



Entering SF-182 - Users

When a user registers for external training, they are required to enter an SF-182. The SF-182 will record the external training on the users record for credit. SF-182's should be entered prior to the start date of the training course. Please follow the below instructions on how to enter an SF-182.

To access your [To-Do List](#), click on [My Learning](#).

Click on [External Requests](#) in the [Links](#) pod.

Scroll down to the bottom of the page and click [New Request](#).

Quick Actions

- My Profile
- Org Chart
- Favorite Reports
- My Objectives
- My Learning**
- Mobile Activation
- Reminders
- Favorites

To-Do List

Keyword: Select All All Assignment Types

You have pending approval requests

DUE LATER

- RETRAIN BY 9/14/2018
Insider Threat [CHOOSE COURSES >](#)
- RETRAIN BY 11/3/2018
IT Security Awareness [CHOOSE COURSES >](#)
- RETRAIN BY 11/14/2018
ATF HQ Occupant Emergency Plan [CHOOSE COURSES >](#)
- RETRAIN BY 11/14/2018 | PRIORITY 0
Conduct and Accountability [CHOOSE COURSES >](#)
- RETRAIN BY 11/14/2018
Ethics [CHOOSE COURSES >](#)
- RETRAIN BY 11/15/2018
Contingency Planning [CHOOSE COURSES >](#)
- RETRAIN BY 11/15/2018
Introduction to National Security Information (NSI) [CHOOSE COURSES >](#)
- 12/31/2018 | MANDATED BY DEPARTMENT
Domestic Violence, Sexual Assault, and Stalking in the Workplace (DVSAS) [START COURSE v](#)
- RETRAIN BY 12/31/2018
Incident Response [CHOOSE COURSES >](#)
- RETRAIN BY 11/12/2019
No Fear Act (EEO) [CHOOSE COURSES >](#)

My Curricula

Catalog Search

[Go](#)

[Browse all courses >](#)

History

Links

- My QuickGuides
- Approvals
- External Requests**
- Options and Settings
- Record Learning Reports

Featured

Below is a list of all of your External Requests. 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 External Request. Click the **New Request** button to initiate a new request.

External Requests (SF-182) Viewing Options: Sort By:

Request ID	Title	Start Date	End Date	Status	Pending Approval Actions	Action
96562	TEST	6/1/2018	6/4/2018	Approved	Pending Verification	Copy Request Verify
18155	Basic Staffing and Placement	8/31/2010	2/28/2011	Approved	Pending Verification	Copy Request Verify

[New Request](#)

Each field with a red asterisks * are mandatory and must be completed.

Section A: Trainee Information

A.1 Applicants Name - Will auto-populate.

A.4 Home Address – Leave blank.

A.6 Position Level – Make a selection.

A.7 Organization Mailing Address

A.8 Office Phone

A.9 Work Email Address – Will auto-populate.

A.10 Position Title – Will auto-populate.

A.11 Special Accommodations – Yes or No. If Yes, please enter in the corresponding field.

A.12 – A.17 – Position information will auto-populate.

SECTION A: TRAINEE INFORMATION					Instructions
B. Request Status / Record Action					
<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 Name	PROCT		
Proctor	Stephanie M				
A.4. Home Address (Not Applicable for Department of Justice)				A.6. Position Level	
		<input type="radio"/> a. Non-managerial		<input type="radio"/> b. Manager	
		<input type="radio"/> c. Managerial		<input type="radio"/> d. Executive	
A.7. Organization Mailing Address			A.8. Office Phone	A.9. Work Email Address	
Add1				STEPHANIE.PROCTOR@ATF.GOV	
Add2					
City	State / Province	Postal Code			
A.10. Position Title		A.11. Does applicant need special accommodation?		If yes, please describe below	
SUPER ADMIN		<input type="radio"/> Yes <input checked="" type="radio"/> No			
A.12. Type of Appointment		A.14. Pay Plan	A.15. Series	A.16. Grade	A.17. Step
01		GS	0301	13	05

Section B: Training Course Data

B.1 Name and Mailing Address of Training Vendor. If the training vendors information is in the JTMS, you may use the magnifying glass to conduct a search. When you select the vendor, the name and address will auto-populate.

If the vendor is not listed, select Other. In the, If Other, please specify field, enter the name of the vendor. Enter the address of the vendor in the corresponding fields.

B.1b. Location of Training Site – If the training site is the same as the vendors address, click the box, If Same, mark box.

B.1c. Vendor Email Address

B.1d. Vendor Telephone Number

B.2a Course Title

B.3 Training Start Date

B.4 Training End Date

B.5 Training Duty Hours (work hours)

B.6 Training Non-Duty Hours (non work hours)

B.7 Training Purpose Type

B.8 Training Type Code Enter N/A

B.9 Training Sub Type Code

B.10 Training Delivery Type Code

B.11 Training Designation Type Code

B.12 Training Credit Hours

B.13 Training Credit Type Code

B.14 Training Accreditation Indicator

B.15 Continued Service Agreement Required Indicator

B.16 Continues Service Agreement Required Expiration Date

B.17 Training Source Type Code

B.18 Training Objectives

SECTION B: TRAINING COURSE DATA					Instructions
B.1a. Name and Mailing Address of Training Vendor					
<input type="text"/> ID <input type="text"/>		Name <input type="text"/>		<input type="radio"/> Other If Other, please specify <input type="text"/>	
Street Address <input type="text"/>		City <input type="text"/>	State / Province <input type="text"/>	Postal Code <input type="text"/>	Country/Region <input type="text"/>
B.1b. Location of Training Site					
<input type="checkbox"/> If Same, mark box .					
Street Address <input type="text"/>		City <input type="text"/>	State / Province <input type="text"/>	Postal Code <input type="text"/>	Country/Region <input type="text"/>
B.1c. Vendor Email Address <input type="text"/>		B.1d. Vendor Telephone Number <input type="text"/>			
B.2a. Course Title <input type="text"/>		B.3. Training Start Date (MM/DD/YYYY) <input type="text"/>		B.4. Training End Date (MM/DD/YYYY) <input type="text"/>	
B.5. Training Duty Hours <input type="text"/>		B.6. Training Non-Duty Hours <input type="text"/>	B.7. Training Purpose Type <input type="text"/>		B.8. Training Type Code <input type="text"/>
B.9. Training Sub Type Code <input type="text"/>		B.10. Training Delivery Type Code <input type="text"/>	B.11. Training Designation Type Code <input type="text"/>	B.12. Training Credit Hours <input type="text"/>	B.13. Training Credit Type Code <input type="text"/>
B.14. Training Accreditation Indicator <input type="radio"/> Yes <input type="radio"/> No		B.15. Continued Service Agreement Required Indicator <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		B.16. Continued Service Agreement Required Expiration Date <input type="text"/>	B.17. Training Source Type Code <input type="text"/>
B.18. Training Objectives <input type="text"/>					

Section C: Costs and Billing Information

C.1 Direct Cost and appropriation/fund chargeable.

Enter the amounts for Tuition and Books or Materials in the corresponding fields.

C.2 Indirect Cost and appropriation/fund chargeable (Travel).

Enter the amounts for Travel and Per Diem in the corresponding fields.

C.6 Billing Instructions

Enter the accounting strip and any additional billing information if cost is associated with the training.

Click [Submit](#) if you have entered all the information required.

Click [Save](#) if you need to come back and update the form before submitting it.

Once submitted, it will go through the approval process to your 1st and 2nd line supervisors. After attending the training you will be required to verify if you attended. Please follow the next set of instructions for verification.

SECTION C: COSTS AND BILLING INFORMATION Instructions					
C.1. Direct Cost and appropriation/fund chargeable			C.2. Indirect Cost and appropriation/fund chargeable - (Travel)		
Item	* Amount	Appropriation Fund	Item	* Amount	Appropriation Fund
a. Tuition	\$ <input type="text"/>	<input type="text"/>	a. Travel	\$ <input type="text"/>	<input type="text"/>
b. Books or Materials	\$ <input type="text"/>	<input type="text"/>	b. Per Diem	\$ <input type="text"/>	<input type="text"/>
c. Total	\$ <input type="text"/>		c. Total	\$ <input type="text"/>	
C.4. Document Link / Prepaid Account / Requisition Number			* C.6. Billing Instructions: DEA-Provide breakdown of per diem, hotel tax, POV mileage, parking & travel dates Others-Please contact your component/division funds manager for specific billing information.		
<input type="text"/>			<div style="border: 1px solid black; height: 150px;"></div>		
C.5. 8-Digit Station Symbol					
<input type="text"/>					

[Submit](#) [Save](#)

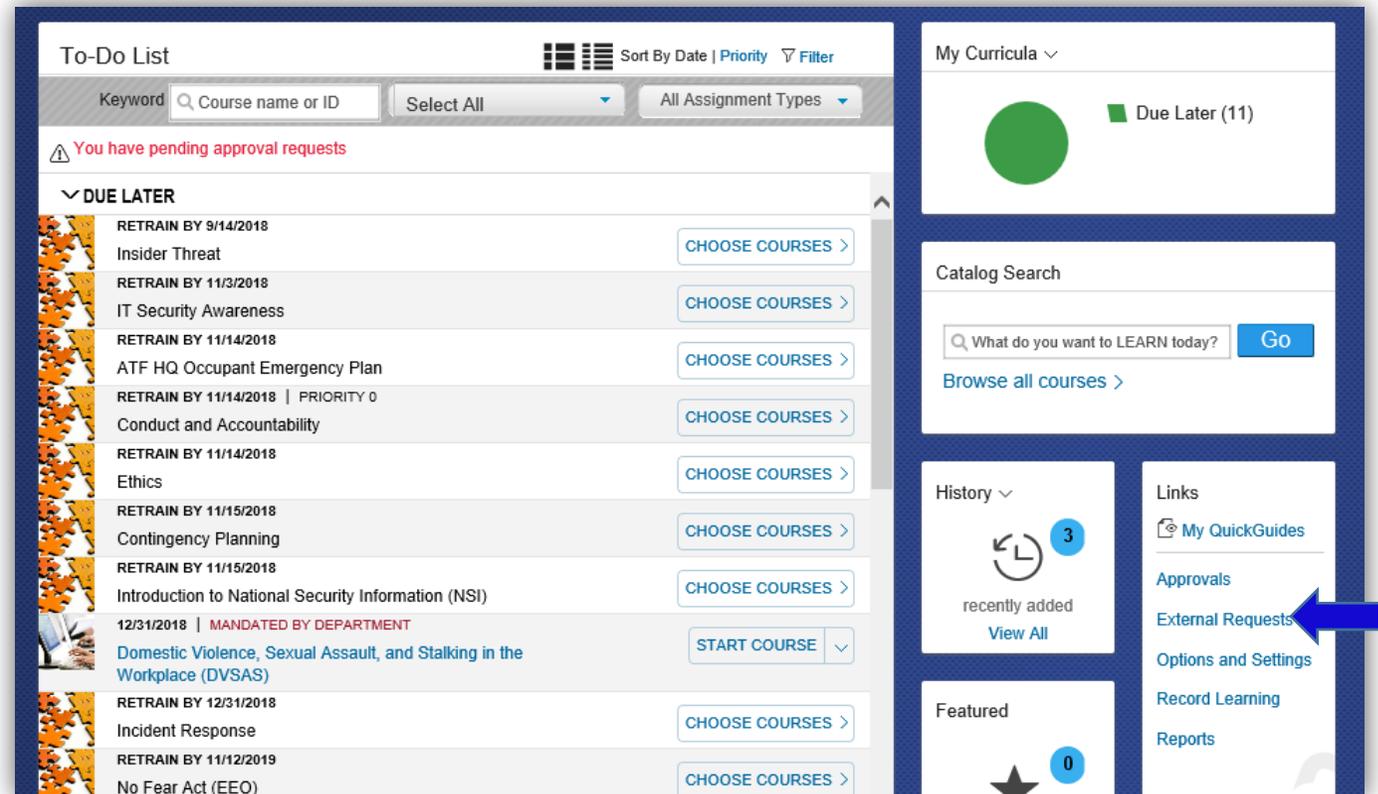
Verifying Training in the JTMS - Users

Once a Training Coordinator has entered an External Request for Past Training on behalf of a user, the user will need to **Verify** the training.

Important Note: if the user entered the training request prior to attending training, follow the steps below to verify and approve your training request.

Go to **My Learning** to access the **To-Do List**.

Click on **External Requests** in the **Links** pod.



Locate the training, click [Verify](#).

You will be brought to the [Request, Authorization Agreement & Certification of Training](#) screen.

[Verify if the Training was completed](#), you may add any additional comments in the Comments/Explanation Box.

[Verify if All Sessions were Attended](#), you may add any additional comments in the Comments/Explanation Box.

Click [Submit](#).

Below is a list of all of your External Requests. 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 External Request. Click the [New Request](#) button to initiate a new request.

External Requests (SF-182) Viewing Options: [Approved](#) Sort By: [Request ID](#)

Request ID	Title	Start Date	End Date	Status	Pending Approval Actions	Action
96562	TEST	6/1/2018	6/4/2018	Approved	Pending Verification	Copy Request Verify
18155	Basic Staffing and Placement	8/31/2010	2/28/2011	Approved	Pending Verification	Copy Request Verify

[New Request](#)

REQUEST, AUTHORIZATION, AGREEMENT & CERTIFICATION OF TRAINING

* V.1. Course was completed

Yes V.2. Comments/Explanation 

No

V.3. Actual Course Dates (MM/DD/YYYY)

a. Commenced:

* b. Complete:

V.4. Actual Course Hours

* a. During Duty:

* b. Non Duty:

V.5. Academic Score

* V.6. All sessions were attended

Yes V.7. Comments/Explanation 

No

V.8. Direct Cost and appropriation/fund chargeable

	* Amount	Appropriation Fund
a. Tuition	<input type="text" value="\$ 0.00"/>	<input type="text" value="0"/>
b. Books or Materials	<input type="text" value="\$ 0.00"/>	<input type="text" value="0"/>
c. Total	<input type="text" value="\$ 0.00"/>	

V.9. Indirect Cost and appropriation/fund chargeable - (Travel)

	* Amount	Appropriation Fund
a. Travel	<input type="text" value="\$ 0.00"/>	<input type="text" value="0"/>
b. Per Diem	<input type="text" value="\$ 0.00"/>	<input type="text" value="0"/>
c. Total	<input type="text" value="\$ 0.00"/>	

[Submit](#) 

The [Submit for Approval](#) page will appear.

Click [Submit](#).

The [Verification](#) has now been submitted for [Approval](#).

The Verification will now finally need to be Approved. Return to your [To-Do List](#).

Approval Submission

Submit for Approval

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
Self-enroll	Employee (Show All)

Submit



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: TEST



Approving Training in the JTMS - Users

Click on [Approvals](#) in the [Links](#) pod.

Expand the [External Training](#) section.

Locate the training from the list.

The screenshot shows the JTMS dashboard. The 'To-Do List' section is expanded to show 'DUE LATER' items, including 'Insider Threat', 'IT Security Awareness', 'ATF HQ Occupant Emergency Plan', 'Conduct and Accountability', 'Ethics', 'Contingency Planning', and 'Introduction to National Security Information (NSI)'. The 'Links' pod on the right contains a 'My QuickGuides' section with a blue arrow pointing to the 'Approvals' link.

The screenshot shows the 'Pending Approvals' page. It is divided into three sections: 'Internal Training (0)', 'External Training (1)', and 'Account Requests (0)'. The 'External Training (1)' section is expanded, showing a table with one row of data. The table has columns for 'User Name', 'Title', 'Price', 'Type', and 'Action [Approve All/Deny All]'. The 'Action' column contains radio buttons for 'Approve', 'Deny', and 'Skip', with 'Approve' selected.

User Name	Title	Price	Type	Action [Approve All/Deny All]
Proctor, Stephanie M	TEST EXTERNAL TRAINING	0.00	External Verification Request	<input checked="" type="radio"/> Approve <input type="radio"/> Deny <input type="radio"/> Skip

To see more detailed information at a glance, click the blue [Expand Arrow](#) beside your name. You may also click the [title link](#) to see your complete SF-182 form.

Click [Approve](#) in the Action column.

Click [Next](#).

← Back

Pending Approvals

Internal Training (0) All Direct Reports Only

No items were found using this search criteria.

External Training (1) Enter Reasons for Approvals or Denials All Direct Reports Only Next

User Name ▲	Title	Price	Type	Action [Approve All/Deny All]
▼ Proctor, Stephanie M Location: WASHINGTON Start Date: 6/11/2018 Comments:	TEST EXTERNAL TRAINING	0.00	External Verification Request	<input checked="" type="radio"/> Approve <input type="radio"/> Skip

Account Requests (0)

No items were found using this search criteria.

In the [Approval Reason](#) section, you may enter additional comments if needed.

Click [Next](#).

Click [Confirm](#) to Approve the verification.

A [Success](#) notification will appear.

The [Status of the External Request](#) is now listed as [Completed and Verified](#) in the [External Requests](#) section on your [To-Do List](#).

Pending Approvals [Help](#)

Approve or Deny → Approval Reasons

Enter a reason for approving your employee's training request below.

[Previous](#) [Next](#)

Approval Reasons

User Name and Schedule	Approval Reason (optional)
Proctor, Stephanie M TEST EXTERNAL TRAINING	



Pending Approvals

Approve or Deny → Approval Reasons → Confirm

[Previous](#) [Confirm](#)

Approve

User Name	Title	Price	Cancellation Policy
Proctor, Stephanie M	TEST EXTERNAL TRAINING	0.00	



[← Back](#)

Pending Approvals [Help](#)

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

[Start Over...](#)

Success

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

Below is a list of all of your External Requests. 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 External Request. Click the **New Request** button to initiate a new request.

External Requests (SF-182) Viewing Options: [All requests](#) Sort By: [Request ID](#)

Request ID	Title	Start Date	End Date	Status	Pending Approval Actions	Action
96587	TEST EXTERNAL TRAINING	6/11/2018	6/12/2018	Completed and Verified	←	Copy Request

