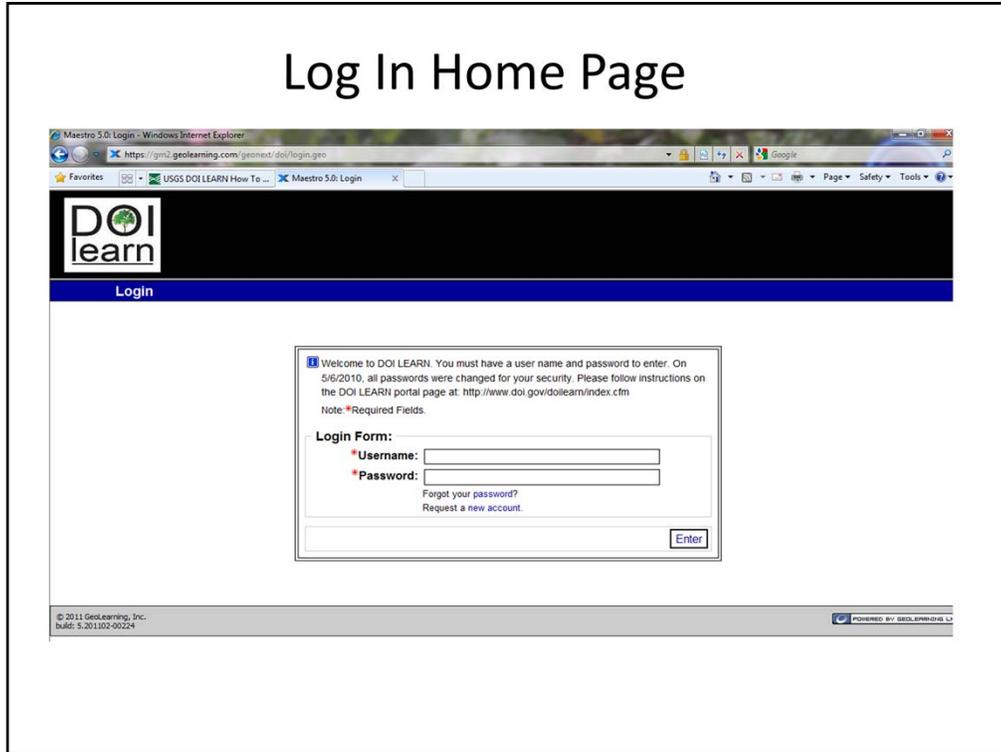


How to Create an SF-182 on behalf of your Employees - for the Supervisor



How to Create an SF-182 as a Supervisor

Log In Home Page



<https://gm2.geolearning.com/geonext/doi/login.geo>

Select Submit External Training Request

The **Discrimination and Whistleblowing in the Workplace (No Fear)** is now available. The deadline for all DOI to complete the No FEAR course is Decem
DOI Learn is in the midst of a face-lift! We have heard your comments about difficulty with finding things and are working to correct this. The left nav
gone. It was replaced with easy to see (and understand) icons. It's a work in progress...stay tuned!
Federal Information Systems Security Awareness (FISSA) training - The course is required to be taken annually. You can find it in the Course Catalog, cl
to activities and launch the course.

Wondering Where to Start?



Search the Catalog
Register for a Course



Update My Profile



Update My Supervisor



Update My Time Zone



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
DOI Employees Only



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

Once logged in, Make sure your role says: **Supervisor**

Click **Submit External Training Request SF-182 Training Form** icon.

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.

Begin Submitting Request

External Training Requests

External Training Request Form (SF-182)

DO NOT USE IF the course you are requesting can be found in the DOI Learn catalog. Print an SF-182 from the OPM website for code references PRIOR TO COMPLETING THIS REQUEST.



Submit External Training Request

External Training Request Instructions

External Training: Training that is submitted on the SF-182 form AND IS NOT listed in the DOI Learn catalog. You must complete the entire form in DOI Learn and submit it for approval. Once the training is attended and marked Complete by your supervisor, you must Validate Training Completion to finalize the process.

External Training Requests - Submitting:

1. All External Training Requests require Approval. Use the home page link entitled, Submit External Training Request Form. This provides you access to an automated SF-182.
2. Complete the entire form and submit for approval as per your office or bureau instruction.
3. If you would like, print the form for your records.
4. Follow payment procedures for the external vendor and your office.
5. You will get an e-mail that your training request has been approved. If it has not been approved, you must talk with your training approver.

External Training Requests - Completing:

1. Once you attend the training, your Supervisor must mark the training as Complete, using the Gradebook.
2. You must then go into DOI Learn and Validate and Certify your Training Completion.
3. This provides a way for you to input your actual training costs
4. Use the home page link entitled, Validate & Certify My Training Completions.
5. **NOTE:** Unless you have authority from your bureau or office to submit a request on the behalf of others, do not submit a request on behalf of others.
6. Any questions about training policy should be directed to your human resources offices.

External Training Request - Cancelling:

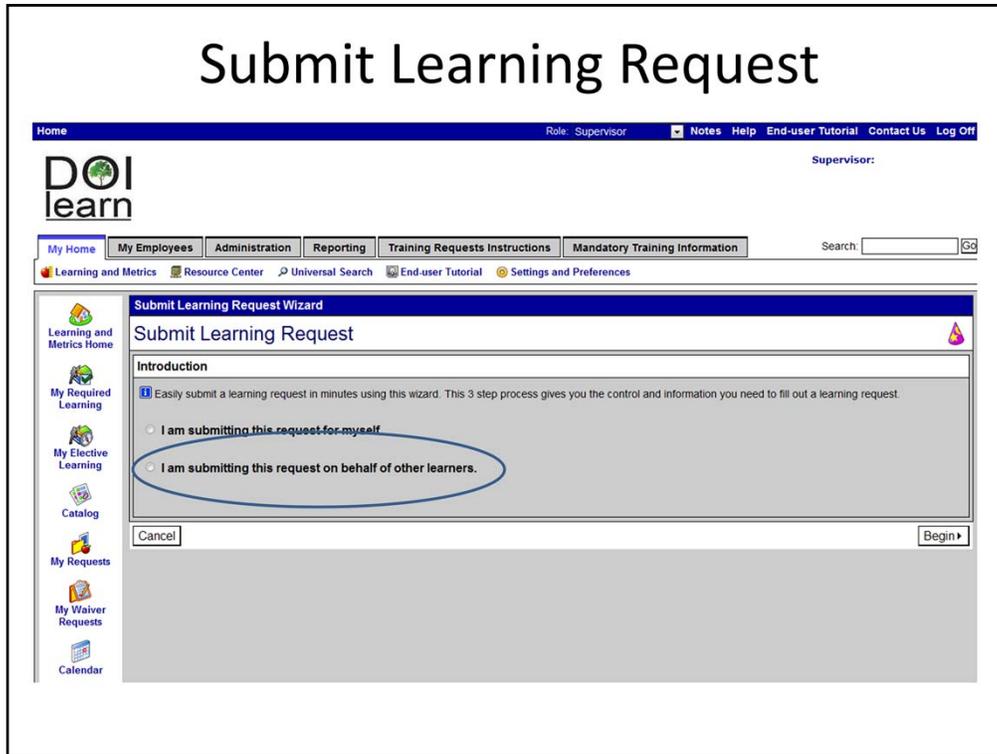
1. You can only cancel an external training request if it has not been approved.
2. Once an external request has been approved, you cannot cancel or edit this request in the system.

Tips for Success With External Training Requests:

1. Make sure you discuss with your supervisor the training event prior to submitting the request and follow-up after submission to ensure approval is obtained. It is your responsibility to communicate with your supervisor prior to completing an external training request.
2. Become familiar with the government-wide SF-182 form and gather all the information you need to complete the automated SF-182. The form and data elements are required by Office of Personnel Management. You can view a blank form at: http://www.opm.gov/forms/pdf_331/SF182.pdf
3. Seek assistance from your bureau or office training lead.
4. Follow-up on training request.

Click **Submit External Training Request** to get started.

Note: Read the Instructions on the right side of the screen before getting started.



- Choose the **Radio button** if you are filling out the request for yourself or on behalf of your employees.
- Click **Begin** to start the wizard.

Selecting the Employee

Home Role: Supervisor Notes Help End-user Tutorial Contact Us Log Out
Logged in as: Mary Surv

My Home My Employees Reporting Search: []

Submit Learning Request Wizard
Submit Learning Request

Assign User Step 1 of 4

User Table Users By Group

Select users to assign a Learning Request for.

Search for: [] Go Advanced Search

Displaying records 1-1 of a total of 1. Results per Page: 10 Show

Select	Username	Last Name	First Name	Email Address	Status	Groups by Manual	Groups by Rule
<input checked="" type="checkbox"/>	USGSLARNER	Survey	USGSLearner	cmarshall@usgs.gov	Active		DOI Employees, U.S. Geological Survey

Pages: 1

Cancel Previous Next

For submitting a request on behalf of other employees:

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

Selecting the SF-182 Form

Home Role: Supervisor Notes Help End-user Tutorial Contact Us Log Out
Logged in as: Mary Surv

DOI learn

My Home My Employees Reporting Search

Submit Learning Request Wizard
Submit Learning Request

Select a request form Step 2 of 4

Select a form from the table below.

Select	Name	Description
<input checked="" type="radio"/>	SF-182 Updated - External Training Request	Updated: 2-22-2011 Federal Employees: use this form to submit training requests to attend training from a non-DOI vendor. 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

- Click the **radio button** next to the SF-182 Updated – External Training Request
- Click **Next**

Completing SF-182 Form

Request Fields Step 3 of 4 ■■■■

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

Applicant's Name: USGSLearner Survey Details

Request Fields:

- * Course Title
- * Course Code
- * Training Objectives
- * Training Start Date #
Enter date in format MM/yyyy
- * Training End Date #
Enter date in format MM/yyyy
- * Training Duty Hours
- * Training Non-Duty Hours
- * Training Source Type Code
- * Training_Category
- * Training Purpose Type
- * Training Type Code
- * Training Sub-Type Code
- * Training Delivery Type Code
- * Training Designation Type Code
- * CEU
- * Training Credit Type Code
- * Training Accreditation Indicator
- Continued Service Agreement (if required by course)

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_ jsmith for the name of the class, date of class and initials of employee.
- **Hours Note:** Hours must be in whole numbers
- **Training Credit Type Code Note:** Choose semester if you are unsure.

Completing SF-182 form cont.

Continued Service Agreement	<input type="text"/>	#
Expiration Date	<input type="text"/>	
	Enter date in format MM/yyyy	
*Vendor_Name	<input type="text"/>	
*Vendor_Email	<input type="text"/>	
*Vendor_Street	<input type="text"/>	
*Vendor_City	<input type="text"/>	
*Vendor_State	<input type="text" value="(None)"/>	
*Vendor_ZIP	<input type="text"/>	
*Vendor_Phone	<input type="text"/>	
*Location of Training Site	<input type="text"/>	
*Direct Cost: Tuition and Fees	<input type="text" value="0"/>	
*Direct Cost: Books & Materials	<input type="text" value="0"/>	
Direct Cost Total	<input type="text" value="0"/>	
Direct Cost Appropriation Fund1	<input type="text"/>	
*Indirect Cost: Travel	<input type="text" value="0"/>	
*Indirect Cost: Per Diem	<input type="text" value="0"/>	
Indirect Cost Total	<input type="text" value="0"/>	
Indirect Cost Appropriation Fund1	<input type="text"/>	
Total Training Non-Government Contribution Cost	<input type="text"/>	
*Method of Payment	<input type="text" value="(None)"/>	
Document/Purchase Order/Requisition Number	<input type="text"/>	
*8-Digit_Code	<input type="text" value="(None)"/>	
Billing Instructions	<input type="text"/>	

Cancel

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 the 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: 01/22/10
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 after it has been created.

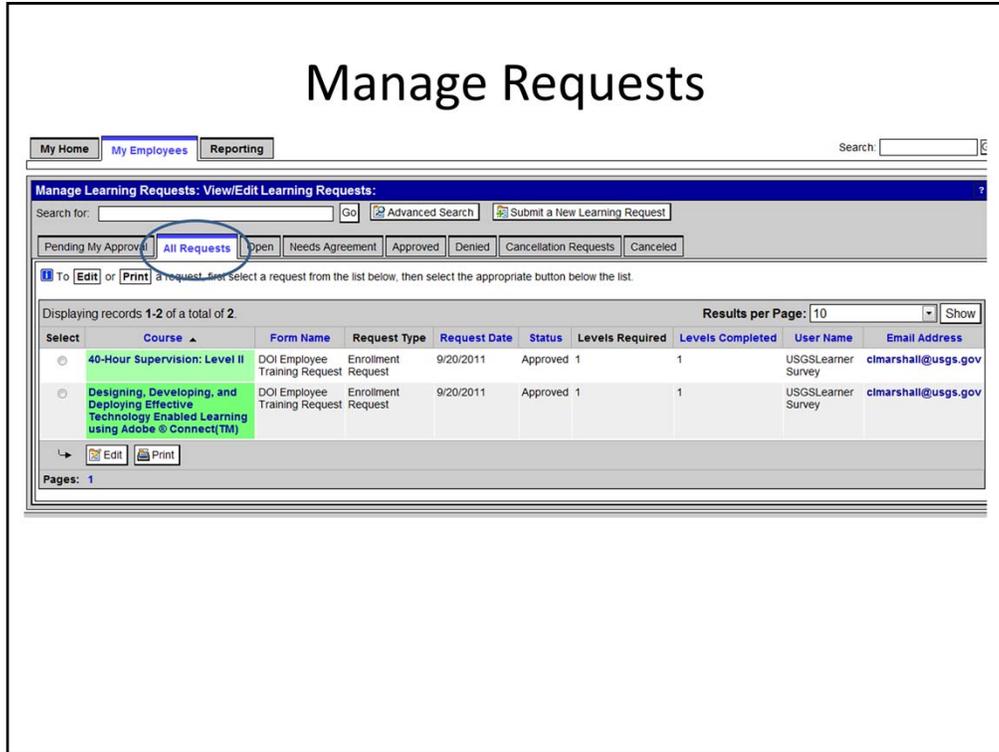
NOTE: Supervisor - You will need to go in and approve the training you just submitted the SF-182 for.

To Access the Approval Manager



As the Supervisor Role:

- Click on the **My Employees** tab
- Select the **Approve Training Requests** icon



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 the employee's 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.

Approval Screen

Manage Learning Request: Details

Learning Request For: USGS Learner Survey

Approve Deny Email Print

Close Record

Details Approval Validation of Training Completion History

Select a tab to make edits or simply review. If edits are made remember to click the **Update** button to save the changes. Use the tools above to **Approve** or **Deny** this request.

Learning Request Details:

Trainee Name USGS Learner Survey

Request Form Name DOI Employee Training Request

Course Title 40-Hour Supervision: Level II

Request Status Open

Total Estimated Costs \$0.00

User Group(s)

Add Review Comments:

Trainee Information

User Name USGSLEARNER

First Name USGS Learner

Initial

Last Name Survey

Email Address cimarshall@usgs.gov

Course Title 40-Hour Supervision: Level II

Course Code NBC/DOI-MSD-7030

Responsible Bureau Office of the Secretary

Class Name DOI-2011-1212-16-DLC

Class Start Date 12/12/2011 8:00 AM (America/Denver)

Once you select the requests to edit, the **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.

Class End Date 12/16/2011 4:30 PM (America/Denver)

Class Vendor Department of Interior University

Class Cost to Learner 0.00

Course Description A federal supervisor/manager must be a leader who can direct and guide employees in accomplishing the missions of bureaus, offices and agencies. This course provides the knowledge and skills for supervisors and managers to effectively manage the workforce, and meets the Department of the Interior's mandated supervisory training requirements. This course replaces Supervisory Skills for the Experienced Supervisor, students who have completed that course do not need to take this course.

Objectives:

• Learn how to manage conflict in a constructive manner • Apply team processes and group dynamics techniques to improve teamwork • Use effective tools for decision-making and problem solving • Communicate with integrity and resolve ethical dilemmas objectively • Learn appropriate methods of applying power, authority, and influence to build support and/or consensus for achieving organizational goals • Develop methods and tools for developing leadership capacity in others

Target Audience:

Managers, supervisors, and anyone who performs supervisory functions

Is this course part of your IDP? Yes

Class Payment Information No tuition for DOI employees

Method of Payment

Special Billing Notes (NOT for Credit Card INFO)

Approver: Click Update in the bottom right corner, then Approve or Deny

- 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 – for the preferred Credit Card to be used 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

Manage Learning Request: Details
Learning Request For: USGS Learner Survey

Approve Deny Email Print

Details Approval Validation of Training Completion History

Select a tab to make edits or simply review. If edits are made remember to click the **Update** button to save the changes. Use the tools above to **Approve** or **Deny** this request.

Notice: Update Successful
The learning request for USGS Learner Survey has been successfully updated.

Learning Request Details:

Trainee Name USGS Learner Survey
Request Form Name DOI Employee Training Request
Course Title 40-Hour Supervision: Level II
Request Status Open
Total Estimated Costs \$0.00
User Group(s)

Add Review Comments:

Trainee Information

User Name USGSLEARNER
First Name USGS Learner
Initial
Last Name Survey
Email Address clmarshall@usgs.gov
Course Title 40-Hour Supervision: Level II
Course Code NBC/DOIU-MSD-7030

- The Screen refreshes with Update Successful on a green banner.
- 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

The screenshot displays a web interface for managing a learning request. At the top, a blue header bar reads 'Manage Learning Request: Details'. Below this, a grey bar indicates the request is for 'USGS Learner Survey'. A green notification bar states 'Notice: Learning Request Approved' and 'USGS Learner Survey has been approved.' To the right of this bar are buttons for 'Close Record', 'Email', and 'Print'. Below the notification is a tabbed interface with 'Details', 'Approval', 'Validation of Training Completion', and 'History'. The 'Details' tab is active, showing a message: 'Select a tab to make edits or simply review. If edits are made remember to click the Update button to save the changes.' The 'Learning Request Details' section lists: Trainee Name (USGS Learner Survey), Request Form Name (DOI Employee Training Request), Course Title (40-Hour Supervision: Level II), Request Status (Approved), Total Estimated Costs (\$0.00), and User Group(s). Below this is a text area for 'Add Review Comments:'. The 'Trainee Information' section lists: User Name (USGSLEARNER), First Name (USGS Learner), Initial, and Last Name (Survey).

- A **green bar** will appear at the top saying it was approved. 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 Record**

Payment Information for Courses after Supervisor Approval

The screenshot shows the DOI Learn web application interface. At the top, there is a navigation bar with 'Home', 'Role: Supervisor', and links for 'Notes', 'Help', 'End-user Tutorial', and 'Contact Us'. The user is logged in as 'Mary Surve'. Below the navigation bar, there are tabs for 'My Home', 'My Employees', and 'Reporting'. The 'My Employees' tab is selected, and the main content area is titled 'Tasks to Manage Training for My Employees'. This area contains several icons for tasks such as 'Approve Training Requests', 'Mark Training Complete in the Gradebook', 'View a List of My Assigned Employees', 'View My Employees Training Validations', 'Run Custom-made Reports about My Employees', 'Run Standard Reports about My Employees', 'Find Online Resources, Course Materials & Other Documents', 'What Mandatory Training Do I Have to Take?', and 'Job Aids, Desk References and How-To's'. On the right side of the screen, there is a 'Payment Information' section with instructions on how to provide payment and a 'Frequently Asked Questions (for Supervisors)' section.

-Click the **My Employee** tab to see the payment information on the right side of the screen

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

The screenshot displays the DOI Learn web application interface. At the top, there is a navigation bar with 'Home', 'Role: Supervisor', and links for 'Notes', 'Help', 'End-user Tutorial', 'Contact Us', and 'Log Off'. The user is logged in as 'Mary Survey'. Below the navigation bar, there are tabs for 'My Home', 'My Employees', and 'Reporting'. The 'My Employees' tab is selected and highlighted with a blue circle. The main content area is titled 'My Employees' and contains a section 'Tasks to Manage Training for My Employees'. This section features several icons: 'Approve Training Requests', 'Mark Training Complete in the Gradebook' (circled in blue), 'View a List of My Assigned Employees', 'View My Employees Training Validations', 'Run Custom-made Reports about My Employees', 'Run Standard Reports about My Employees', 'Find Online Resources, Course Materials & Other Documents', 'What Mandatory Training Do I Have to Take?', and 'Job Aids, Desk References and How-To's'. To the right of the tasks, there is a 'Payment Information' section with instructions on how to provide payment and general tuition information. Below that is a 'Frequently Asked Questions (for Supervisors)' section with a question about assigning employees to a profile.

Lastly, as the Supervisor, you must Complete this SF-182 external request.

- Go to the **My Employees** tab
- Select **Mark Training Complete in the Gradebook**

Search for the Employee

The screenshot shows the 'GradeBook: By Learner Name' interface. At the top, there is a navigation bar with 'Home', 'Role: Supervisor', and links for 'Notes', 'Help', 'End-user Tutorial', 'Contact Us', and 'Log Out'. The user is logged in as 'Mary Survi'. Below the navigation bar, there are tabs for 'My Home', 'My Employees', and 'Reporting'. A search bar is present with a 'Go' button and an 'Advanced Search' link. The 'By Learner Name' tab is selected and circled in blue. Below the search bar, there is a message: 'To update a learner's grade or completion status for a course, select the learner you want to update then click **Edit**'. A table displays one record for 'USGSLARNER' with a radio button selected. The table has columns for 'Select', 'Username', 'Last Name', 'First Name', 'Email Address', 'Status', 'Groups by Manual', and 'Groups by Rule'. The record shows 'USGSLARNER' as the username, 'Survey' as the last name, 'USGSLearner' as the first name, 'clmarshall@usgs.gov' as the email address, and 'Active' as the status. The 'Groups by Manual' and 'Groups by Rule' columns are empty. Below the table, there is an 'Edit' button and a 'Pages: 1' indicator.

Select	Username	Last Name	First Name	Email Address	Status	Groups by Manual	Groups by Rule
<input checked="" type="radio"/>	USGSLARNER	Survey	USGSLearner	clmarshall@usgs.gov	Active		DOI Employees, U.S. Geological Survey

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

Selecting the Course

The screenshot shows the 'Gradebook: By Learner Name' interface. At the top, there is a navigation bar with 'Home', 'Role: Supervisor', and links for 'Notes', 'Help', 'End-user Tutorial', 'Contact Us', and 'Log Out'. The user is logged in as 'Mary Surv'. Below the navigation bar, there are tabs for 'My Home', 'My Employees', and 'Reporting'. A search bar is present on the right. The main content area is titled 'Selected User: USGSLEARNER (USGS Learner Survey)'. Below this, there is a search bar and a 'Go' button. A 'Courses' tab is selected. A message states: 'This page shows all of the courses assigned to the selected learner. To update their grade or completion status for a course, select the desired course and click the appropriate button below.' Below the message, it says 'Displaying records 1-3 of a total of 3.' and 'Results per Page: 10'. A table lists three courses:

Select	Course Name	Course Type	Class Details	Progress	Registration Status	Completion Date/Time	Grade
<input type="checkbox"/>	40-Hour Supervision: Level II	Instructor Led	DOIU-2011-1212-16-DLC 12/12/2011 8:00 AM (America/Denver) - 12/16/2011 4:30 PM (America/Denver)	Not Attempted	Enrolled		
<input type="checkbox"/>	Designing, Developing, and Deploying Effective Technology Enabled Learning using Adobe @ Connect(TM)	Instructor Led	USGS-2011-1015-Denver, CO 10/25/2011 8:00 AM (America/Denver) - 10/27/2011 4:00 PM (America/Denver)	Not Attempted	Enrolled		
<input type="checkbox"/>	Federal Information Systems Security Awareness + Privacy and Records Management (FISSA +)	Online Course		Not Attempted	Enrolled		

Below the table, there are buttons for 'All', 'Bucket', 'Grade', 'Mark as Complete', and 'Mark as Incomplete'. The 'Mark as Complete' button is circled in red. At the bottom left, it says 'Pages: 1'.

Once the Courses appear, make a selection.

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

Selecting the Course

The screenshot shows the DOI Learn GradeBook interface. At the top, there is a navigation bar with 'Home', 'Role: Supervisor', and links for 'Notes', 'Help', 'End-user Tutorial', 'Contact Us', and 'Log Out'. The user is logged in as 'Mary Surv'. Below the navigation bar, there are tabs for 'My Home', 'My Employees', and 'Reporting'. A search bar is also present. The main content area is titled 'GradeBook : Edit Completion Date' and shows the learner name 'USGS Learner Survey'. A message states: 'Please enter a completion date. It will apply to all courses listed below. Click [Save] to mark the learner as completed.' Below this, there is a 'Mark Complete' section with a 'Selected Course' dropdown menu showing 'Federal Information Systems Security Awareness + Privacy and Records Management (FISSA +)'. There are input fields for 'Completion Date' (with a calendar icon) and 'Completion Time' (with a dropdown menu). A 'Save' button is circled in red, and a 'Cancel' button is also visible.

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

Note: There is a calendar button to use if you need too.

Success!

My Home My Employees Reporting Search:

Gradebook: By Learner Name
Selected User: USGSLEARNER (USGS Learner Survey)

Search for: Go

Courses

Notice: Updated Successfully
Marking complete was successful for the following courses:
• Federal Information Systems Security Awareness + Privacy and Records Management (FISSA +)

This page shows all of the courses assigned to the selected learner. To update their grade or completion status for a course, select the desired course and click the appropriate button below.

Displaying records 1-3 of a total of 3. Results per Page: 10

Select	Course Name	Course Type	Class Details	Progress	Registration Status	Completion Date/Time	Grade
<input type="checkbox"/>	40-Hour Supervision: Level II	Instructor Led	DOIU-2011-1212-16-DLC 12/12/2011 8:00 AM (America/Denver) - 12/16/2011 4:30 PM (America/Denver)	Not Attempted	Enrolled		
<input type="checkbox"/>	Designing, Developing, and Deploying Effective Technology Enabled Learning using Adobe @ Connect(TM)	Instructor Led	USGS-2011-1015-Denver, CO 10/25/2011 8:00 AM (America/Denver) - 10/27/2011 4:00 PM (America/Denver)	Not Attempted	Enrolled		
<input type="checkbox"/>	Federal Information Systems Security Awareness + Privacy and Records Management (FISSA +)	Online Course		Completed	Enrolled	9/20/2011 3:30 PM (America/Denver)	

Done Trusted sites | Protected Mode: Off 100%

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** as you are finished.