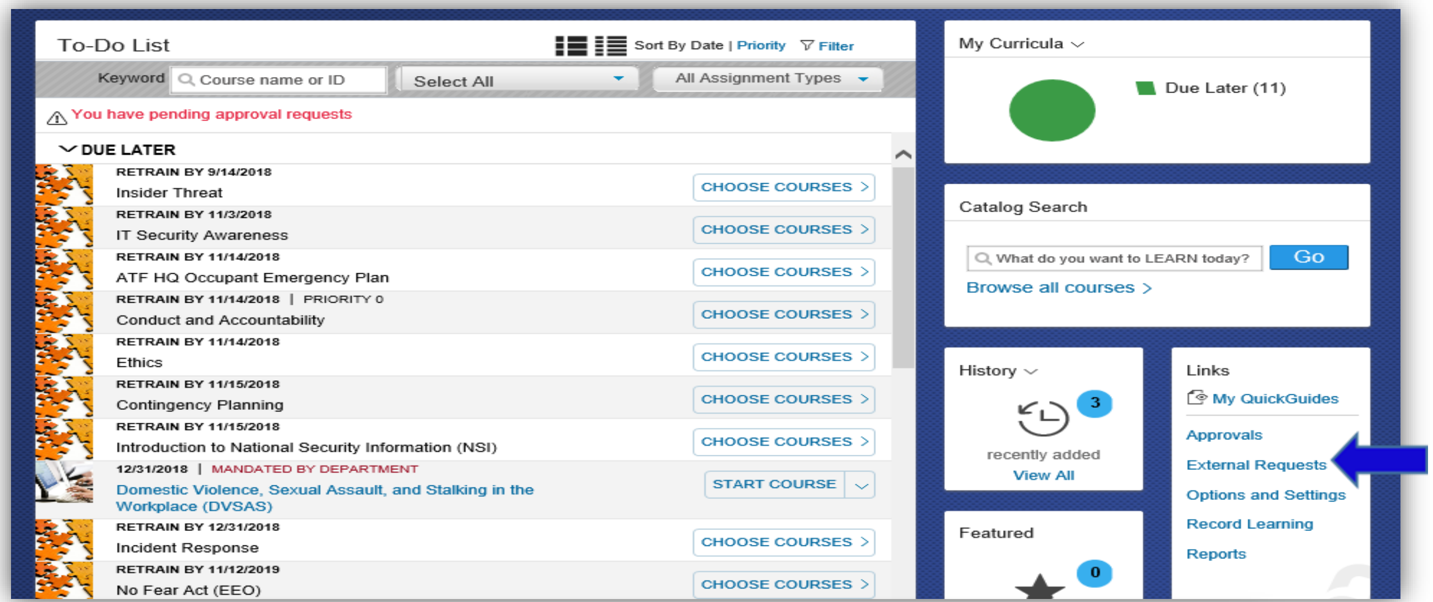
Entering SF-182 - Users

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.



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

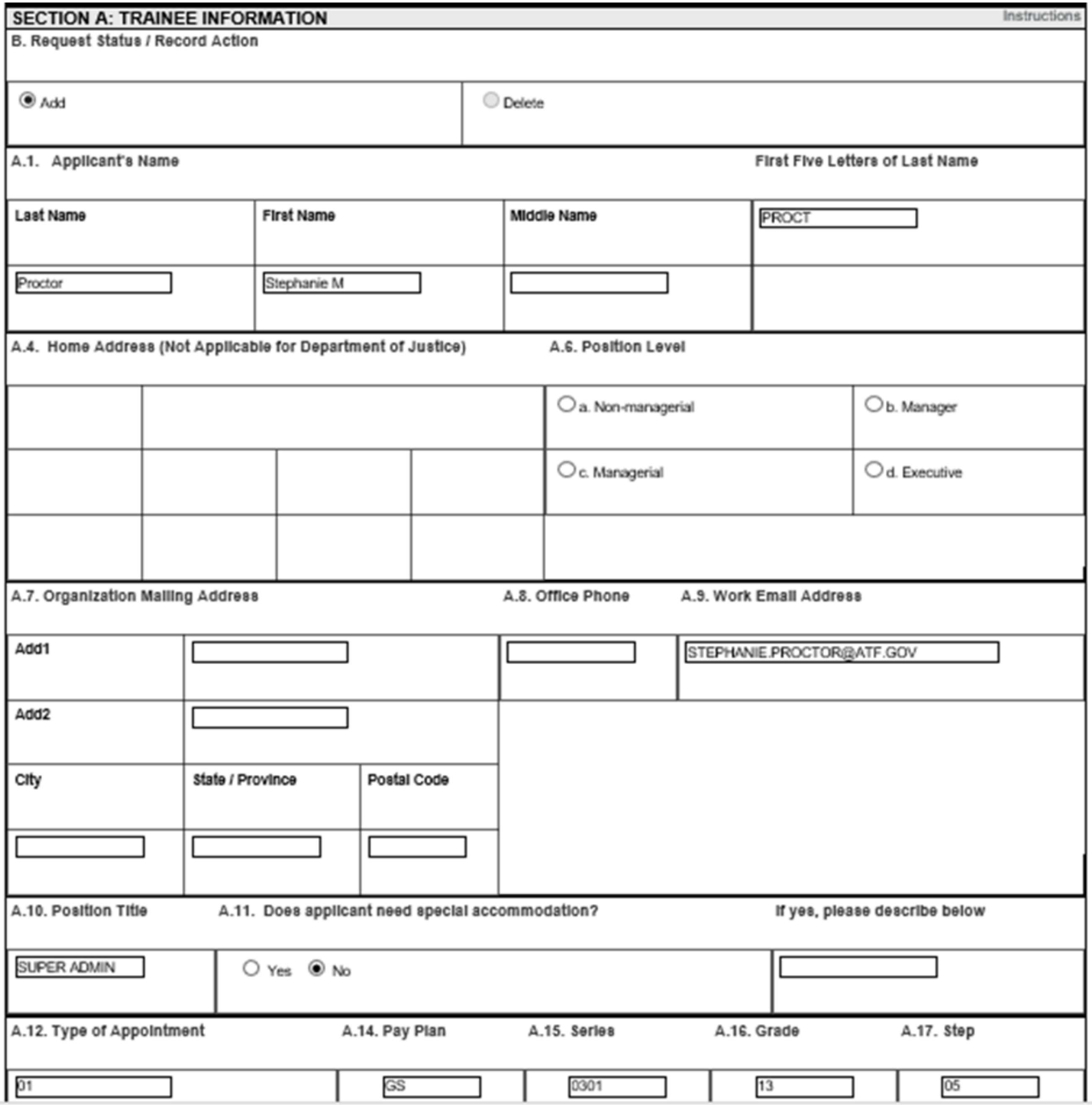
A.8 Office Phone

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

Add

Delete

A.1. Applicant's Name

First Five Letters of Last Name

Last Name	First Name	Middle Name	First Five Letters of Last Name
Proctor	Stephanie M		PROCT

A.4. Home Address (Not Applicable for Department of Justice)

A.6. Position Level

a. Non-managerial

b. Manager

c. Managerial

d. Executive

A.7. Organization Mailing Address

A.8. Office Phone

A.9. Work Email Address

STEPHANIE.PROCTOR@ATF.GOV

Add1

Add2

City

State / Province

Postal Code

A.10. Position Title

SUPER ADMIN

A.11. Does applicant need special accommodation?

Yes

No

If yes, please describe below

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

ID * Name Other If Other, please specify *

Street Address * City * State / Province * Postal Code * Country/Region

B.1b. Location of Training Site

If Same, mark box .

Street Address * City * State / Province * Postal Code * Country/Region

B.1c. Vendor Email Address * B.1d. Vendor Telephone Number *

B.2a. Course Title * B.3. Training Start Date (MM/DD/YYYY) * B.4. Training End Date (MM/DD/YYYY) *

B.5. Training Duty Hours * B.6. Training Non-Duty Hours * B.7. Training Purpose Type * B.8. Training Type Code *

-- Please Select One --

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 *

-- Please Select One -- -- Please Select One -- -- Please Select One -- -- Please Select One --

B.14. Training Accreditation Indicator * B.15. Continued Service Agreement Required Indicator * B.16. Continued Service Agreement Required Expiration Date B.17. Training Source Type Code *

Yes No Yes No N/A -- Please Select One --

B.18. Training Objectives

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.

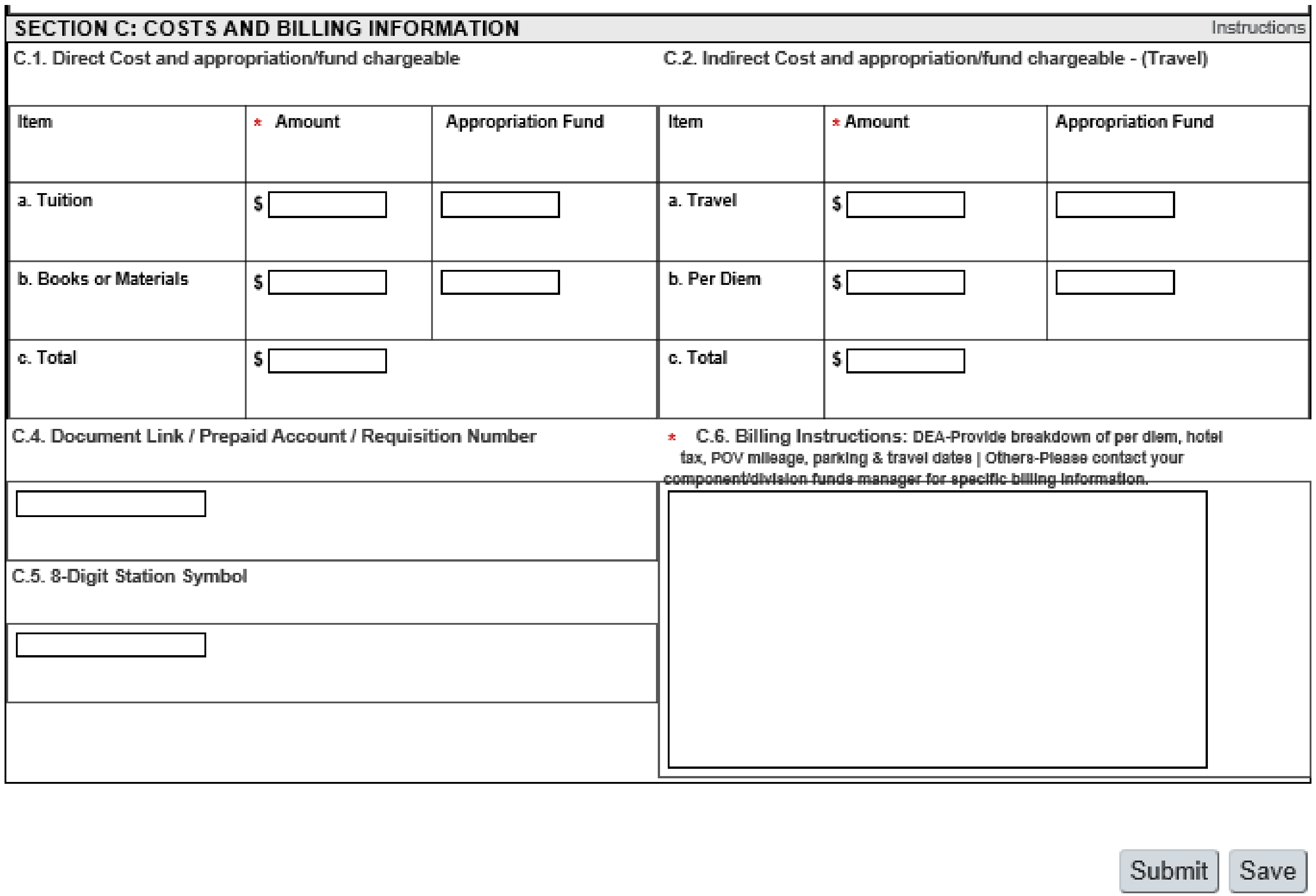
C.6 Billing Instructions

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	$		a. Travel	$	
b. Books or Materials	$		b. Per Diem	$	
c. Total	$		c. Total	$	

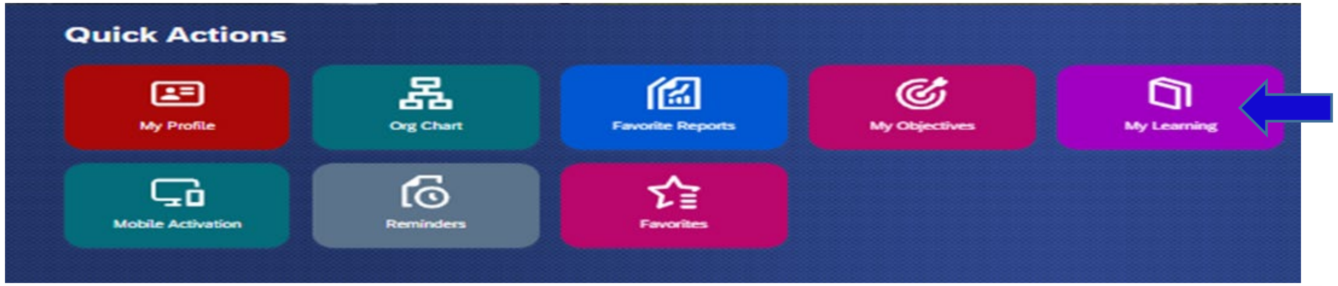
C.4. Document Link / Prepaid Account / Requisition Number

C.5. 8-Digit Station Symbol

* 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.

Submit Save

Verifying Training in the JTMS - Users

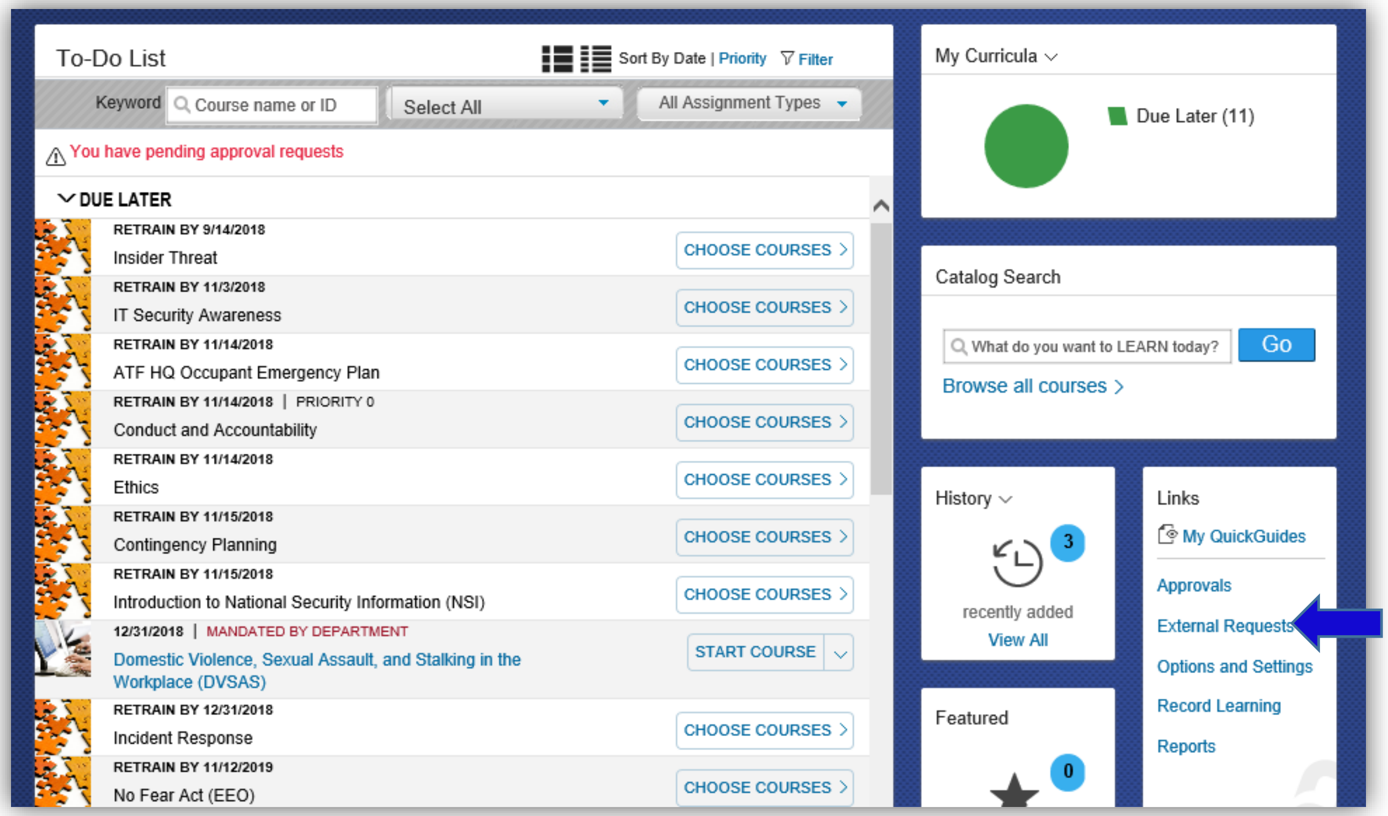


Once a Training Coordinator has entered an External Request for Past Training on behalf of a user, the user will need to Verify the training.

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.



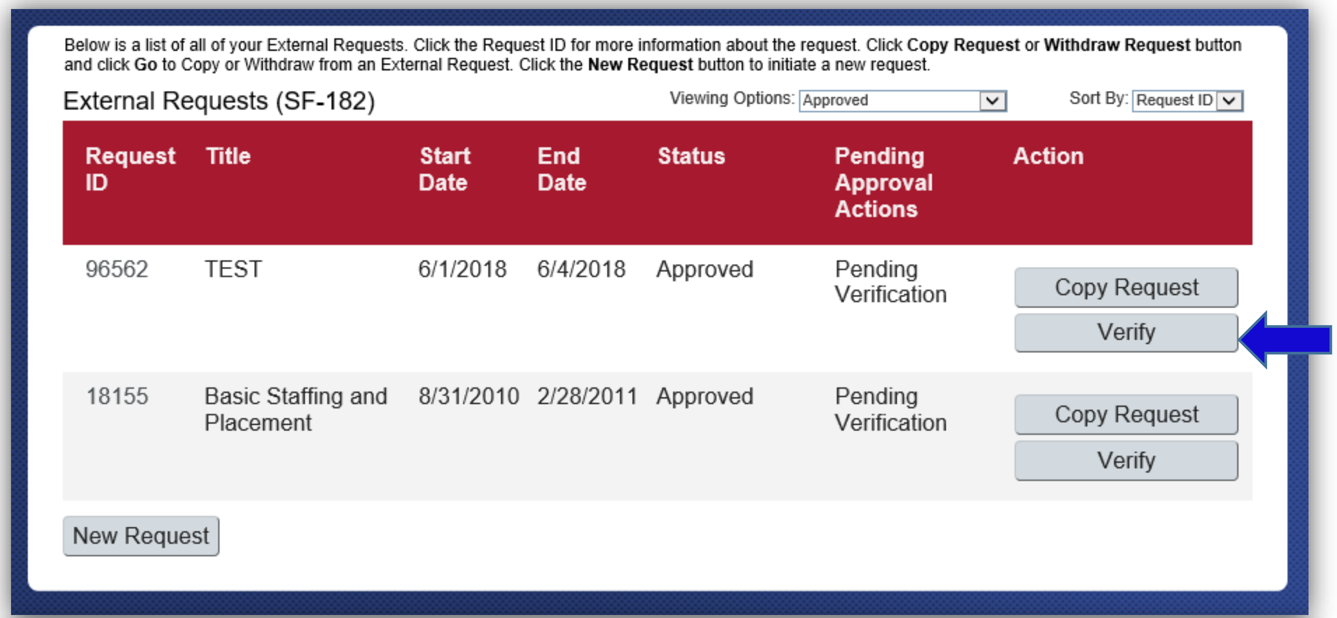
Locate the training, click Verify.

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.

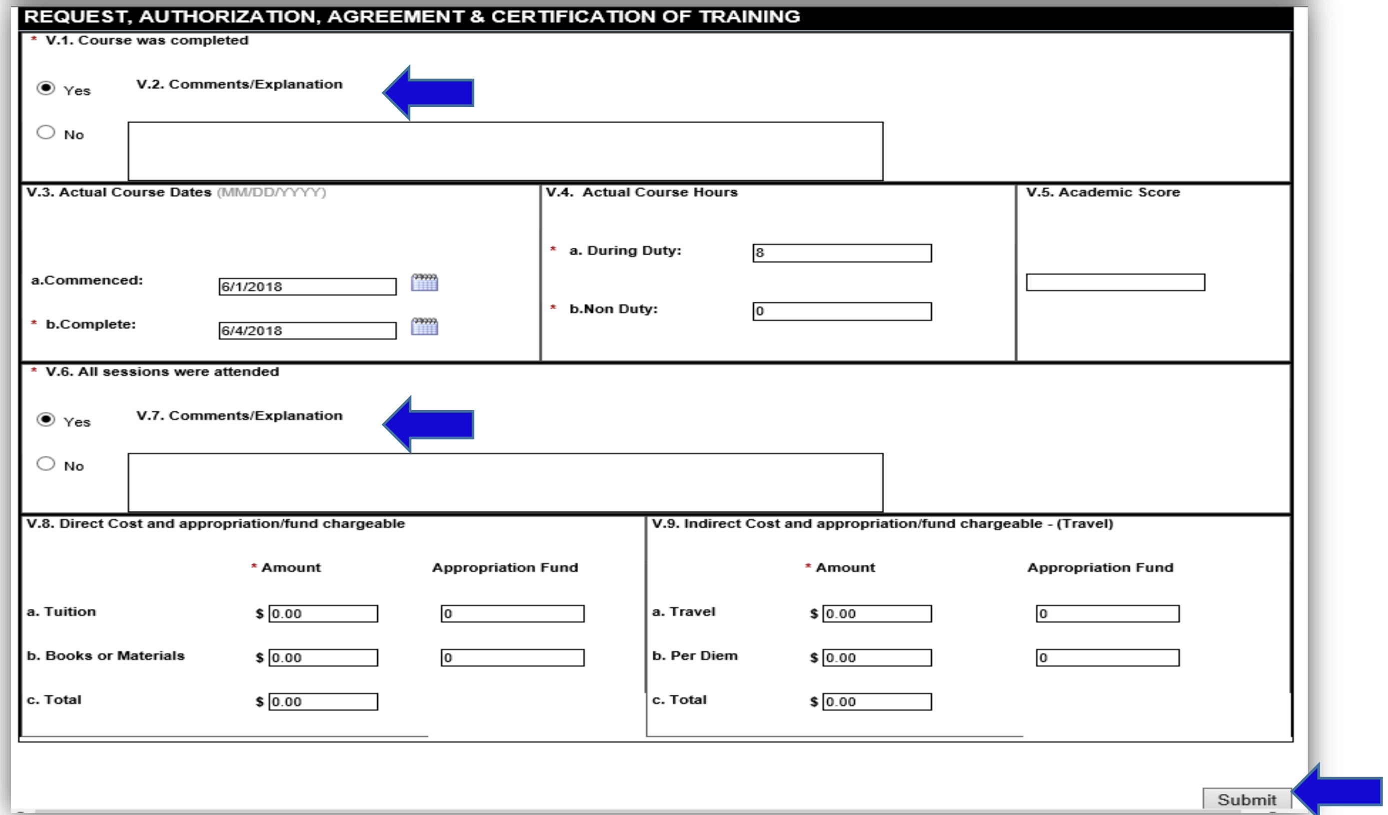


Below is a list of all of your External Requests. Click the Request ID for more information about the request. Click **Copy Request** or **Withdraw Request** button and click **Go** to Copy or Withdraw from an External Request. Click the **New Request** button to initiate a new request.

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: 6/1/2018

* b.Complete: 6/4/2018

V.4. Actual Course Hours

* a. During Duty: 8

* b.Non Duty: 0

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	$ 0.00	0
b. Books or Materials	$ 0.00	0
c. Total	$ 0.00	

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

	* Amount	Appropriation Fund
a. Travel	$ 0.00	0
b. Per Diem	$ 0.00	0
c. Total	$ 0.00	

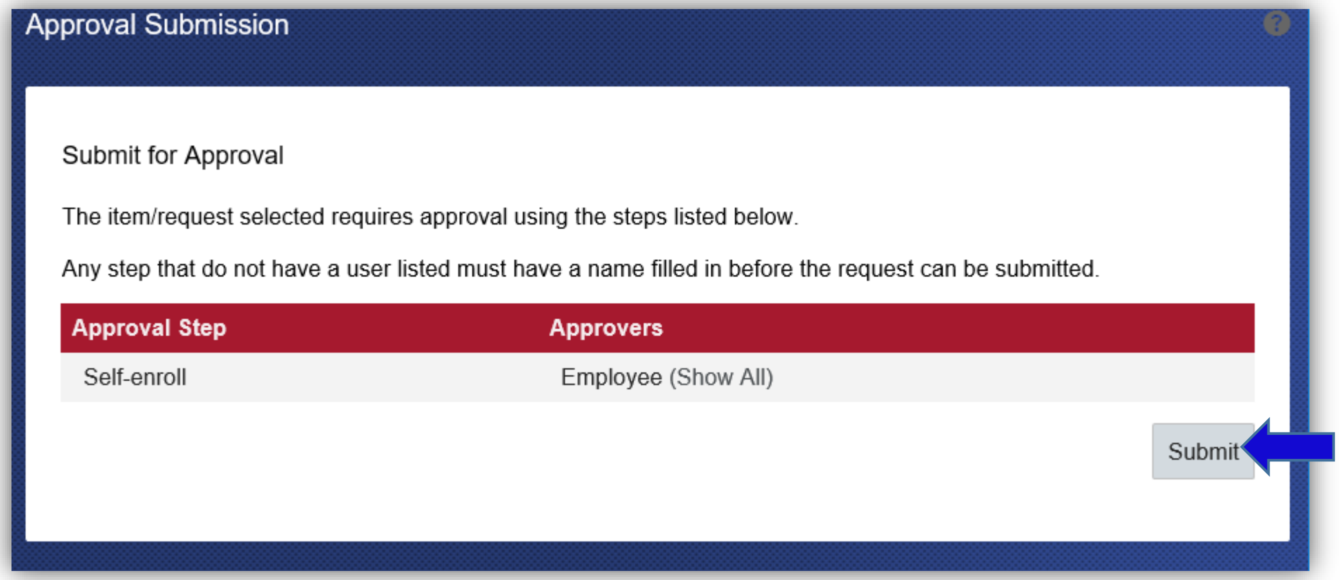
Submit

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.

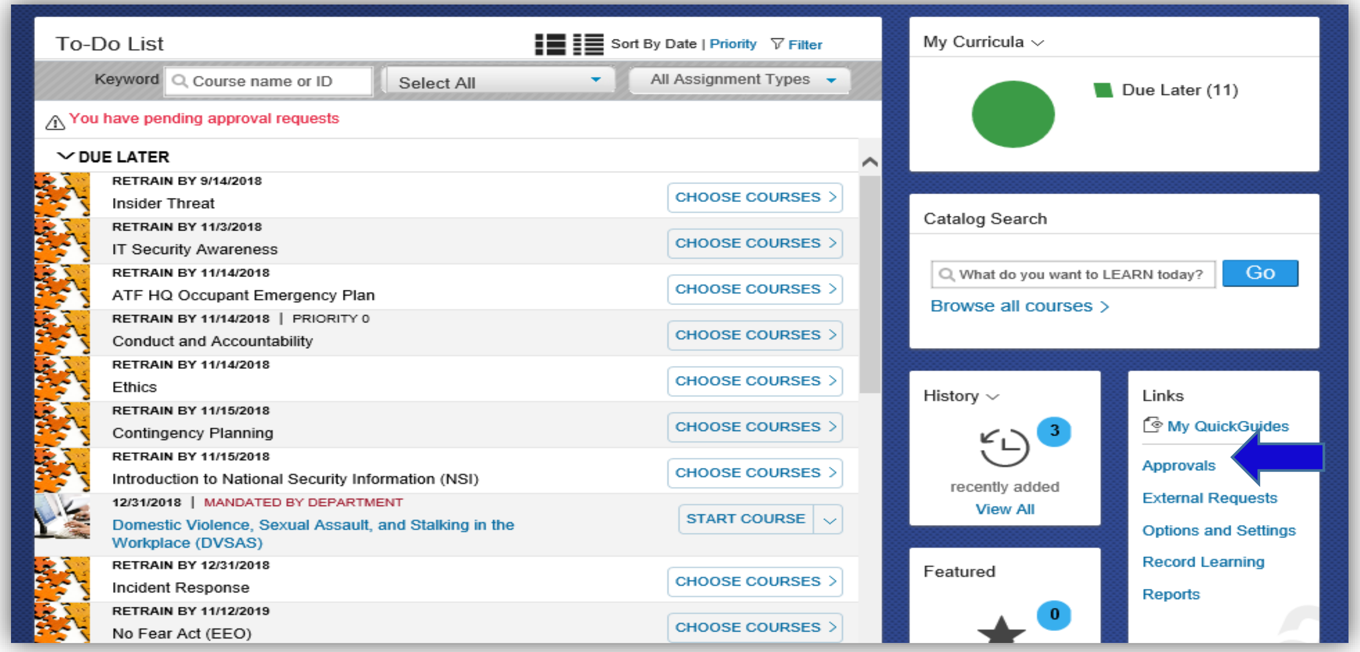


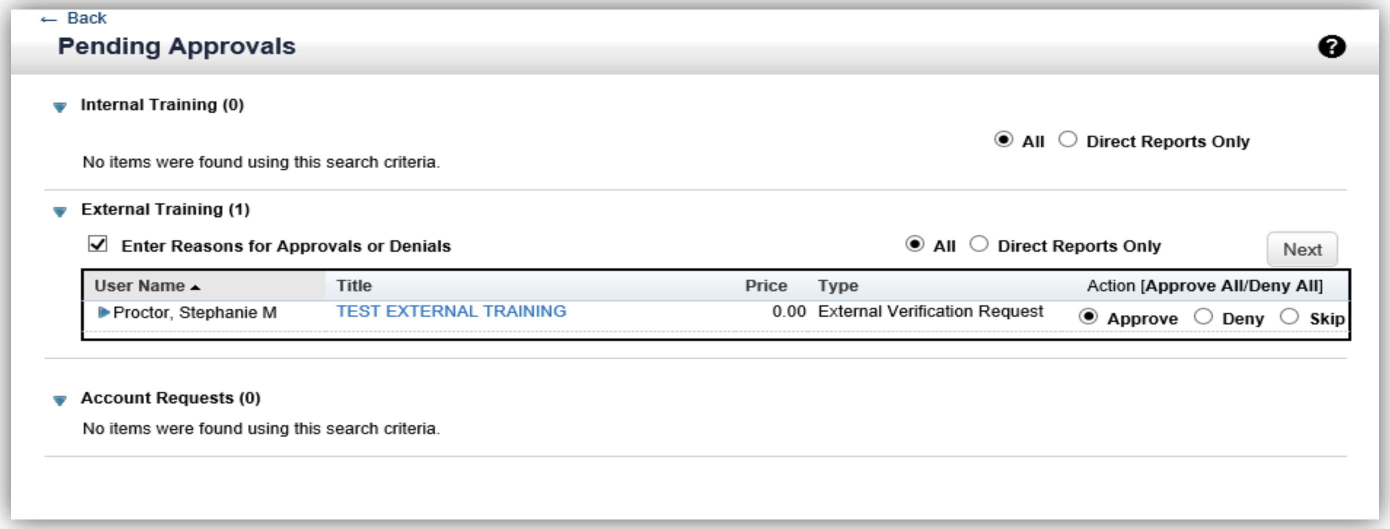
Approving Training in the JTMS - Users

Click on Approvals in the Links pod.

Expand the External Training section.

Locate the training from the list.

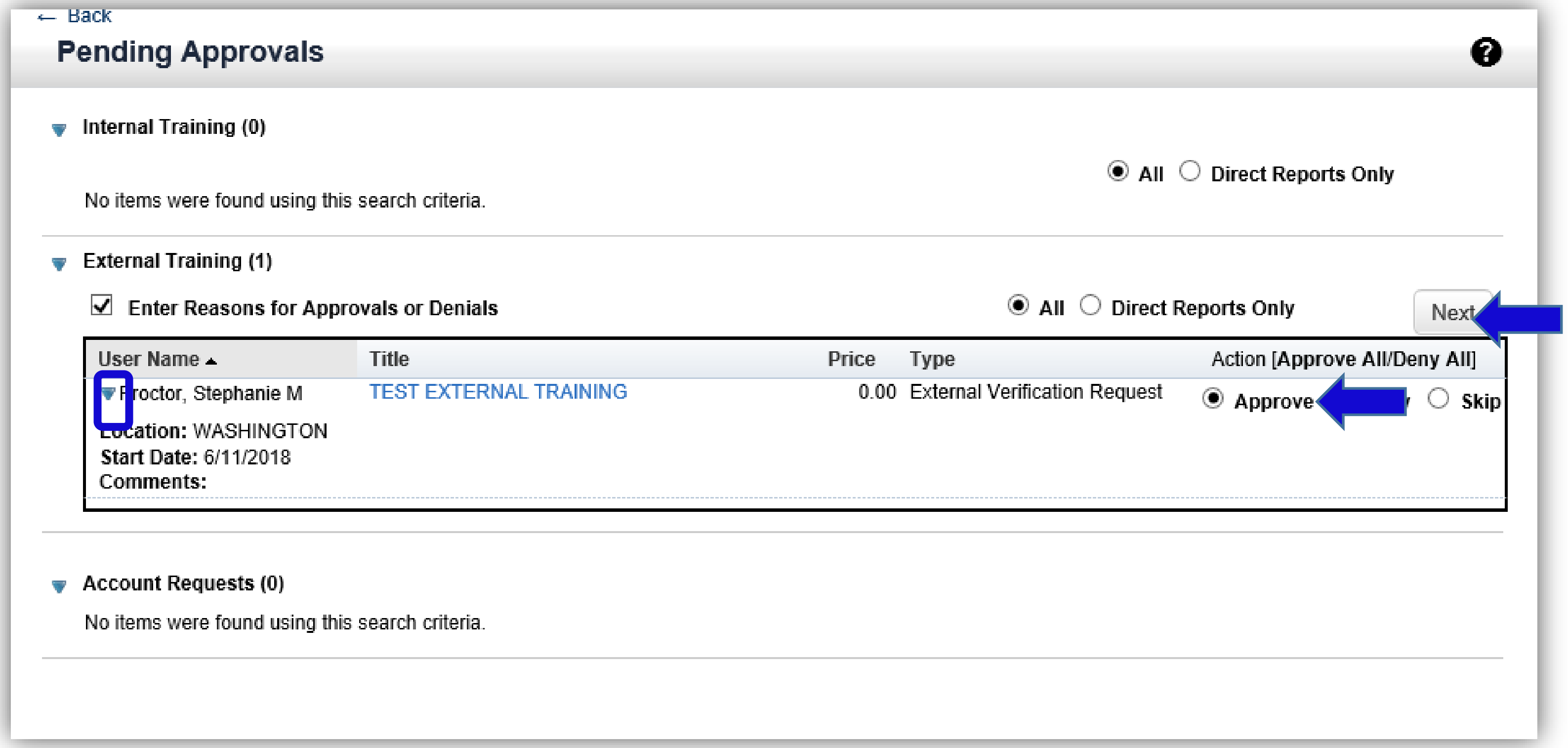




To see more detailed information at a glance, click the blue Expand Arrow beside your name. You may also click the title link to see your complete SF-182 form.

Click Approve in the Action column.

Click Next.



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.