How does a Learner Create an SF-182

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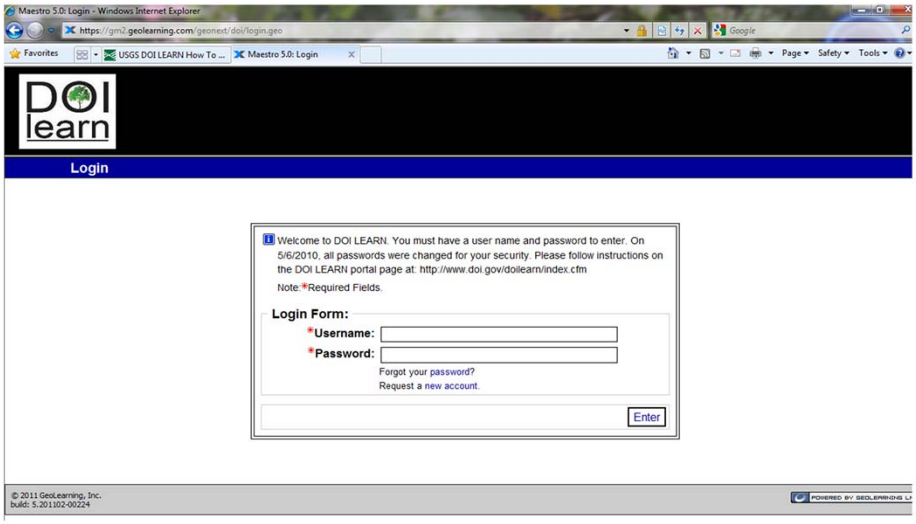
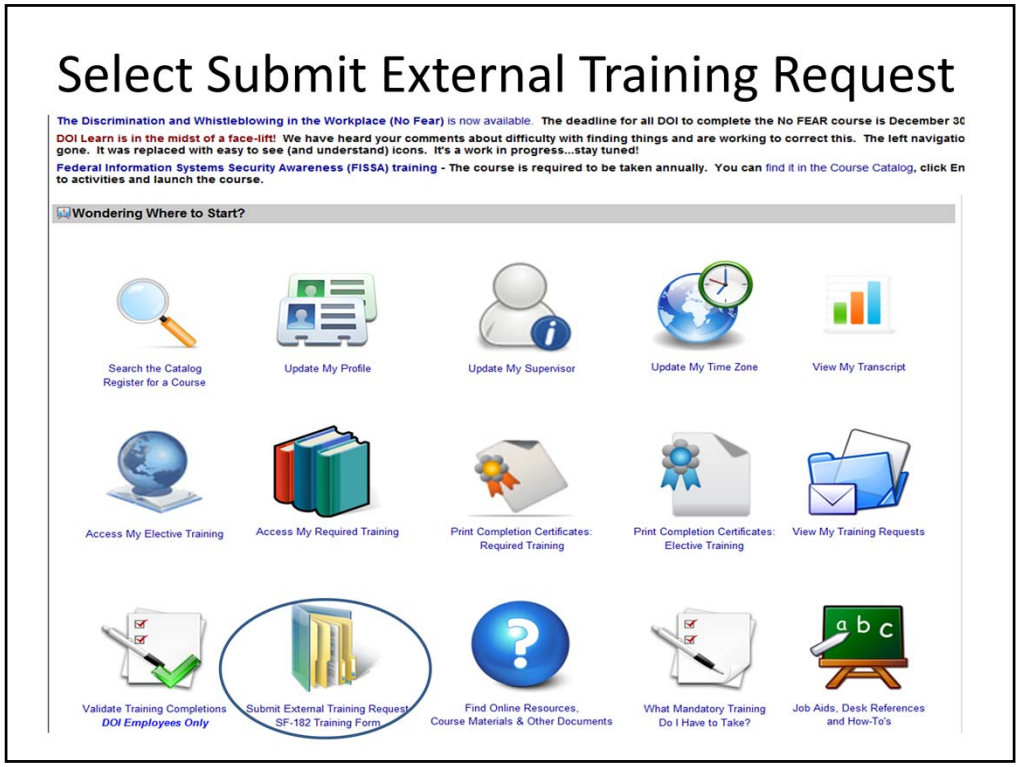
Log In Home Page



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



Click **Submit External Training Request** 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.

You cannot cancel an SF-182 once the Supervisor approved it, so it sits on your transcript as Incomplete.

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.

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.

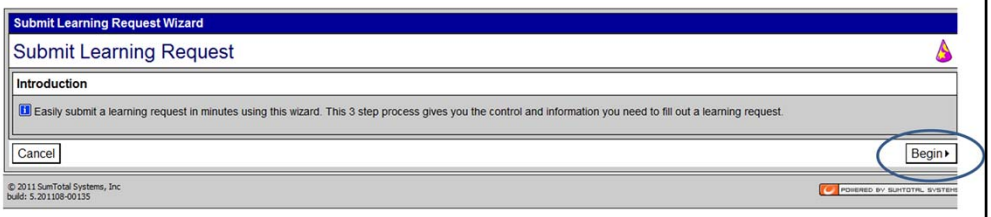
Tips for Success With External Training Requests:

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_fill/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.

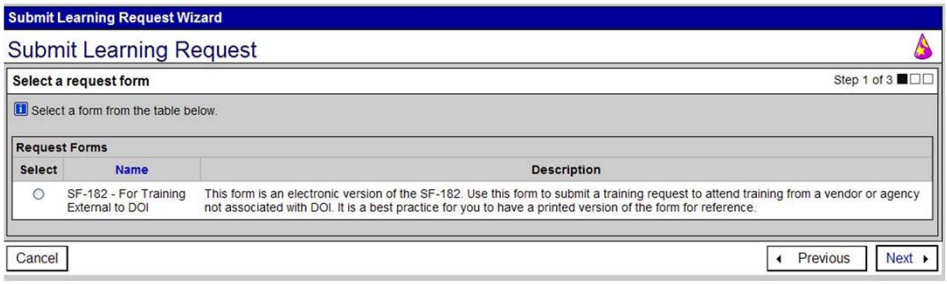
NOTE: Be sure to read all Instructions on the right side of the screen before continuing!

Begin Submitting Request



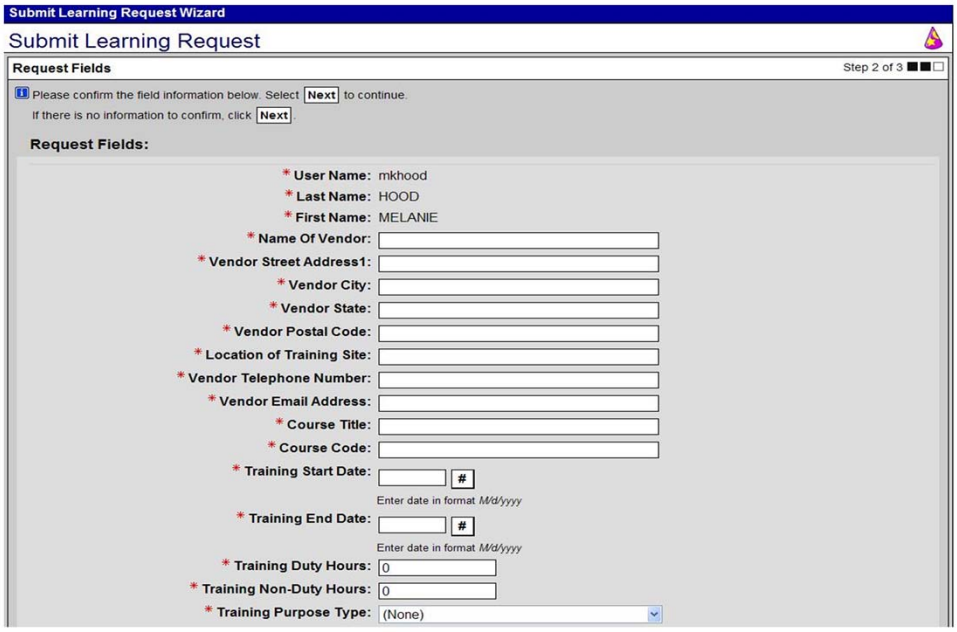
Click on **Begin** to start your request.

Starting your Request



- Click the **radio button** next to **SF-182 Training External to DOI.**
- Click **Next** to start the wizard.

Completing the SF-182 form



Complete the form. Every field with a Red Asterisk is required.

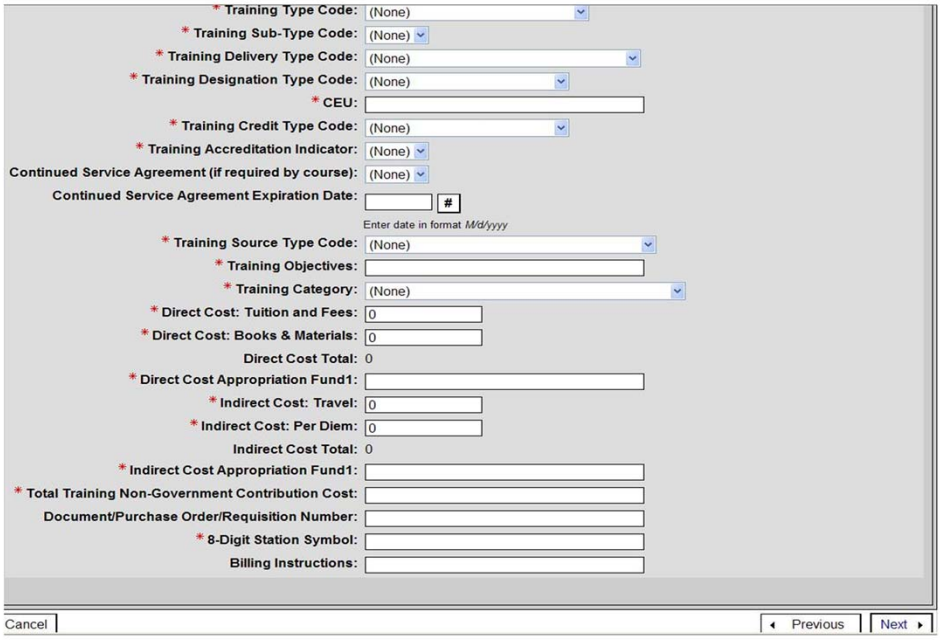
For definitions of each field, see the OPM web site:
http://www.opm.gov/forms/pdf_fill/SF182.pdf

Or talk to your Administrative Officers.

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.

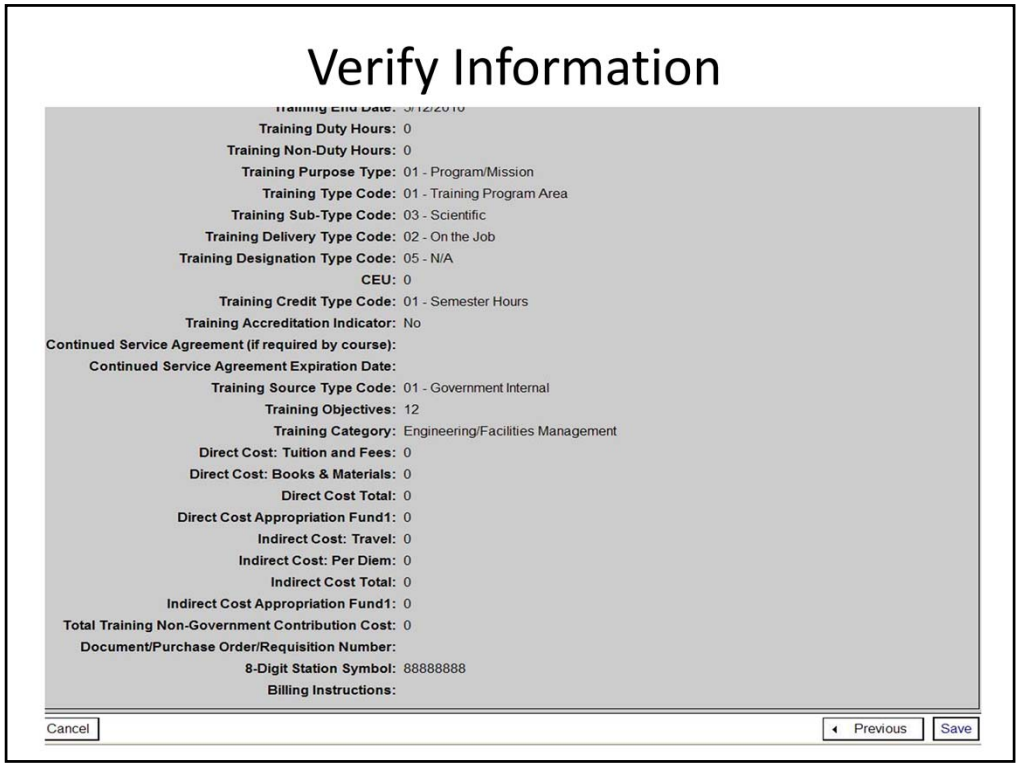
Course Code Note: The course code must be unique. Make it something original. For instance, for a Chemistry class, put something like your last name before the course name and the date of the course (ie. SMITH_CHEM101_081010) OR add your initials at the end like CHEM101_081010_kjs.

Completing the SF-182 form cont…



This is just a continuation of the form.

- **Hours -** Note: Hours must be in whole numbers only.
- **Training Credit Type Code Note:** Choose semester if you are unsure.
- **Direct Cost Note:** Do not use dollar signs or decimal points, round to the nearest dollar.
- For the **8 digit station symbol**, see your Administrative Officer.
- Click **Next.**
- It will error and tell you the problem if you miss a field or two.



- **Verify** all information is correct.
- If any changes need to be made, click **Previous.**
- If all information is correct click **Save.**
- **Warning:** <u>Once Saved, you cannot change it</u>.
- **NOTE:** An email goes to your Supervisor (provided your profile has a Supervisor listed) and asks them to approve/deny it.

IMPORTANT: It is important for your Supervisor to understand they must "approve" the SF-182 request and "Manually Mark It Complete In Your Gradebook."

More Information

My Home

Search: Go

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Done | Trusted sites | Protected Mode: Off | 100%

For Training Request Instructions, please click on the **Submit External Training Request** from the My Home tab.