



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.

To access your [To-Do List](#), click on [My Learning](#).

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

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

The screenshot displays the Justice Talent Management System interface. At the top, the 'Quick Actions' bar includes buttons for 'My Profile', 'Org Chart', 'Favorite Reports', 'My Objectives', and 'My Learning' (highlighted with a blue arrow). Below this, the 'To-Do List' section shows a list of training requests under the 'DUE LATER' category, each with a 'CHOOSE COURSES' button. To the right, the 'My Curricula' section shows a green circle and 'Due Later (11)'. Below that is a 'Catalog Search' bar with a 'Go' button and a 'Browse all courses' link. Further down, the 'History' section shows 'recently added' items with a 'View All' link. The 'Links' section on the right includes 'My QuickGuides', 'Approvals', 'External Requests' (highlighted with a blue arrow), 'Options and Settings', 'Record Learning', and 'Reports'. At the bottom, the 'External Requests (SF-182)' table is displayed, showing a list of requests with columns for Request ID, Title, Start Date, End Date, Status, Pending Approval Actions, and Action. A 'New Request' button is located at the bottom left of the table, highlighted with a blue arrow.

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](#)

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.8 Training Type Code Enter N/A

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 Objectives

SECTION B: TRAINING COURSE DATA					Instructions
B.1a. Name and Mailing Address of Training Vendor					
<input checked="" type="radio"/> ID <input style="width: 150px;" type="text"/>		<input type="radio"/> Other If Other, please specify <input style="width: 150px;" type="text"/>		Name	
Street Address *		City *		State / Province *	Postal Code *
<input style="width: 150px;" type="text"/>		<input style="width: 150px;" type="text"/>		<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
B.1b. Location of Training Site					
<input type="checkbox"/> If Same, mark box .					
Street Address *		City *		State / Province *	Postal Code *
<input style="width: 150px;" type="text"/>		<input style="width: 150px;" type="text"/>		<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
B.1c. Vendor Email Address *			B.1d. Vendor Telephone Number *		
<input style="width: 200px;" type="text"/>			<input style="width: 150px;" type="text"/>		
B.2a. Course Title *		B.3. Training Start Date (MM/DD/YYYY) *		B.4. Training End Date (MM/DD/YYYY) *	
<input style="width: 150px;" type="text"/>		<input style="width: 100px;" type="text"/> <input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/>		<input style="width: 100px;" type="text"/> <input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/>	
B.5. Training Duty Hours *		B.6. Training Non-Duty Hours *		B.7. Training Purpose Type *	
<input style="width: 150px;" type="text"/>		<input style="width: 150px;" type="text"/>		<input type="text" value="-- Please Select One --"/>	
B.8. Training Type Code *		B.9. Training Sub Type Code *		B.10. Training Delivery Type Code *	
<input style="width: 150px;" type="text"/>		<input type="text" value="-- Please Select One --"/>		<input type="text" value="-- Please Select One --"/>	
B.11. Training Designation Type Code *		B.12. Training Credit Hours *		B.13. Training Credit Type Code *	
<input type="text" value="-- Please Select One --"/>		<input style="width: 100px;" type="text"/>		<input type="text" value="-- Please Select One --"/>	
B.14. Training Accreditation Indicator *		B.15. Continued Service Agreement Required Indicator *		B.16. Continued Service Agreement Required Expiration Date *	
<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		<input style="width: 100px;" type="text"/> <input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/>	
B.17. Training Source Type Code *					
<input type="text" value="-- Please Select One --"/>					
B.18. Training Objectives					
<input style="width: 400px;" 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></div>			
C.5. 8-Digit Station Symbol						
<input type="text"/>						
<div></div>						

Submit

Save

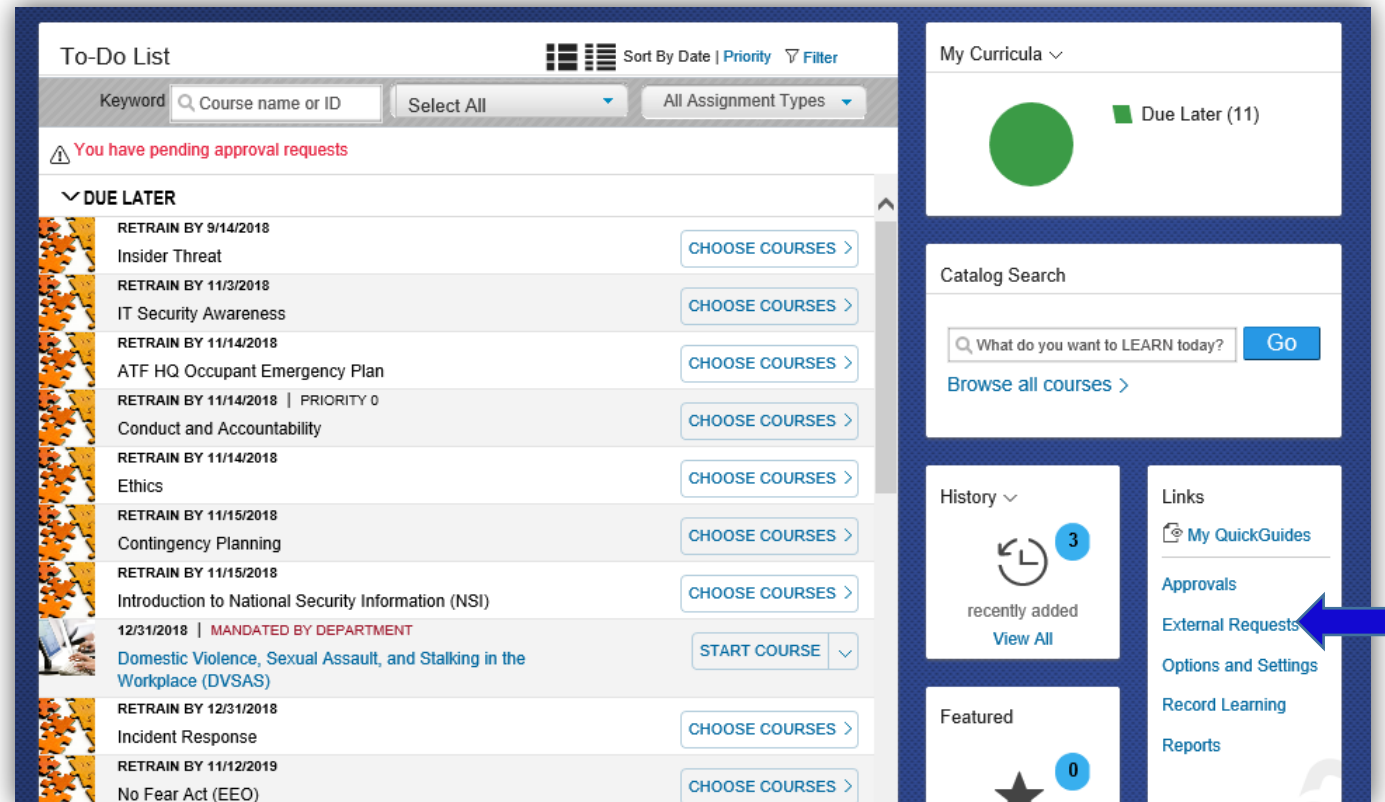
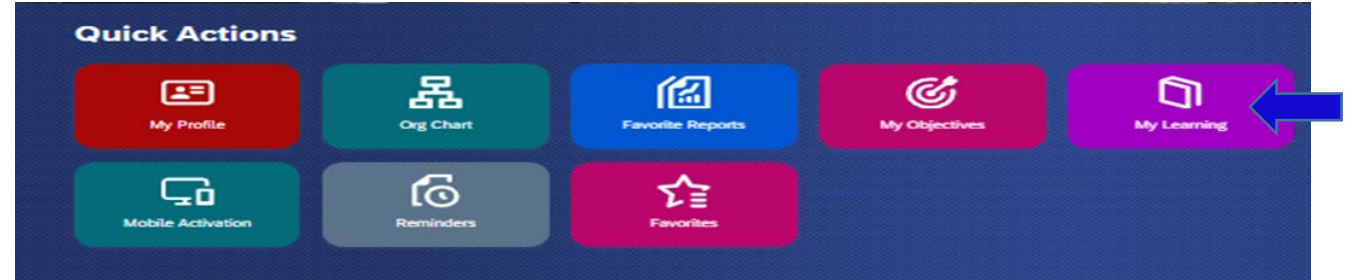
Verifying Training in the JTMS - Users

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 **My Learning** to access the **To-Do List**.

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



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	<div>Copy Request</div> <div>Verify</div>
18155	Basic Staffing and Placement	8/31/2010	2/28/2011	Approved	Pending Verification	<div>Copy Request</div> <div>Verify</div>

New Request

REQUEST, AUTHORIZATION, AGREEMENT & CERTIFICATION OF TRAINING

* V.1. Course was completed

☒ Yes ☐ No V.2. Comments/Explanation

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

a. Commenced: 6/1/2018 09/99

* b. Complete: 6/4/2018 09/99

V.4. Actual Course Hours

* a. During Duty: 8

* b. Non Duty: 0

V.5. Academic Score

* V.6. All sessions were attended

☒ Yes ☐ No V.7. Comments/Explanation

V.8. Direct Cost and appropriation/fund chargeable

	* Amount	Appropriation Fund
a. Tuition	\$ 0.00	0
b. Books or Materials	\$ 0.00	0
c. Total	\$ 0.00	

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

	* Amount	Appropriation Fund
a. Travel	\$ 0.00	0
b. Per Diem	\$ 0.00	0
c. Total	\$ 0.00	

Submit

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



Approving Training in the JTMS - Users

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

Expand the [External Training](#) section.

Locate the training from the list.

← Back

Pending Approvals

▼ Internal Training (0)

No items were found using this search criteria.

● All ○ Direct Reports Only

▼ External Training (1)

☒ Enter Reasons for Approvals or Denials

● All ○ Direct Reports Only

Next

User Name ▲	Title	Price	Type	Action [Approve All/Deny All]
▶ Proctor, Stephanie M	TEST EXTERNAL TRAINING	0.00	External Verification Request	● Approve ○ Deny ○ Skip

▼ Account Requests (0)

No items were found using this search criteria.

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)

No items were found using this search criteria.

External Training (1)

☒ Enter Reasons for Approvals or Denials

All

Direct Reports Only

Next

User Name	Title	Price	Type	Action [Approve All/Deny All]
<div><div>Proctor, Stephanie M</div><div>Location: WASHINGTON</div><div>Start Date: 6/11/2018</div><div>Comments:</div></div>	TEST EXTERNAL TRAINING	0.00	External Verification Request	<div><div>Approve</div><div>Skip</div></div>

Account Requests (0)

No items were found using this search criteria.

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

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

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		<div>Copy Request</div>