

INSTRUCTIONS FOR COMPLETING SF-182

Employee or supervisor fills out the appropriate version of SF-182. There are two versions of SF-182, the 10-part and the 5-part. (The 10-part version is used for training where costs are incurred; the 5-part version is for internally conducted training where no costs are incurred.)

Item A. Personnel Office: Complete Agency, Code, Agency Supplement, and Submitting Office Number. Appropriate codes are:

<u>Servicing Per- sonnel Office</u>	<u>Agency Code</u>	<u>Agency Sub-element</u>	<u>Submitting Office No.</u>
Washington, D.C.	IN	15	1735
Portland, Oregon	IN	15	1529
Albuquerque, New Mexico	IN	15	1503
Twin Cities, Minnesota	IN	15	1552
Atlanta, Georgia	IN	15	1351
Boston, Massachusetts	IN	15	1827
Denver, Colorado	IN	15	4213
Anchorage, Alaska	IN	15	4247

Item B. Personnel Office or Administrative Staff: Insert training order number. (Optional)

Item C. Request status. Mark (x) appropriate box. Using the following codes: 1. - initial, 2. - resubmission, 3. - correction, 4. - cancellation.

Section A. Training Information

Item 1. Applicant's name. After filling in the applicant's full Name (Last - first - middle initial), enter the first five characters of the last name in the shaded area (e.g., O'Hara would be O'HAR).

Item 2. Enter Social Security number (9 digits) in shaded area.

Item 3. Enter year and month of birth (e.g., if your birth date is June 11, 1965 enter 65/06).

Item 4. Home address.

Item 5. Home telephone number.

- Item 6. Position level. Select only one of the following:
- a. Non-supervisory. Any employee who has no supervisory or managerial responsibility, excluding GS/GM-16 and above.
  - b. Supervisory. Basically, anyone who is responsible for establishing and monitoring production goals, giving advice, counsel or instruction to individual employees, and participating in selection, training and evaluating employees. Exclude GS/GM-16 and above.
  - c. Manager. Basically, any employee whose primary responsibility includes directing the work of an organization or specific program, function or activity, excluding GS/GM-16 and above.
  - d. Executive. All employees, SES members, and GS/GM-16 and above.
- Item 7. Enter applicant's organizational mailing address (include office/bureau/Department of the Interior).
- Item 8. Enter office FTS telephone number or office commercial number.
- Item 9. Number of years and months of continuous civilian service.
- Item 10. Personnel office should complete number of non-Government training days for any long-term training.
- Item 11. Enter the applicant's position title or function.
- Item 12. Enter pay plan, series, and grade. Indication of step is optional.
- Item 13. Career, Career Conditional, Temporary, etc.
- Item 14. Educational level. Complete only if mandatory by training vendor.

Section B. Training Course Data Item

15. a. Enter name and mailing address of training vendor.
- b. Enter location of training site. (If same as 15a, indicate by marking (x) box.)

- Item 16. Enter course title and a brief statement of the training objective (benefit to be derived by the Government) . Use the block marked "Agency Use Only" for additional space if needed for justification of course objective or to explain any special circumstances.
- Item 17. Enter catalog/course number if appropriate.
- Item 18. Enter the year, month, and day the course begins and ends (e.g., a course starting June 15, 1993, and ending December 15, 1993, would be entered as 93/06/15 and 93/12/15).
- Item 19. Enter the total number of course hours (4 digits) and show the breakdown by the number of hours during duty and non-duty (If total number of course hours is 15, enter 0015).
- Item 20. The supervisor designates purpose of training code in item 20a. The personnel office or administrative staff completes the type, source, and special interest training codes. (These codes are shown later in this Appendix.)

#### Section C. Estimated Costs and Billing Information

- Item 21. Enter the total amount of direct costs to Government (4 digits) in dollars showing breakdown of tuition, books/material and other related costs.(If total cost is \$95, enter 0095.) Also, enter appropriate account number. If employee will share some of the expense, indicate this in the block marked "Agency Use Only."
- Item 22. Enter the total number of indirect costs to Government (4 digits) in dollars showing breakdown of travel, per diem, and other related costs. (If total cost is \$250, enter 0250.) Also, enter appropriate account number. If employee will share some of the expense, indicate this in the block marked "Agency Use Only."
- Item 23. The submitting office should fill in the Document Control Number and the Purchase Order/Requisition Numbers. The Document Control Number is required for OPM training requests because of the OPAC billing system.

Item 24. 14-16-0006

For all interagency training enter 8-digit station symbol 14-16-0006.

Item 25. Enter name and mailing address of the originating office for billing purposes. The Denver Finance Center address must be shown on OPM requests to correspond with the 8-digit station symbol in Item 24.

#### Section D. Approvals

Item 26. To be completed by applicant's immediate and second- and 27. line supervisors (if appropriate) before submission of form to the servicing personnel office, or training facility.

Item 28. To be completed by servicing personnel office, or blank if administrative staff is responsible for training requests.

#### Section E. Approval/Concurrence

Item 29. Approval by designated official. This section must be signed. The Denver Finance Center will not pay indicated training costs unless there is an approval signature in this block. Always make sure that copies of the SF-182 sent to the Denver Finance Center are legible, even if you must copy the first sheet of the training form as the finance copy.

#### Section F. Certificate of Training Completion

Item 30. To be completed by servicing personnel office or administrative staff upon receipt of the evaluation form (copy 9 of the SF-182) which has been completed both by the trainee and his/her supervisor. The Denver Finance Center cannot make payment for the training unless Blocks 30a and b are completed and signed.

#### Section G. Employee's Agreement to Continue in Service

(See back of copy I of 10-part of SF-182)

Item 31. This agreement must be signed by the nominee for all Government training that exceeds 80 hours and for which the Government approves payment of training costs prior to the commencement of such training. Servicing personnel office should enter period of obligated service.

PRINCIPAL PURPOSE OF TRAINING CODES

Purpose

Explanation of Purpose

As a Result of  
Mission or Program  
Change (Code 1).

To provide the knowledge  
skills needed as a result of mission,  
policy, program, or procedure change.  
This purpose is organizational  
orientation, when training is necessary  
for a substantial number of employees as  
a result of a policy or program change.  
The purpose of training is application of  
a concept.

Example: Training for mine inspectors  
after passage of the Coal Mine Health and  
Safety Act of 1969.

As a Result of  
New Technology  
(Code 2).

To provide the knowledge  
or skills required to keep abreast of  
developments in the employee's  
occupational field. The purpose is  
equipment or process oriented.

Example: Training provided an employee  
in the use, maintenance or repair of new  
and advanced electronic equipment; the  
application of new technology; or  
advances in the "state-of-the-art."

As a Result of New Work  
(Code 3).

To provide the knowledge  
and skills needed as a result of  
assignment to new duties and  
responsibilities, when such training is  
not a part of a planned career  
development program. This purpose is  
individual oriented--refers to the  
movement of an individual to a new career  
or new job.

Example: Upward mobility training for a  
personnel generalist newly assigned as  
the Upward Mobility Coordinator.

To Improve  
Performance  
(Code 4).

To provide the knowledge present or  
skills needed to improve or maintain  
proficiency in the present job. Update  
training such as refresher courses.

Example: Executive development, managerial, and supervisory seminars; refresher typing and telephone techniques for secretaries.

To Meet  
Future Staffing  
Needs (Code 5).

To provide the knowledge and skills needed to meet future staffing needs through a planned career development program in an occupational specialty, executive or managerial development program, a management internship or a training agreement. This purpose includes training to meet future staffing needs which is not a part of a formal training program.

Example: Training to meet future staffing needs in trade and labor occupations except when provided as a part of a formal apprenticeship program.

To Develop  
Unavailable  
Skills (Code 6).

To provide the knowledge or skills needed for fields of work that are unique to the Federal Government, or to meet Government staffing needs in occupations for which the labor market cannot produce a sufficient number of trained candidates.

Example: Training air traffic controllers or taxpayers service representatives and retraining engineers to fill mining engineering vacancies because of an insufficient labor market supply.

Trade or Craft  
Apprenticeship  
(Code 7).

To provide the classroom or group portion of the formal training that, together with guided work experience, permits the employee to acquire the knowledge and skills needed to meet the full requirements for journeyman status in an apprenticeship program.

Orientation (Code 8). To provide orientation to the policies, purposes, missions, and functions of the employing agency or the Federal Government for new employees.

Adult Basic Education (Code 9). To provide the basic knowledge and skills needed to permit the employee to function in the world of work.

Examples: Remedial reading, basic English grammar, GED certification.

TYPE OF TRAINING CODES

Indicates the principal subject matter and emphasis of the training provided an employee. (This standard categorizes the subject matter of the training given, not the position of the person trained.)

CODE

EXECUTIVE AND MANAGEMENT

1000 Education or training in the concepts, principals, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning organizing and controlling.

1100 Management - (Broad field of planning, directing and controlling people, funds and programs. Broad allocation of resources.)

1200 Executive - (Courses designed for high level employees when the training is broad, conceptual, policy development type. Typical courses include Federal Executive Institute, The Brookings Institution.)

2000 SUPERVISORY

Education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion and labor relations); human behavior and motivation; communication processes in supervision; work planning, scheduling, and review; and performance evaluation.

2100 Supervisory (excluding EEO and LMR).

2200 Supervisory Training in EEO.

2300 Supervisory Training in Labor Management Relations.

3000 LEGAL, MEDICAL, SCIENTIFIC AND ENGINEERING

Education or training in the concepts, principles, theories, or techniques of such disciplines as law; medicine; the physical, biological, natural, social or behavioral sciences; education; economics; mathematics and statistics; architecture; engineering; or foreign affairs.

3100 Legal - (including law enforcement)

3200 Physical Science

3300 Engineering and Architecture

3400 Mathematics and Statistics

3500 Social Sciences (e.g., Sociology, Psychology, Economics)

3600 Education (including training, instructing and briefing)

3700 Library Sciences

3800 Life Sciences (including biological sciences)

3900 Other legal, medical, scientific, and engineering, not specifically included above.

4000 ADMINISTRATION AND ANALYSIS

Education or training in the concepts, principles, and theories of such fields as public or business administration; personnel; training; equal employment opportunity; logistics; supply; procurement; finance; systems analysis; policy, program or management analysis; or planning.

4100 Budget and Finance  
4200 Personnel  
4300 Equal Employment Opportunity  
4400 Safety Management  
4500 Organization and Systems  
4600 Program Policy Analysis and Planning  
4700 General Services and Contracting (includes supply, procurement, property, records management).  
4800 Other Administration and Analysis, not specifically included above.

Code

5000 SPECIALTY AND TECHNICAL

Training of a specialized or technical nature in the methods and techniques of such fields as investigation; security; police science; transportation; air traffic control; computer programming; languages; or medical, legal, or scientific support (technical) work.

5100 Automatic Data Processing ("How to" courses in ADP Systems Analysis, Management Information Systems, Programming, Computer and Peripheral Equipment Operation and Maintenance).

5200 Instrumentation (operation and maintenance of laboratory equipment).

5300 Other specialized training not specifically included.

5400 Other technical courses (including First Aid) not specifically included above.

6000 CLERICAL

Training in clerical skills such as typing, shorthand, or computer operation, letter writing, filing, or telephone technique.

6100 Clerical

6200 Secretarial

7000 TRADES AND CRAFTS

Training in the knowledge and skills needed in such fields as electrical or electronic equipment installation, maintenance or repair, tool and die making, welding, or carpentry.

7100 Trades and Crafts (those normally developed through apprentice programs).

7200 Facilities and Services (maintenance or buildings and grounds, materials handling).

7300 Electronics (operation and maintenance of electric equipment excluding ADP and laboratory equipment).

7400 Machine operation.

7500 Other Trades and Crafts training not specifically included above.

8000 ORIENTATION

Training of a general nature to provide an understanding of the organization and missions of the Federal Government or the employing agency or a broad overview and understanding of matters of public policy such as the policies relating to equal employment opportunity.

8100 Orientation (organizational orientation of new employees excluding functional or subject matter orientation).

8200 Safety Training.

9000 ADULT BASIC EDUCATION

Education or training to provide basic competence in such subjects as remedial reading, grammar, arithmetic, lipreading, or braille.

- 9100                    Communication        (courses        concerned        with  
                         language,        communication        skills,        reading,  
                         writing, speaking, speed reading, etc.).
- 9200                    Special Staff Program in support of Public  
                         Policy.
- 9300                    Special Skills for Handicapped Employees.
- 9400                    Other Adult Basic Education not specifically  
                         included above.

SOURCES OF TRAINING CODES

<u>Source</u>	<u>Explanation of Source</u>
Government - Agency Code 1	Use when training is given by the Department or bureau/offices by Interior employees.
Government - Interagency Code 2	Use when the training is given by Government agency other than DOI or an interagency training activity.
Non-Government - Designed for Agency Code 3	Use when the training is developed and given expressly for DOI and by an individual, company, educational institution, professional association, Department.
Non-Government - "Off the Shelf" Code 4	Use when the trainee is enrolled in a standard training or educational experience offered by a company, professional association, educational institution, or other source, (e.g., university courses; professional symposia; technical, business, or vocational school courses).
State or Local Government Code 5	Use when the training is given by a State or local government agency or activity. Note: Education or training provided by State or local educational institutions is to be coded 3 or 4 as appropriate.



SPECIAL INTEREST CODES

<u>CODE</u>	<u>DESCRIPTION</u>
0	No special program
1	Executive Development (SES Members and GS/GM-16 and above)
2	Supervisory Training
3	Upward Mobility
4	Long-Term