User Job Aid: Complete the SF-182 Form

Purpose

The purpose of this job aid is to help Users complete and submit 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. Complete and Submit the Electronic SF-182
Task A. Complete and Submit the Electronic SF-182

1. Select the **My Learning** tab.
2. Expand the **Links** tile if it is collapsed.
3. Select the **SF-182** link.

4. Select **New Request** to launch the SF-182 form.
5. In Section A. Trainee Information, your Agency Code and Name are auto-populated with data. **NOTE:** You cannot edit this information.

6. Enter your Position Level.
7. The **Organization Mailing Address** is auto-populated with data. This information is editable. Update as necessary.

8. Enter your **Work Email Address**.

9. **Position Title** and **Special Accommodation** are auto-populated with data. This information is editable. Update as necessary.

10. The **Type of Appointment, Education Level, Pay Plan, Series, Grade**, and **Step** are auto-populated with data. This information is editable. Update as necessary.

11. In field B. 1a, select the **ID magnifying glass icon**.
12. Enter your **Training Vendor search criteria**.

13. Select **Search**.
14. Select the **Select** link next to the correct training vendor.

15. Enter the **Street Address** of the training vendor.
16. Enter the **City**.
17. Enter the **State/Province**.
18. Enter the **Postal Code**.

19. Enter the **Street Address** of the training site.
20. Enter the **City**.
21. Enter the **State/Province**.
22. Enter the **Postal Code**.
23. Enter the **Course Title**.
24. Select the **calendar icon** to enter the **Training Start Date**.
25. Select the **calendar icon** to enter the **Training End Date**.
26. Enter the **Training Duty Hours**.
27. Enter the **Training Non-Duty Hours**.
28. Select the **Training Purpose Type** from the drop-down list.
29. Select the **Training Sub Type Code** from the drop-down list.
30. Select the **Training Delivery Type Code** from the drop-down list.
31. Select the **Training Designation Type Code** from the drop-down list.
32. Enter the **Training Credit**.
33. Select the **Training Credit Type Code** from the drop-down list.
34. Select **Yes** or **No** to indicate if there is **Training Accreditation**.
35. Select **Yes** or **No** to indicate if there is a **Continued Service Agreement Required**.
36. Select the **Training Source Type Code** from the drop-down list.
37. Enter the **Training Objectives**.
38. Enter the **Tuition** amount.
39. Enter the **Books or Materials** amount. **NOTE:** The Total field will auto-populate with the sum of these numbers.
40. Enter the **Travel** amount.
41. Enter the **Per Diem** amount. **NOTE:** The Total field will auto-populate with the sum of these numbers.

**SECTION C: COSTS AND BILLING INFORMATION**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Appropriation Fund</th>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Tuition</td>
<td>$2500.00</td>
<td></td>
<td>a. Travel</td>
<td>$0.00</td>
</tr>
<tr>
<td>b. Books or Materials</td>
<td>$0.00</td>
<td></td>
<td>b. Per Diem</td>
<td>$550.00</td>
</tr>
<tr>
<td>c. Total</td>
<td>$2550.00</td>
<td></td>
<td>c. Total</td>
<td>$550.00</td>
</tr>
</tbody>
</table>

42. Enter the **Total Training Non-Government Contribution Cost**.
43. Select **Submit Request as Approved**.
44. Select **Submit**.
45. You have successfully completed the SF-182 and submitted the form to your supervisor for approval.

![SF-182 Form](image-url)