



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

March 29, 2012

IOWA INSTRUCTION 360 – 393 - USE OF THE SF-182 FOR EXTERNAL TRAINING

IA393.0 PURPOSE

This Iowa Instruction provides employees with the requirement to use the electronic SF-182 for external training events. It also outlines the process for approving or disapproving external training events.

IA393.1 SCOPE

To clarify employee, supervisor, Training Officer and Budget Officer roles.

IA393.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

/s/

Richard Sims
State Conservationist

Attachment

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(IA Instruction 360 - 393 First Edition – March 2012)

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1. PURPOSE:

This Iowa Instruction provides employees with the requirement to use the electronic SF-182 for external training events. It also outlines the process for approving or disapproving external training events.

2. ROLES AND RESPONSIBILITIES:

To clarify employee, supervisor, Training Officer and Budget Officer roles.

3. PROCESS:

Per General Manual 360, Part 410, Subpart H, all requests for external training (including conferences if they are considered training) must be documented using the online Standard Form SF-182, Request, Authorization, Agreement, and Certification of Training. External training is defined as training that is offered by an independent vendor, i.e., USDA Grad School, Management Concepts, ISU, etc. The SF-182 can be accessed through AgLearn from the employee's home page under "Easy Links" titled "SF-182 Requests." By using the online SF-182 in AgLearn, USDA can produce and transmit the bi-monthly transaction level training and cost data required by the Office of Personnel Management (OPM).

It is the employee's responsibility to complete the SF-182 in AgLearn. All requests for training must be approved by the employee's supervisor of record. Therefore, employees are to ensure that they have updated their profile to reflect their current supervisor. Instructions are listed below on how to update an individual's profile to reflect the current supervisor.

- a) Sign into AgLearn
- b) Click on name in rectangle box
- c) Click on pencil to the right of employee information
- d) Click on magnifying glass to the right of "Supervisor"
- e) Type supervisor's Last name to right of "Last Name"
- f) Type supervisor's First name to right of "First Name"
- g) Click on Search
- h) (You should see the name you are searching for)
- i) Click "Select" at the right of screen.

Once the SF-182 is completed, the supervisor will either approve or disapprove the request. If approved, the SF-182 will then flow to the Training Officer who will indicate which budget the training will be paid i.e., State Wide Training budget or Area budget. If funding is out of a budget other than the Administrative Budget or the State Training Budget, the Training Officer will send a message to the appropriate Leadership Team Member, AMA/secretary and employee letting them know it has been approved or disapproved. It is up to the Area/Section to notify Contracting of any purchasing requirements. If the training is to be paid out of the State Wide Training Budget or the Administrative Services Budget, the Training Officer will give the approved SF-182 to the Budget Officer. The Budget Officer will indicate if sufficient funds are available and return the SF-182 to the Training Officer who will scan to the appropriate Leadership Team Member, AMA/secretary, employee and the Supervisory Contracting Officer if tuition and/or books/materials need purchased.

Attached is a copy of a SF-182 along with detailed instructions on how to complete the SF-182.

Should you have any questions, please contact Sondra E. Folsom Jones, Training Officer at (515) 323-2703.

/s/

Approved By:

Date: **04/02/2012**

Richard Sims
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