Supervisor Job Aid: Approve the SF-182 Form

(Created March 23, 2017)

Purpose

The purpose of this job aid is to help Supervisors approve the electronic version of the SF-182 form in the VA TMS. The SF-182 is the Request, Authorization, Agreement and Certification for Training Form, which is used to document instances of completed employee training in the VA.

In this job aid, you will learn how to:

• Task A. Approve the SF-182
Task A. Approve the SF-182

1. Select **My Learning**.
2. Select **Approvals** in the Links pod. **NOTE:** You may also select the **You have pending approvals requests** link in My Learning.

3. Select the **Learning** tab. **NOTE:** SF-182 requests will always be under the Learning tab, not the Performance Management tab.
4. Locate the user who’s SF-182 you want to approve and select the **Approve** radio button. **NOTE:** You may also choose to **Deny** or **Skip** the SF-182 form.
5. Select **Next**.
6. Enter an **Approval Reason**, if desired. This is optional.
7. Select **Next**.

8. Select **Confirm**.

9. You have successfully approved a user’s SF-182 form.