

## The Five Step External Training Process

### Step 1: Access the Form

Identify a training need and launch the online SF-182 Form in SATERN

- Launch your internet browser and go to <https://satern.nasa.gov>.
- Select **LEARNING** from the main menu on the home page.
- Select **EXTERNAL TRAINING REQUESTS** from the submenu.
- Click **NEW EXTERNAL REQUEST**.

### Step 2: Complete the Form

Fill out the SF-182 that is displayed on the screen.

- Enter the relevant data in each field. Some fields will be pre-populated with information about you from your Profile and most fields are mandatory. (See the reverse side for more details.)
- Click **SUBMIT**.

### Step 3: Verify Approver

- Click **SHOW ALL** for the initial approval step to verify your supervisor.
- Click **SUBMIT**.

### Step 4: Check Your Status

You will receive e-mail notifications at each step in the approval chain. Be aware of the ongoing status of your request to ensure timely action.

- Select **LEARNING** from the main menu on the home page.
- Select **EXTERNAL TRAINING REQUESTS** from the submenu.
- Click on the **REQUEST ID** of the training request you wish to view.
- Scroll down the form to **LAST SECTION** to view the status and approval date of each step in the approval chain.

### Step 5: Attend Training

After you attend training, you will receive an e-mail notification to complete the mandatory SATERN online verification. If you attended an academic course, you are required to submit your final grade to your Center training office. Please complete the verification and submit your final grade to receive credit on your learning history.

## How do I submit an external training request?

The SF-182 Request, Authorization, Agreement and Certification of Training is the official form for all external training requests. Eligible NASA civil servants may submit a request for external training (conferences, academic courses, and other external events) via the SF-182 form. NASA employees submit electronic requests for External Training online and have them automatically approved, tracked, and recorded in SATERN.

## How do I copy an external training request?

To copy an external training request that has been submitted, click the **COPY REQUEST** button to open the form, make any changes, and submit the new request.

## What if I submitted the form with an incorrect supervisor?

Update your profile to reflect your correct supervisor. Click **WITHDRAW REQUEST** to cancel the original form. To copy and resubmit the form, click the **COPY REQUEST** button to open the form, make any changes, and click the **SUBMIT** button to resubmit the new request. Verify that your supervisor is correct (click **SHOW ALL**) and click **SUBMIT** again to complete the request.

**NSSC Contact Center: 1-877-NSSC-123 (1-877-677-2123)**

**Hours of Operation: Monday–Friday, 8 a.m.–8 p.m. EST**

**E-mail: [nasa-satern.support@nasa.gov](mailto:nasa-satern.support@nasa.gov)**

**Login: <https://satern.nasa.gov>**

National Aeronautics and  
Space Administration



# SATERN

System for Administration, Training, and  
Educational Resources at NASA

## QUICK REFERENCE GUIDE

UPDATED 10/09



## Requesting External Training at NASA

[www.nasa.gov](http://www.nasa.gov)

## How to complete an External Training Request Form in SATERN

### Section A

**Trainee Information:** To be completed by the employee.

**Agency Code/Agency Sub element:** System generated. Not editable.

\***Block 1:** Applicant's Name—Pre-populated from your SATERN User Profile.

**Block 4:** Home Address—Complete if authorized to attend training on a reimbursement basis or to have course materials shipped to your home instead of work.

\***Block 5:** Work Phone—Pre-populated.

\***Block 6:** Position Level—Select one.

\***Block 7:** Organization Mailing Address—Self-explanatory.

\***Block 8:** Work Fax.

\***Block 9:** Work E-mail Address—Pre-populated.

\***Block 10:** Position Title—Self-explanatory.

\***Block 11:** Does Applicant need special accommodations? Self-explanatory. If the answer is yes, describe in box provided.

**Block 12:** Training Office Use Only.

\***Block 13:** Education Level—Code 1-22.

\***Block 14:** Pay Plan—Self-explanatory.

**Block 15:** Training Office Use Only.

\***Block 16:** Grade—Self-explanatory.

**Block 17:** Training Office Use Only.

\*Indicates a mandatory field

### Section B

**Training Course Data:** To be completed by the employee.

\***Block 1a:** Training Vendor Details—Select name from drop-down list. If vendor is not listed, select "other." Provide details, including Name and Mailing Address of Training Vendor including Street, City, State, Zip Code, Fax Number, and Country. Contact the vendor to obtain the information above if it is not identified on background material.

\***Block 1b:** Location of Training Site—If same as block 1a, check the box.

**Block 1c:** Vendor E-mail Address—Enter if available.

\***Block 1d:** Vendor Telephone Number.

\***Block 2a:** Course Title—Enter the exact title from the course materials. Spell out acronyms. Note: If this is a conference, the title must be prefixed with CONF, followed by the official conference number and title from the NASA Conference Tracking System <http://ncts.nasa.gov>.

**Block 2b:** Catalog/Course Number—Enter the vendor number/identifier or college/university number assigned to a course, if available.

\***Block 3:** Training Start Date—Indicate date the training will start.

\***Block 4:** Training End Date—Indicate date the training will end.

\***Block 5:** Training Duty Hours—Indicate the number of hours (duty) during which training will occur.

\***Block 6:** Training Non-Duty Hours—Indicate the number of hours (non-duty) during which training will occur.

\***Block 7:** Competency—Identify the primary competency that the course conveys. You can view the Workforce Competency Dictionary at <https://cmstool.nasa.gov/dictionary.htm>.

**Blocks B9-11:** Training Office Use Only.

\***Block 12:** Credit Hours—If not academic credit, enter "0."

**Blocks B13-17:** Training Office Use Only.

\***Block 18:** Course Objectives and Justification—Please indicate the objectives of the course or conference, and how it is related to the strategic objectives of the organization.

**Block 19:** Training Office Use Only.

### Section C

**Cost Information:** To be completed by the employee.

\***Block 1:** Direct Cost and Appropriation/Fund Chargeable. Enter amount for tuition and books. If no costs enter "0."

\***Block 2:** Indirect Cost and Appropriation/Fund Chargeable. Indicate all related travel costs. If no costs enter "0."

**Block 3:** Total training non-government contribution cost. Enter costs contributed for training by the employee or other non-government organizations.

**Blocks C4-5:** Training Office Use Only.

\***Block 6:** User Comments/Training Office Comments/Billing Instructions—Provide registration, payment method, or other important information. At a minimum, supply a Web link for vendor/course information, if available. For conferences, enter the sessions you will attend and links to course registration forms. Indicate if you are using program or project funds if that information is available.

**Agreement to Continue in Service:** By submitting the form, you agree to continue in service if the training exceeds 80 hours.