

Quick Reference for Submitting SF182s in AgLearn

Instructions for Submitting SF-182s in AgLearn	
1. Policy	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
2. Instructions	Refer to the SF-182 Instructions to correctly complete an SF-182 in AgLearn.
3. Methods of Payment	Refer to P&P 213.4 Paying for Off-the-Shelf Training
4. Special numbers for Section C of Form	<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. 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>
5. Approvals	<p>The SF-182 must be approved before a payment to the vendor is issued.</p> <p>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

	<p>levels provided by AgLearn, learners will see “auto approver” displayed when the request is submitted.</p> <ul style="list-style-type: none"> • 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. • 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.
<p>6. Submission for Group Training</p>	<p>For ARS: Follow the instructions listed for Group Training. For ERS, NASS, & NIFA contact your AgLearn Administrator.</p>