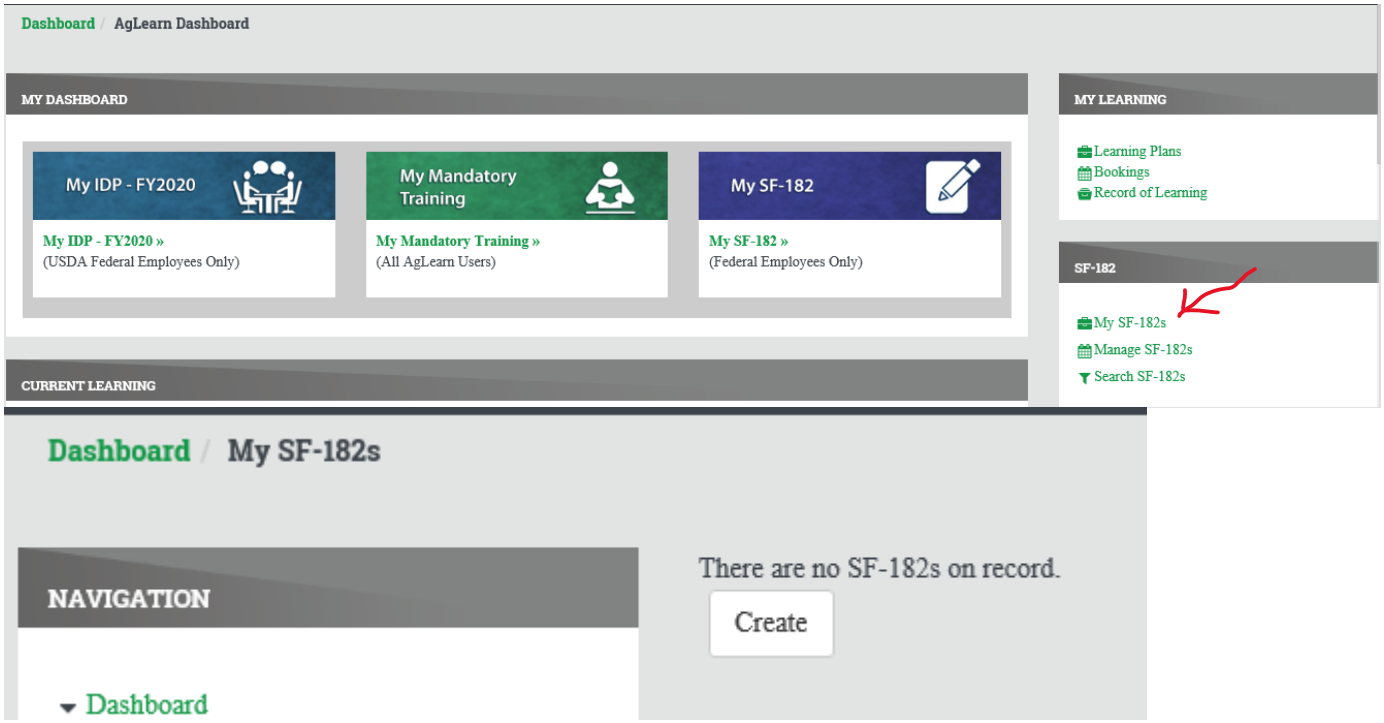
Instructions for Completing an SF-182 for OJT Modules of the National Cooperative Soil Survey

Your completion of OJT modules and their documentation in your learning history may benefit you during performance reviews and at other times in your career. Hundreds of OJT modules are available that can help you to develop the skills and knowledge needed for career advancement.

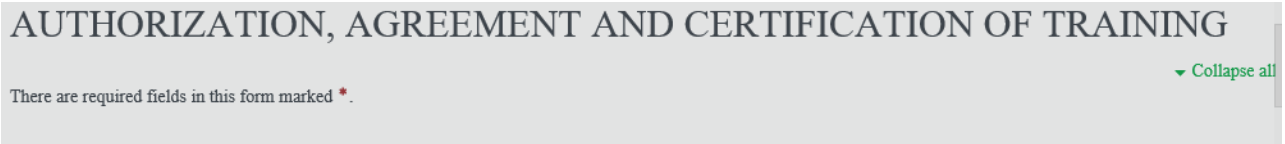
The SF-182 has a large number of data elements that are required to be completed before it can be submitted for external learning activities, such as the OJT modules. Creating a draft template will eliminate the need to enter all items each time you complete an SF-182 for an OJT module. The following instructions will help you prepare your draft and then store it in AgLearn for future use.

- Open AgLearn.
- Using the SF-182 menu, select “My SF-182s.”
- This will open your My SF-182s.
- Click the create button and this will create a new SF-182.
- Note that your personal information has been entered via your profile in AgLearn.

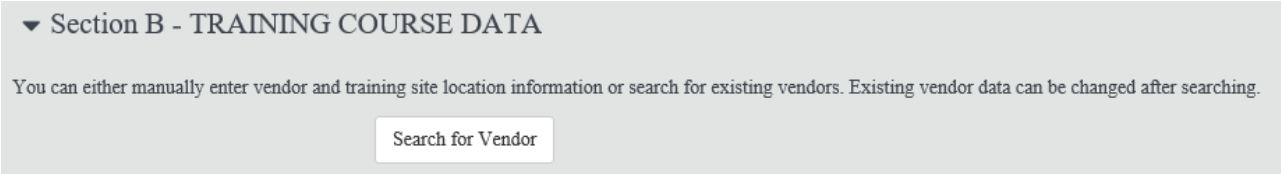


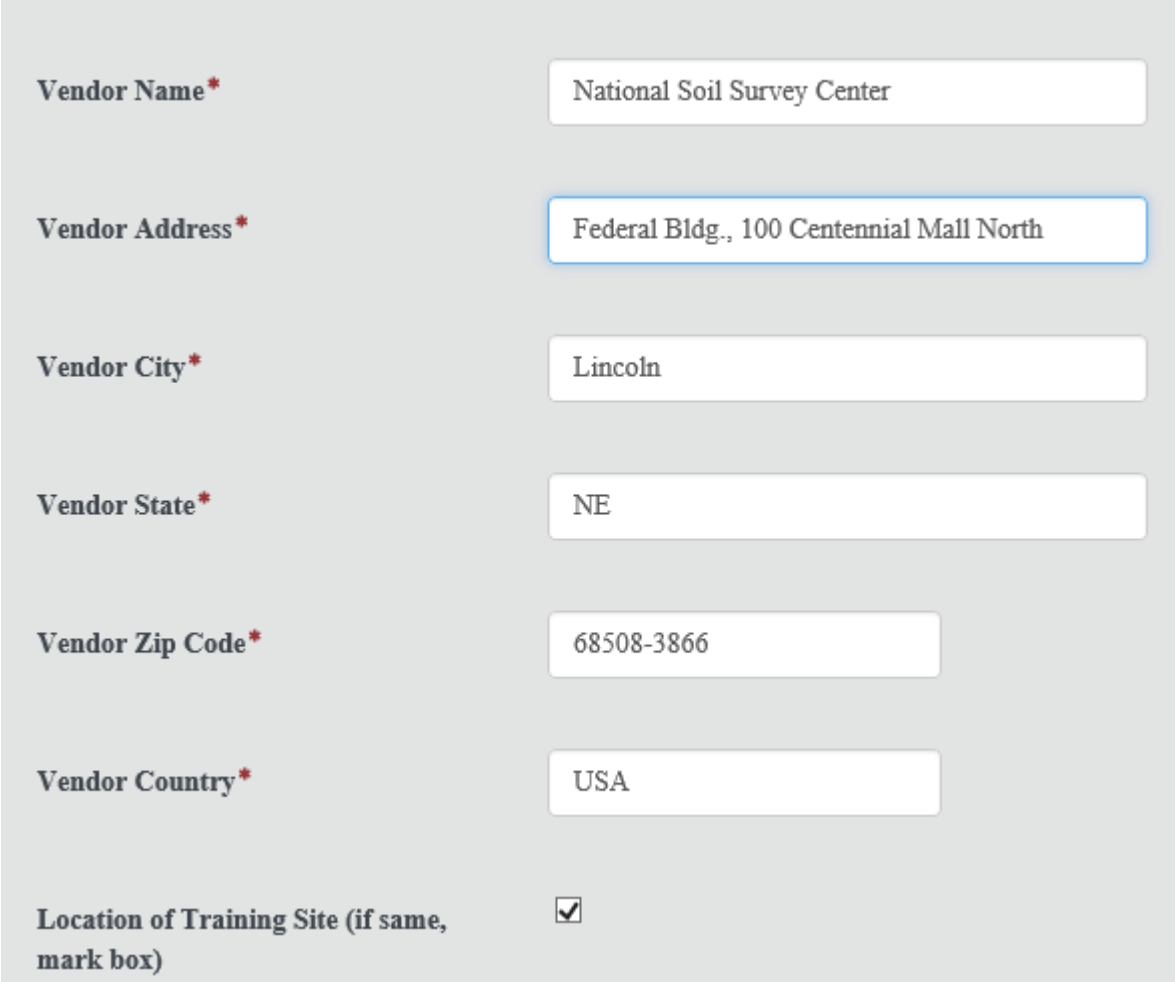
Creating a Draft Document

Items that require entries are indicated by a red asterisk (*).

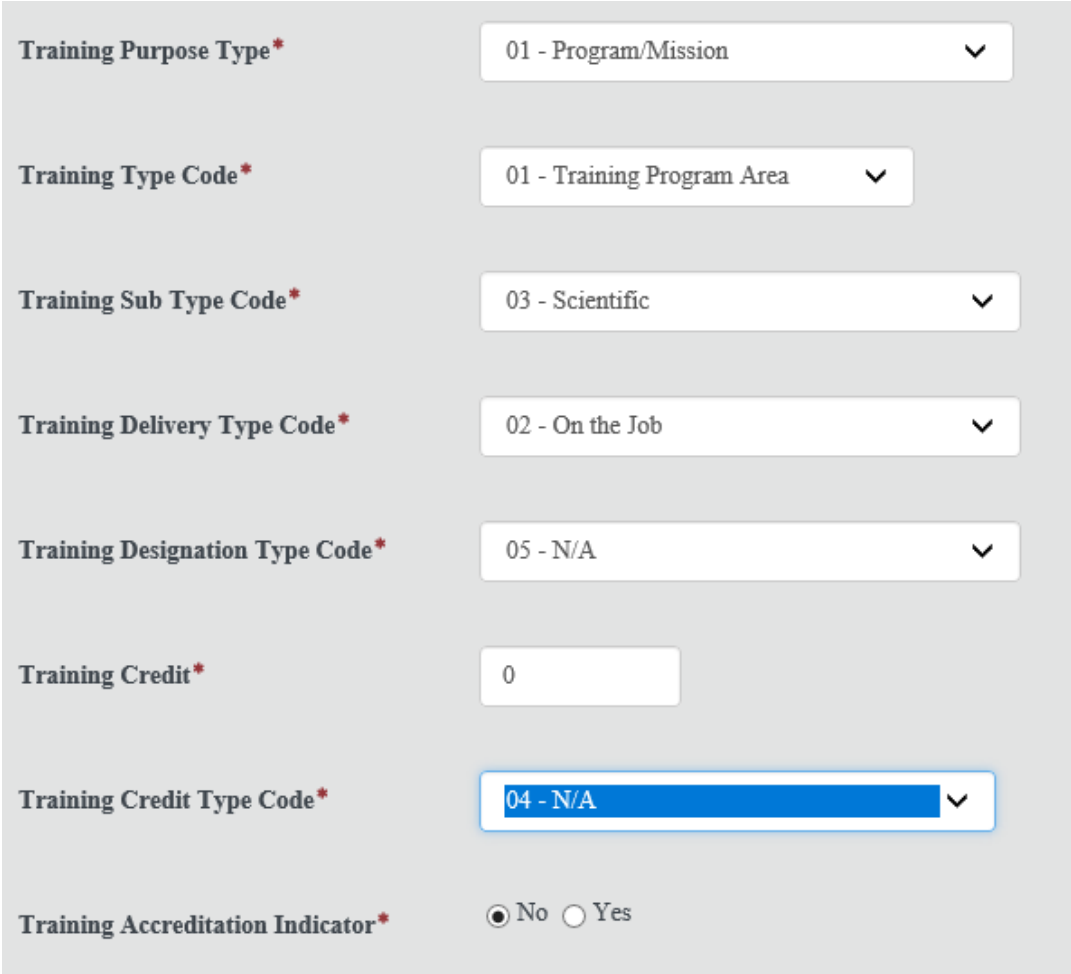


- Complete each item:
  - Section A: Position Level
  - Section B: Enter the Vendor information as shown below.





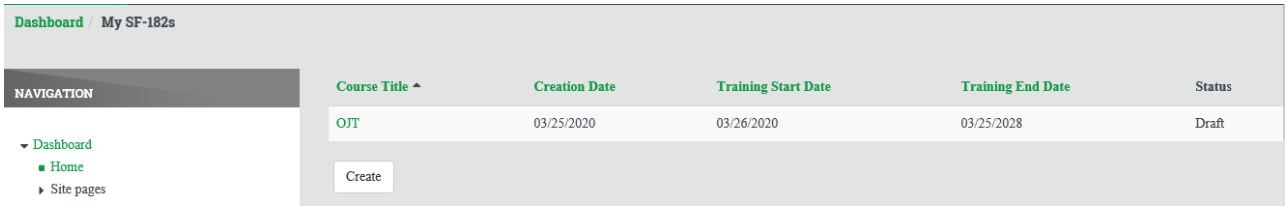
  - For course title, select “OJT.”
  - Use tomorrow as the start date.
  - Use any date as an end date as you will not be submitting this form as it is.
  - Enter Training Duty Hours “1”
  - Leave training Non-Duty Hours as zero
  - Filling in the blocks as shown in the picture



- Leave Continued Service Agreement (CSA) Required Indicator as no.
- Leave CSA expiration date as is.
- Training Source Type Code. Select 01 – Government Internal from the drop down.
- Section C – Costs and Billing Information: leave as is.

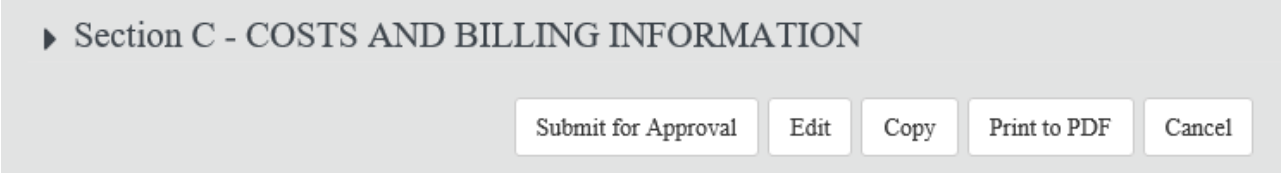
- Click the Save button.
- You will receive a message, either to fix an error or it was successful.

- Click the Green "My SF-182s".



In the example above note that on the first line "OJT" is in the Title column, "Draft" is in the Status column.

- Click the Green “OJT” and it will open that SF-182.
- Scroll to the bottom.

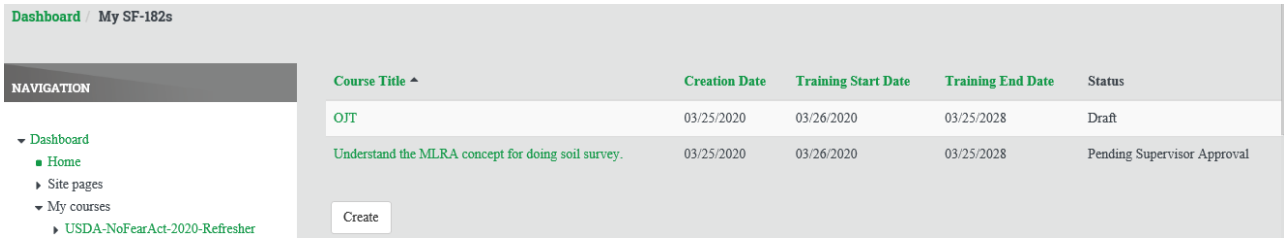


Note that there is a Copy button. This is now your template (at least for as long as it remains on the page).

Use your draft to complete SF-182s for your OJT modules:

- Click on the Copy button at the bottom of your SF-182 “OJT”.
- Change the title to match the training you are taking. Hint: The last pages of this PDF have the listing of Modules. Click on the one you want, and it will open in a web browser. You can copy and paste from the browser to the SF-182.
- Enter the course number code. Leave OJT in front of the numbers.
- Change the training start Date. Must be at least tomorrow’s date.
- Change the training Duty hours.
- In Training Objective, copy and paste the Performance Objective from the Module.
- Click on the Submit button.
- You will receive a message SF-182 Successfully created and submitted.

- Click the Green “My SF-182s”.
- Note that your module is now “Pending Supervisor approval” approval



Once your supervisor approves, it will route to the training coordinator to approve.

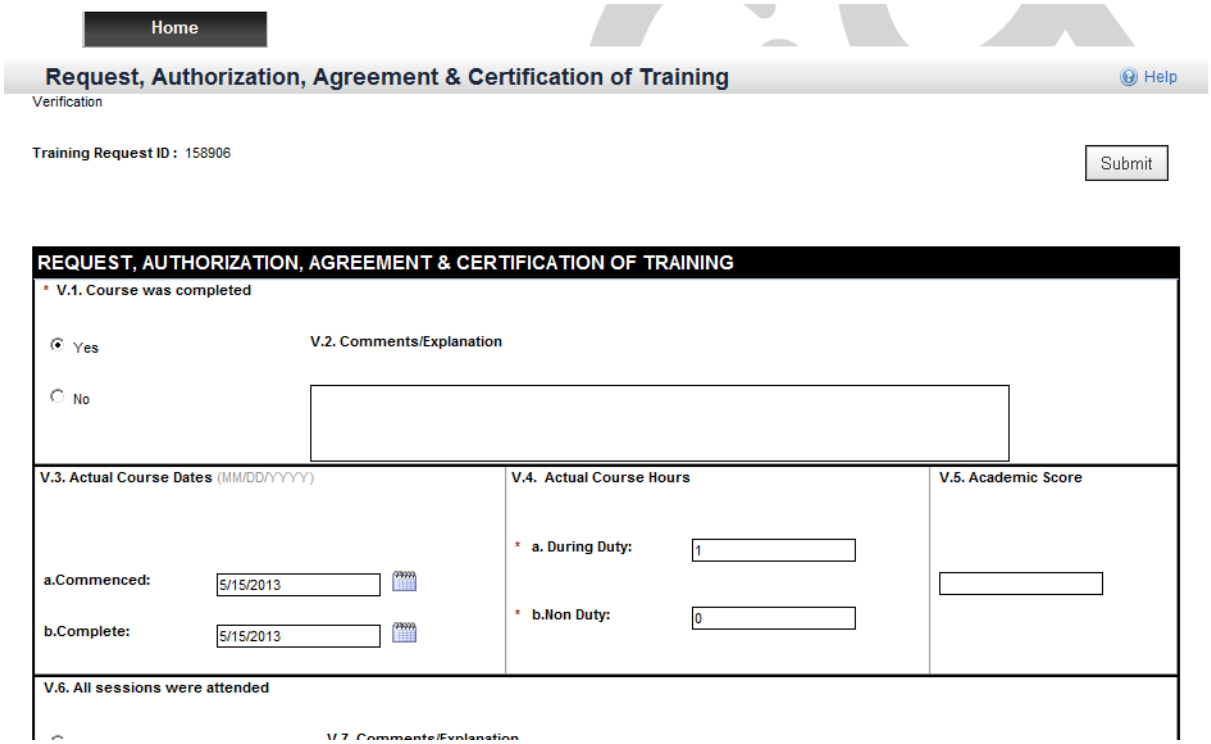
You can check the status under My SF-182s.

Module Completion Verification

- Return to AgLearn, select “My SF-182s.”
- Note that your supervisor should concur that you have completed the module to his/her satisfaction.

- Click the Course Title you want to verify completion of.
- Below is a partial screen shot of the page that appears. Note that it is completed, unless you wish to enter comments (V.2. Comments/Explanation)

  - Click “Submit.” This will generate an email to your supervisor indicating that he/she needs to initiate appropriate approval.



If verifying completion is not done by the due date, AgLearn will generate an email reminder. Sample below.

Example:

External Learning Request: How to texture soil
Start Date/Time: 5/15/2013
End Date/Time: 5/15/2013
Action Required: Follow the steps below to complete.

OPM regulations require agencies to verify training completions. Your How to texture soil training will not move into your Completed Work area until the SF-182 verification process has been completed. Follow the steps below to complete this process.

TO VERIFY TRAINING:

1. Click or copy and paste into your browser the following link: https://aglearn.usda.gov/learning/user/deeplink_redirect.jsp?linkId=EXTERNAL_LEARNING_REQUEST
2. From the Dashboard, select "My SF-182" to view all SF-182 requests and their status.
3. Locate the request with a status of Pending Verification and click the corresponding Verify button.
4. Complete additional data fields as necessary.
5. Click "Submit. "

Within 24 hours AgLearn will notify your supervisor via email that he/she needs to complete the necessary supervisory approval of your verification.

PLEASE NOTE: External training (SF-182) activities will not move to "AgLearn Completed Work" without supervisory verification.

Soil Education

Grades K thru 6
Grades 7 thru 12
College Level
NCSS Members

Social Media for Soils

- YouTube
- Facebook
- Twitter

On-the-Job Training Modules

OJT for MLRA Soil Survey Offices

OJT module completion checklist for MLRA Soil Survey Offices (XLSX; 16 KB)

SF-182 Instructions for OJT Modules (PDF; 309 KB) — Employees may benefit by having completed OJT modules in their learning history in Aglearn. This requires completing a SF-182 for each module as an external learning request. These instructions will help facilitate this process by creating a template for repeated use.

000 Map Unit Design and Mapping Soils

- 001 Understand the MLRA concept for doing soil survey (PDF; 84 KB)
- 002 Understand the relationship of the factors of soil formation in your soil survey area (PDF; 1.55 MB)
- 003 Understand the concepts of landscape models and soil catenas (PDF; 56 KB)
- 004 Understand soil variability within the landscape continuum in your soil survey area (PDF; 599 KB)
- 005 How to differentiate between scales and orders of mapping in soil survey (PDF; 257 KB)
- 006 Understand what environmental issues exist in your soil survey area and how to deal with related emergencies (PDF; 165 KB)
- 007 Understanding the processes of mapping soils (PDF; 11.6 MB)
- 008 How to identify native and nonnative plants and relate them to soils in your soil survey area (PDF; 354 KB)
- 009 How to plan traversing in your soil survey area based on scale and order of soil survey (PDF; 100 KB)
- 010 How to design a map unit (PDF; 145 KB)
- 011 How to recognize and use components in soil survey (PDF; 119 KB)
- 012 How to recognize and distinguish map units in soil survey (PDF; 99 KB)
- 013 How to name map units (PDF; 110 KB)
- 014 How to establish and track a proposed new map unit (PDF; 73 KB)
- 015 How to use a soils key for your soil survey area (PDF; 225 KB)
- 016 How to develop a soils key for your soil survey area (PDF; 108 KB)
- 017 How to effectively orient yourself on a photographic image while mapping or traveling in the field in your soil survey area (PDF; 34 KB)
- 018 How to use a topographic map in your soil survey area (PDF; 75 KB)
- 019 How to interpret photo images in your soil survey area (PDF; 82 KB)
- 020 How to complete premapping in your soil survey area using hardcopy resources (PDF; 36 KB)
- 021 How to complete premapping in your soil survey area using digital data resources (PDF; 38 KB)
- 022 How to describe rock fragments on the soil surface (surface stoniness) (PDF; 54 KB)
- 023 How to let people know where you are when you go to the field in your soil survey area (PDF; 84 KB)
- 024 How to present soil survey program benefits to landowners to gain access permission in your soil survey area (PDF; 89 KB)
- 025 How to effectively communicate and maintain professionalism with sometimes angry or uncooperative landowners and the general public when attempting to gain access to private property (PDF; 89 KB)

100 Soil Describing

- 101 How to use the Field Book for Describing and Sampling Soils (PDF; 67 KB)
- 102 How to fill out a 232 soil description form (PDF; 37 KB)
- 103 How to create sketches for a 232 soil description (PDF; 46 KB)
- 104 Understand the differences between soil properties and qualities (PDF; 65 KB)
- 105 How to differentiate and identify soil horizons in the field (PDF; 41 KB)
- 106 Color — How to use the Munsell Soil Color Charts to describe soil colors (PDF; 67 KB)
- 107 Color — How to describe soil matrix colors (PDF; 36 KB)
- 108 How to describe mottles (PDF; 34 KB)
- 109 How to describe redoximorphic features (PDF; 34 KB)
- 110 How to describe concentrations (PDF; 34 KB)
- 111 How to describe ped and void surface features (PDF; 34 KB)

- 112 Texture — How to describe sand, silt, and clay in the soil (PDF; 176 KB)
- 113 Texture — How to distinguish sand fractions in the field (PDF; 100 KB)
- 114 Texture — How to estimate texture with different kinds of clay (PDF; 37 KB)
- 115 Texture — How to describe texture in organic soil material (PDF; 39 KB)
- 116 Fragments — How to describe content of rock and other fragments in the soil (PDF; 42 KB)
- 117 Fragments — How to describe size of rock and other fragments in the soil (PDF; 37 KB)
- 118 Fragments — How to describe kinds of rock and other fragments in the soil (PDF; 35 KB)
- 119 How to describe soil structure (PDF; 34 KB)
- 120 Soil Consistence — How to describe rupture resistance (PDF; 36 KB)
- 121 Soil Consistence — How to describe block, ped, and clod cementation (PDF; 35 KB)
- 122 Soil Consistence — How to describe manner of failure (PDF; 145 KB)
- 123 Soil Consistence — How to describe stickiness and plasticity (PDF; 34 KB)
- 124 How to describe roots in soil (PDF; 35 KB)
- 125 How to describe pores in soil (PDF; 35 KB)
- 126 How to describe cracks in soil (PDF; 34 KB)
- 127 How to describe field chemical responses in soil (PDF; 36 KB)
- 128 How to describe pedogenic carbonate stages (PDF; 34 KB)
- 129 How to describe human derived artifacts in soils (PDF; 34 KB)
- 130 How to describe soil crusts (PDF; 34 KB)
- 131 How to describe special features (PDF; 33 KB)
- 132 How to describe saturated hydraulic conductivity (PDF; 34 KB)
- 133 How to describe soil odor (PDF; 33 KB)
- 134 Subaqueous soils — How to fill out a subaqueous soil description form (PDF; 38 KB)
- 135 Subaqueous soils — How to describe vibracore sampling (PDF; 34 KB)

200 Soil Classification

- 201 How to use *Soil Taxonomy* and the *Keys to Soil Taxonomy* — Overview (PDF; 106 KB)
- 202 How to use *The Guy Smith Interviews: Rationale for Concepts in Soil Taxonomy* (PDF; 3.03 MB)
- 203 How to identify diagnostic horizons and characteristics of the higher categories (PDF; 36 KB)
- 204 How to identify soil orders (PDF; 65 KB)
- 205 How to identify the control sections of soils in your survey area (PDF; 65 KB)
- 206 How to identify family classes (PDF; 618 KB)
- 207 How to relate a pedon description with lab data to classification — Overview (PDF; 51 KB)
- 208 How to use the Official Soil Series Descriptions (OSD) web pages (PDF; 1.73 MB)
- 209 Understand the Official Soil Series Descriptions (PDF; 40 KB)
- 210 How to develop a new soil series (PDF; 34 KB)
- 211 How to name a new soil series (PDF; 454 KB)
- 212 How to develop a range of characteristics for a new soil series (PDF; 34 KB)
- 213 How to maintain and process an Official Soil Series Description (PDF; 37 KB)
- 214 How to use the Soil Series Classification Database (SC) web pages (PDF; 1.15 MB)

300 Soil Survey Documentation

- 301 Understand documentation standards for soil survey (PDF; 67 KB)
- 302 How to document your decisions with soil descriptions, field notes, sketches, GPS coordinates, and photography (PDF; 66 KB)
- 303 Transect — How to plan for transect data (PDF; 57 KB)
- 304 Transect — How to collect transect data (PDF; 64 KB)
- 305 How to collect field notes (PDF; 39 KB)
- 306 Understand the concept of typical or representative pedons in soil survey (PDF; 81 KB)
- 307 Understand the interrelationship of MUDs, TUDs, and OSDs (PDF; 131 KB)
- 308 How to use transect data in map unit design (PDF; 67 KB)
- 309 How to develop a range of characteristics for a taxonomic unit description (PDF; 38 KB)
- 310 How to prepare SoilDB for use with R (PDF; 98 KB)

400 Sampling and Characterization

- 401 Understand your cultural resources and endangered species responsibilities (PDF; 54 KB)
- 402 Understand OSHA standards regarding excavations (PDF; 65 KB)
- 403 MSDS — Understand the purpose of the Material Safety Data Sheet for soil survey offices (PDF; 702 KB)
- 404 MSDS — How to use the Material Safety Data Sheet for soil survey offices (PDF; 539 KB)
- 405 How to properly request laboratory analysis to meet your needs (PDF; 67 KB)
- 406 Understand the standard procedures for sampling soils (PDF; 91 KB)

- 407 Bulk Density — How to sample with oriented clods (PDF; 34 KB)
- 408 Bulk Density — How to sample with the core method (PDF; 38 KB)
- 409 Bulk Density — How to sample with the compliant cavity method (PDF; 38 KB)
- 410 Bulk Density — How to sample with the ring excavation method (PDF; 38 KB)
- 411 Bulk Density — How to sample with the frame excavation method (PDF; 38 KB)
- 412 How to sample for salinity tests (PDF; 34 KB)
- 413 How to prepare, handle, and ship samples to the NSSC Kellogg Soil Survey Laboratory (PDF; 105 KB)
- 414 How to sample for engineering tests (PDF; 1.96 MB)
- 415 How to access and use soil characterization data (PDF; 38 KB)
- 416 How to analyze and summarize lab data reports for specific important soil properties in your survey area (PDF; 37 KB)
- 417 How to apply lab data to physical and chemical soil properties and qualities (PDF; 37 KB)
- 418 How to do particle-size analysis in the soil survey office (PDF; 34 KB)
- 419 How to do chemical analysis in the soil survey office (PDF; 34 KB)

500 Soil Survey Information

- 501 How to access and use the information on the soils.usda.gov web site (PDF; 47 KB)
- 502 How to find, access, and use the Web Soil Survey web site (PDF; 104 KB)
- 503 How to find, access, and use the eFOTG web site (PDF; 34 KB)
- 504 How to find, access, and use the Geospatial Data Gateway web site (PDF; 34 KB)
- 505 Understand where to find and how to use NCSS standards and other guidance documents (PDF; 68 KB)
- 506 Understand the content and function of the NSSH (PDF; 65 KB)
- 507 Understand the content and function of the Geomorphic Description System (PDF; 66 KB)

600 Equipment Use and Operation

- 601 How to manage waypoints and operate, navigate, and determine location using a GPS (PDF; 33 KB)
- 602 How to use soil augers, push probes, and back saver probes correctly (PDF; 50 KB)
- 603 How to use shovels, spades, and pickaxes correctly (PDF; 56 KB)
- 604 How to take photographs for soil survey – basics (PDF; 36 KB)
- 605 How to use a Suunto clinometer for slope and height measurements (PDF; 74 KB)
- 606 How to locate and safely avoid pipelines and other utilities (PDF; 58 KB)

700 Ecological Inventory

- 701 How to access and use the Ecological Site Information System (PDF; 55 KB)
- 702 How to find, access, and use the Web Soil Survey website (PDF; 104 KB)
- 703 How to access ecological site information within Web Soil Survey (PDF; 47 KB)
- 704 How to access and use the PLANTS database (PDF; 50 KB)
- 705 How to conduct a belt transect (PDF; 49 KB)
- 706 How to conduct a gap intercept (PDF; 50 KB)
- 707 How to conduct a line point intercept (PDF; 50 KB)
- 708 How to conduct a riparian channel vegetation survey (PDF; 46 KB)
- 709 How to conduct the cover board method (PDF; 49 KB)
- 710 How to conduct the daubenmire method (PDF; 52 KB)
- 711 How to conduct the dry weight rank method (PDF; 49 KB)
- 712 How to conduct the point-intercept method (PDF; 53 KB)
- 713 How to conduct the step-point method (PDF; 51 KB)
- 714 How to construct a riparian channel and gully profile (PDF; 46 KB)
- 715 How to determine plant frequency (PDF; 51 KB)
- 716 How to determine plant species richness (PDF; 47 KB)
- 717 How to determine tree density (PDF; 46 KB)
- 718 How to gather background information for an ecological site (PDF; 53 KB)
- 719 How to locate, access, and use local flora information (PDF; 48 KB)
- 720 How to measure plant production with the comparative yield method (PDF; 53 KB)
- 721 How to measure plant production with the double weight sampling method (PDF; 51 KB)
- 722 How to measure plant production with the harvest method (PDF; 50 KB)
- 723 How to measure plant production (PDF; 51 KB)
- 724 How to measure vegetation structure (PDF; 46 KB)
- 725 How to name and assign an ID to an ecological site (PDF; 106 KB)
- 726 How to set up a vegetation transect (PDF; 50 KB)
- 727 How to set up for photo points (PDF; 49 KB)
- 728 How to use and interpret repeat photography (PDF; 49 KB)

- 729 How to conduct reconnaissance for ESDs using low-intensity traverses (PDF; 51 KB)
- 730 How to develop a sampling strategy for ESD development (PDF; 52 KB)
- 732 Understanding the ESD quality control, quality assurance, correlation, and certification process (PDF; 199 KB)
- 733 Understanding the development of State-and-Transition Models (STMs) in Ecological Site Descriptions (ESDs) (PDF; 63 KB)
- 734 How to recognize a state change versus a different ecological site (PDF; 45 KB)

800 Geophysical Tools

- 801 Understand EMI technology (PDF; 5.78 MB)
- 802 How to setup and calibrate the EM38 (PDF; 33 KB)
- 803 How to use the EM38 with Allegro and Geonics Dat38W (PDF; 34 KB)
- 804 How to use the EM38 with Archer and Geonics Dat38W (PDF; 34 KB)
- 805 How to use the EM38 with Trimble Yuma and Geonics Dat38W (PDF; 38 KB)
- 806 How to setup and configure the Profiler EMP-400 (PDF; 495 KB)
- 807 How to process data from the Profiler EMP-400 (PDF; 1.69 MB)
- 808 How to use the Dual EM with Allegro handheld and Starpal software (PDF; 113 KB)
- 809 How to conduct an EMI investigation (PDF; 1.45 MB)
- 810 How to import and process data using Surfer software (PDF; 8.52 MB)
- 811 How to create and display EMI data in ArcGIS (PDF; 82 KB)
- 812 How to convert data to information for the customer (PDF; 9.76 MB)
- 820 Understand GPR and how GPR works (PDF; 652 KB)
- 821 Understand the uses of GPR for soil investigations (PDF; 917 KB)
- 822 Understand determining depth of exploration and dielectric permittivity for GPR (PDF; 545 KB)
- 823 Understand the factors influencing GPR subsurface detection (PDF; 398 KB)

OJT in Soils and Soil Survey for Non Soil Scientist Disciplines

OJT module completion checklist for Non Soil Scientist Disciplines (XLSX; 13 KB)

SF-182 Instructions for OJT Modules (PDF; 309 KB) — Employees may benefit by having completed OJT modules in their learning history in Aglearn. This requires completing a SF-182 for each module as an external learning request. These instructions will help facilitate this process by creating a template for repeated use.

1000 Soil Science

- 1001 Understand the basics of soil interpretation ratings (PDF; 161 KB)
- 1002 Understand the various interpretive groups in use in your area — overview (PDF; 98 KB)
- 1003 How to find and acquire soil information (PDF; 106 KB)
- 1004 How to identify soil risks and hazards — overview (PDF; 106 KB)
- 1005 Understand the water-holding capacity property of soils (PDF; 58 KB)
- 1006 Understanding hydric soils (PDF; 125 KB)
- 1007 Understand hydric soil indicators and criteria common to your region (PDF; 84 KB)
- 1008 Soil salinity – understand the what, where, and how of salinity development (PDF; 62 KB)
- 1009 Soil salinity – how to identify and measure (PDF; 36 KB)
- 1010 Soil salinity – understand the effects and management practices to apply (PDF; 39 KB)
- 1011 Understand human alteration of soil quality and soil health in your area — overview (PDF; 87 KB)
- 1012 Understand the importance of organic matter and soil carbon to soil quality and soil health (PDF; 134 KB)
- 1013 Understand the information found within the FOTG sections I and II (PDF; 85 KB)
- 1014 How to find, access, and use the Web Soil Survey web site (PDF; 34 KB)
- 1015 How to use Web Soil Survey interpretative information (PDF; 40 KB)
- 1016 How to use the Soil Data Viewer (basic) (PDF; 36 KB)
- 1017 Understand soil and plant relationships in your area — physical and chemical properties (PDF; 117 KB)
- 1018 Understand how soil investigations can resolve your natural resource issues (37 KB)
- 1019 Understand the effects of limiting layers on land use — overview (123 KB)
- 1020 Understanding the processes of soil erosion (PDF; 60 KB)
- 1021 How to determine the erodibility of soils in your area using spatial and attribute data (PDF; 106 KB)
- 1022 How to recognize potential suitable locations for agricultural waste storage facilities, dams, and ponds using soil information (PDF; 40 KB)
- 1023 How to recognize potential suitable sites for agricultural waste storage facilities, ponds, and dams onsite (PDF; 40 KB)
- 1024 How to complete NHEL and HEL determinations (PDF; 67 KB)
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- 1025 How to complete the FPPA forms (PDF; 720 KB)

1100 Soil Survey

- 1101 Understand the NCSS standards used in soil survey and the kind of information in each (PDF; 85 KB)
- 1102 Understand map units, delineations, and the components within your survey area (PDF; 723 KB)
- 1103 Understand the relationship of the factors of soil formation in your soil survey area (PDF; 1.54 MB)
- 1104 How to identify landscapes, landforms, and surface morphometry — overview (PDF; 78 KB)
- 1105 How to key down from landscapes to landforms to associated soil map units and soil components in your area (PDF; 77 KB)
- 1106 Understand the catena concept and its relationship to the soil as a continuum across the landscape in your area (PDF; 39 KB)
- 1107 Understand the soil survey procedures used in developing initial soil surveys (PDF; 99 KB)
- 1108 Understand the uses and limitations of soil survey information (PDF; 166 KB)
- 1109 Understand the procedures for updating soil survey projects (PDF; 33 KB)
- 1110 How the novice can use the *Illustrated Guide to Soil Taxonomy* to classify soils (PDF; 43 KB)
- 1111 How to use the *Illustrated Guide to Soil Taxonomy* to understand the soils of the area (PDF; 60 KB)

1200 Describing Soils

- 1201 How to determine soil texture in the USDA Soil Classification System (PDF; 443 KB)
- 1202 How to recognize soil pedon horizon boundaries and depths (PDF; 35 KB)
- 1203 How to recognize soil structure (PDF; 39 KB)
- 1204 Understand how soil structure affects other soil qualities (PDF; 89 KB)
- 1205 Understand the significance of soil color in your survey area (PDF; 83 KB)
- 1206 How to use the Munsell Soil Color Charts to describe soil colors (PDF; 96 KB)
- 1207 How to recognize limiting soil layers in your area (PDF; 40 KB)
- 1208 How to measure soil pH and its importance (PDF; 105 KB)
- 1209 How to determine soil texture using the Unified Classification System (PDF; 3.98 MB)
- 1210 How to conduct a soil compaction test (PDF; 48 KB)
- 1211 How to conduct a soil stability test (PDF; 51 KB)