

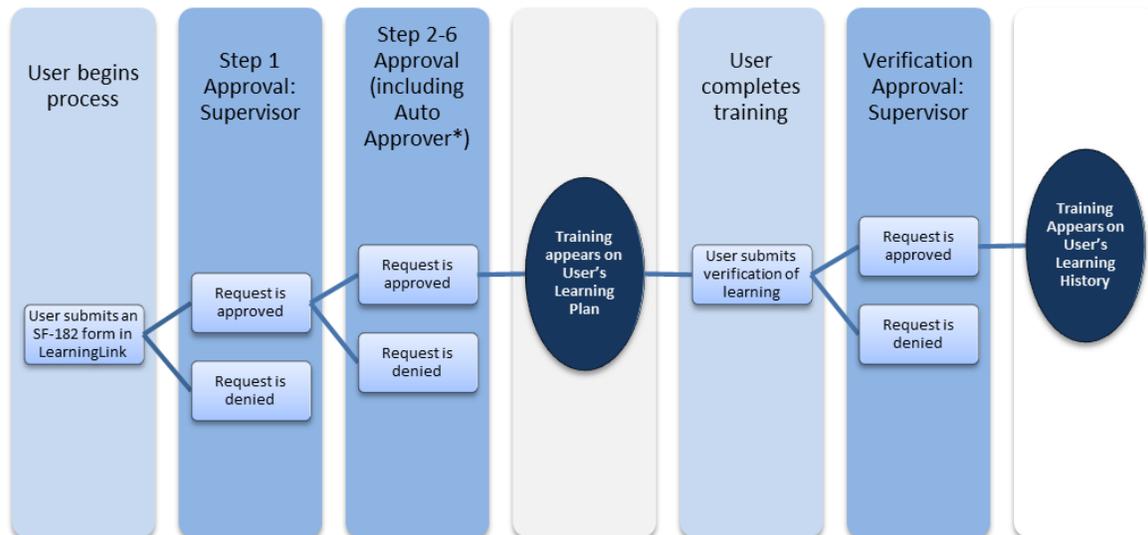
How to Submit an SF-182 in LearningLink

Contents

Overview	p. 2
Instructions	p. 3
Appendix A: Required EHRI Fields on the SF-182	p. 7

Overview

The following instructions detail the process that users will use in LearningLink to submit an SF-182 form. This process is used when a DOL employee wishes to take any training outside of DOL.



***Note:** Supervisor Approval is routed to your direct supervisor. If your supervisor information is inaccurate, please contact your HR office to have your supervisor updated in the HR system.

The number of approval steps may vary based on your agency's approval policy, with up to six levels of approval possible. If all six levels are not utilized by your agency, your request will automatically be approved in the system, and you will be notified that your request has been approved by LearningLink's Auto Approver.

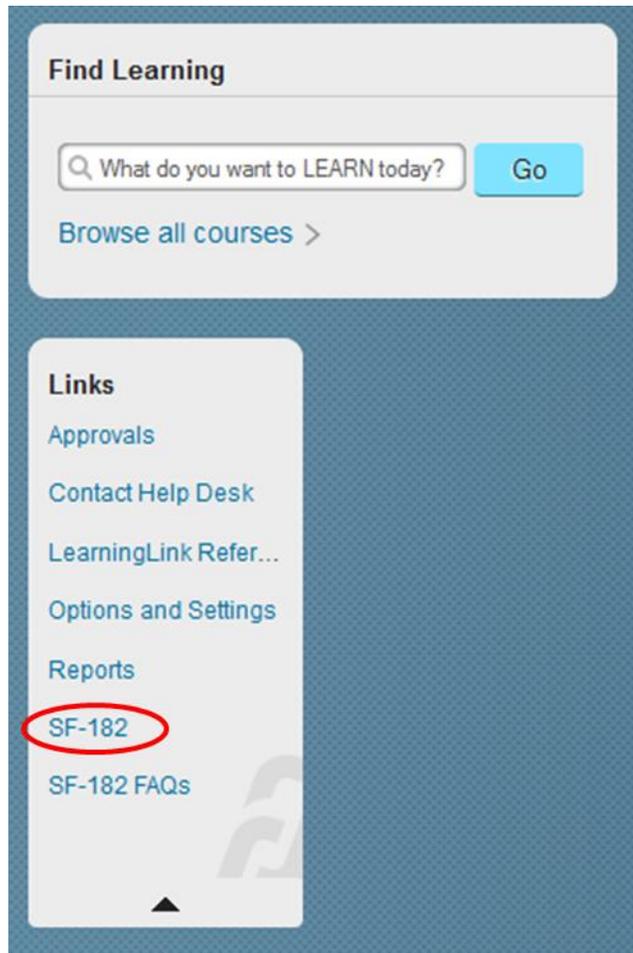
Prior to submitting the SF-182 form, you will be asked to certify the following:

- You have informally discussed this training with your supervisor and received informal approval
- You agree to complete the training if it is approved
- You agree to continue serving in the Department for at least three times the number of hours spent in training for any single training over 80 hours or \$1,500 per DPR 410

Instructions

Requesting a Learning Event

1. Select the **SF-182** link on your LearningLink homepage. This can be found under Links.



- Select 'New Request.' Please note that you also have the options to copy an old request and to resubmit a course that has expired or been denied. You may edit any fields to reflect new information.

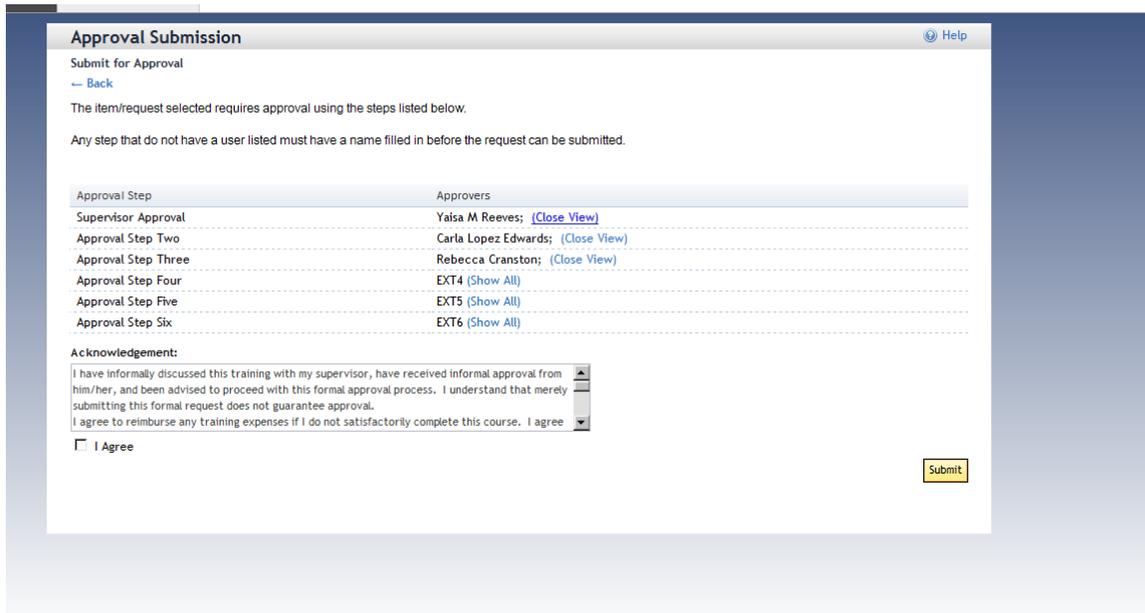
Request ID	Title	Start Date	End Date	Status	Pending Approval Actions	Action
35021	SF-182 Pilot Training	3/4/2013	3/4/2013	Submitted	Pending Approval Step Three	Copy Request Withdraw Request
37021	SF-182 Pilot Training	3/4/2013	3/4/2013	Submitted	Pending Approval Step Three	Copy Request Withdraw Request
36021	SF-182 Pilot Training	3/4/2013	3/4/2013	Submitted	Pending Approval Step Three	Copy Request Withdraw Request
35027	OHG Pilot Test 15	3/4/2013	3/4/2013	Submitted	Pending Supervisor Approval	Copy Request Withdraw Request
35026	OHG Pilot Test 14	3/4/2013	3/4/2013	Submitted	Pending Supervisor Approval	Copy Request Withdraw Request
35025	OHG Pilot Test 13	3/4/2013	3/4/2013	Submitted	Pending Supervisor Approval	Copy Request Withdraw Request
35024	OHG Pilot Test 12	3/4/2013	3/4/2013	Submitted	Pending Supervisor Approval	Copy Request Withdraw Request
35023	OHG Pilot Test 11	3/4/2013	3/4/2013	Submitted	Pending Supervisor Approval	Copy Request Withdraw Request
35022	OHG Pilot Test 10	3/4/2013	3/4/2013	Submitted	Pending Approval Step Three	Copy Request Withdraw Request
35021	OHG Pilot Test 9	3/4/2013	3/4/2013	Submitted	Pending Approval Step Three	Copy Request Withdraw Request

- Fill out SF-182 form. Mandatory fields are denoted with a * and are consistent with the required fields on the PDF version of the SF-182 (see Appendix A for required EHRI fields).

REQUEST, AUTHORIZATION, AGREEMENT & CERTIFICATION OF TRAINING									
SECTION A: TRAINEE INFORMATION									
A. Agency Code, agency sub element and submitting office number					B. Request Status / Record Action				
<input type="text"/>					<input type="button" value="Add"/>		<input type="button" value="Delete"/>		
A.1. Applicant's Name				First Five Letters of Last Name					
Last Name		First Name		Middle Initial		CRANS			
<input type="text"/>		<input type="text"/>		<input type="text"/>					
A.4. Home Address			A.5. Home Phone			A.6. Position Level			
Street Address			<input type="text"/>			<input type="radio"/> a. Non-supervisory		<input type="radio"/> b. Manager	
City		State / Province	Postal Code	Country		<input type="radio"/> c. Supervisory		<input type="radio"/> d. Executive	
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>					
A.7. Organization Mailing Address				A.8. Office Phone		A.9. Work Email Address			
Add1		<input type="text"/>			<input type="text"/>		rebecca.cranston@excelsa.com		
Add2		<input type="text"/>							
City		State / Province		Postal Code					
<input type="text"/>		<input type="text"/>		<input type="text"/>					
A.10. Position Title		A.11. Does applicant need special accommodation?			If yes, please describe below				

Note: You cannot cancel an SF-182 once your Supervisor approved it, so if you do not complete the training it will appear on your transcript as Incomplete.

4. You can see the approval process your request must go through after you click the “Submit” button. Click “Show All” and make a note of the process. Read the Acknowledgement and check “I Agree.”



The screenshot shows a web form titled "Approval Submission" with a "Help" link. It includes a "Submit for Approval" section with a "Back" link. A message states: "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." Below this is a table of approval steps and approvers:

Approval Step	Approvers
Supervisor Approval	Yaisa M Reeves; (Close View)
Approval Step Two	Carla Lopez Edwards; (Close View)
Approval Step Three	Rebecca Cranston; (Close View)
Approval Step Four	EXT4 (Show All)
Approval Step Five	EXT5 (Show All)
Approval Step Six	EXT6 (Show All)

Below the table is an "Acknowledgement:" section with a text area containing the following text: "I have informally discussed this training with my supervisor, have received informal approval from him/her, and been advised to proceed with this formal approval process. I understand that merely submitting this formal request does not guarantee approval. I agree to reimburse any training expenses if I do not satisfactorily complete this course. I agree". At the bottom of this section is a checkbox labeled "I Agree" and a yellow "Submit" button.

5. Click ‘Submit.’ You will receive the following email:

This note confirms your registration in the following learning activity:
External Learning Request: Work Life Balance
OIG User Training
 Train OIG User on LeaningLink system.

The schedule is as follows:

Start: 2/7/2013 10:30 AM America/New York
 End: 2/7/2013 11:30 AM America/New York
 Instructor: ,
 Facility:
 Location:

If you have any questions please contact:

6. As your request goes through each stage of the approval process, you will receive the following email:

Rebecca Cranston (*****)

This note is to confirm that the following request has progressed toward approval.

External Learning Request: Work Life Balance
Start Date/Time: 2/7/2013
End Date/Time: 2/7/2013
Approval Step Three approved by Cranston, Rebecca

Comments :

Please note that this request must still be approved at the following steps before access to the activity is allowed. If you have any questions about the approval process, please contact your training coordinator.

Approval Step Four approval
Approval Step Five approval
Approval Step Six approval

DO NOT REPLY TO THIS EMAIL

7. If your request has been approved by all approvers, you will receive a confirmation email. You can confirm that the course has been added to your My Learning Assignments.

Note: if your request is denied at any stage of the approval process, you will receive an email informing you of your denial. You can address any issues with your approval and resubmit your SF-182 to restart the approval process.

Appendix A: List of Required EHRI Fields on the SF-182

More information regarding the required EHRI fields on the SF-182 can be found below. For more guidance, you can work with your Training Officer.

- **B.2a. Course Title:** *Enter exactly as it appears from Vendor*
- **B.3. Training Start Date:** *Enter future dates only*
- **B.4. Training End Date:** *Enter future dates only*
- **B. 5. Training Duty Hours:** *Insert the number of duty hours for training*
- **B.6. Training Non-Duty Hours:** *Insert the number of non-duty hours for training*
- **B.7. Training Purpose Type:** *Choose a Purpose Type from the drop down menu*
- **B.9. Training Sub Type Code** *Choose a Purpose Sub Type from the drop down menu*
- **B.11. Training Designation Type Code:** *Choose a Designation Type from the drop down menu*
- **B. 12. Training Credit:** *A '0' should be entered for this field unless the training provides academic hours (i.e. semester or quarter hours from a university or college) or if the training provides continued education units (CEU or CPE).*
- **B. 13. Training Credit Type Code:** *Choose a Training Credit Type code from the drop down menu*
- **B. 14. Training Accreditation Indicator:** *Select (Y) for academic institutions such as universities or colleges, otherwise select (N)*
- **B. 15. Continued Service Agreement Requirement Indicator:** *Required (Y) for any single training over 80 hours or \$1,500 per DPR 410, otherwise select (N).*
- **B. 17. Training Source Type Code:** *Choose a Source Type code from the drop down menu*
- **C.1. Direct Cost and appropriation/fund chargeable (Must enter a value – if there is no cost, enter “0”):**
 - **A. Tuition**
 - **B. Books or materials**

- C. Total**
- **C.2. Indirect cost and appropriation/fund chargeable (*Must enter a value – if there is no cost, enter “0”*):**
 - A. Travel**
 - B. Per Diem**
 - C. Total**
- **C.3. Total Training Non-Government Contribution Cost (*Must enter a value – if there is no cost, enter “0”*)**