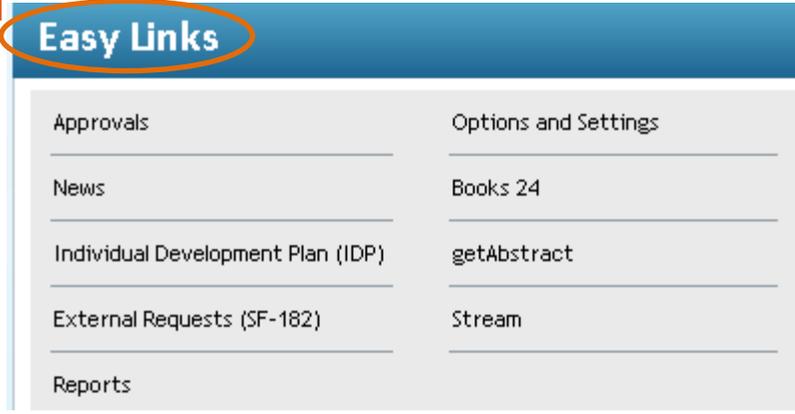
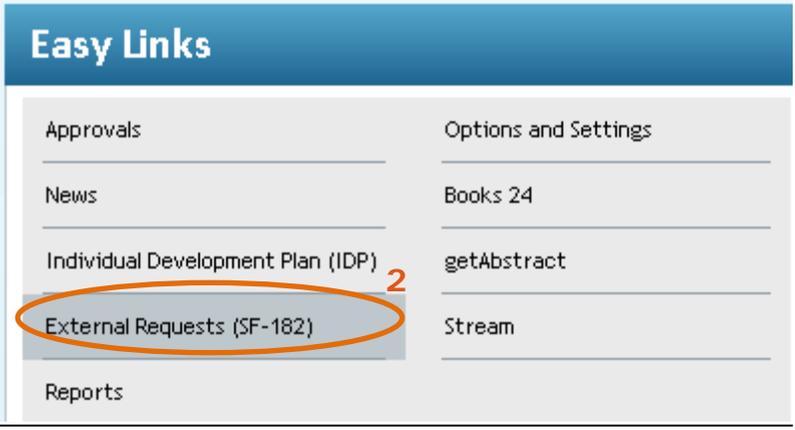


<h2 style="text-align: center;">Before You Start:</h2>		<p>IMPORTANT: Any training of more than one hour in length taken outside of the Bureau, regardless of cost, requires the submission and approval of an External Training Request (SF-182). If the training is an ATF-sponsored event, this form should not be used and registration should be done in LearnATF or through the appropriate Training Manager or Program Office.</p>
<p>1.</p>	<p>On the Home page of LearnATF, navigate to the Easy Links section.</p>	 <p>The screenshot shows a blue header with the text "Easy Links" circled in orange. Below the header is a grid of links: Approvals, News, Individual Development Plan (IDP), External Requests (SF-182), Reports, Options and Settings, Books 24, getAbstract, and Stream. A "1" is placed to the left of the header.</p>
<p>2.</p>	<p>Click on External Requests (SF-182).</p>	 <p>This screenshot is identical to the previous one, but the "External Requests (SF-182)" link is circled in orange, and a "2" is placed to its right.</p>
<p>3.</p>	<p>Scroll down and click the New Request button.</p>	 <p>The screenshot shows a page titled "Request, Authorization, Agreement & Certification of Training". It contains a list of external requests (currently empty) and a "New Request" button circled in orange. A "3" is placed to the right of the button.</p>

Notes and New Features:

- You now have the ability to save the form if you need to gather more information.
- Required fields are denoted with a red asterisks.
- The online SF-182 has been streamlined to include fewer fields. Once you submit the form, you will be able to view and print all of the fields on the standard form.
- Some fields are pre-populated using information pulled from HR Connect. If any of the pre-populated information is incorrect, please contact HR Connect to have your information updated.

4.

REQUEST, AUTHORIZATION, AGREEMENT & CERTIFICATION OF TRAINING

SECTION A: TRAINEE INFORMATION

A.1. Applicant's Name

Last Name	First Name	Middle Initial	User ID
Goldstein	Brandy	Downing	BGOLDSTEI

SECTION B: TRAINING COURSE DATA

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. Location of Training Site

If Same, mark box.

Street Address	City	State / Province	Postal Code	Country
[]	[]	[]	[]	[]

B.1c. Vendor Email Address

B.1d. Vendor Telephone Number

[]

* B.2a. Course Title B.2b. Course Number Code * B.3. Training Start Date (YYYYMMDD) * B.4. Training End Date (YYYYMMDD)

[] [] [] []

* B.5. Training Duty Hours * B.6. Training Non-Duty Hours * B.7. Training Purpose Type

[] [] []

Type Code Type Code

-- Please Select One -- -- Please Select One -- -- Please Select One -- [] -- 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. Training Objectives

[]

SECTION C: COSTS AND BILLING INFORMATION

C.1. Direct Cost and appropriation/fund chargeable C.2. Indirect Cost and appropriation/fund chargeable

Item	* Amount	Appropriation Fund	Item	* Amount	Appropriation Fund
a. Tuition	\$ []	\$ []	a. Travel	\$ []	\$ []
b. Books or Materials	\$ []	\$ []	b. Per Diem	\$ []	\$ []
c. Total	\$ []		c. Total	\$ []	

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

\$ []

* C.6. Billing Instructions

Important Information Please contact your component/division funds manager for specific billing instructions.

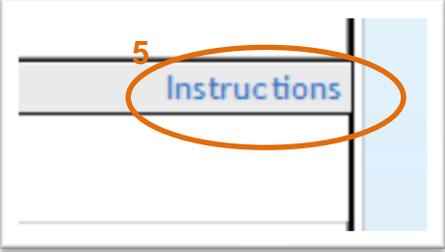
C.4. Document / Purchase Order / Requisition No

[]

C.5. 8-Digit Station Symbol

[]

4

<p>5.</p>	<p>Additional Instructions on each section are located to the top right of sections A, B and C.</p>	
<p>6.</p>	<p>You must complete the Billing Instructions by including the name of the Division funding the training. Do not include org codes or funding strips.</p>	<p>* C.6. Billing Instructions <input type="checkbox"/> Important Information Please contact your component/division funds manager for specific instructions.</p> <hr/> <p>This training and all training-related expenses will be funded by LA Field Division.</p> <p style="text-align: center;">6</p>
<p>7.</p>	<p>Click on Submit. If you receive any error messages, go back and complete the required fields as indicated and click on Submit again. If you need more time to find information that you missed, click on Save before exiting.</p>	<p>* C.3. Total Training Non-Government Contribution Cost <input type="text"/></p> <p>* C.6. Billing Instructions <input checked="" type="checkbox"/> Important Information Please contact your component/division funds manager for specific billing instructions.</p> <p>C.4. Document / Purchase Order / Requisition No <input type="text"/></p> <p>C.5. 8-Digit Station Symbol <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Submit"/> <input type="button" value="Save"/></p>