

CREATING A SF-182

DOI
Learn



U.S. Department of the Interior
Learning Portal

Slide#1: A How-To Tutorial for the Learner to create and print a SF-182.

This includes creation and how to print. Have your Supervisor see the How-to Tutorial slides on “Supervisor-How to create and complete a SF-182 on behalf of your Employees” for how to approve and complete.

DOI Learn



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Login

 For help: email: doilearn@sumtotalsystems.com. DOI EMPLOYEES: DO NOT USE "Request New Account" link below to obtain access. More Info at: <http://www.doi.gov/doilearn/>

Note: * Required Fields.

Login Form:

* Username:

* Password:

[Forgot your password?](#)

[Request a new account.](#)

Enter

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build: 5.201608-00121

Slide#2: Log into DOI LEARN: <https://gm2.geolearning.com/geonext/doi/login.geo>

Enter your Username and Password. If you need a new Password, click on "Forgot your Password?"

You can also contact the DOI LEARN helpdesk at 1-866-466-1998 or email: doilearn@sumtotalsystems.com if your account is locked.

If you do not have an account, go to this link for help:

<https://www2.usgs.gov/humancapital/documents/DOILEARNAccounts.pdf> and how to request a new account.

NOTE: If you need to Print a SF-182 that has already been created and approved, go to Slide #9. Otherwise, continue on to Slide #3.

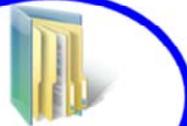
My Home

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Wondering Where to Start?

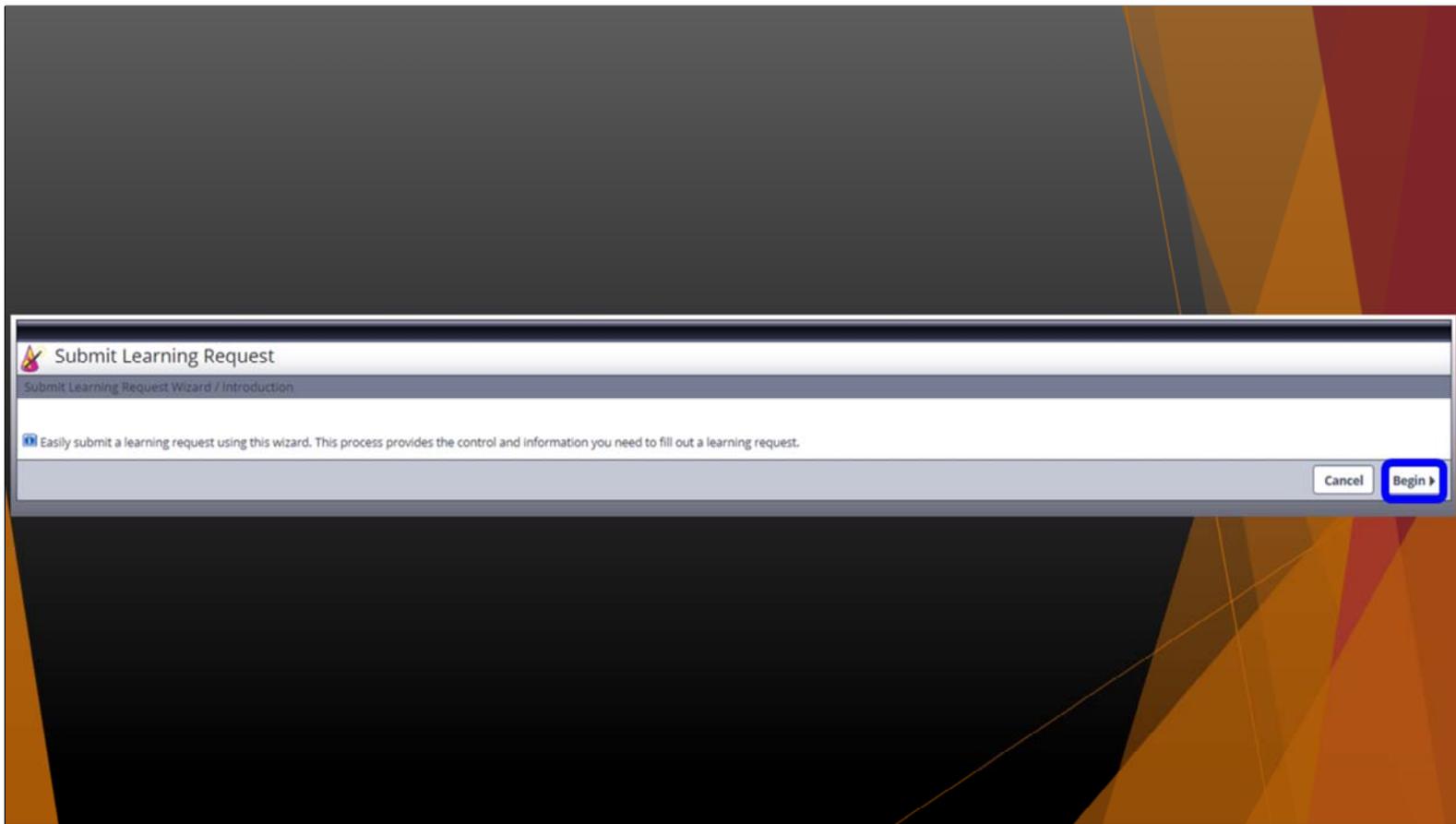
 Search the Catalog Register for a Course	 Update My Profile Update My Timezone	 Update My Supervisor	 Update/Change My Password	 View My Transcript
 Access My Elective Training	 Access My Required Training	 Print Completion Certificates: Required Training	 Print Completion Certificates: Elective Training	 View My Training Requests
 Validate Training Completions <i>DOI Employees Only</i>	 Submit External Training Request SF-182 Training Form	 Find Online Resources: Course Materials & Other Documents	 What Mandatory Training Do I Have to Take?	 Job Aids, Desk References and How-To's

Slide#3: Using your Learner Role, Click on “**Submit External Training Request SF-182 Training Form**”

Make sure you have your Supervisor selected in your profile before creating a SF-182.

NOTE: It is recommended you create the SF-182 in DOI LEARN **AFTER** you have attended the training because once created and approved, you cannot remove the SF-182 from your transcript if the training is cancelled. It will sit on your transcript as Incomplete.

NEVER create a SF-182 for training that is IN DOI LEARN.



Slide#4: A *Wizard* tool will guide you through the steps by asking a series of questions or presenting options.

Click on “**Begin.**”

Best Practice:

***If you must use the SF-182 to pay for training, please go to OPM’s web site:

https://www.opm.gov/forms/pdf_fill/SF182.pdf and fill out the form to fax to the vendor for payment.

Then after the training, create the SF-182 in DOI LEARN for a document of record.***

For commercial off-the-shelf training that costs between \$3500.01 and \$150,000.00, you will need to complete a SF-182 outside of DOI LEARN in order to get Training Officer Approval and for payment. Please visit the Training Policy Website:

<https://www2.usgs.gov/humancapital/ecd/trainingpolicies.htmlwebsite> for instructions.

 Submit Learning Request

Submit Learning Request Wizard / Select a request form

 Select a form from the table below.

Request Forms

Select	Name	Description
<input checked="" type="radio"/>	SF182 - External Training Request for Federal Employees ONLY	Federal Employees: ONLY use this form to request attendance for classes that are not listed in DOI Learn. It is a best for you to have a printed version of the form for reference PRIOR TO COMPLETING IN DOI LEARN.

Cancel

◀ Previous

Next ▶

Slide#5: Select the radio button next to the “SF182 – External Training Requests for Federal Employees ONLY”.

Click “Next.”

Submit Learning Request
Submit Learning Request Wizard / Request Fields

1 2 3 4

Please confirm the field information below. Select **Next** to continue.
If there is no information to confirm, click **Next**.

Request Fields:

User Name: jbraden
First Name: John
Last Name: Doe

* Course Title: Enter Course title and add your name at the end (i.e. Security Overseas Seminar-John Doe)

* Course Code: 14922020160919190529

* Training Objectives:

* Training Start Date: #
Enter date in format M/d/yyyy

* Training End Date: #
Enter date in format M/d/yyyy

* Training Duty Hours: 0

* Training Non-Duty Hours: 0

* Training Source Type Code: (None)

* Training Category: (None)

* Training Purpose Type: (None)

* Training Type Code: (None)

* Training Sub-Type Code: (None)

* Training Delivery Type Code: (None)

* Training Designation Type Code: (None)

* CEU:

Cancel Previous **Next**

Slide#6: Fill out the form. **Every** field with a **Red Asterisk** is required.

For definitions of each field, go to the OPM web site:

http://www.opm.gov/forms/pdf_fill/sf182.pdf or talk to your Administrative Officer.

NOTE:

Course Title: Add your name at the end of the title (i.e. Security Overseas Seminar-John Doe).

Course Code: Add Date you completed the training to the end of the pre-populated numbers: (i.e. 14922020160919190529-093016).

Hours: Hours must be in whole numbers.

Training Credit Type Code: Choose N/A if you are unsure.

Direct Cost: Do not use dollar signs or decimal points, round to the nearest dollar.

8 digit code: Use the code assigned to your Bureau. See your AO.

Method of Payment: Choose **“No Payment Required”** as this will not be paid through DOI LEARN.

Click **“NEXT.”**

Note: If you have missed a mandatory field, you will get an error message at the top of the form. Fix all errors before continuing.

Submit Learning Request

Submit Learning Request Wizard / Confirm Information Entered



Please review the information you provided below. To make changes, click [Previous](#) to go back to the appropriate step. Click [Save](#) to submit for approval.

Field Information

APPLICANT'S NAME: John I Doe

Details

Course Title: Security Overseas Seminar (MQ 911)_John Doe

Course Code: DOE_TRAVEL 101_082216

Training Objectives: Required by Agency for research duty longer than 30 days

Training Start Date: 08/22/2016

Training End Date: 08/23/2016

Training Duty Hours: 16

Training Non-Duty Hours: 0

Training Source Type Code: 01 - Government Internal

Training Category: Administrative and Support Tools

Training Purpose Type: 03 - Improve/Maintain Present Performance

Training Type Code: 01 - Training Program Area

Training Sub-Type Code: 03 - Scientific

Training Delivery Type Code: 01 - Traditional Classroom (no technology)

Training Designation Type Code: 01 - Undergraduate Credit

CEU: 0

Training Credit Type Code: 01 - Semester Hours

Training Accreditation Indicator: No

Continued Service Agreement (if required by course):

Continued Service Agreement Expiration Date:

Vendor_Name: Department of State

Vendor_Email: FSIRwregistrar@state.gov

Cancel

← Previous

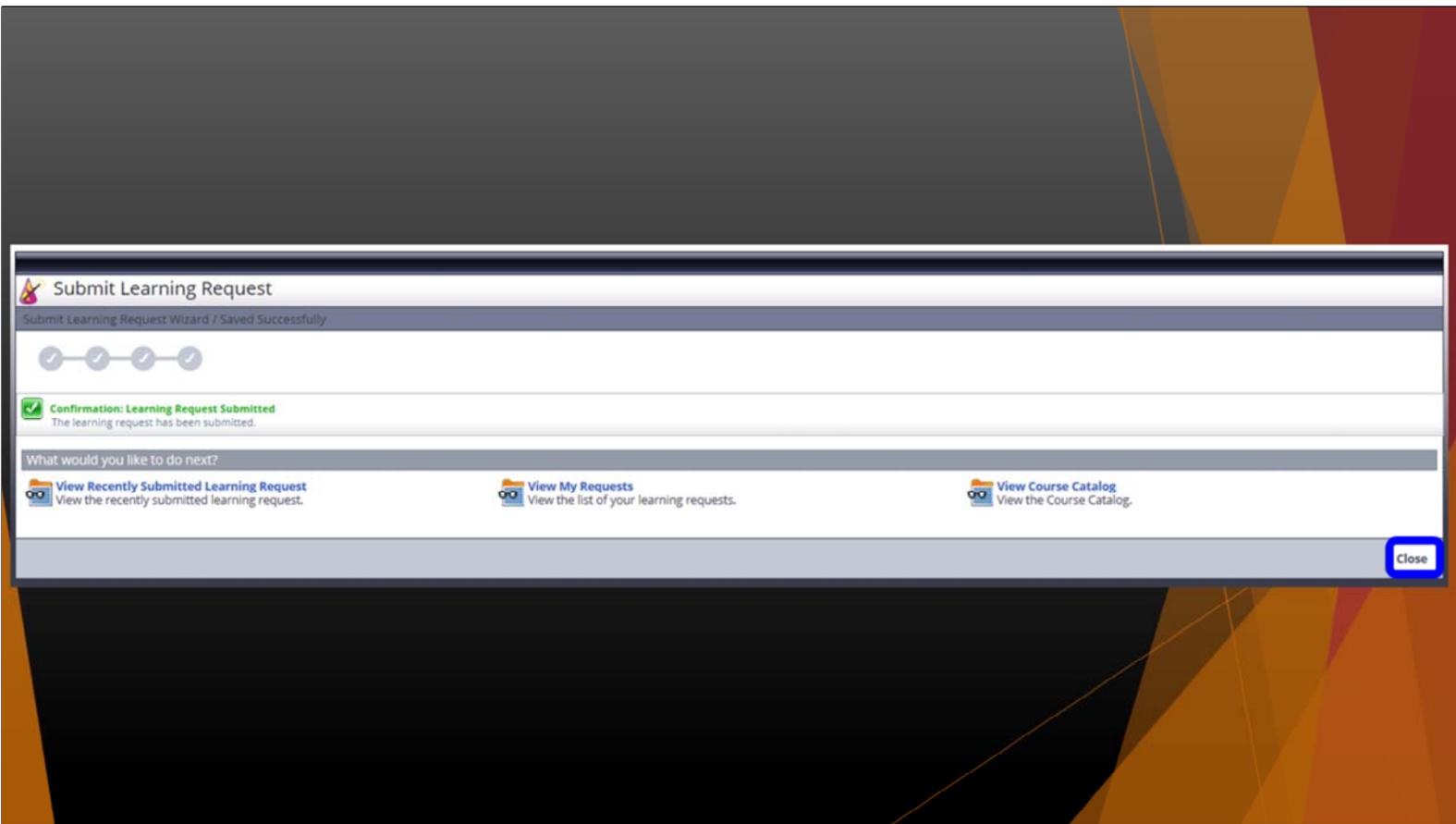
Save

Slide#7: Review the information provided.

To make changes, click “**Previous.**”

Otherwise, click on “**Save**” to submit for approval.

NOTE: Once saved, you cannot change it.



Slide#8: At the top of the screen, there will be a **GREEN** check mark indicating the request has been submitted to the Supervisor for approval. This is the Supervisor's name you have in your profile under your Supervisor tab.

Once done submitting the request, click "**Close.**"

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Slide#9: To Print or Save a SF-182 to your desktop that has already been created and Approved: Select **“View My Training Requests.”**

Manage Learning Requests: View/Edit Learning Requests:

Search

To manage a record, select the desired item and take the appropriate action.

Displaying 1-4 of 4 records.

Select	Course	Request Date	Class Start Date	Class Name	Status	Form Name	Levels Completed
<input type="radio"/>	40-Hour Supervision: Level I - Basic Skills - DOI University	2/22/2012	8/6/2012 8:30 AM (America/Los_Angeles)	DOIU-2012-0806-10-DLC-Sacramento, CA	Approved	DOI Employee Training Request	1
<input type="radio"/>	Effective Briefing and Presentation Skills	1/9/2014	4/15/2014 8:30 AM (America/New_York)	DOIU-2014-0415-16-WLC Reston, VA	Approved	DOI Employee Training Request	1
<input checked="" type="radio"/>	Security Overseas Seminar	9/20/2016		Security Overseas Seminar	Approved	SF182 - External Training Request for Federal Employees ONLY	1

Updated 10/18/2016

Slide#10: It will default to the **Open** tab. Click on the **Approved** tab to see approved requests.

Select the **radio button** next to the request you would like to Print.

Click **“Print.”**

You can also search for specific requests in the **Search** or open the **Advanced Search**. If more than 10 requests appear, you can click on the number next to Displaying # records to increase the records displayed.

If you need further assistance, contact the DOI LEARN helpdesk at 1-866-466-1998 or doilearn@sumtotalsystems.com