



End User: SF-182

INTRODUCTION

This Job Aid provides guidance for an End User to complete an SF-182 within GSA’s new Online University which is utilizing the Cornerstone Learning Management System.

Please take note:

1. The SF-182 process in OLU includes 1st level supervisor’s approval **only**. Please make sure you are fully aware of your organization's approval process, including secondary approvals, prior to submission.

Failure to fully understand your region's approval process can result in a denial or resubmission of your SF-182 request.

This system does **not** automatically route your approved SF-182 to the purchase card holder.

1. What is saved in the system, stays in the system. Take care to consider how you populate open fields like descriptions, objectives, and comments.
2. Where alpha/numeric data fields are non-mandatory (no red asterisk is by the field), leave it blank until further guidance is issued.

Additional SF-182 questions need to be sent to SF182-IDPTeam@gsa.gov.

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CONTINUED SERVICE AGREEMENT

Continued Service Agreement (CSA) - Employees who are selected to participate in training that **exceeds \$7,000.00** per class (per employee) must sign a CSA with GSA. For additional information on the CSA, please review the [GSA Workforce Learning and Development Policy](#) found on GSA InSite. To access and sign your CSA form, please select the link below, and follow the instructions: [Continued Service Agreement Form](#)

SUBMITTING AN SF-182

When is an eSF-182 **not** required?

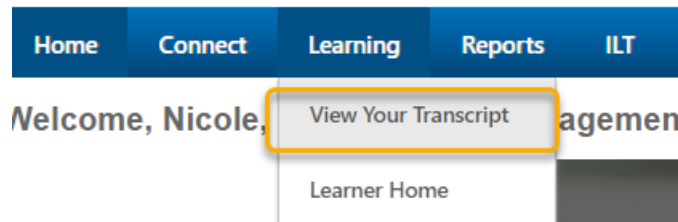
- When training incurs only indirect costs (travel & per diem).
- When registering for training through GSA-OLU or FAI-CSOD.

Access to review, create, or manage SF-182s is accessible within your Transcript.

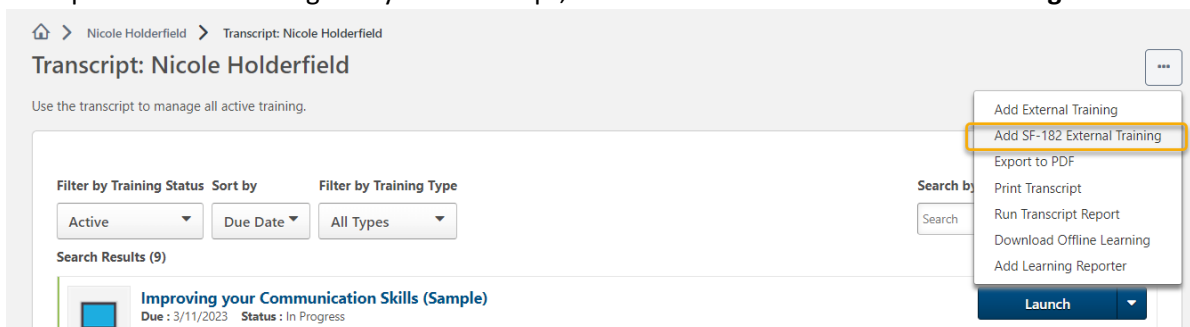
Access to review, create, or manage SF-182s is accessible within your Transcript.

1. Navigate to your **Transcript** by selecting **Learning** from the top navigation, then **View Your Transcript**.

*Alternatively, you can access your transcript by clicking **Universal Profile** and then navigating to **Transcript**.*



2. Click the ellipsis button to the right of your transcript; then select **Add SF-182 External Training**.



3. Complete the steps as directed.

a. Step 1: Training

NOTE: For virtual external courses, in the address field, use the address of the vendor for the learning event. Do not use your home address (or Duty Station).

STEP 1: TRAINING STEP 2: COSTS AND BILLING STEP 3: PERSONAL DETAILS STEP 4: CONFIRM

Training Information

Course Title: Training Start Date: Training Duty Hours:

Course Number Code: Training End Date: Training Non-Duty Hours:

Self Learning Objective:

TRAINING VENDOR AND LOCATION

Select a training vendor below by clicking the popup search icon. If not available in the system, please enter one manually.

Name of Training Vendor:

Street Address:

City: State: Zip Code:

Vendor Telephone Number:

Vendor Email Address:

Vendor Website:

Vendor Point of Contact:

Training Location Address: Check this box if entering Vendor address
Street Address:

City: State: Zip Code:

ADVANCED

Training Purpose Type:

Training Delivery Type Code:

Training Designation Type Code:

Training Credit:

Training Credit Type Code:

Training Accreditation Indicator: Yes No

Continued Service Agreement Required Indicator: Yes No

Continued Service Agreement Expiration Date:

Training Source Type Code:

Education Level:

Training Sub-Type Code:

b. Step 2: Costs and Billing

STEP 1: TRAINING STEP 2: COSTS AND BILLING STEP 3: PERSONAL DETAILS STEP 4: CONFIRM

Costs and Billing

DIRECT COST AND APPROPRIATION/FUND CHARGEABLE

Item	Amount	Appropriation Fund
Tuition and Fees (\$):	<input type="text"/>	<input type="text"/>
Books & Material Costs (\$):	<input type="text"/>	<input type="text"/>
Total (\$):	<input type="text"/>	<input type="text"/>

INDIRECT COST AND APPROPRIATION/FUND CHARGEABLE

Item	Amount	Appropriation Fund
Travel (\$):	<input type="text"/>	<input type="text"/>
Per Diem (\$):	<input type="text"/>	<input type="text"/>
Total (\$):	<input type="text"/>	<input type="text"/>

OTHER

Total Training Non-Government Contribution Cost:

Document/Purchase Order/Requisition Number:

Billing Instructions:

c. Step 3: Personal Details

STEP 1: TRAINING STEP 2: COSTS AND BILLING STEP 3: PERSONAL DETAILS STEP 4: CONFIRM

Personal Information

*Name (Last, First, Middle Initial):

*Work Email Address:

Organization Mailing Address:
Street:

City: State: Zip Code:

Office Phone:

ADVANCED

Position Level:

Position Title:

Does Applicant Need Special Accommodations?: Yes No

Special Accommodation description:

Type of Appointment:

Pay Plan:

Grade:

Step:

d. Step 4: Confirm

STEP 1: TRAINING STEP 2: COSTS AND BILLING STEP 3: PERSONAL DETAILS STEP 4: CONFIRM

Confirm

Please ensure that the information entered below is accurate. After verifying, click Submit to submit the form for approval. Otherwise, click save to return and submit at a later time.

TRAINING

Course Title: Title
Training Start Date: 5/10/2022
Training End Date: 5/27/2022
Training Duty Hours: 0
Training Non-Duty Hours: 0
Skill Learning Objective: Text
Name of Training Vendor: UAT SF-182
Vendor Street Address: 123 StreetAnywhere USA, NY 12345
Vendor Telephone Number: (123) 456-7890
Training Location Address:
Vendor Email Address: SF-182@noemail.gov
Vendor Website:
Vendor Point-of-Contact:

COSTS

Tuition and Fees (\$): 0.00
Books & Material Costs (\$): 0.00
Total Direct Costs (\$): 0.00
Travel (\$): 0.00
Per Diem (\$): 0.00
Total Indirect Costs (\$): 0.00

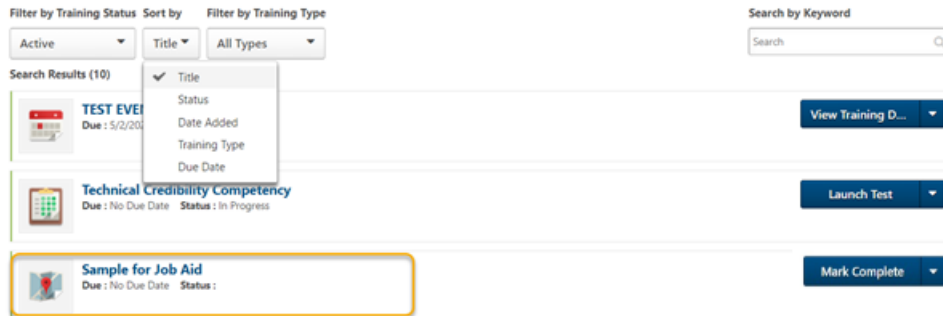
PERSONAL DETAILS

Name: Nicole Holderfield
Mailing Address:
Home Telephone:
Office Telephone: 1234567890

4. Click **Submit**. This submission will automatically be routed **only** to your 1st line supervisor for approval.
5. Check with your organization to verify if additional levels of approvals are required and also determine how this form is routed to the purchase card holder.
6. SF-182 can be converted to a PDF and emailed outside of the system. Please follow the steps on the next page.

CREATING A PDF

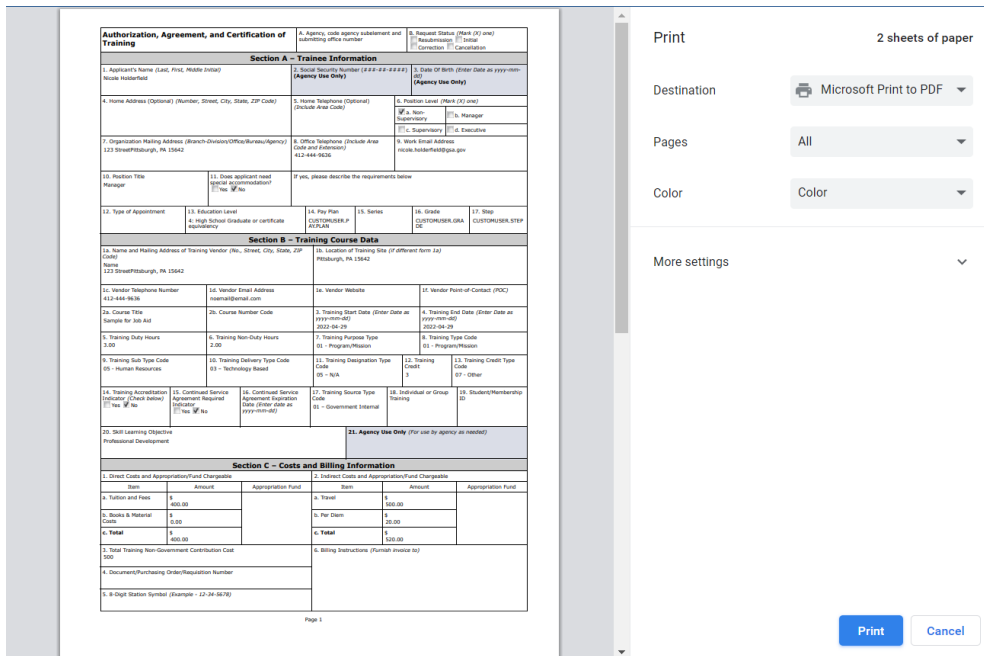
1. Search for your submitted SF-182 by **Title**.



2. Click the button to the right and then select **View Training Details**.
3. Click the **Print** link provided on the right of the page.



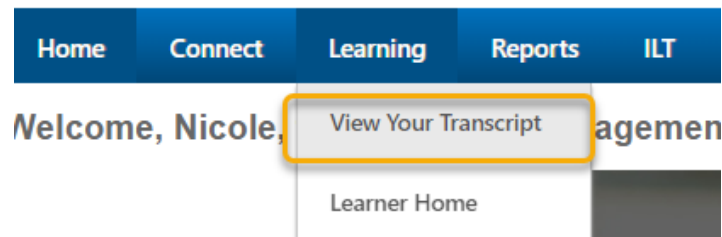
4. Print the browser page to a PDF document.



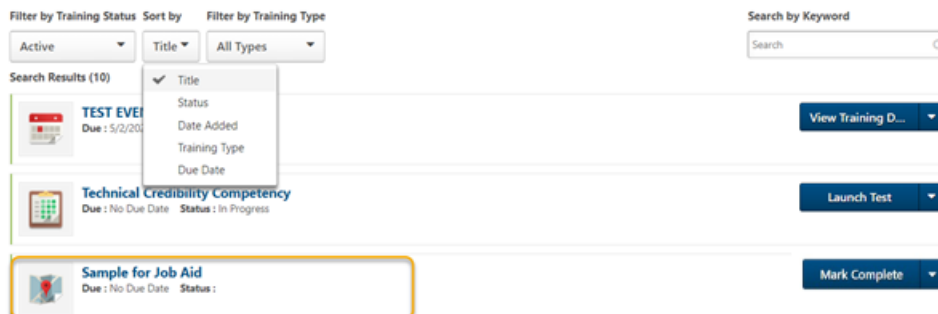
VERIFY COMPLETION OF SF-182 (POST APPROVAL)

Once you have successfully completed your external training activity (i.e. SF-182), your supervisor needs to verify your request in Online University. Please follow these steps so your supervisor may approve your verification request and close out the external learning activity:

4. Navigate to your **Transcript** by selecting **Learning** from the top navigation, then **View Your Transcript**.
*Alternatively, you can access your transcript by clicking **Universal Profile**; then navigating to **Transcript**.*



5. Search for your submitted SF-182 by **Title**.



6. Select **Mark Complete** from the option on the blue button.



7. Complete the prompts; then click **Submit**.

By marking this item complete and submitting it for approval, you are certifying that you have completed the training successfully.

I have submitted all relevant paperwork to the appropriate person in my organization.

Grade Earned: