

**NORTHERN PLAINS AREA**  
**Policy Memorandum**

<b>DATE:</b> December 10, 2001
<b>SUBJECT:</b> Training Approval
<b>NUMBER:</b> PM-01-005
<b>EFFECTIVE DATE:</b> Immediately Until Replaced or Superseded

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. Supervisors may recommend training for employees and the fundholder 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 and the Area Director's approval:

- Congressional Briefing Conference
- OPM Management Development Center Seminars
- USDA Supervisory Academy
- Aspiring Leader Program (6 mths)
- Congressional Fellows Program (6 mths or 1 yr)
- Executive Potential Program (1 yr)
- Mid-Level Leadership Training Program (1 yr)
- New Congress Briefing (½ day)
- New Leader Program (6 mths)
- New Research Leader Training Program - all modules (2 yrs)
- Professional Excellence and Knowledge (PEAK) Program (2 yrs)

The SF-182's for these types of courses must be submitted to the Area Office.

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 directly to the Area Personnel Office 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). The Area Office will maintain the SF-182 in a tickler file until the training is due to be completed. At that time, the SF-182 will be returned to the location for certification by the supervisor that the training was completed. **TRAI input for managerial/supervisory training and development programs will be accomplished at the Area Office once certification of training is received.**

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

For all types of training other than managerial/supervisory training and development programs, locations will prepare the SF-182 forms, supervisors and fundholders will be the requesting and approving officials, and TRAI input will be accomplished at the location level.

5. **Helpful Hints:**

The following items on all SF-182 must be completed correctly to ensure proper processing and credit for employees:

- Block A: Enter AG-03-4860
- Block B: Enter Training Log Number
- Section A: Contains personal information about the employee
- Section B: All items (15a through 20d) are required. Be especially careful to use the proper codes for 20a - 20d. These are found in P&P 440.1
- Item 21: Enter OCC 2523
- Items 21a - 21d: Enter costs and also be sure to enter appropriate accounting code information under Appropriation. If costs are being paid by credit card do not show the accounting code, but rather the visa card number and the cardholder's name.
- Items 22a - 22d: Enter estimated travel costs
- Item 23: Enter log number (shown in B at top of the form) and in parenthesis enter the cost of the training.
- Item 24: Enter 12-40-0001. This should be entered for **Federal Government interagency training only.**

- Billing Information:

**Federal Government Interagency Training**

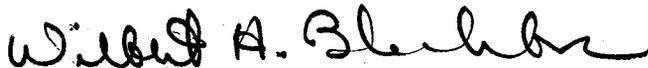
USDA, NFC  
Miscellaneous Payments  
Post T-44, P. O. Box 60,000  
New Orleans, LA 70153

**All Other:**

USDA/NFC/FSD/ARS  
Reporting Section 4  
P. O. Box 53326, TANO Bldg.  
New Orleans, LA 70153

**6. Point of Contact**

For further information, please contact Jan Jones, Human Resources and Outreach Coordinator, at (970) 229-5502 or [jonesj@npa.ars.usda.gov](mailto:jonesj@npa.ars.usda.gov)



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