



Entering SF-182 - Users

When a user registers for external training, they are required to enter an SF-182. The SF-182 will record the external training on the users record for credit. SF-182's should be entered prior to the start date of the training course. Please follow the below instructions on how to enter an SF-182.

Go to your [To-Do List](#).

Click on [External Requests](#) in the [Links](#) pod.

Scroll down to the bottom of the page and click [New Request](#).



Below is a list of all of your External Requests. Click the Request ID for more information about the request. Click **Copy Request** or **Withdraw Request** button and click **Go** to Copy or Withdraw from an External Request. Click the **New Request** button to initiate a new request.

External Requests (SF-182) Viewing Options: Sort By:

Request ID	Title	Start Date	End Date	Status	Pending Approval Actions	Action
96562	TEST	6/1/2018	6/4/2018	Approved	Pending Verification	<input type="button" value="Copy Request"/> <input type="button" value="Verify"/>
18155	Basic Staffing and Placement	8/31/2010	2/28/2011	Approved	Pending Verification	<input type="button" value="Copy Request"/> <input type="button" value="Verify"/>

Each field with a red asterisks * are mandatory and must be completed.

Section A: Trainee Information

A.1 Applicants Name - Will auto-populate.

A.4 Home Address – Leave blank.

A.6 Position Level – Make a selection.

A.7 Organization Mailing Address

A.8 Office Phone

A.9 Work Email Address – Will auto-populate.

A.10 Position Title – Will auto-populate.

A.11 Special Accommodations – Yes or No. If Yes, please enter in the corresponding field.

A.12 – A.17 – Position information will auto-populate.

SECTION A: TRAINEE INFORMATION					Instructions
B. Request Status / Record Action					
<input checked="" type="radio"/> Add			<input type="radio"/> Delete		
A.1. Applicant's Name				First Five Letters of Last Name	
Last Name	First Name	Middle Name	PROCT		
Proctor	Stephanie M				
A.4. Home Address (Not Applicable for Department of Justice)				A.6. Position Level	
			<input type="radio"/> a. Non-managerial	<input type="radio"/> b. Manager	
			<input type="radio"/> c. Managerial	<input type="radio"/> d. Executive	
A.7. Organization Mailing Address			A.8. Office Phone	A.9. Work Email Address	
Add1				STEPHANIE.PROCTOR@ATF.GOV	
Add2					
City	State / Province	Postal Code			
A.10. Position Title	A.11. Does applicant need special accommodation?			If yes, please describe below	
SUPER ADMIN	<input type="radio"/> Yes <input checked="" type="radio"/> No				
A.12. Type of Appointment	A.14. Pay Plan	A.15. Series	A.16. Grade	A.17. Step	
01	GS	0301	13	05	

Section B: Training Course Data

B.1 Name and Mailing Address of Training Vendor. If the training vendors information is in the JTMS, you may use the magnifying glass to conduct a search. When you select the vendor, the name and address will auto-populate.

If the vendor is not listed, select Other. In the, If Other, please specify field, enter the name of the vendor. Enter the address of the vendor in the corresponding fields.

B.1b. Location of Training Site – If the training site is the same as the vendors address, click the box, If Same, mark box.

B.1c. Vendor Email Address

B.1d. Vendor Telephone Number

B.2a Course Title

B.3 Training Start Date

B.4 Training End Date

B.5 Training Duty Hours (work hours)

B.6 Training Non-Duty Hours (non work hours)

B.7 Training Purpose Type

B.9 Training Sub Type Code

B.10 Training Delivery Type Code

B.11 Training Designation Type Code

B.12 Training Credit Hours

B.13 Training Credit Type Code

B.14 Training Accreditation Indicator

B.15 Continued Service Agreement Required Indicator

B.16 Continues Service Agreement Required Expiration Date

B.17 Training Source Type Code

B.18 Training Obiectives

SECTION B: TRAINING COURSE DATA					Instructions
B.1a. Name and Mailing Address of Training Vendor					
* <input checked="" type="radio"/> ID <input type="text"/>			* <input type="radio"/> Other If Other, please specify <input type="text"/>		
Name <input type="text"/>					
* Street Address	* City	* State / Province	* Postal Code	Country/Region	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
B.1b. Location of Training Site					
<input type="checkbox"/> If Same, mark box.					
* Street Address	* City	* State / Province	* Postal Code	Country/Region	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
* B.1c. Vendor Email Address			* B.1d. Vendor Telephone Number		
<input type="text"/>			<input type="text"/>		
* B.2a. Course Title		* B.3. Training Start Date (MM/DD/YYYY)	* B.4. Training End Date (MM/DD/YYYY)		
<input type="text"/>		<input type="text"/>	<input type="text"/>		
* B.5. Training Duty Hours	* B.6. Training Non-Duty Hours	* B.7. Training Purpose Type	B.8. Training Type Code		
<input type="text"/>	<input type="text"/>	-- Please Select One -- <input type="text"/>	<input type="text"/>		
* B.9. Training Sub Type Code	* B.10. Training Delivery Type Code	* B.11. Training Designation Type Code	* B.12. Training Credit Hours	* B.13. Training Credit Type Code	
-- Please Select One -- <input type="text"/>	-- Please Select One -- <input type="text"/>	-- Please Select One -- <input type="text"/>	<input type="text"/>	-- Please Select One -- <input type="text"/>	
* B.14. Training Accreditation Indicator	* B.15. Continued Service Agreement Required Indicator	B.16. Continued Service Agreement Required Expiration Date	* B.17. Training Source Type Code		
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	<input type="text"/>	-- Please Select One -- <input type="text"/>		
B.18. Training Objectives					
<input type="text"/>					

Section C: Costs and Billing Information

C.1 Direct Cost and appropriation/fund chargeable.

Enter the amounts for Tuition and Books or Materials in the corresponding fields.

C.2 Indirect Cost and appropriation/fund chargeable (Travel).

Enter the amounts for Travel and Per Diem in the corresponding fields.

C.6 Billing Instructions

Enter the accounting strip and any additional billing information if cost is associated with the training.

Click [Submit](#) if you have entered all the information required.

Click [Save](#) if you need to come back and update the form before submitting it.

Once submitted, it will go through the approval process to your 1st and 2nd line supervisors. After attending the training you will be required to verify if you attended. Please follow the next set of instructions for verification.

SECTION C: COSTS AND BILLING INFORMATION						Instructions
C.1. Direct Cost and appropriation/fund chargeable			C.2. Indirect Cost and appropriation/fund chargeable - (Travel)			
Item	* Amount	Appropriation Fund	Item	* Amount	Appropriation Fund	
a. Tuition	\$ <input type="text"/>	<input type="text"/>	a. Travel	\$ <input type="text"/>	<input type="text"/>	
b. Books or Materials	\$ <input type="text"/>	<input type="text"/>	b. Per Diem	\$ <input type="text"/>	<input type="text"/>	
c. Total	\$ <input type="text"/>		c. Total	\$ <input type="text"/>		
C.4. Document Link / Prepaid Account / Requisition Number			* C.6. Billing Instructions: DEA-Provide breakdown of per diem, hotel tax, POV mileage, parking & travel dates Others-Please contact your component/division funds manager for specific billing information.			
<input type="text"/>			<div style="border: 1px solid black; height: 150px;"></div>			
C.5. 8-Digit Station Symbol						
<input type="text"/>						

[Submit](#) [Save](#)



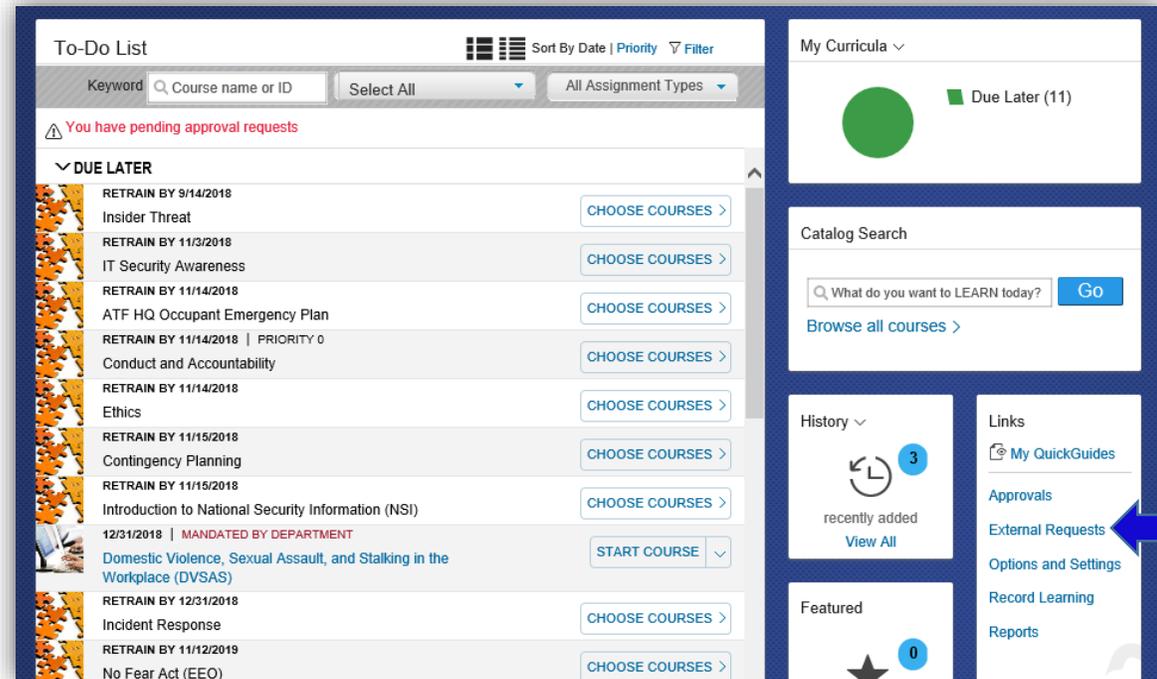
Verifying Training in the JTMS - Users

Once a Training Coordinator has entered an External Request for Past Training on behalf of a user, the user will need to **Verify** the training.

Important Note: if the user entered the training request prior to attending training, follow the steps below to verify and approve your training request.

Go to your **To-Do List**.

Click on **External Requests** in the **Links** pod.





Verifying Training in the JTMS - Users

Locate the training, click [Verify](#).

You will be brought to the [Request, Authorization Agreement & Certification of Training](#) screen.

[Verify if the Training was completed](#), you may add any additional comments in the Comments/Explanation Box.

[Verify if All Sessions were Attended](#), you may add any additional comments in the Comments/Explanation Box.

Click [Submit](#).

Below is a list of all of your External Requests. Click the Request ID for more information about the request. Click [Copy Request](#) or [Withdraw Request](#) button and click [Go to Copy](#) or [Withdraw](#) from an External Request. Click the [New Request](#) button to initiate a new request.

External Requests (SF-182) Viewing Options: Approved Sort By: Request ID

Request ID	Title	Start Date	End Date	Status	Pending Approval Actions	Action
96562	TEST	6/1/2018	6/4/2018	Approved	Pending Verification	Copy Request Verify
18155	Basic Staffing and Placement	8/31/2010	2/28/2011	Approved	Pending Verification	Copy Request Verify

[New Request](#)

REQUEST, AUTHORIZATION, AGREEMENT & CERTIFICATION OF TRAINING

* V.1. Course was completed

Yes V.2. Comments/Explanation 

No

V.3. Actual Course Dates (MM/DD/YYYY)

a. Commenced: 

* b. Complete: 

V.4. Actual Course Hours

* a. During Duty:

* b. Non Duty:

V.5. Academic Score

* V.6. All sessions were attended

Yes V.7. Comments/Explanation 

No

V.8. Direct Cost and appropriation/fund chargeable

	* Amount	Appropriation Fund
a. Tuition	<input type="text" value="\$ 0.00"/>	<input type="text" value="0"/>
b. Books or Materials	<input type="text" value="\$ 0.00"/>	<input type="text" value="0"/>
c. Total	<input type="text" value="\$ 0.00"/>	

V.9. Indirect Cost and appropriation/fund chargeable - (Travel)

	* Amount	Appropriation Fund
a. Travel	<input type="text" value="\$ 0.00"/>	<input type="text" value="0"/>
b. Per Diem	<input type="text" value="\$ 0.00"/>	<input type="text" value="0"/>
c. Total	<input type="text" value="\$ 0.00"/>	

[Submit](#) 

Verifying Training in the JTMS - Users

The [Submit for Approval page](#) will appear.

Click [Submit](#).

The [Verification](#) has now been submitted for Approval.

The [Verification](#) will now finally need to be Approved. Return to your [To-Do List](#).

Approval Submission

Submit for Approval

The item/request selected requires approval using the steps listed below.

Any step that do not have a user listed must have a name filled in before the request can be submitted.

Approval Step	Approvers
Self-enroll	Employee (Show All)

Submit

Request, Authorization, Agreement & Certification of Training

Verification

You have Successfully verified that you have attended the External Learning Course. Your verification has now been submitted to the specified verifiers for their verification.

Please check the external learning request list for the verification status.

Course Title: TEST



Verifying Training in the JTMS - Users

Click on [Approvals](#) in the [Links](#) pod.

Expand the [External Training](#) section.

Locate the training from the list.

The screenshot shows the main dashboard of the Justice Talent Management System. The 'To-Do List' section is expanded to show 'DUE LATER' items, including various training courses with 'CHOOSE COURSES' buttons. On the right, the 'Links' pod contains several navigation options, with a blue arrow pointing to the 'Approvals' link.

The screenshot shows the 'Pending Approvals' page. It is divided into sections for 'Internal Training (0)', 'External Training (1)', and 'Account Requests (0)'. The 'External Training' section is expanded, showing a table with one entry for 'TEST EXTERNAL TRAINING'.

User Name	Title	Price	Type	Action [Approve All/Deny All]
Proctor, Stephanie M	TEST EXTERNAL TRAINING	0.00	External Verification Request	<input checked="" type="radio"/> Approve <input type="radio"/> Deny <input type="radio"/> Skip

Verifying Training in the JTMS - Users

To see more detailed information at a glance, click the blue [Expand Arrow](#) beside your name. You may also click the [title link](#) to see your complete SF-182 form.

Click [Approve](#) in the Action column.

Click [Next](#).

← Back

Pending Approvals

▼ Internal Training (0) All Direct Reports Only

No items were found using this search criteria.

▼ External Training (1) All Direct Reports Only Next

Enter Reasons for Approvals or Denials

User Name ▲	Title	Price	Type	Action [Approve All/Deny All]
▼ Proctor, Stephanie M	TEST EXTERNAL TRAINING	0.00	External Verification Request	<input checked="" type="radio"/> Approve <input type="radio"/> Skip
Location: WASHINGTON Start Date: 6/11/2018 Comments:				

▼ Account Requests (0)

No items were found using this search criteria.



Verifying Training in the JTMS - Users

In the [Approval Reason](#) section, you may enter additional comments if needed.

Click [Next](#).

Click [Confirm](#) to Approve the verification.

A [Success notification](#) will appear.

The [Status of the External Request](#) is now listed as [Completed and Verified](#) in the [External Requests section](#) on your [To-Do List](#).

Pending Approvals [Help](#)

Approve or Deny → Approval Reasons

Enter a reason for approving your employee's training request below.

[Previous](#) [Next](#)

Approval Reasons

User Name and Schedule	Approval Reason (optional)
Proctor, Stephanie M TEST EXTERNAL TRAINING	

Pending Approvals

Approve or Deny → Approval Reasons → Confirm

[Previous](#) [Confirm](#)

Approve

User Name	Title	Price	Cancellation Policy
Proctor, Stephanie M	TEST EXTERNAL TRAINING	0.00	

[← Back](#)

Pending Approvals [Help](#)

Approve or Deny → Approval Reasons → Denial Reasons → Confirm → Success

[Start Over...](#)

Success

You have successfully completed the employee approval and denial process. E-mail notifications have been sent to all affected Users.

Below is a list of all of your External Requests. Click the Request ID for more information about the request. Click [Copy Request](#) or [Withdraw Request](#) button and click [Go to Copy](#) or [Withdraw from an External Request](#). Click the [New Request](#) button to initiate a new request.

External Requests (SF-182) Viewing Options: [All requests](#) Sort By: [Request ID](#)

Request ID	Title	Start Date	End Date	Status	Pending Approval Actions	Action
96587	TEST EXTERNAL TRAINING	6/11/2018	6/12/2018	Completed and Verified		Copy Request