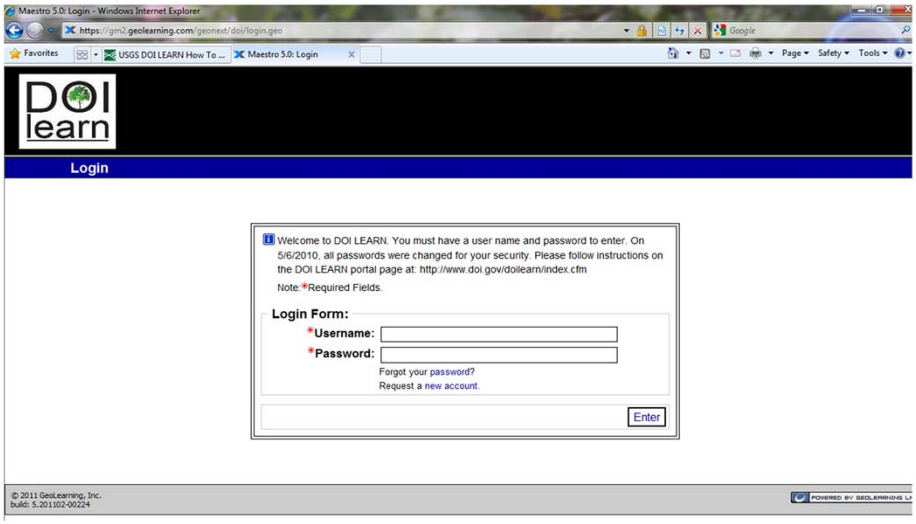
How to Create an SF-182 - Supervisor

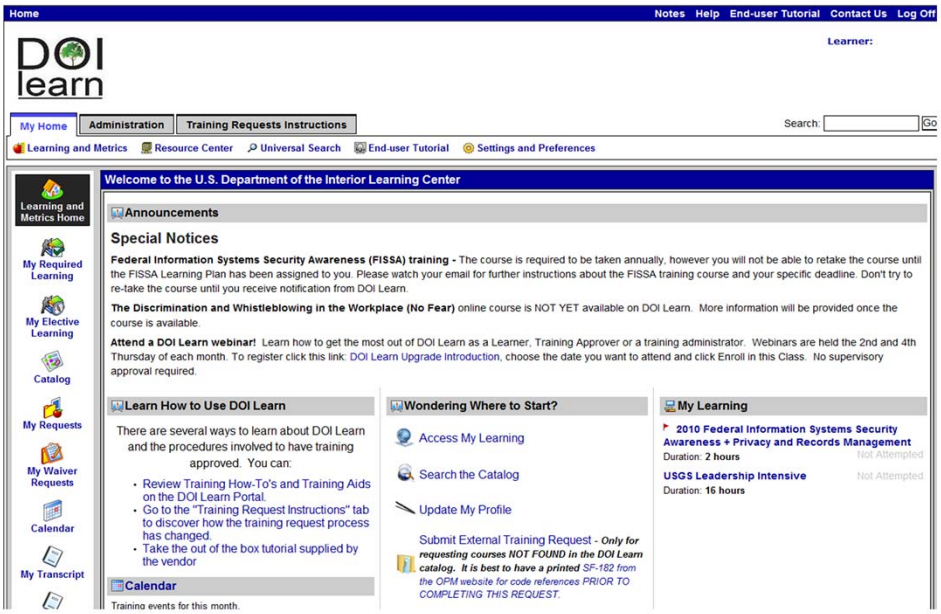
How to Create an SF-182 Supervisor

Log In Home Page



Log into DOI LEARN: https://gm2.geolearning.com/geonext/doi/login.geo

Select Submit External Training Request



Once logged in, Make sure your role says: Supervisor

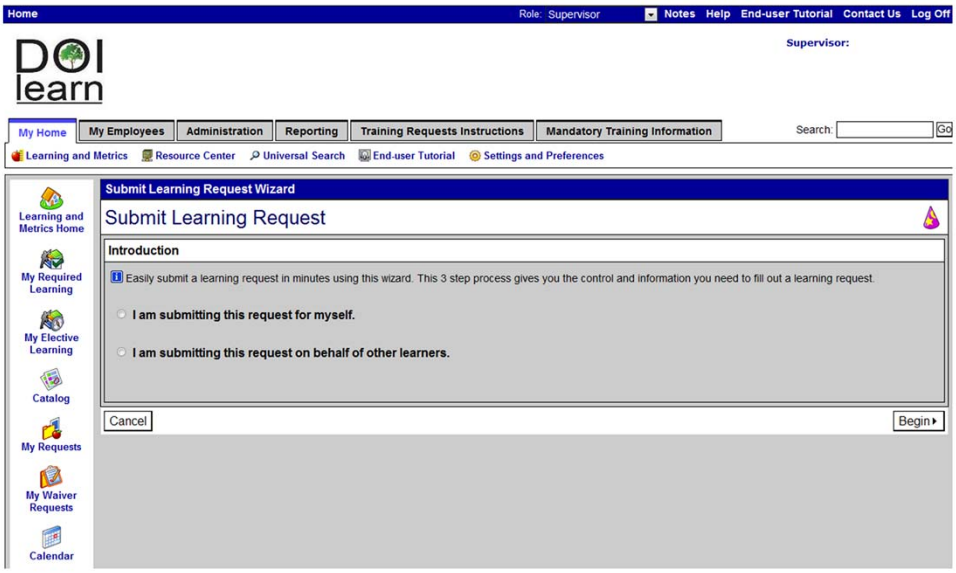
Click **Submit External Training Request** link in the middle of the screen.

NOTE: It is recommended that you complete the SF-182 in DOI LEARN **AFTER** you have attended training that is not in DOI LEARN.

Best Practice:

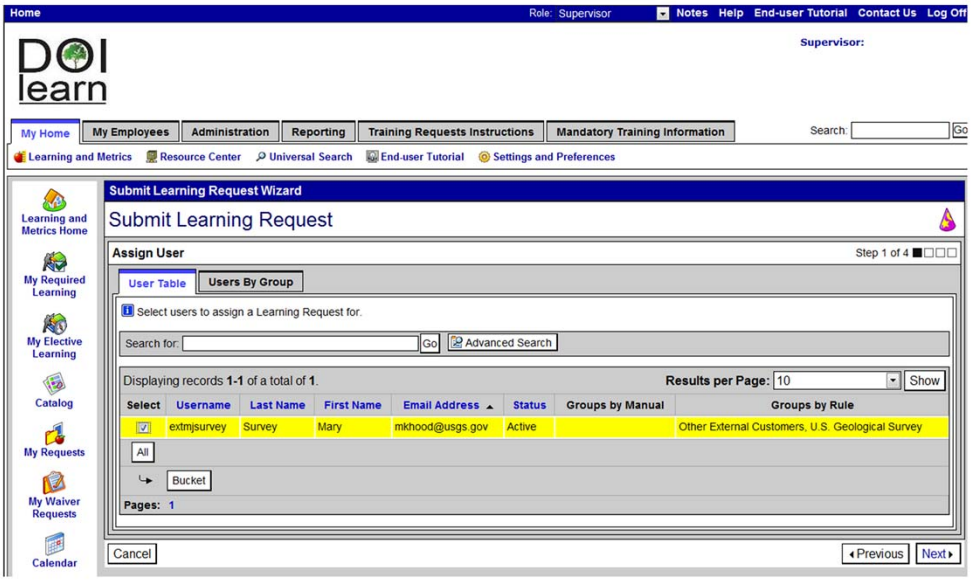
If you must use the SF-182 to pay for training, please go to https://www.opm.gov/forms/pdf_fill/SF182.pdf and fill out the form to fax to the vendor for payment and after the training, complete the SF-182 in DOI LEARN for a document of record.

Submit Learning Request



- Choose the **Radio button** if you are filling out the request for yourself or on behalf of other learner
- Click **Begin**

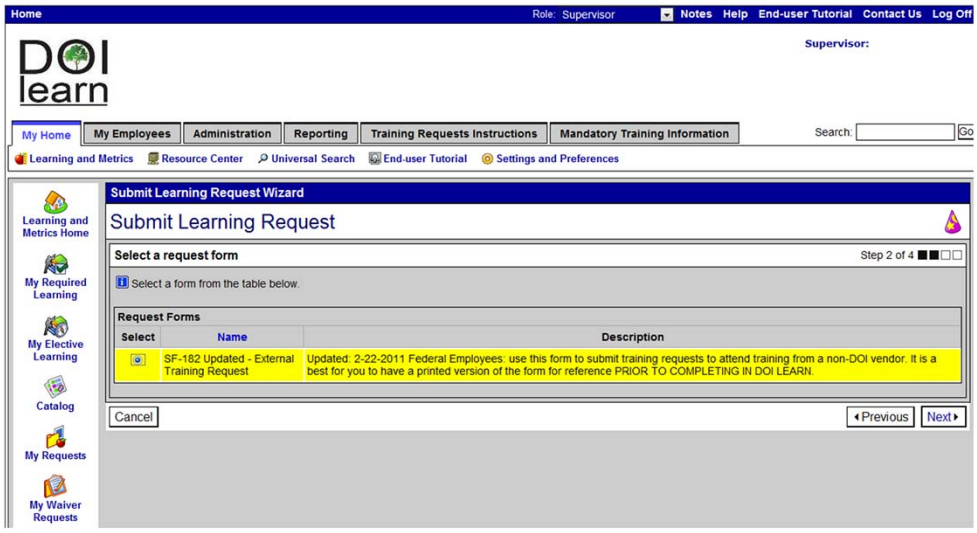
Selecting the Employee



For submitting a request on behalf of other learners:

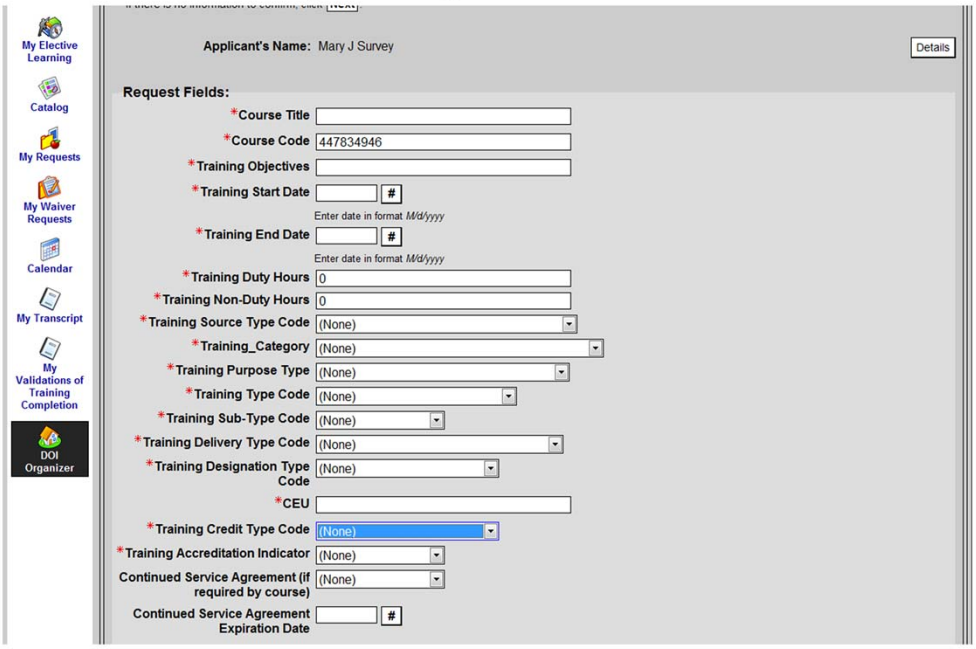
- Click the **radio button** next to the employees name you wish to submit a request for.
- Click **Next**

Selecting the SF-182 Form



- Click the **radio button** next to the SF-182 Updated – External Training Request
- Click **Next** (this will start the Wizard that will walk you through the process step by step)

Completing SF-182 Form

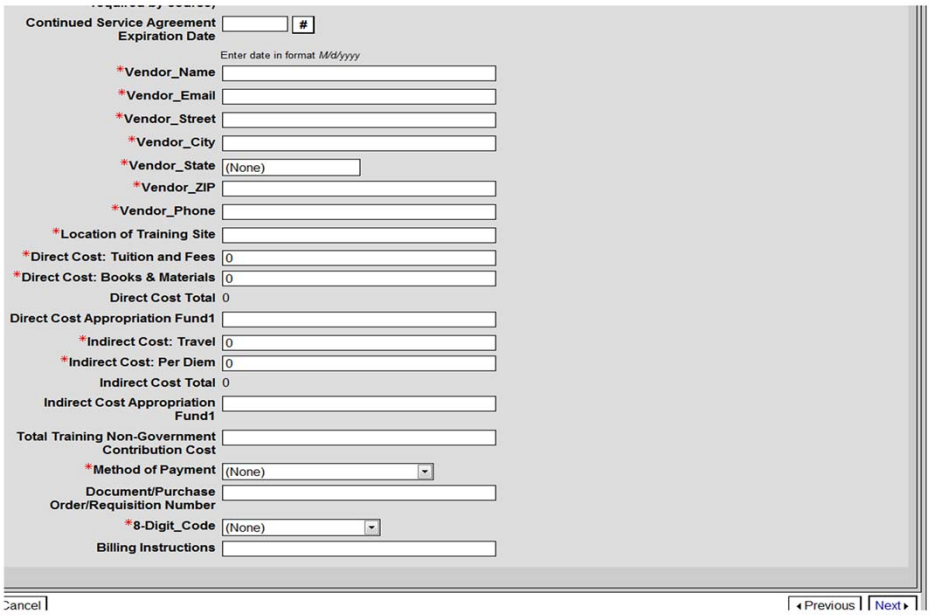


Fill out the form. **Every** field with a Red Asterisk is required. For definitions of each field, see the OPM web site: http://www.opm.gov/forms/pdf_fill/SF182.pdf

Or talk to your Administrative Officers.

- **Course Code Note:** The course code must be unique. Make it something original. For instance, for a Chemistry class, put something like CHEM101_081010 for the name of the class and the date OR add your initials at the end like CHEM101_081010mkh.
- **Hours Note:** Hours must be in whole numbers
- **Training Credit Type Code Note:** Choose semester if you are unsure.

Completing SF-182 form cont.



This is just a continuation of the form.

- **Vendor Name Note:** If the vendor name already exists, the system will ask you to import the existing information. If you do not wish to do this you must ensure he vendor name is unique.
- **Direct Cost Note:** Do not use dollar signs or decimal points, round to the nearest dollar.
- For the **8 Digit_Code**, see your Administrative Officer.
- Click **Next**

Verifying Information

Training End Date:	3/12/2010
Training Duty Hours:	0
Training Non-Duty Hours:	0
Training Purpose Type:	01 - Program/Mission
Training Type Code:	01 - Training Program Area
Training Sub-Type Code:	03 - Scientific
Training Delivery Type Code:	02 - On the Job
Training Designation Type Code:	05 - N/A
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:	
Training Source Type Code:	01 - Government Internal
Training Objectives:	12
Training Category:	Engineering/Facilities Management
Direct Cost: Tuition and Fees:	0
Direct Cost: Books & Materials:	0
Direct Cost Total:	0
Direct Cost Appropriation Fund1:	0
Indirect Cost: Travel:	0
Indirect Cost: Per Diem:	0
Indirect Cost Total:	0
Indirect Cost Appropriation Fund1:	0
Total Training Non-Government Contribution Cost:	0
Document/Purchase Order/Requisition Number:	
8-Digit Station Symbol:	88888888
Billing Instructions:	

Cancel | Previous | Save

If you have missed a mandatory field you will get a red bar at the top of the form. You will need to complete all errors before continuing.

- Verify all information is correct. **NOTE**: Once Saved, you cannot change it.
- If your information is correct click **Save**
- If the information is incorrect click **Previous** to change incorrect information
- You will receive an email letting you know this needs to be approved or denied.
- Supervisor - You will need to go in and approve the training you just submitted the SF-182 for.

Helpful Information Page

My Home | My Employees | Administration | Reporting | Training Requests Instructions | Mandatory Training Information

Search: Go

Training Request Instructions

Training Request Instructions

DOI learn

Managing Your Training Requests

DOI LEARN is a collaborative effort with your bureau or office training programs and the Office of Human Resources to provide you one-stop shopping for internal learning opportunities, and to provide a central repository for all of your official training records as required by 5 CFR 410.

DOI LEARN allows you to manage two types of learning requests. They are:

External Training: Not listed in the DOI LEARN Catalog. This is training that is submitted on an automated SF-182 form. You must complete the entire form and submit your request for approval. Once the training is completed, you must validate and certify completion of the training event in DOI LEARN to finalize an official training record in the system.

Internal Training: Training that is sponsored by a DOI office or bureau AND is listed in the DOI LEARN catalog. This training may or may not require Supervisory approval to Register and Enroll.

NEW PROCESS FOR ALL USERS:

- **You must obtain approval or register for a *Course* BEFORE you can enroll in a *Class*.**
- This is now a 2-step process and is a departure from the old way of managing your automated training request.
  - *Course*: a curriculum or specific area of study on any given subject, Instructor led or Online
  - *Class*: A scheduled instance of a course. There may be multiple classes scheduled for one course.

How to Manage All Training Requests

1. Always consult with your supervisor about your developmental goals and establish a plan for your development.
2. Make sure your profile is updated and review assigned supervisors and/or training approvers. Depending on your agency assigned training approvers may act on behalf of Supervisors.

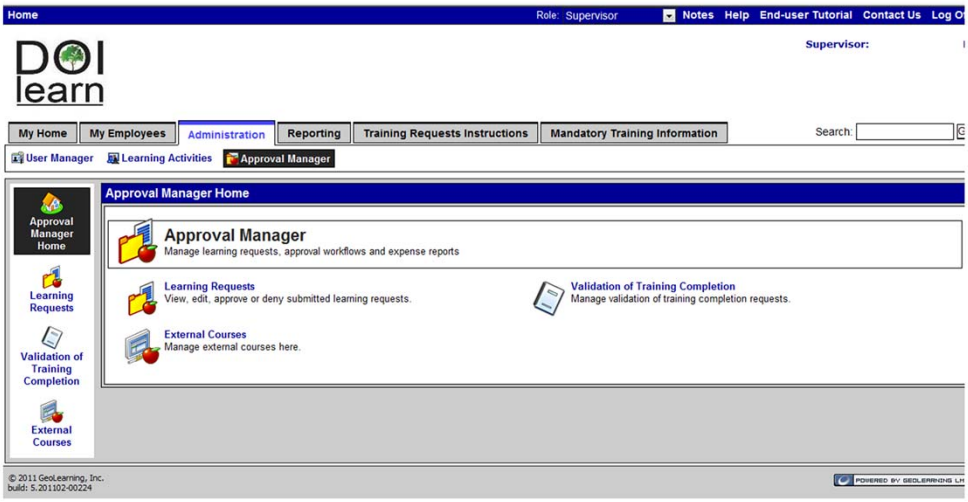
External Training Requests - Submitting:

For added help filling out the request.

Click the **Training Request Instructions** tab on the top of the screen.

Scroll down to find the OPM web site for definitions of the fields.

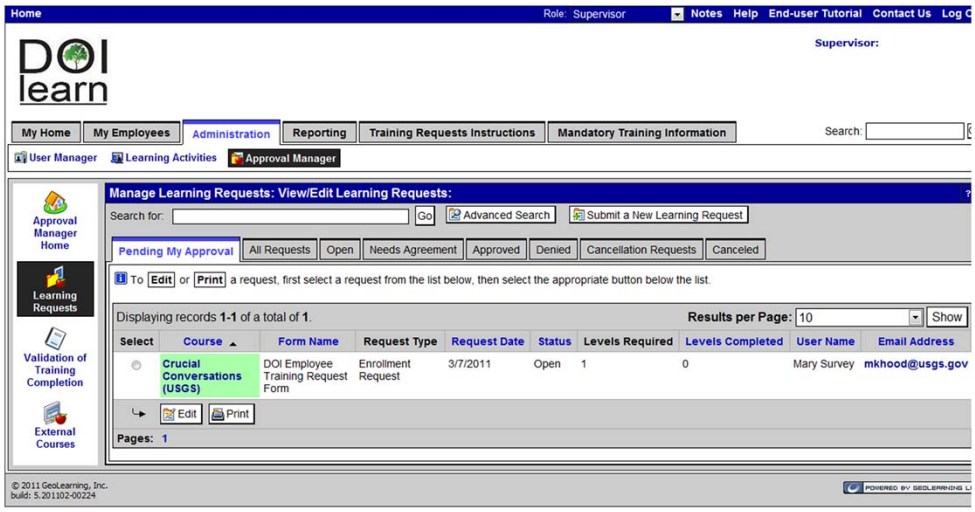
To Access the Approval Manager



Make sure your role = Supervisor

- Click on the **Administration tab**
- Select **Approval Manager**
- Select **Learning Requests**

Manage Requests

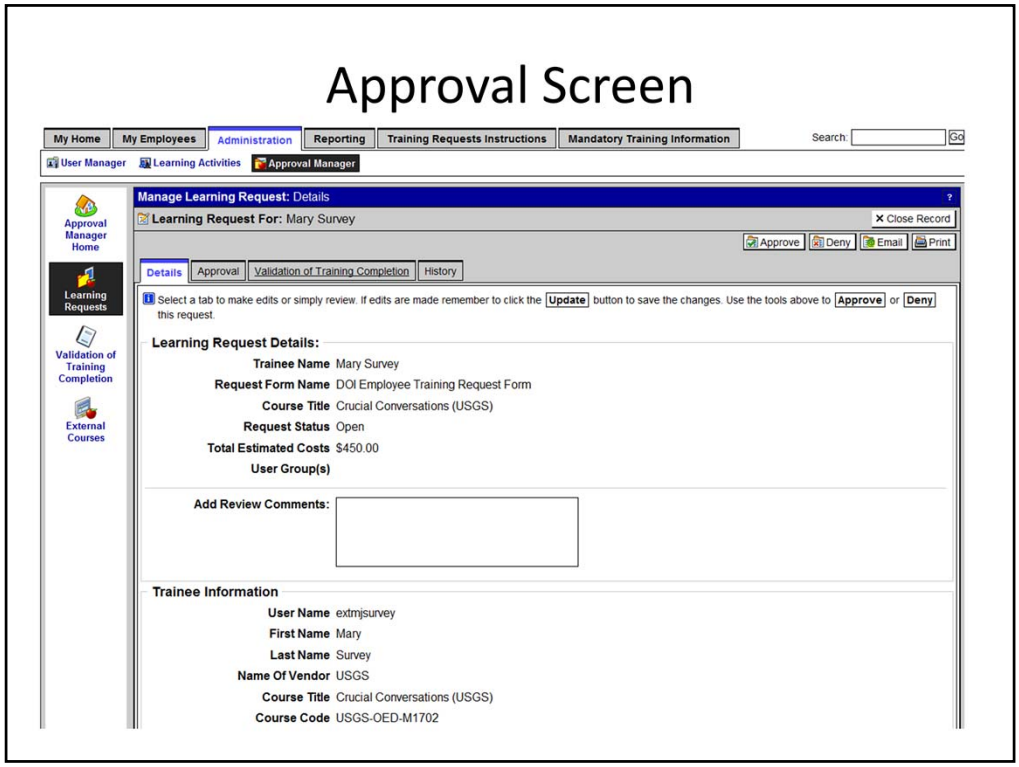


Once you click on **Learning Requests:**

-It will default to the **Pending My Approval** tab. You may need to change it to **All requests** to see your employees requests.

- Select the **radio button** next to the request you would like to approve or deny
- Click **Edit**

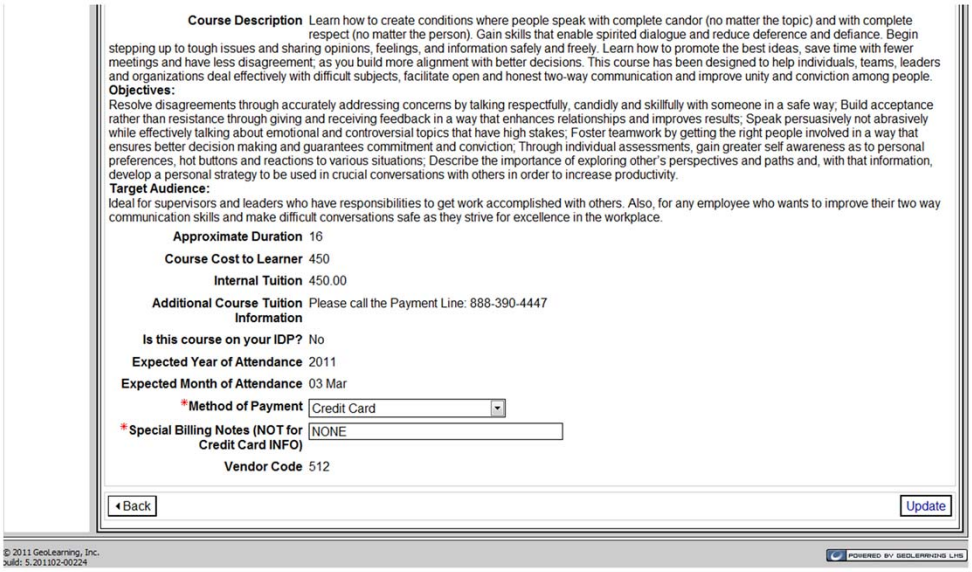
You can also search for the specific request in the **Search fields**.
You can change the **results per page** you see, but note that the more results per page to show, the longer the loading time.



Once you select the requests to edit, the **Learning request details** screen will appear:

- Regardless of your decision it is recommended that you fill in the **Review Comments;** these will appear in an email sent to the employee.
- **After filling in the review comments section, scroll down for more information and fields to fill in.**

Approval Screen Cont.



Course Description Learn how to create conditions where people speak with complete candor (no matter the topic) and with complete respect (no matter the person). Gain skills that enable spirited dialogue and reduce deference and defiance. Begin stepping up to tough issues and sharing opinions, feelings, and information safely and freely. Learn how to promote the best ideas, save time with fewer meetings and have less disagreement; as you build more alignment with better decisions. This course has been designed to help individuals, teams, leaders and organizations deal effectively with difficult subjects, facilitate open and honest two-way communication and improve unity and conviction among people.

Objectives:

Resolve disagreements through accurately addressing concerns by talking respectfully, candidly and skillfully with someone in a safe way; Build acceptance rather than resistance through giving and receiving feedback in a way that enhances relationships and improves results; Speak persuasively not abrasively while effectively talking about emotional and controversial topics that have high stakes; Foster teamwork by getting the right people involved in a way that ensures better decision making and guarantees commitment and conviction; Through individual assessments, gain greater self awareness as to personal preferences, hot buttons and reactions to various situations; Describe the importance of exploring other's perspectives and paths and, with that information, develop a personal strategy to be used in crucial conversations with others in order to increase productivity.

Target Audience:

Ideal for supervisors and leaders who have responsibilities to get work accomplished with others. Also, for any employee who wants to improve their two way communication skills and make difficult conversations safe as they strive for excellence in the workplace.

Approximate Duration 16

Course Cost to Learner 450

Internal Tuition 450.00

Additional Course Tuition Information Please call the Payment Line: 888-390-4447

Is this course on your IDP? No

Expected Year of Attendance 2011

Expected Month of Attendance 03 Mar

***Method of Payment** Credit Card

***Special Billing Notes (NOT for Credit Card INFO)** NONE

Vendor Code 512

Back

Update

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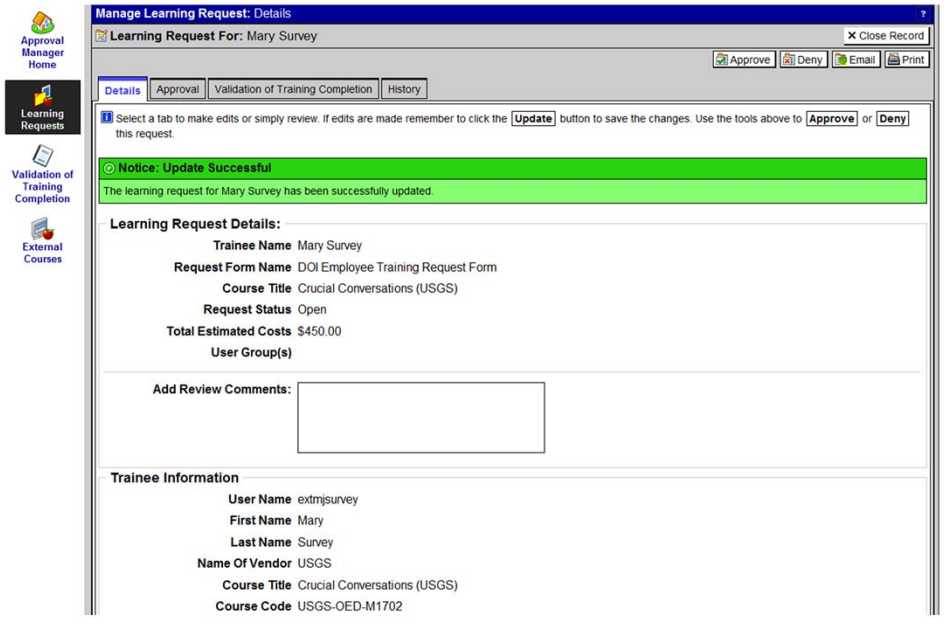
POWERED BY GEOLEARNING LMS

- Even if there is NO cost, choose the Drop down next to Method of Payment and choose **No Payment Required**
- If there is a cost, choose a payment method – preferred Credit Card be used then call the phone number located under the My Employees tab on the main screen to pay over the phone.
- Type **NONE** in the Special Billing Notes or anything you need to tell the financial folks. This is a required field.
- Click **Update** in lower right corner

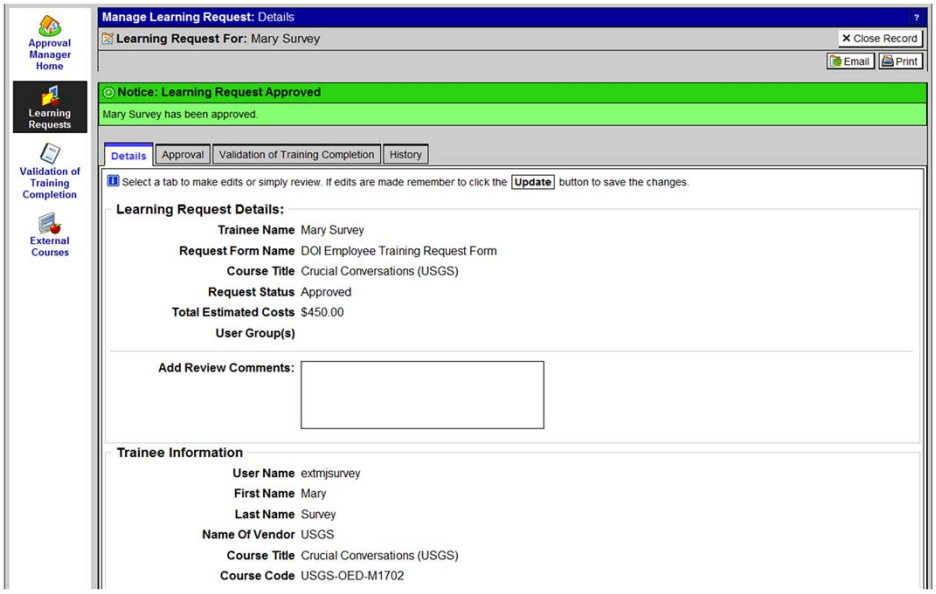
Update Successful, Now Approve or Deny



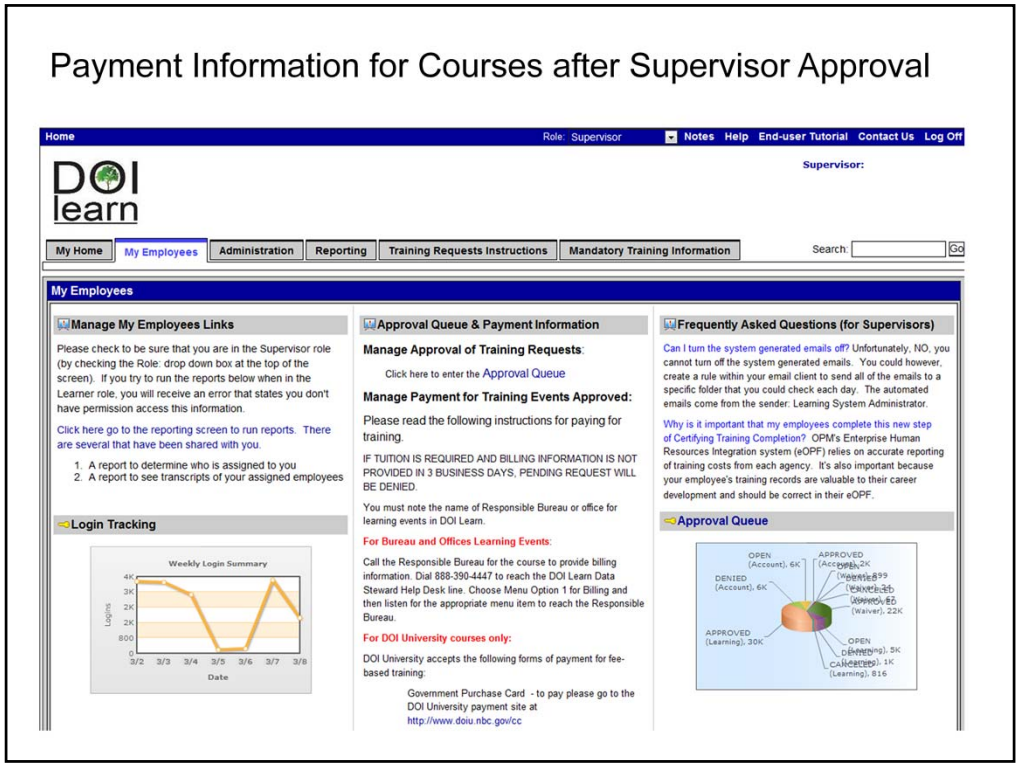
- The Screen refreshes with Update Successful
- Click **Approve or Deny** at the top right of the screen.

IF THE SCREEN ERRORS IN RED, READ THE ERROR, MAKE THE PROPER CHANGES and this time click Update before Approve

Example of an approved request



- A **green bar** will appear at the top; if the bar is red your submission did not go through. You must read the notice and fix the errors to continue.
- You can **print** this confirmation for your records if you wish.
- After you are finished with the request, you must click on **Close Request Record**

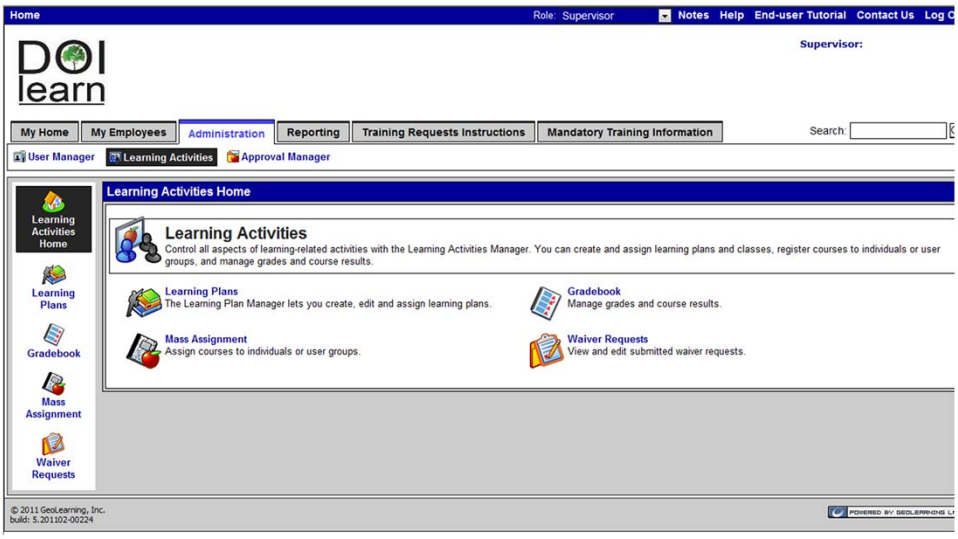


-Click the **My Employees** tab to see the payment information.

Note: The class name or course code shows the abbreviation of the bureau sponsoring training so you know who to call to provide payment.

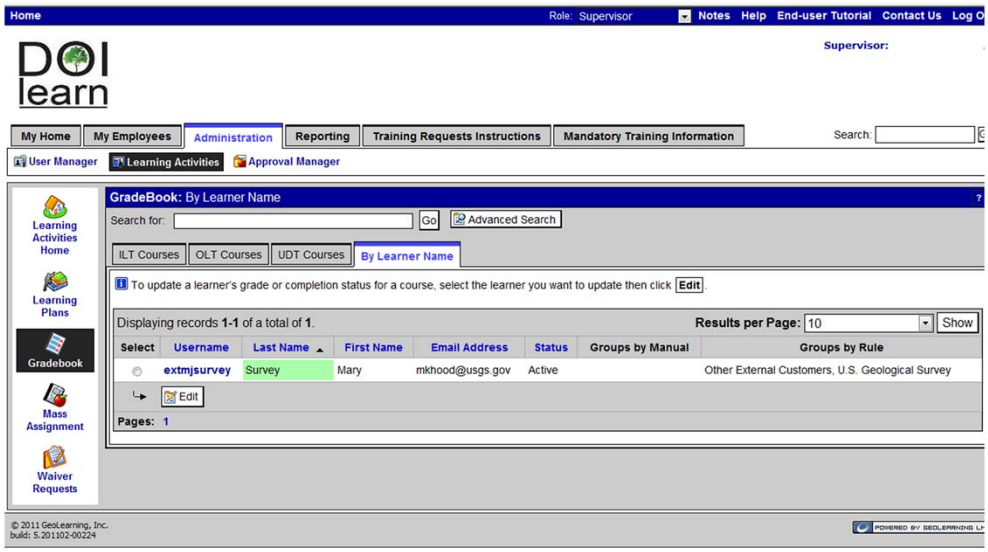
We also have these slides and many more Helpful slides at this URL:
http://www.usgs.gov/humancapital/ecd/ecd_trainingdoi.html

Accessing the Grade Book

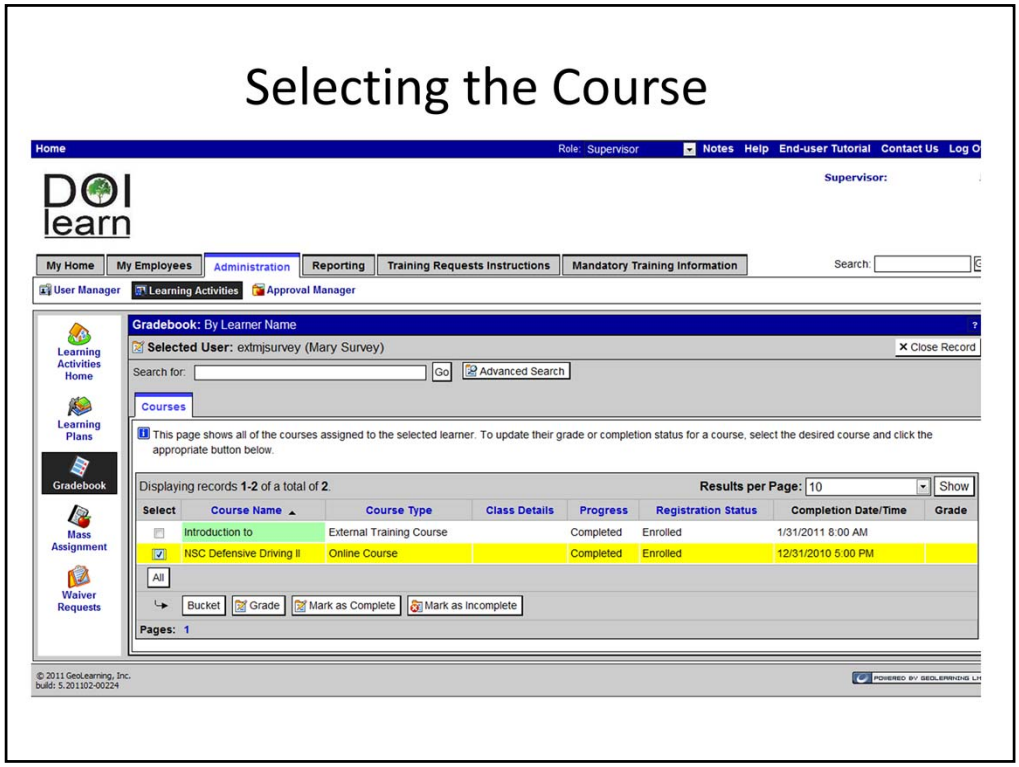


- Change your Role to Supervisor or Instructor
- Go to the **Administration tab**
- Select **Learning activities**
- Select **Gradebook**

Search for the Employee

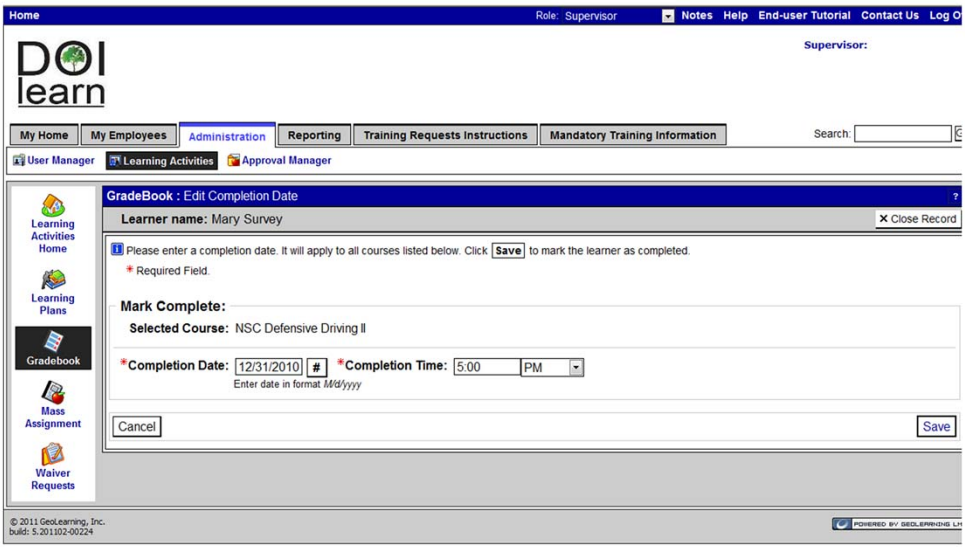


- Click on the **By Learner Name** tab
- Select the radio button next to the Employee you would like to mark complete
- Click **Edit**

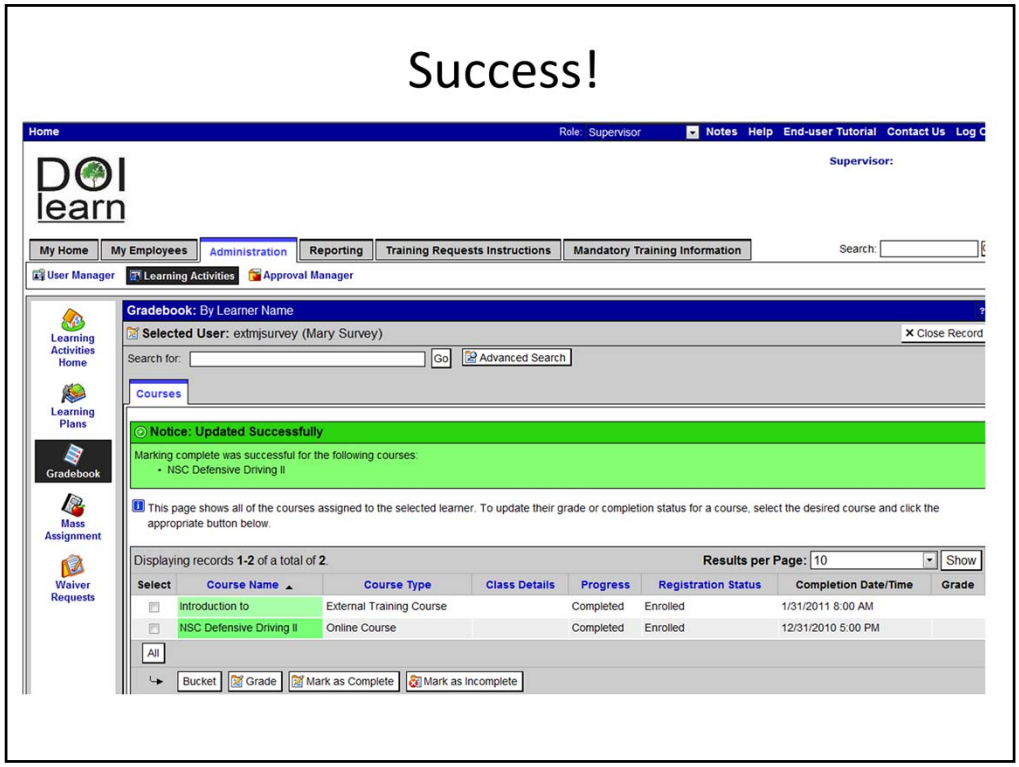


After you have selected the Course you would like to mark complete, Click on **Mark as Complete**

Selecting the Course



- Type in the **Date of Completion**
- Type in the **Time of Completion**, and change the AM/PM if needed
- Click on **Save**



Make sure the bar is green and tells you the update was successful if not you must read the error message and repeat the steps.

Click **Close Record**