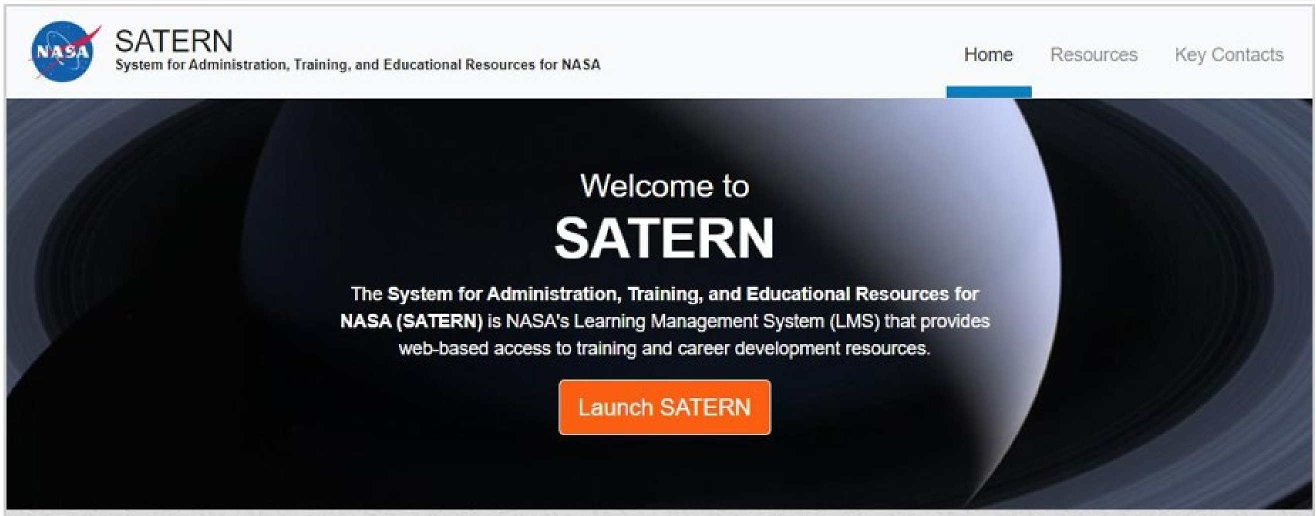
8/5/2024

SF-182 USER GUIDE

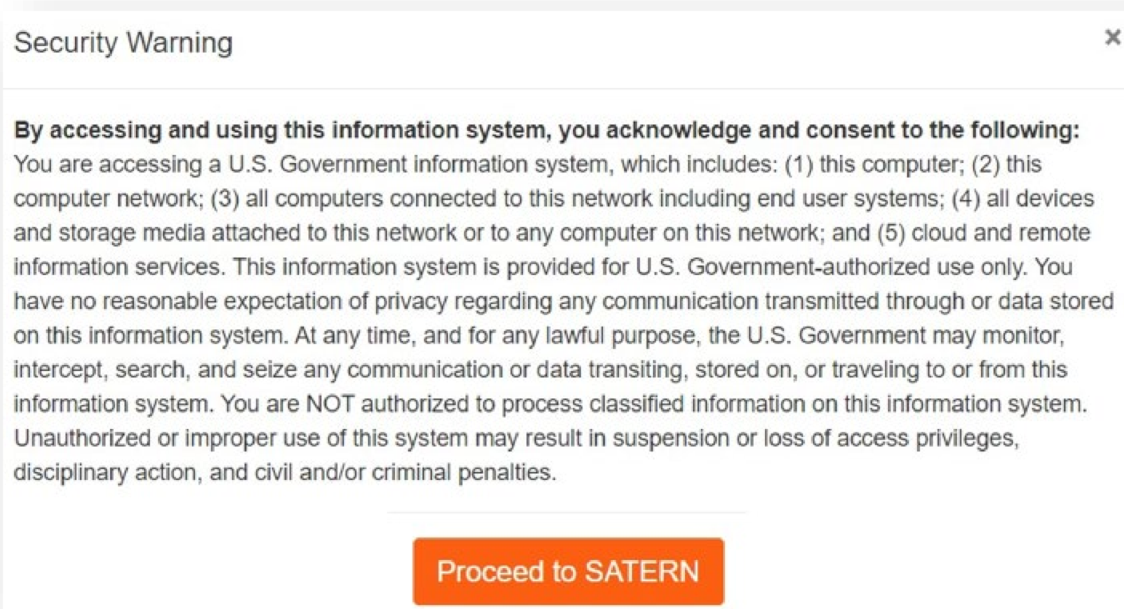
1. Locating the SF-182 form

To access the SF-182 – External (Offsite) Training Request Form:

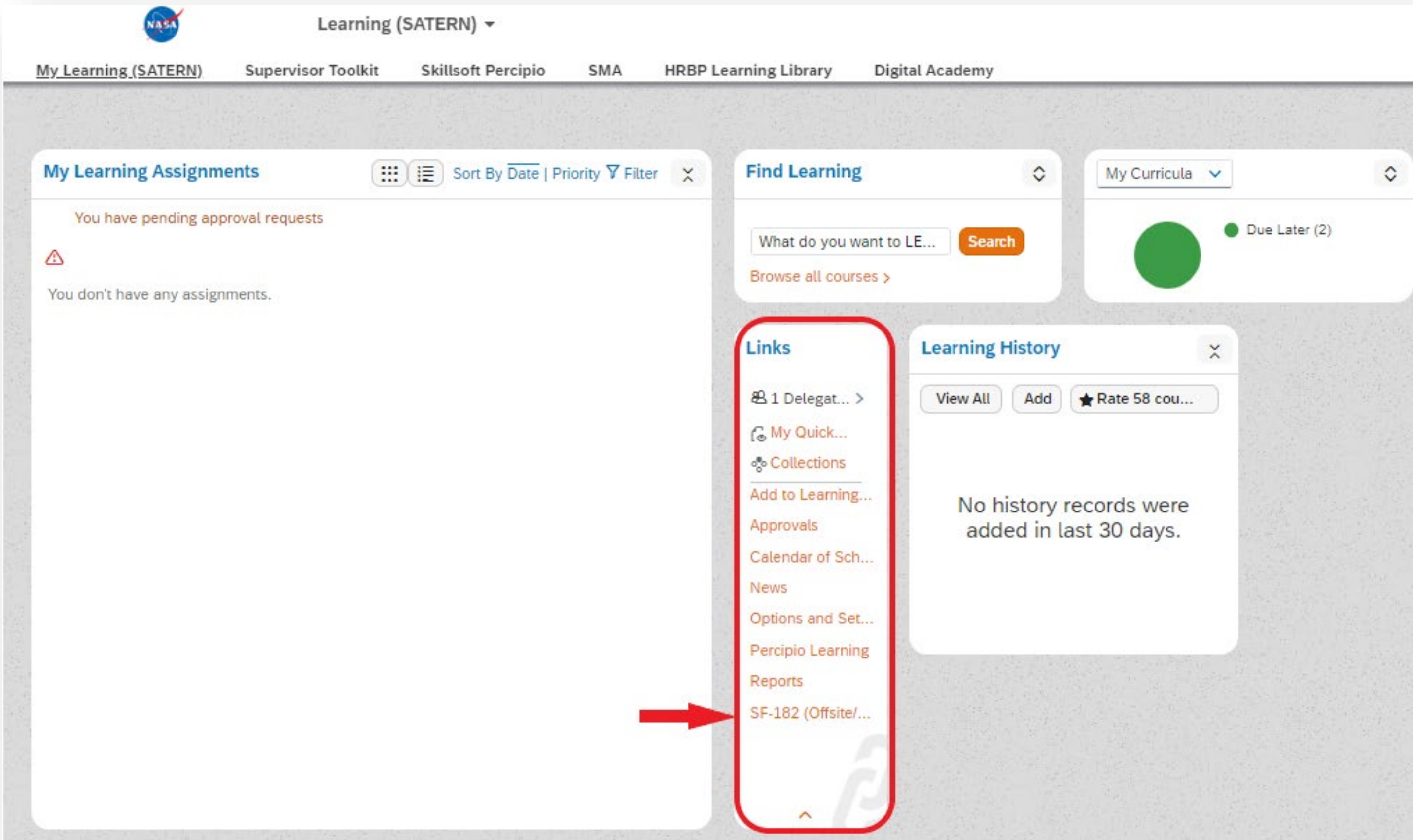
- Log on to SATERN via: https://satern.nasa.gov/



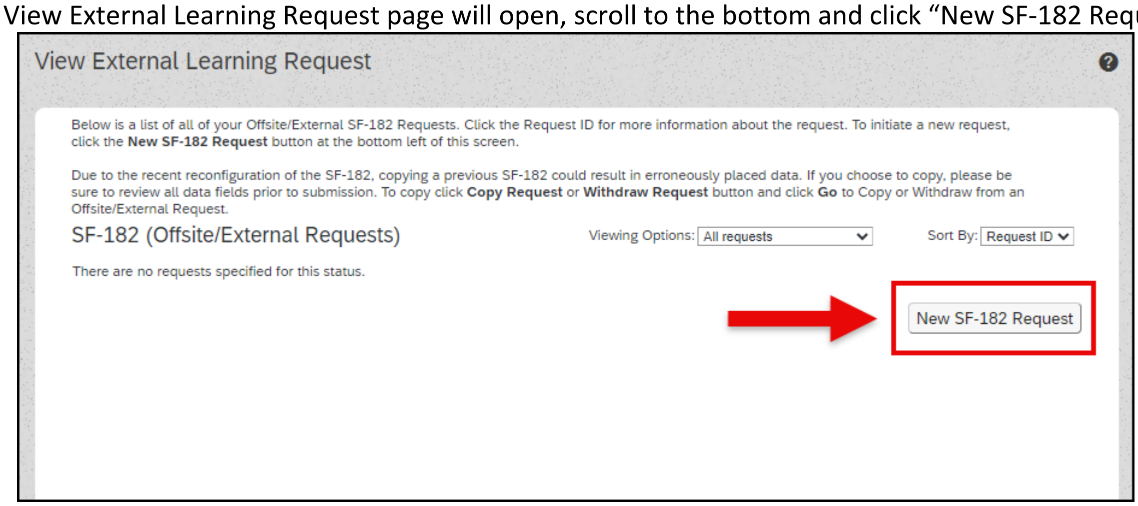
- Click “Launch SATERN”
- A Security Warning will pop-up in a separate window, click “Proceed to SATERN”



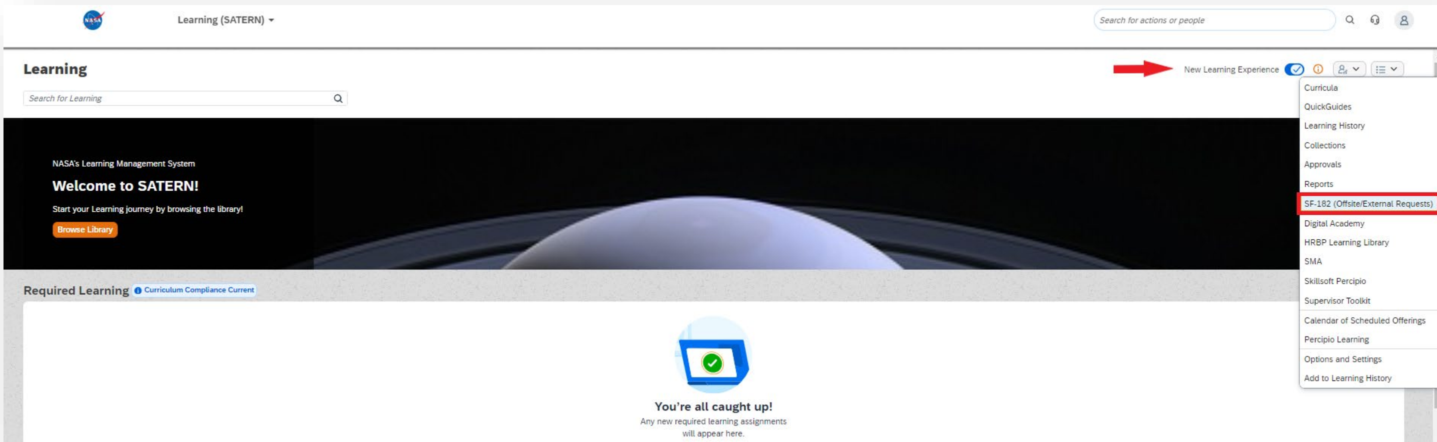
- From the Learning home page, locate the “Links” pod and select “SF-182 (Offsite/External Requests)”



- The View External Learning Request page will open, scroll to the bottom and click “New SF-182 Request”



NOTE: As of July 2, 2024, a “New Learning Experience” of the Learning home page is available to SATERN users. To locate the SF-182 form when using the “New Learning Experience” home page, click the drop-down menu on the top right corner, then select “SF-182 (Offsite/External Requests)”



2. SF-182 Process Overview

There are four roles in the Offsite/External training process; however, not every request type will require Center action from all roles (e.g., Non-Academic requests do not require Center action on the "Academic Coordinator" level; Instead, the NSSC completes that step via robotic automation): **(1) Learner; (2) Supervisor; (3) Funding Approver;** and **(4) Academic Coordinator.**

1. Learner – A NASA Civil Servant employee who submits an SF-182 in SATERN.

Learners should complete all the fields in red, noting that fields denoted by an asterisk are required for submission.

The following is a list of all fields in red, with required fields represented by *:

A.6.	Position Level
A.7.	Training Registration Dates
	Early-Bird Registration Deadline
	Last Day to Register *
A.8.	NCTS# (start w/N and includes no spaces)
A.9.	Contact Email Address *(Learner or Designee email to assist with request related questions)*
*A.11.	Requesting Expedite Processing?
	* If you selected "Yes" for Expedite Processing, you must provide a reason/justification
B.1a. *	Name and Mailing Address of Training Vendor
B.1c.	Vendor Email Address
B.1d.	Vendor Phone Number
* B.2a.	Course Title
* B.3.	Training Start Date (MM/DD/YYYY)
* B.4.	Training End Date (MM/DD/YYYY)
* B.11.	Training Designation Type Code
* B.18.	Course Objectives and Justification
B.19.	Vendor Registration Website Link
* C.1.	Direct Cost and appropriation/fund chargeable
* C.2.	Indirect Cost and appropriation/fund chargeable

C.6.	User Comments/Training Comments/Billing Instructions *Optional: Membership #, Personal Pronoun/Salutation, Diet/Special Accommodations, Session Selections, Publish Contact?*

An SF-182 submission auto generates a ServiceNow case for the NSSC to process. Learners receive an auto notification from nssc-hr-support@mail.nasa.gov approximately 90 minutes after submission confirming receipt of the request, and providing a case number and link to the HR Service Center where the request status can be monitored.

Dear Learner,

The National Aeronautics and Space Administration (NASA) Shared Services Center (NSSC) Training Administration Offsite Team has been notified that you have submitted a training request. This e-mail serves as confirmation of your submission and provides information on how to monitor the status of your request.

PLEASE NOTE: Attending any training event without an approved SF-182 can result in ratification actions.

TRAINING REQUEST SUBMISSION:

The following System for Administration, Training, and Educational Resources for NASA (SATERN) training request has been submitted for Center-level approvals and is now being monitored by the NSSC Training Administration Team:

- SATERN SF-182 Offsite Training Request ID Number: ######
- Course Title: Guide to Submitting an SF-182 in SATERN
- Training Start Date: 07/20/2024

MONITORING REQUEST STATUS:

To monitor the status of your training request, HRC#######, please visit the HR Service Center portal, which is located at: https://hrservices.nssc.nasa.gov/hrsc. (You may need to copy and paste the link into your browser.) On that page, you can also view other Human Resources (HR) training requests, request HR services and modifications, and chat with your caseworker.

If you have any questions, please contact the NSSC at 1-877-677-2123 and request to speak with the HR Training Administration Offsite Training Team.

Thank you,

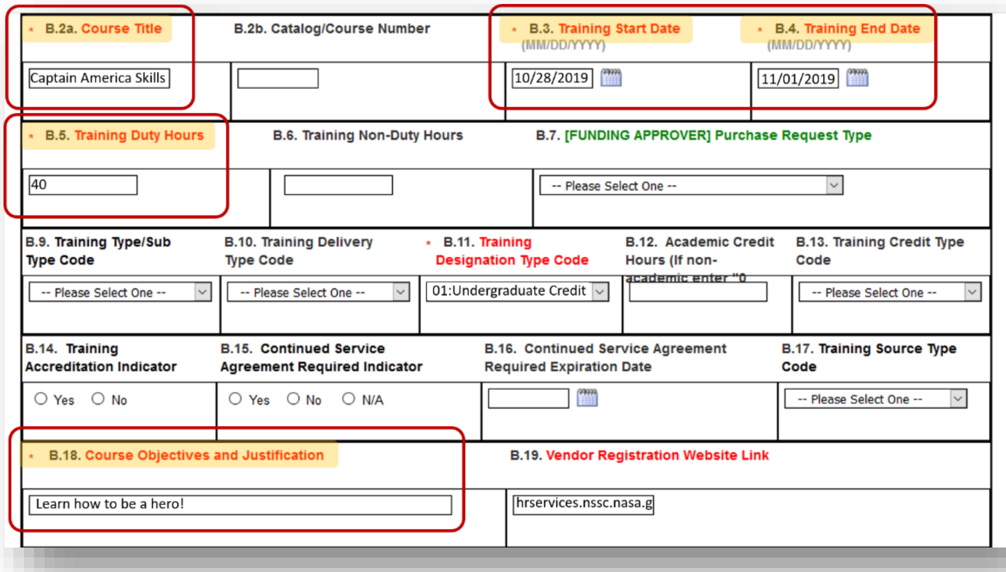
NSSC Training Administration Team
Offsite Training Team
1-877-NSSC123 (1-877-677-2123)
nssc-hr-support@mail.nasa.gov

2. Supervisor Approver – The Supervisor of an employee who submits an SF-182 in SATERN.

Supervisors receive an auto notification from nssc-hr-support@mail.nasa.gov approximately 90 minutes after learners submit the request in SATERN. The e-mail provides a direct link to the pending request in the Supervisor's approval queue in SATERN to facilitate action.

Supervisor responsibilities:

- Verifies the training is intended to improve individual and organizational performance related to NASA's mission
- Ensures a relationship exists between the knowledge, skills, and abilities the training is intended to provide and the employee's lawfully assigned duties
- Reviews SF-182 fields B.2.A – Course Title; B.3 and B.4 - Training Start and End Date; B.5 - Training Duty Hours; and B.18. Course Objectives and Justification



* B.2a. Course Title	B.2b. Catalog/Course Number	* B.3. Training Start Date (MM/DD/YYYY)	* B.4. Training End Date (MM/DD/YYYY)
Captain America Skills		10/28/2019	11/01/2019

* B.5. Training Duty Hours	B.6. Training Non-Duty Hours	B.7. [FUNDING APPROVER] Purchase Request Type
40		-- Please Select One --

B.9. Training Type/Sub Type Code	B.10. Training Delivery Type Code	* B.11. Training Designation Type Code	B.12. Academic Credit Hours (If non-academic enter "0	B.13. Training Credit Type Code
-- Please Select One --	-- Please Select One --	01:Undergraduate Credit		-- Please Select One --

B.14. Training Accreditation Indicator	B.15. Continued Service Agreement Required Indicator	B.16. Continued Service Agreement Required Expiration Date	B.17. Training Source Type Code
Yes No	Yes No N/A		-- Please Select One --

* B.18. Course Objectives and Justification	B.19. Vendor Registration Website Link
Learn how to be a hero!	hrservices.nssc.nasa.g

Shortly after Supervisor approval action is completed in SATERN, the decision is transferred to the respective ServiceNow case. Once the case is updated, the learner receives an auto notification indicating the approval decision.

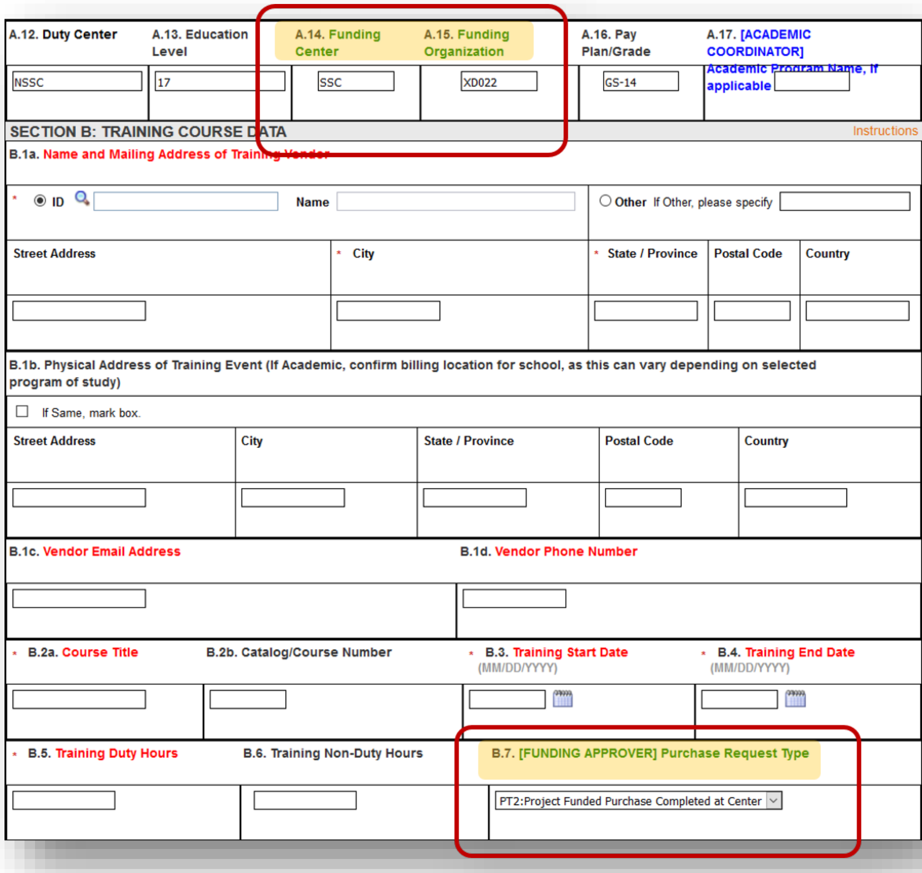
If the decision was "Approved", the approval workflow continues with an approval notification request being sent to the Funding Approver (next step in the approval process). If the decision was "Denied", the approval workflow ends with the case being closed/archived. If a denial reason is provided, it is included in the notification sent to the learner.

3. Funding Approver – A Center POC able to determine funding availability, funding source, and purchase method for the requested training. This role is typically provisioned to Budget Analysts, Training Coordinators, or Human Resources Business Partners (HRBPs).

Funding Approvers receive an auto notification from nssc-hr-support@mail.nasa.gov approximately 90 minutes after Supervisor approval decision is captured. The e-mail provides a direct link to the pending request in the Funding Approver's approval queue in SATERN to facilitate action.

Funding Approver responsibilities:

- Determines if funds are available, then completes the fields in green on the SF-182 to indicate funding source and purchase method



A.12. Duty Center	A.13. Education Level	A.14. Funding Center	A.15. Funding Organization	A.16. Pay Plan/Grade	A.17. [ACADEMIC COORDINATOR] Academic Program Name, if applicable
NSSC	17	SSC	XD022	GS-14	

SECTION B: TRAINING COURSE DATA Instructions

B.1a. Name and Mailing Address of Training Vendor

* ID Name Other If Other, please specify

Street Address | * City | * State / Province | Postal Code | Country

B.1b. Physical Address of Training Event (If Academic, confirm billing location for school, as this can vary depending on selected program of study)

If Same, mark box.

Street Address | City | State / Province | Postal Code | Country

B.1c. Vendor Email Address | B.1d. Vendor Phone Number

* B.2a. Course Title | B.2b. Catalog/Course Number | * B.3. Training Start Date (MM/DD/YYYY) | * B.4. Training End Date (MM/DD/YYYY)

* B.5. Training Duty Hours | B.6. Training Non-Duty Hours | B.7. [FUNDING APPROVER] Purchase Request Type

PT2:Project Funded Purchase Completed at Center

- Funding source is indicated in SF-182 fields A.14. Funding Center and A.15. Funding Organization:
  - A.14. Funding Center → Enter the acronym for the Center or MSEO that is funding the training regardless of the learner's duty Center. If Funding Center is the Agency, enter "Enterprise".
  - A.15. Funding Organization →Enter the acronym for the Org that will be paying for the training if budget is tracked at this level

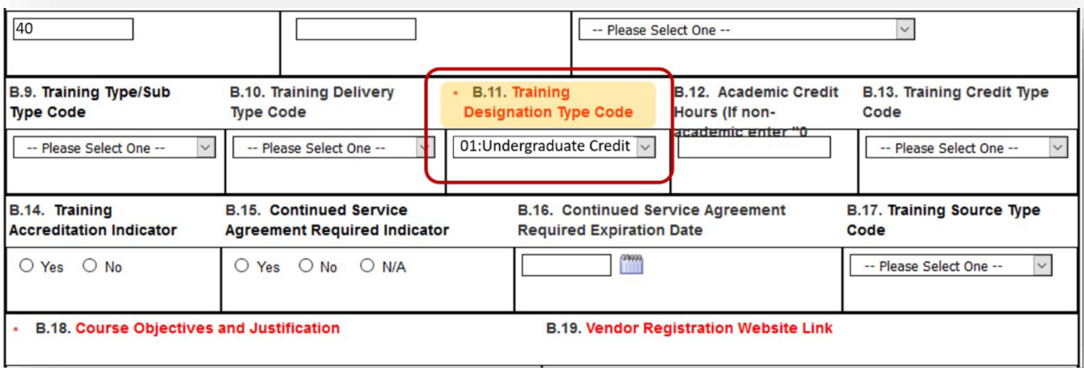
- Determines the appropriate purchase request type in B.7 – [FUNDING APPROVER] Purchase Request Type by choosing one of the following options: "NSSC to Purchase", "Project Funded Purchase Completed at Center" or "Reimbursement"
  - For "Project Funded Purchase Completed at Center" SF-182s, the Funding Approver is responsible for coordinating with the learner and the local P-card holder to complete payment and registration.
    - Complete Field C.5. to indicate the local WBS being used to fund the training
  - "NSSC to Purchase" SF-182s are purchased using the Funding Center/MSEO's NSSC working capital WBS as noted in A.14.
  - For "Reimbursement" SF-182s, learners register themselves and pay for the training out of pocket then submit a reimbursement request to the NSSC Accounts Payable Team. **NOTE: Learners should always consult with their Center Learning Office to receive pre-approval and ensure funds are available before paying for training out of pocket, as submitting a reimbursement SF-182 to the NSSC does not guarantee payment.**
    - If reimbursement is being funded by a source other than the Center/MSEO's NSSC working capital (e.g., project funds or program funds), the local WBS must be included in C.5 and the following items included in C.6. : WBS, Fund and Cost Center. **If the project/program funding**

source is not indicated in C.6, the charge will default to the Funding Center's NSSC working capital WBS (A.14).

Shortly after funding approval action is completed in SATERN, the decision is transferred to the respective ServiceNow case. Once the case is updated, the learner receives an auto notification indicating the approval decision.

If the decision was "Approved", the approval workflow continues with an approval notification request being sent to the Academic Coordinator (next step in the approval process). **NOTE: Academic Coordinators can disregard notifications of approval requests for Non-Academic SF-182s as these will be super approved by the NSSC BOT then moved to the NSSC's queue for processing.** If the decision was "Denied", the approval workflow ends with the case being closed/archived. If a denial reason is provided, it is included in the notification sent to the learner.

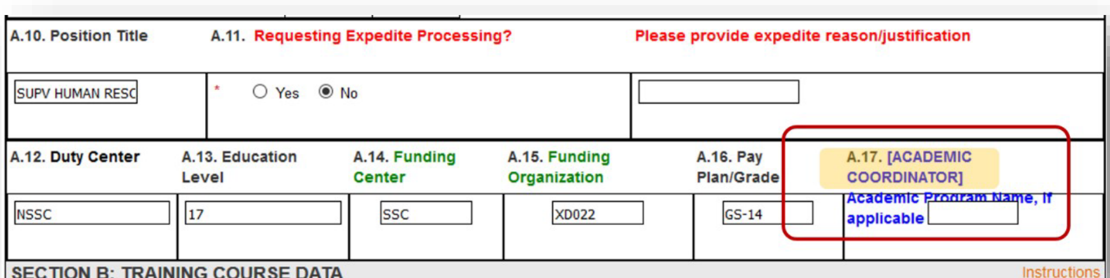
4. Academic Coordinator - Center Academic Coordinators will only need to take approval action if the learner indicated that the SF-182 relates to an Academic training by their selection on B.11. Training Designation Type Code.



Academic Coordinators receive an auto notification from nssc-hr-support@mail.nasa.gov approximately 90 minutes after funding approval decision is captured. The e-mail provides a direct link to the pending request in the Academic Approver's approval queue in SATERN to facilitate action. **NOTE: Non-Academic SF-182s have the Academic Coordinator approval level super approved by the NSSC BOT to move the request forward in the workflow.**

Academic Coordinator responsibilities:

- Verifies employee is authorized to participate in the academic program
- Provides the Academic Program Name in field A.17 "[ACADEMIC COORDINATOR] Academic Program Name, if applicable" If there is no academic program name then N/A should be included; If N/A, indicate in the Academic Coordinator Approver comments if grade transcript is required

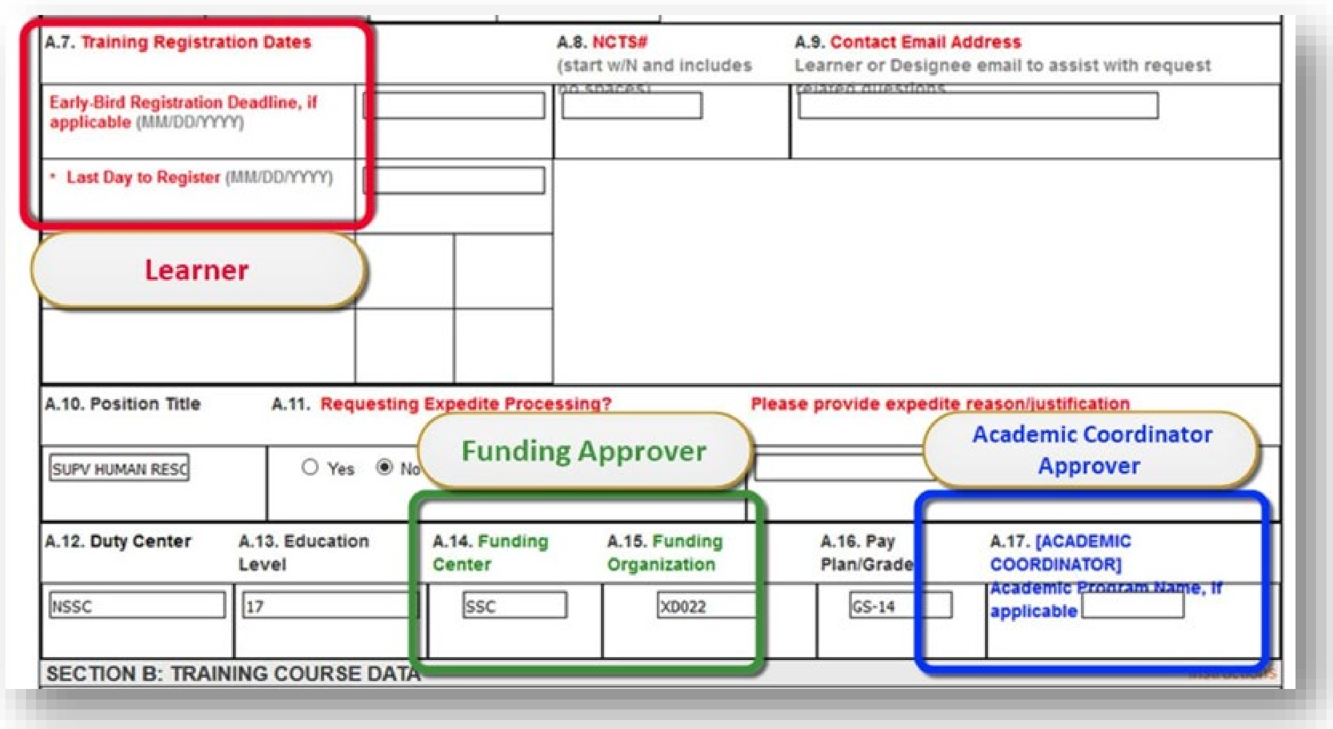


Shortly after Academic approval action is completed in SATERN, the decision is transferred to the respective ServiceNow case. Once the case is updated, the learner receives an auto notification indicating the approval decision.

If the decision was "Approved", the approval workflow continues and the request arrives at the NSSC's queue for processing. **NOTE: Non-Academic SF-182s arrive at the NSSC's queue for processing after funding approval is captured since academic approval is not required in the workflow of Non-Academic requests.** If the decision was "Denied", the approval workflow ends with the case being closed/archived. If a denial reason is provided, it is included in the notification sent to the learner.

3. Field Instructions

Fields highlighted in RED = To be completed by Learner
Fields highlighted in GREEN = To be completed by Funding Approver, as applicable
Fields highlighted in BLUE = To be completed by Academic Coordinator Approver



- **Section A Fields:**

REQUEST, AUTHORIZATION, AGREEMENT & CERTIFICATION OF TRAINING

SECTION A: LEARNER INFORMATION Instructions

B. Request Status / Record Action

(●) Add ( ) Delete

A.1. Applicant's Name **First Five Letters of Last Name**

Last Name	First Name	Middle Name	
STECKELBERG	GLAUCIA	PEREIRA	STECK

A.4. Work Address **A.5. Work Phone** **A.6. Position Level**

Street Address: NSSC - BUILDING 1111 | 402-880-9247 | ( ) a. Non-managerial ( ) b. Manager | (●) c. Managerial ( ) d. Executive

City	State / Province	Postal Code	Country/Region
STENNIS SPACE CE	MS	39529-6000	

A.7. Training Registration Dates
Please provide the dates below to ensure timely registration.

A.8. NCTS# (start w/N and includes no spaces)

A.9. Contact Email Address (Contact email or Designee email to assist with request related questions)

Early-Bird Registration Deadline	8/16/2024	N123456789	GLAUCIA.P.STECKELBERG@NASA.GOV
Last Day to Register *	8/30/2024		

A.10. Position Title **A.11. Requesting Expedite Processing? (Yes/No)** * If you selected "Yes" for Expedite Processing, you must provide a reason/justification.

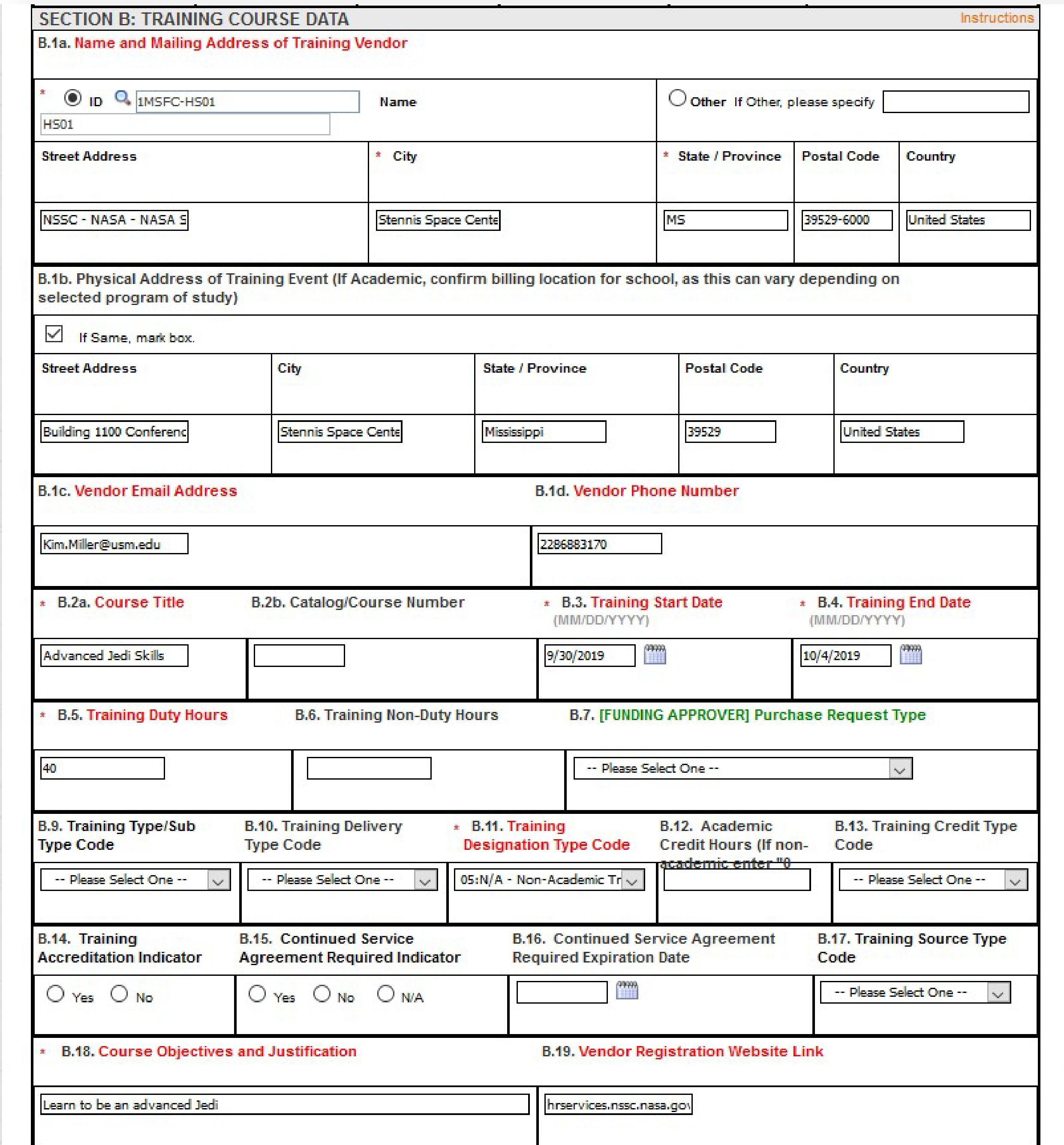
Lead HR Specialist | * (●) Yes ( ) No | Need to complete travel

A.12. Duty Center	A.13. Education Level	A.14. Funding Center (If MAP Org please indicate below)	A.15. Funding Organization	A.16. Grade	A.17. [ACADEMIC COORDINATOR] Academic Program Name, if applicable
NSSC	17	NSSC	XD22	GS-14	Academic Traini

A.1: Applicant's Name - Pre-populated
A.4: Work Address - Pre-populated
A.5: Work Phone - Pre-populated
A.6. Position Level – Learner to select the appropriate position level based on supervisory status
A.7. Training Registration Dates – Learner to provide deadlines as indicated by vendor
  Early-Bird Registration Deadline, if applicable (MM/DD/YYYY) – Provide discounted rate deadline
  *** Last Day to Register (MM/DD/YYYY)** - Provide final day to register for the event
A.8. NCTS# (start w/N and includes no spaces) – Learner to provide NCTS # for foreign conferences and NASA officially sponsored conferences. NCTS conference and learner approval will be required for purchase, registration, and attendance.
A.9. Contact Email Address (Learner or Designee email to assist with request related questions) – Defaults to Learner email, but if the Learner wants another person to answer registration related questions on their behalf they can indicate the individual by utilizing their NASA email here.

A.10: Position Title - Pre-populated
***A.11. Requesting Expedite Processing? (Yes/No)** – Defaults to “No”, but the Learner can indicate “Yes” and provide a justification for NSSC to increase the priority of the request once it is submitted. ***If you selected “Yes” for Expedite Processing , you must provide a reason/justification** – Learner should provide succinct justification for expediting request. Suggested reasons are: Registration Deadline, Early Bird Registration, Limited Seating/Registration Fills Quickly, Deadline to Schedule Travel, or Payment Deadline.
A.12: Duty Center – Pre-populated or completed by the NSSC
A.13: Education Level - Pre-populated
A.14: Funding Center – Funding Approver to complete (i.e. – AFRC, GSFC, OCFO, OCHCO, or Enterprise)
A.15: Funding Organization – Funding Approver to enter the Organization that will be paying for training if budget is filtered down to this level
A.16: Pay Plan/Grade - Pre-populated with Pay Plan/Grade
A.17: [ACADEMIC COORDINATOR] Academic Program Name, if applicable – Academic Coordinator Approver provides name of academic program or N/A

- **Section B Fields:**



SECTION B: TRAINING COURSE DATA — Instructions

B.1a. Name and Mailing Address of Training Vendor

* ◉ ID 1MSFC-HS01 HS01	Name	○ Other If Other, please specify		
Street Address	* City	* State / Province	Postal Code	Country
NSSC - NASA - NASA S	Stennis Space Cente	MS	39529-6000	United States

B.1b. Physical Address of Training Event (If Academic, confirm billing location for school, as this can vary depending on selected program of study)

☑ If Same, mark box.

Street Address	City	State / Province	Postal Code	Country
Building 1100 Conferenc	Stennis Space Cente	Mississippi	39529	United States

B.1c. Vendor Email Address	B.1d. Vendor Phone Number
Kim.Miller@usm.edu	2286883170

* B.2a. Course Title	B.2b. Catalog/Course Number	* B.3. Training Start Date (MM/DD/YYYY)	* B.4. Training End Date (MM/DD/YYYY)
Advanced Jedi Skills		9/30/2019	10/4/2019

* B.5. Training Duty Hours	B.6. Training Non-Duty Hours	B.7. [FUNDING APPROVER] Purchase Request Type
40		-- Please Select One --

B.9. Training Type/Sub Type Code	B.10. Training Delivery Type Code	* B.11. Training Designation Type Code	B.12. Academic Credit Hours (If non-academic enter "0"	B.13. Training Credit Type Code
-- Please Select One --	-- Please Select One --	05:N/A - Non-Academic Tr		-- Please Select One --

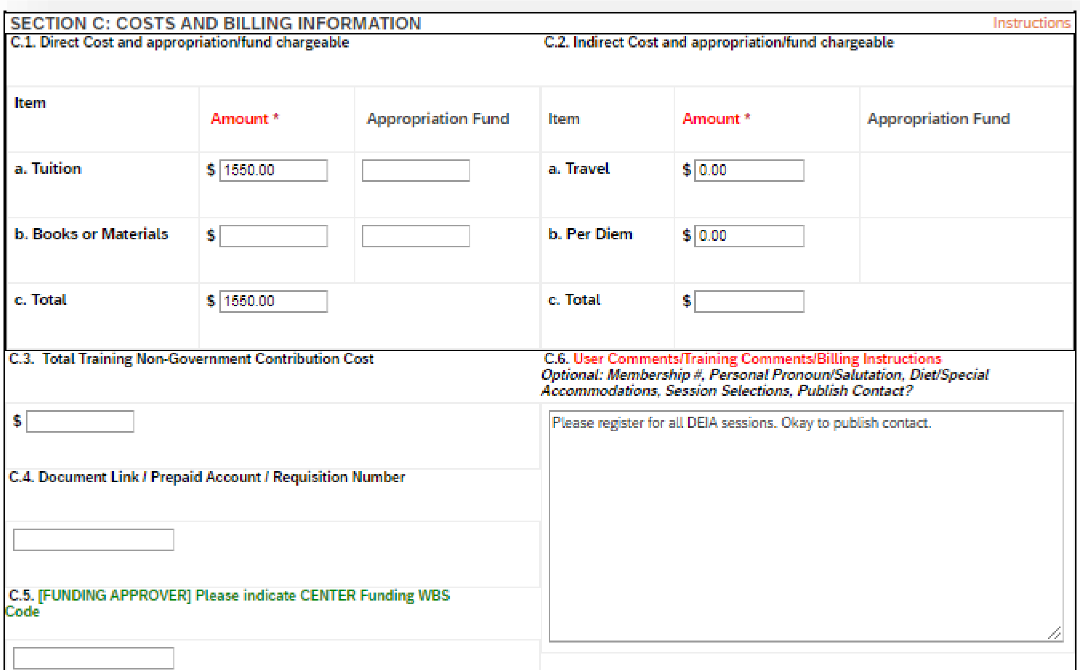
B.14. Training Accreditation Indicator	B.15. Continued Service Agreement Required Indicator	B.16. Continued Service Agreement Required Expiration Date	B.17. Training Source Type Code
○ Yes ○ No	○ Yes ○ No ○ N/A		-- Please Select One --

* B.18. Course Objectives and Justification	B.19. Vendor Registration Website Link
Learn to be an advanced Jedi	hrservices.nssc.nasa.gov

B.1a: Name and Mailing Address of Training Vendor - Search for vendor and click “Select” if found. Selected vendors will auto-populate the address fields. If vendor is not listed, select “Other”. Provide details (e.g., name, mailing address, fax number, country) of training vendor. Contact the vendor to obtain the required information if necessary.
B.1b: Physical Address of Training Event (If Academic confirm billing location for school, since this can vary depending on selected program of study) - If same as block 1a, check the box. Not listing the correct location of Training can result in billing issues and payment delays.
B.1c: Vendor E-mail Address – Learner provide if available
B.1d: Vendor Telephone Number – Learner provide if available

B.2a: Course Title – Learner to enter the exact title from the course materials. Spell out acronyms.
B.2b: Catalog/Course Number – NSSC will enter the vendor number/identifier or college/university number assigned to the course
B.3: Training Start Date – Learner to provide date the training will start
B.4: Training End Date – Learner to provide date the training will end
B.5: Training Duty Hours – Learner to indicate the number of hours (duty) during which training will occur, so Supervisor will be aware of how many hours the Learner will be out of the office
B.6: Training Non-Duty Hours - Indicate the number of hours (non-duty) during which training will occur
B.7: [FUNDING APPROVER] Purchase Request Type – Funding Approver identifies the purchase type for proper routing i.e. "NSSC to Purchase"; "Project Funded Purchase Completed at Center"; "Reimbursement"
B.9: Training Type/Sub Type Code – NSSC to complete
B.10: Training Delivery Type Code – NSSC to complete
B.11: Training Designation Type Code – Learner to select one of the following - Undergraduate Credit; Graduate Credit; Continuing Education Credit; Post Graduate Credit; or Non-Academic Training
B.12: Academic Credit Hours (If non-academic enter "0") – NSSC to complete
B.13: Training Credit Type Code – NSSC to select from dropdown
B.14: Training Accreditation Indicator - Yes/No radio button to be selected by the NSSC
B.15: Continued Service Agreement Required Indicator - Yes/No radio button to be selected by the NSSC
B.16: Continued Service Agreement Required Expiration Date – NSSC will calculate
B.17: Training Source Type Code – NSSC to select from dropdown
B.18: Course Objectives & Justification – Learner to provide explanation of training and value to current position
B.19: Vendor Registration Website Link – Learner to provide if available

- **Section C Fields:**


SECTION C: COSTS AND BILLING INFORMATION
Instructions

C.1. Direct Cost and appropriation/fund chargeable

Item	Amount *	Appropriation Fund
a. Tuition	$ 1550.00	
b. Books or Materials	$	
c. Total	$ 1550.00	

C.2. Indirect Cost and appropriation/fund chargeable

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

C.3. Total Training Non-Government Contribution Cost
$

C.4. Document Link / Prepaid Account / Requisition Number

C.5. [FUNDING APPROVER] Please indicate CENTER Funding WBS Code

C.6. User Comments/Training Comments/Billing Instructions
Optional: Membership #, Personal Pronoun/Salutation, Diet/Special Accommodations, Session Selections, Publish Contact?
Please register for all DEIA sessions. Okay to publish contact.

C.1: Direct Cost and Appropriation/Fund Chargeable – Learner to enter amount for tuition and books. This applies to Purchase, Project Funds, and Reimbursement requests.

C.2: Indirect Cost and Appropriation/Fund Chargeable – Learner to indicate all related travel costs. If none, enter "0".
C.3: Total training non-Government contribution cost - NSSC to enter costs contributed for training by the employee or other non-Government organizations
C.4: Document / Purchase Order / Requisition Number
C.5: Indicate Funding WBS Code, if applicable – Funding Approver to provide WBS code
C.6: User Comments/Training Comments/Billing Instructions Optional: Membership #, Personal Pronoun/Salutation, Diet/Special Accommodations, Session Selections, Publish Contact?
To ensure timely processing please supply a Member Number, if requesting a member discount. For conferences, enter the sessions you will attend and links to course registration forms. Be sure to indicate if you are using program or project funds and include funding source for all project-funded reimbursements.