Both Firefox and Internet Explorer are fine to create the SF-182, submit and send for approval.

1. Obtain a training number by emailing the Administrative Officer. The request should include:

- Dates of training,
- Location of Training,
- Title of Training, and
- Cost of Tuition for.

**Note:** The cost of training (excluding travel) determines who pays for it.  $< \$2,500$  will be paid at our location,  $\Rightarrow \$2,500$  requires area approval and is paid through NFC.

2. Log into AgLearn at <http://www.aglearn.usda.gov/> using your e-Auth User ID and Password; (Both Firefox and Internet Explorer work)

Make sure your supervisor is correct in your AgLearn Profile so that he/she is automatically listed as an approver and will be notified of the pending request.

3. On the right side of the screen are "Easy Links", click on SF-182 Requests;

The screenshot displays the AgLearn user interface. On the left, a 'To-Do List' shows overdue tasks: 'Effects of Climate Change on Polar Ice Caps' (36 days overdue), 'Principles of Weather and Climate Change' (34 days overdue), and 'Communication 101' (29 days overdue). Below this, tasks due within a month are listed, including 'Microsoft Access 2007 and Microsoft Publisher 2007' and 'New Features for End Users in Microsoft Office 2007'. On the right, the 'Easy Links' section is highlighted with a red circle. It contains a grid of links: 'Approvals', 'Completed Work', 'News', 'IDPs', 'Record Learning', 'Reports', 'SF-182 Requests' (circled in red), 'Skills Inventory', 'Start an Assessment', and 'User Settings'. Below the links are four summary cards: 'Curricula' (0 Overdue, 1 Due in 30 days, 1 Due Later), 'Competencies' (You have no assigned competencies), 'Goals' (You are on target, \* Pending approval), and 'Communities' (See what's happening in the forums).

4. Next, click the yellow box in the lower right corner “New Request”.

Administrator Role > Welcome Lyndell Walker | Catalog Search

My Employees    Catalog

**Request, Authorization, Agreement & Certification of Training** Help

Below is a list of all of your SF-182 Request. Click the Request ID for more information about the request. Click **Copy Request** or **Withdraw Request** button and click **Go to Copy or Withdraw** from an SF-182 Request. Click the **New Request** button to initiate a new request.

| Request ID | Title                   | Status                 | Pending Approval Actions | Action                       |
|------------|-------------------------|------------------------|--------------------------|------------------------------|
| 97194      | Records Management      | Approved               | Pending Verification     | <a href="#">Copy Request</a> |
| 96996      | Intro to Production     | Completed and Verified | None                     | <a href="#">Copy Request</a> |
| 96997      | Intro to public folding | Completed and Verified | None                     | <a href="#">Copy Request</a> |

Viewing Options: All requests  
 Records per Page: 10    Page: 2    -Previous    Next> (14 total records)  
New Request

Be sure to complete any basic information that is not already completed for you. Fields marked with a red asterisk\* are required and you cannot move forward without it. Some fields will have a list of values in a drop-down list.

- Enter the name and mailing address of the training vendor.
- Start and ending date, hours of training
- Cost of tuition, books and travel (ask your secretary)
- C.4 is the area for the assigned training number
- C.5 is an 8-digit Duty Station code -- 12-40-0300

| REQUEST, AUTHORIZATION, AGREEMENT & CERTIFICATION OF TRAINING   |   |                |                                 |   |  |
|---|---|----------------|---------------------------------|---|--|
| SECTION A: TRAINEE INFORMATION                                  |   |                |                                 |   |  |
| A. Agency Code, agency sub element and submitting office number |   |                |                                 | B. Request Status / Record Action   |  |
| AG034860  |   |                |                                 | <input checked="" type="radio"/> Add <input type="radio"/> Delete         |  |
| A.1. Applicant's Name   |   |                | First Five Letters of Last Name |   |  |
| Last Name   | First Name                                    | Middle Initial | WALKE                           |   |  |
| Walker  | Lyndell                                       | A              |                                 |   |  |
| A.4. Home Address   |   |                | A.5. Home Phone                 | * A.6. Position Level   |  |
| Street Address  | HRD- OFFICE OF THE DIRECTOR, 5601 SUNNYSIDE A |                | 301-504-1396                    | <input type="radio"/> a. Non-supervisory <input type="radio"/> b. Manager |  |
| City  | State / Province                              | Postal Code    | Country                         | <input type="radio"/> c. Supervisory <input type="radio"/> d. Executive   |  |
| BELTSVILLE  | MD  | 20705-5103     | USA                             |   |  |

You can either save or submit the request. After completing and submitting the SF-182 you will see the “Approval Submission” page, where it shows the people to approve it.

- Step 1: Supervisor Level 1 (Click “Show All” to see your immediate Supervisor)
- Steps 2, 3, & 4—these levels are not used in ARS
- Step 5: Select User for Approval (Click to search for the Research Leader, who is the fundholder)
- Step 6: Select User for Approval (AgLearn Administrator [local – Administrative Officer, Area Office – Edna Taylor for >=\$2,500])

## Approval Submission

Help

Submit for Approval

[← Back](#)

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

Any steps that do not have a user listed must have a name filled in before the request can be submitted.

| Approval Step | Approvers                                       |
|---------------|---|
| Step 1        | Supervisor Level 1 ( <a href="#">Show All</a> ) |
| Step 2        | Approver_1 ( <a href="#">Show All</a> )         |
| Step 3        | Approver_2 ( <a href="#">Show All</a> )         |
| Step 4        | Approver_3 ( <a href="#">Show All</a> )         |
| Step 5        | Select User for Approval                        |
| Step 6        | Select User for Approval                        |

Submit

## Completing the SF-182

1. Submit SF-182
2. The Approver/Supervisor is alerted by email and will see pending requests in their AgLearn to Approve or Deny request
3. Reviewers Approves or Denies
4. User Reviews Status of the request. This can be done any time.
5. User verified Training Event
6. Supervisor Approves or Denies
7. User reviews status the SF-182/views learning history

## E-mail notifications:

- **Approvers:** Each approver will receive a system generated e-mail notification that an approval is required. You must access AgLearn and approve the training.
  - i. Step 1 – Automatic (immediate supervisor)
  - ii. Step 2 – Not used by ARS
  - iii. Step 3 – Not used by ARS
  - iv. Step 4 – Not used by ARS
  - v. Step 5 – Select User (Fund Holder)
  - vi. Step 6 – Select User - AgLearn Administrator (Administrative Officer-search by email)
- **Trainee** will receive system generated e-mail notifications for:
  - i. Confirmation of request to enroll in the training activity,
  - ii. Confirmation of each Level of Approval,
    1. When the last level is approved the Confirmation will be “Request Approved”
  - iii. Request to verify completion after the training is scheduled to be completed.

## Travel associated with Training Request

- After the request is approved print the SF-182 and submit with your Travel Authorization Request to your travel arranger. Include the Authorization number on your Authorization Request.

## Payments for training by local cardholders:

- Print the approved SF-182 for the cardholder payment file.

- Cardholders must retain a copy of the approved SF-182 in their purchase file. An AD700 is not required. When reconciling the transaction in Access Online you should write in the Item Description block, “Payment is in accordance with guidance issued in P&P 213.4”.

### **Verification of the Training Event**

1. You will receive an email for verification of completed training
2. Navigate to the SF-182 Requests Page
3. Locate the training event and click “Verify”
  - a. Edit any fields as necessary before submitting
  - b. Select “Yes” in fields (V.1.) and (V.6.) if you attended all sessions  
Select “Yes” in field (V.1.) and “No” in field (V.6.) if you didn’t attend all sessions.
4. After you verify the training, your supervisor will approve your verification.

**See next page for tuition costs greater than \$2,500.**

## Training that does Requires Area Approval

- Tuition >\$2,500.00 (not including travel), customized training
- Managerial/Supervisory courses and development programs that require special handling and the Area Director's Approval
  - Congressional Briefing Conference
  - OPM Management Development Center Seminars
  - USDA Supervisory Academy
  - Aspiring Leader Program (6 mo.)
  - Congressional Fellows Program (6 mo. or 1 yr.)
  - Executive Potential Program (1 yr)
  - Mid-Level Leadership Training Program (1 yr.)
  - New Congress Briefing (1/2 day)
  - New Leader Program (6 mo.)
  - New Research Leader Training Program – all modules (2 yrs.)

### I. Instructions to Complete

1. **Complete** all questions A-C that apply. The \* fields are required.
  - a. B.1a These vendors are not in any specific order. You must select “Other” to fill in a name that is not on the list. (“Other” is at the very bottom.)
  - b. C.4 Request training number from the Administrative Officer
  - c. C.5 Duty Station Symbol 12-40-0300
  - d. C.6 USDA, OCFO  
Controller Operations Division, ACPRB  
ARS Operations Section  
PO Box 53326  
New Orleans, Louisiana 70153
2. **Submit-Approval**
  - a. Step 1: Your immediate supervisor
  - b. Step 5: Fundholder
  - c. Step 6: Area Office

### II. The rest of the steps are the same as “Training that does not require Area approval or payment”

References: P&P 213.4 Procedures for Paying for Off-the-Shelf Training and  
NPA PM-01-005 Training Approval