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HHS UNIVERSITY (HHSU)
STANDARD OPERATING PROCEDURE (SOP)

Training Request Submission/Authorization

SECTIONS:

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I. PURPOSE

This SOP provides the high-level process for the submission of SF-182 Training Requests. Individuals requesting training should verify their organization's training submission processes prior to submitting the SF-182, Authorization, Agreement, and Certification of Training. This SOP is intended to familiarize employees with the SF-182 and to provide general requirements to submit and obtain approval of training requests. Any OPDIV/STAFFDIV specific SF-182 submission protocols should be adhered to by their respective employees.

II. BACKGROUND

Federal employees within the Department of Health and Human Services (HHS), at the discretion and approval of employees' supervisors, can elect to register for and complete specific training and development and education opportunities. The SF-182, Authorization, Agreement, and Certification of Training is the Federal mandated form that must be completed to document and authorize training. The information captured within the SF-182 satisfies the Office of Personnel Management's (OPM) requirement for all training-related transactions. Accordingly, all fields within the SF-182 encapsulate mandatory training data that should be included in the training request. Specific instructions and definitions are provided with the SF-182 to assist employees in the completion of the training request. The SF-182 must be completed and approved, in advance, of any employee participating in a training event.

REFERENCES

Ref#	Document Name	Description	Link
1	SF-182, Authorization, Agreements, and Certification of Training	Records essential learner, training, and financial data	SF-182, Authorization, Agreei

III. REQUIREMENTS

Employees should perform the following actions prior to attending any training class:

A. Follow internal OPDIV/STAFFDIV training submission processes and complete all sections of the SF-182 to capture the mandatory training data elements requested by OPM and to facilitate their supervisor's review and approval process.
B. Utilize the "Agency Training Electronic Reporting Instructions" section of the SF-182 to research codes and terms and ensure that all parts of the form are accurately completed.
C. Submit the SF-182 for approval to employee's supervisor and obtain requisite approval in Section D: 1A
D. Submit the fully authorized form to the appropriate point of contact (POC) for processing.
E. Complete all registration/enrollment-based activities to secure a space in the training class.

IV. RESPONSIBILITIES

A. The employee initiating the training request should complete all portions of the SF-182 and use the supporting documentation provided with the form to identify specific codes and properly and accurately complete all sections.
B. The employee should forward the SF-182 to all parties that need to authorize the training request.
C. The employee should satisfy all registration/enrollment-based activities.
D. The Budget Office or Administrative Officer (AO) should ensure the SF-182 is completed, and no essential fields have been left blank. If any part of the form has not been completed, it should be sent back to the employee.
E. The Budget Office or Administrative Officer should process the form, obligate funding, enter all necessary information into the appropriate database, and inform the employee the training form has been processed

As noted below in Section V. Procedures, the Employee performs Steps 1, 2, and 4. The Employee and Supervisor perform Step 3. The Supervisor performs Step 5. The Employee and AO/Budget Office perform Steps 6 and 7.

V. PROCEDURES

Step	Action	Person/ Organization Responsible	Notes
1	Employee is required to complete a training class or chooses to take a class for his/her own development.	Employee	Must follow any internal OPDIV/STAFFDIV training submission processes.
2	Complete the SF-182, Authorization, Agreement, and Certification of	Employee	

Step	Action	Person/ Organization Responsible	Notes
	Training form.		
3	Employee utilizes the "Agency Training Electronic Reporting Instructions" to properly complete all sections of the form. Any unclear sections of the training form can be researched using these instructions.	Employee and Supervisor	
4	Employee submits the completed SF-182 to their supervisor for authorization.	Employee	
5	Supervisor signs Section D: 1d and dates 1e.	Supervisor	
6	Employee submits fully authorized SF-182 to their Administrative Officer/ Budget Office for processing.	Employee and AO/Budget Office	It is essential that the form is properly processed so that the invoice for the training can be paid promptly; funding should be committed by the AO/Budget Office promptly to avoid any financial issues concerning funding.
7	Once all parts of the SF-182 have been approved and there are no errors, the employee should satisfy all registration/enrollment tasks to ensure he/she has secured a place on the roster for the training class (if applicable).	Employee and AO/Budget Office	

Questions regarding this SOP should be directed to HHS University.

Trina Greer, PhD
Director, HHS University
Office of Human Resources
Department of Health and Human Services