Directions for Submitting an Online SF-182 in AgLearn

SF-182s are used to track training costs paid to outside vendors. Employees are asked to submit an SF-182 every time they attend a training which incurs a cost from an outside entity. An AD-700 may also be required for procurement requests.

To Submit an SF-182 in AgLearn

1. After logging in to AgLearn, click on the "SF-182 Requests" link located in the Easy Links section on the middle right hand side of your screen.
2. Click the "New Request" button
3. Fill out the SF-182 form. Much of the form has already been filled out for you. Make sure to fill out all of the required information (red asterisks).
4. The cost of the course should be listed under C.1.a Tuition. If you will be on travel status while attending this training, please fill out the Travel and Per Diem sections (C.2 a and b) to the best of your ability but don't worry about this too much as these costs will be captured through GovTrip.
5. C.3 Total Training Non-Government Contribution Cost is usually $0. Only in rare circumstances would an outside entity pick up the cost of training for NRCS.
6. Click Submit
7. The SF-182 will be sent to your supervisor and the training officer for approval.
8. Once you have returned from the training, you will be prompted to go into AgLearn again and verify that you have completed the training. You will receive credit for the course in AgLearn after your supervisor confirms that you have attended.