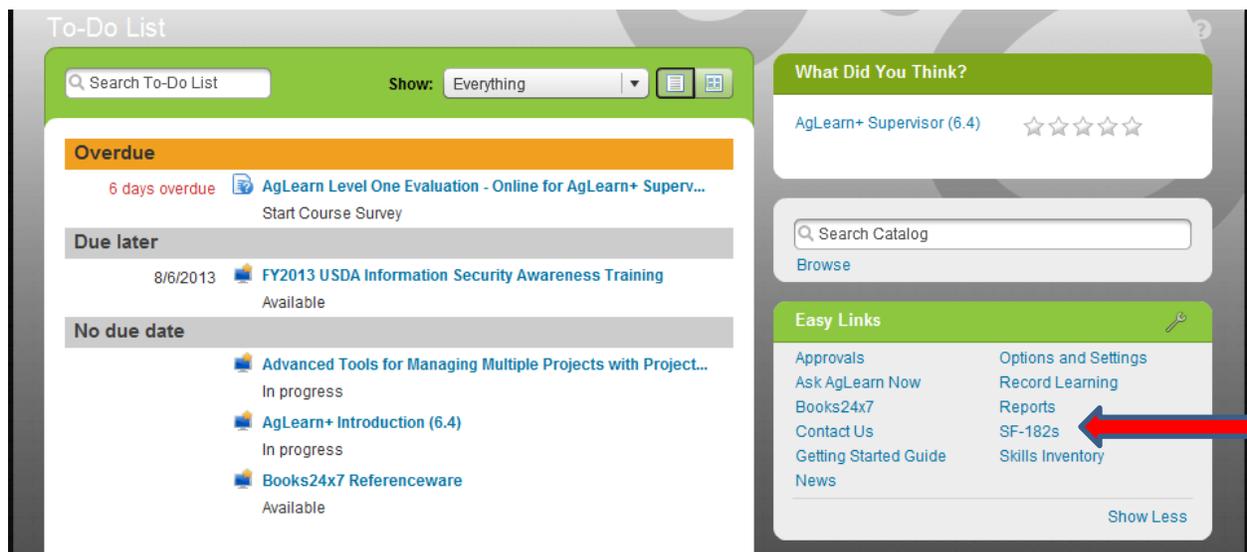


Instructions for Completing an SF-182 for OJT Modules of the National Cooperative Soil Survey

Your completion of OJT modules and their documentation in your learning history may benefit you during performance reviews and at other times in your career. Hundreds of OJT modules are available that can help you to develop the skills and knowledge needed for career advancement.

The SF-182 has a large number of data elements that are required to be completed before it can be submitted for external learning activities, such as the OJT modules. Creating a draft template will eliminate the need to enter all items each time you complete an SF-182 for an OJT module. The following instructions will help you prepare your draft and then store it in AgLearn for future use.

- Open AgLearn.
- Using the Easy Links menu, select “SF-182s.”
- This will open a new SF-182.
- Note that your personal information has been entered via your profile in AgLearn.



The screenshot displays the AgLearn user interface. On the left, the 'To-Do List' is organized into three categories: 'Overdue' (with a 6-day overdue notice for 'AgLearn Level One Evaluation'), 'Due later' (including 'FY2013 USDA Information Security Awareness Training' due 8/6/2013), and 'No due date' (including 'Advanced Tools for Managing Multiple Projects', 'AgLearn+ Introduction (6.4)', and 'Books24x7 Referenceware'). On the right, the 'Easy Links' menu is visible, listing various navigation options. A red arrow points to the 'SF-182s' link in the 'Easy Links' menu.

Creating a Draft Document

- Open the attached document:
 - SF-182 template for OJT.pdf

Items that require entries are indicated by a red asterisk (*). Each of these has been highlighted in yellow or green.

- Complete each item highlighted in yellow as completed in the attachment. This is the information appropriate for the OJT modules.
- Complete each item highlighted in green:
 - Enter pay plan, series, and grade as appropriate (e.g., GS-470-9).
 - For course title, select “OJT.”
 - Use current date as the start date.
 - Use any date as an end date as you will not be submitting this form as it is.
- Click the Submit button.
- Click “Submit” again on the screen that appears.
- Click on “Home” and, using the Easy Links menu, navigate back to “SF-182s.”

In the example below, note that on the first line “OJT” is in the Title column, “Submitted” is in the Status column, and “Pending Step 1” is in the Pending Approval Actions column. Select the Withdraw Request button under “Action.”

The next line will then appear as the fourth line in the example below. “OJT” is the title, “Withdrawn” is the status, and “None” is in the Pending Approval Actions column. Note that there is a Copy Request button in the Action column. This is now your template (at least for as long as it remains on the page).

Home

Request, Authorization, Agreement & Certification of Training Help

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.

SF-182s		Viewing Options: All requests		Sort By: Request ID		
Request ID	Title	Start Date	End Date	Status	Pending Approval Actions	Action
159500	OJT	5/22/2013	5/31/2013	Submitted	Pending Step 1	Copy Request Withdraw Request
159499	013 How to name map units	5/22/2013	5/31/2013	Withdrawn	None	Copy Request
159025	001 Understand the MLRA concept for doing soil survey	5/22/2013	5/31/2013	Submitted	Pending Step 1	Copy Request Withdraw Request
159003	OJT	5/15/2013	5/15/2013	Withdrawn	None	Copy Request
158906	How to texture soil	5/15/2013	5/15/2013	Approved	Pending Verification	Copy Request Verify
158904	OJT	5/15/2013	5/15/2013	Approved	Pending Verification	Copy Request Verify

Records per Page 10 (6 total records)

[New Request](#)

Use your draft to complete SF-182s for your OJT modules:

- Click on the Copy Request button under “Action.”
- Complete the items on the copied SF-182 that are highlighted in green on the template for your OJT module. Enter the appropriate title and dates.
- Click on the Submit button.
- Click “Submit” again on the screen that appears.
- Click “Home.”
- Use the Easy Links menu to return to “SF-182s.”
- Note that your module is now “Pending Step 1” approval (see third line in the example below).
- Note that there is also a Copy Request button under “Action.”

Home

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Request ID	Title	Start Date	End Date	Status	Pending Approval Actions	Action
159500	OJT	5/22/2013	5/31/2013	Submitted	Pending Step 1	Copy Request Withdraw Request
159499	013 How to name map units	5/22/2013	5/31/2013	Withdrawn	None	Copy Request
159025	001 Understand the MLRA concept for doing soil survey	5/22/2013	5/31/2013	Submitted	Pending Step 1	Copy Request Withdraw Request
159003	OJT	5/15/2013	5/15/2013	Withdrawn	None	Copy Request
158906	How to texture soil	5/15/2013	5/15/2013	Approved	Pending Verification	Copy Request Verify
158904	OJT	5/15/2013	5/15/2013	Approved	Pending Verification	Copy Request Verify

Records per Page 10 (6 total records)

[New Request](#)

You may want to create SF-182s for several modules while you are in AgLearn. You can keep using the *withdrawn* template or any of your OJT modules that still appear on this screen with the Action button “Copy Request.” Edit each as instructed above.

Module Completion Verification

- Return to AgLearn, using the Easy Links menu, and select “SF-182s.”
- Note that your supervisor should concur that you have completed the module to his/her satisfaction.
- Click the Verify button in the Action column for the module that has been completed.

Home

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SF-182s		Viewing Options: All requests		Sort By: Request ID		
Request ID	Title	Start Date	End Date	Status	Pending Approval Actions	Action
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158906	How to texture soil	5/15/2013	5/15/2013	Approved	Pending Verification	Copy Request Verify
158904	OJT	5/15/2013	5/15/2013	Approved	Pending Verification	Copy Request Verify

Records per Page 10 (6 total records)

[New Request](#)



Below is a partial screen shot of the page that appears. Note that it is completed, unless you wish to enter comments (V.2. Comments/Explanation)

- Click "Submit." This will generate an email to your supervisor indicating that he/she needs to initiate appropriate approval.

[Home](#)

Request, Authorization, Agreement & Certification of Training [Help](#)

Verification

Training Request ID : 158906

REQUEST, AUTHORIZATION, AGREEMENT & CERTIFICATION OF TRAINING		
<p>* V.1. Course was completed</p> <p><input checked="" type="radio"/> Yes V.2. Comments/Explanation</p> <p><input type="radio"/> No <input style="width: 400px; height: 20px;" type="text"/></p>		
<p>V.3. Actual Course Dates (MM/DD/YYYY)</p> <p>a. Commenced: <input style="width: 80px;" type="text" value="5/15/2013"/> <input style="width: 20px;" type="button" value=""/></p> <p>b. Complete: <input style="width: 80px;" type="text" value="5/15/2013"/> <input style="width: 20px;" type="button" value=""/></p>	<p>V.4. Actual Course Hours</p> <p>* a. During Duty: <input style="width: 60px;" type="text" value="1"/></p> <p>* b. Non Duty: <input style="width: 60px;" type="text" value="0"/></p>	<p>V.5. Academic Score</p> <p><input style="width: 80px;" type="text"/></p>
<p>V.6. All sessions were attended</p> <p><input type="radio"/> V.7. Comments/Explanation</p>		

If verifying completion is not done by the due date, AgLearn will generate an email reminder.

Example:

External Learning Request: How to texture soil

Start Date/Time: 5/15/2013

End Date/Time: 5/15/2013

Action Required: Follow the steps below to complete.

OPM regulations require agencies to verify training completions. Your How to texture soil training will not move into your Completed Work area until the SF-182 verification process has been completed. Follow the steps below to complete this process.

TO VERIFY TRAINING:

1. Click or copy and paste into your browser the following link:

https://aglearn.usda.gov/learning/user/deeplink_redirect.jsp?linkId=EXTERNAL_LEARNING_REQUEST

2. From the Easy Links menu, select "SF-182 Requests" to view all SF-182 requests and their status.

3. Locate the request with a status of Pending Verification and click the corresponding Verify button.

4. Complete additional data fields as necessary.

5. Click "Submit. "

Within 24 hours AgLearn will notify your supervisor via email that he/she needs to complete the necessary supervisory approval of your verification.

PLEASE NOTE: External training (SF-182) activities will not move to "AgLearn Completed Work" without supervisory verification.