

MAINE INSTRUCTION 360-383 – EMPLOYEE DEVELOPMENT PROGRAM

The “Authorization, Agreement, and Certification of Training form” (SF-182) is the method of approval used by employees who request to attend an external training/conference. External is any function **not** affiliated with National Employee Development Center (NEDC) or NRCS. Trainings/conferences offered through NEDC or NRCS are considered internal. It is the responsibility of the employee to initiate and submit an SF-182 through Aglearn. The form is electronically routed through the following channels during the approval process:

- 1) Supervisor
- 2) Budget Officer
- 3) Training Officer

Supervisors need to coordinate with the Second Level Supervisor to ensure there are no issues with the employee attending the training/conference, especially if the external training/conference has not been approved via the current Training Needs Inventory (TNI), and/or previously proposed by the employee prior to submitting the SF-182 Form. External trainings/conferences usually have a cost associated with them (i.e., registration fees, materials, etc.). An SF-182 Form can serve as backup documentation for payment of those costs. The SF-182 must accurately reflect any costs associated with a training/conference. Lump-sum estimates are not acceptable. **PLEASE NOTE:** The SF-182 Form is not an automatic registration/payment tool. Once the approval process is completed, it is the responsibility of the employee to print the approved SF-182 Form and submit it to the Purchasing Agent at the State Office, along with all completed registration documents including payment information, (i.e., website, telephone number, etc.). The Purchasing Agent will only be responsible for supplying the vendor with payment information, not coordinating the specifics of the registration. The employee should verify that payment has been submitted and that the registration has been completed prior to attending the training/conference. Once training is completed, employees need to access their AgLearn account and verify the external training/conference to receive credit through AgLearn.

Contact. If you have any questions or comments, please contact Stephanie Landry, Human Resource Specialist at 207-990-9502 or email Stephanie.landry@me.usda.gov.