

NORTHERN PLAINS AREA
Policy Memorandum

DATE:	March 14, 2008
SUBJECT:	Training Approval
NUMBER:	PM-01-005
EFFECTIVE DATE:	Immediately Until Replaced or Superseded (Replaces PM-01-005 dated December 10, 2001)

1. Purpose

The NPA encourages training for employees at all grade levels since a well-trained workforce is an asset to the Agency and the Area. Training is an important management tool. The definition of training expands from training that is directly related to the individual's performance of official duties to training that improves individual and organizational performance and assists the Agency in achieving its mission and performance goals. The Area Policy and Procedures are outlined below.

2. Documentation and Approval

Training requests are to be documented and approved on the SF-182, Request, Authorization Agreement and Certification of Training form in AgLearn. Supervisors may recommend training for employees and the fund holder will be the approving official, **except** under the conditions shown below.

Exceptions: The following types of managerial/supervisory courses and development programs will require special handling. The SF-182's for the courses shown below require Area Director approval in AgLearn. The 6th level reviewer will be the Area Office Human Resources contact.

- Congressional Briefing Conference
- OPM Management Development Center Seminars (MDC)
- OPM Federal Executive Institute (FEI)
- New Research Leader Training Program - all modules (2 yrs)
- Professional Excellence and Knowledge (PEAK) Program (2 yrs)
- SES Candidate Development
- Aspiring Leader Program (GS-5 through 7)
- New Leader Program (GS-7 through 11)
- Executive Leadership Program (GS-11 through 13)
- Path to Leadership Program (GS-12 and above)
- AFM Leadership and Development (LEAD) Program

- Executive Potential Program
- USDA Supervisory Academy
- Congressional Fellows Program

3. **Specialized Procedures for Managerial/Supervisory Training and Development Programs**

All training forms for the managerial/supervisory courses and development programs shown in paragraph 2 under **Exceptions** will be submitted via AgLearn for the Area Director's approval. Upon approval by the Area Director, a copy of the SF-182 will be returned to the location. The Area Office will be responsible for mailing the approved SF-182 to the appropriate point(s).

4. **Standard Procedures for All Other Training**

For all types of training other than managerial/supervisory training and development programs, employees will prepare the SF-182 forms via AgLearn. Supervisors will be the 1st level approver; the fund holder will be the 5th level approver and the location AgLearn Administrator will be the 6th level approver.

5. **Billing Instructions**

- The purchase card is the preferred method of payment for courses under \$2,500.
- For training over \$2,500, the SF-182 must be forwarded to the appropriate payment office and must contain the appropriate Vendor Code (ALC code) in Block #25, Billing Instructions. The payment office address is:

USDA, OCFO
Controller Operations Division, ACPRB
ARS Operations Section
P. O. Box 53326
New Orleans, LA 70153

6. **Helpful Hints**

Here are some guidelines to follow when completing the SF-182 to ensure proper processing and credit for employees:

- Complete all sections marked with an asterisk
- Obtain a training log number from your AgLearn Administrator to be entered in Block #23
- Items 21a - 21d: Enter costs and also be sure to enter appropriate accounting code information under Appropriation Fund.

- If training was paid with credit card, enter in Block #25, Billing Instructions, whose purchase card was used to pay for the training
- Item 24: Enter 12-40-0300

6. Point of Contact

For further information, please contact the Area Human Resources Office.

/s/

W.H. BLACKBURN
Area Director
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