

## OHCM - Talent Cultivation Office SATERN SF-182 Expedite Information

An expedited SATERN SF-182 is a request that requires procurement in less than five business days by the NSSC (NASA Shared Services Center). The NSSC requires a minimum of five business days to procure external training.

### OHCM Will Expedite SF-182

- If a learner is unable to attend training and has a substitute learner taking their place because funds have been obligated.
- If training is considered to meet strategic and core competency skills by Directorate representative (AO/Supervisor). SF-182 must contain justification in the comments (block C6) for why training is mission critical.

Note: Strategic and core competency skills relate to operational excellence and are at the core of Goddard's identity and serves the future of the Center.

### OHCM Will Not Expedite SF-182

- SF-182s received after 2:00 p.m. and the course occurs the following business day.
- SF-182s that have been delayed by supervisor or AO inaction.
- If offerings are available in the future.
- SF-182s that are received less than 48 hours prior to the vendor's registration/payment deadline or course start date.

NSSC processes external training requests (SF-182s) for all of the NASA centers and can only handle a limited number of expedited requests at the same time. The challenge related to expediting SF-182s is there is no guarantee that the NSSC will be able to complete the expedited requests timely and the learner may have to pay for training using their personal funds. Expedited requests interrupt processing of routine training and may impact government cost.

To expedite SF-182s, OHCM must notify the NSSC Customer Contact Center and input an incident ticket to determine if the NSSC is able to expedite the SF-182. The NSSC's ability to expedite a request is based on their workload and the time given to procure. It is the learner's responsibility to ensure timely processing of a SF-182 by contacting their supervisor and AO for approval.

OHCM requires all SF-182s be submitted at least 30 days prior to the course start date or registration deadline. There are alternatives if a SF-182 cannot be processed in a timely fashion and does not meet the expedite criteria. Alternatives to expediting SF-182s include the following:

1. Resubmit the SF-182 for a later course date.
2. Pay for the course using personal funds and request reimbursement via the Claim for Reimbursement for Expenditures on Official Business (SF-1164) located at ([http://server-mpo.arc.nasa.gov/Services/NEFS/NEF\\_PDFData/SF1164.pdf](http://server-mpo.arc.nasa.gov/Services/NEFS/NEF_PDFData/SF1164.pdf)).
  - Please note: Learners must have an approved SF-182 prior to submitting an SF-1164.
3. Paying for course with Project Funds.
  - Please note: OHCM has requested that the SF-182 is approved prior to procurement.

*Please direct any questions or concerns to the Office of Human Capital Management at (301) 286-5400.*