Admin Job Aid: Complete, Submit, and Review the SF-182 Form

Purpose

The purpose of this job aid is to help administrators complete, submit, and review approval of the electronic version of the SF-182 form for employees. 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. Complete and Submit the Electronic SF-182 for Employees
- Task B. Review Approval Status of SF-182
Task A. Complete and Submit the Electronic SF-182

1. Select the **Admin** tab.
2. Select **Users**.
3. Select **Tools**.
4. Select **SF-182**.
5. Select the **User ID magnifying glass icon**.
6. Enter your **User search criteria**.
7. Select **Search**.

8. Select the **Add checkbox** next to the correct User.
9. Select **Add**.
10. Select **Next** to launch the electronic SF-182 form.

11. Scroll down to field **A10** and enter your **Position Title**. **NOTE:** The preceding fields are inactive. All fields marked with a red asterisk are required.

12. Enter **Type of Appointment**.

13. Enter **Education Level**.

14. Enter **Pay Plan**.

15. Enter **Series**.

16. Enter **Grade**.

17. Enter **Step**.
18. In field B. 1a, select the **ID magnifying glass icon**.

19. Enter your **Training Vendor search criteria**.

20. Select **Search**.
21. Select the **Select** link next to the correct training vendor.

**View Training Vendors Results**

<table>
<thead>
<tr>
<th>ID</th>
<th>Vendor Name</th>
<th>City</th>
<th>State</th>
<th>Postal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>1105 Media Inc.</td>
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<td>100</td>
<td>AAFE A</td>
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<tr>
<td>1000</td>
<td>ALASKA PALLIATIVE</td>
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<td></td>
<td>PALLIATIVE</td>
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</tr>
</tbody>
</table>

22. Enter the **Street Address** of the training vendor.

23. Enter the **City**.

24. Enter the **State/Province**.

25. Enter the **Postal Code**.

26. Enter the **Street Address** of the training site.

27. Enter the **City**.

28. Enter the **State/Province**.

29. Enter the **Postal Code**.
30. Enter the **Course Title**.

31. Select the **calendar icon** to enter the **Training Start Date**.

32. Select the **calendar icon** to enter the **Training End Date**.

33. Enter the **Training Duty Hours**.

34. Enter the **Training Non-Duty Hours**.

35. Select the **Training Purpose Type** from the drop-down list.

36. Select the **Training Sub Type Code** from the drop-down list.

37. Select the **Training Delivery Type Code** from the drop-down list.

38. Select the **Training Designation Type Code** from the drop-down list.

39. Enter the **Training Credit**.

40. Select the **Training Credit Type Code** from the drop-down list.

41. Select **Yes** or **No** to indicate if there is **Training Accreditation**.

42. Select **Yes** or **No** to indicate if there is a **Continued Service Agreement Required**.

43. Select the **Training Source Type Code** from the drop-down list.

44. Enter the **Training Objectives**.

![Image of data entry fields](image_url)
45. Enter the **Tuition** amount.

46. Enter the **Books or Materials** amount. **NOTE:** The Total field will auto-populate with the sum of these numbers.

47. Enter the **Travel** amount.

48. Enter the **Per Diem** amount. **NOTE:** The Total field will auto-populate with the sum of these numbers.

49. Enter the **Total Training Non-Government Contribution Cost**.

50. Select **Submit Request as Approved**.

51. Select **Submit**.
52. You have successfully completed and submitted the SF-182 form to the employee’s supervisor for approval.
**Task A. Review Approval Status of SF-182**

1. Select the **Admin** tab.
2. Select the **Users** button.
3. Select the **Users** tab.
4. Enter **search criteria** to locate the correct user.
5. Select **Search**.
6. Select the **User ID** of the correct user.
7. Select the **SF-182** link in the Related area of the User record.

8. Review the **approval status** of the SF-182.

9. Select **View Request** to view the submitted SF-182 form.

10. Select the **Expand Icon** (plus sign) next to **View External Request** to view the Authorization, Agreement & Certification of Training portion of the SF-182.

11. Select the **Expand Icon** (plus sign) next to **View External Request Verification** to view the Request, Authorization, Agreement & Certification of Training portion of the SF-182.

12. Select **Close** to return to the User record.

13. Select **New Request** to initiate a new SF-182 form for the employee.