



# Quick Reference Guide for SF-182 Supervisor Approval Role



You are a supervisory approver in SATERN.

You will first get a notice via email informing you that you have an action in SATERN.

### Sample notice

**From:** NASA-satern@nasa.gov [mailto:NASA-satern@nasa.gov]  
**Sent:** Monday, June 18, 2012 12:36 PM  
**To:** Phillips, Donna L. (LARC-B402)  
**Subject:** Initial Approver Approval Required for HOWLETT REBECCA

## SATERN

System for Administration, Training, and Educational Resources for NASA

National Aeronautics and  
Space Administration



**REBECCA HOWLETT has requested the following activity for approval:**

Registration: **Course:** ADVANCED PATRAN AND NASTRAN STRUCTURAL ANALYSIS TECHNIQUES (PAT 302/NAS101B)  
**Start Date/Time:** 6/26/2012 09:00 AM America/New York  
**End Date/Time:** 6/29/2012 05:00 PM America/New York

**The requestor's comments:** this is a test.

**You are listed as an approver in the Initial Approver step of the approval process.**

**Please go to the Approvals under the Easy Links Section of SATERN at your earliest convenience to examine this request. If you have any questions about the approval, please contact the Learner requesting the activity.**

**This is a notification-only e-mail. Please do not reply.**  
**For SATERN assistance, contact the NSSC Contact Center at 877-NSSC-123 (877-677-2123) or send an e-mail to [NASA-satern.support@nasa.gov](mailto:NASA-satern.support@nasa.gov). Support hours are 8 a.m. - 8 p.m. ET Monday - Friday.**

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[Log into SATERN](#) | [SATERN Info Site](#) |

Log into SATERN (<https://satern.nasa.gov>) to review the training request and approve or deny it.

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Delegators

**REBECCA D HOWLETT**  
HUMAN RESOURCES SPEC HR DEVELOPMNT  
TRAINING, DEVELOP, & EMPLOYEE REL BR

**You have pending approval requests**

Catalog

**You have pending approval requests**

**Learning Plan**

Show: Everything

**Due later**

- 7/20/2012 **GOVERNMENT TRAVEL CARD**  
Available
- 9/1/2012 **Proxy Test 182**  
Approved
- 3/31/2013 **UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT ...**  
Available
- 4/30/2013 **APPEL-TEAM LEADERSHIP**  
Must be registered
- APPEL-WORKGROUP DYNAMICS**  
Must be registered
- Building Trust**  
Available
- Effective Listening**

**Competencies** 82% of requirements met

**IDPs**

- Complete (0%)
- In Progress (0%)
- Behind (100%)

On your SATERN home page, you will have an Alert message. Click on the colored text to navigate to the Approval screen.



## Pending Reviews and Approvals

Help

This view shows you all of the review and approval actions you have been asked to perform. It is divided into two primary sections: reviews and approvals for performance management Activities, such as competency assessments (only if available); and approvals for training requests. You may switch between sections by clicking on the appropriate section header. Within each section you will find a list of specific reviews or approvals you are being asked to perform, categorized by action type.

Performance Management (1)

Training (10)

Make sure you are on the Training tab.

### Training

▶ Internal Training (8)

▼ External Training (SF-182) (2)

The number in parenthesis indicates how many requests are pending approval.

Click the triangle icon if you do not see a list of requests. The triangle should point downward to view the request list.

Enter Reasons for Approvals or Denials

All  Direct Reports Only

Next

Received By Approver	Start Date	Tracking Request ID	Organization ID	Learner ID	Learner Name	Title	Price	Request Status	Action [Approve All/Deny All]
9/19/2011	5/9/2011	67110	LARC-B402	grcherry	▶ CHERRY, GAMALIEL R	AMA's Myers-Briggs Type Indicator® (MBTI®) Certification Program	1,645.00	Submitted	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip
5/8/2012	8/1/2012	73537	LARC-B402	bjhaygood	▶ HAYGOOD, BRANDON J	Intro to HR Development	750.00	Submitted	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip

▼ E-Signature Verification (0)

To view a SF-182 (Request for External Training), click on the title of the course. It is not necessary to view a SF-182 but you will get additional information about the course such as dates, vendor, class objectives, etc.

You may approve the SF-182 directly from this screen; directions later in this handout.

**External Learning Request Details** Help

[← Back](#)  
 Training Request ID: 73537  
 Course Title: Intro to HR Development  
 Vendor Name: Other  
 Training Start Date: 8/1/2012 America/New York  
 Training End Date: 8/5/2012 America/New York

Request Status: Submitted

**External Learning Request Details**

[View Actual Request](#)

[Printable Version](#) [Edit this Request](#)

**AUTHORIZATION, AGREEMENT & CERTIFICATION OF TRAINING**

B. Record Action

<b>A.1. Applicant's Name</b>			<b>First Five Letters of Last Name</b>	
<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>	HAYGO	
HAYGOOD	BRANDON	J		
<b>A.4. Home Address</b>			<b>* A.5. Work Phone</b>	<b>* A.6. Position Level</b>
<b>Street Address</b>			(757) 864-9583	<input checked="" type="radio"/> a. Non-supervisory <input type="radio"/> b. Manager
<b>City</b>	<b>State / Province</b>	<b>Postal Code</b>	<b>Country</b>	<input type="radio"/> c. Supervisory <input type="radio"/> d. Executive

To view the SF-182, scroll through the form. To make changes, click “Edit this Request”.

**NOTE:** The form may appear differently than what is shown in this job aid.  
 The Agency updates the SATERN form to reflect changes made by the Centers or OPM.

REQUEST, AUTHORIZATION, AGREEMENT & CERTIFICATION OF TRAINING					
SECTION A: TRAINEE INFORMATION					
B. Record Action					
<input checked="" type="radio"/> Add					
A.1. Applicant's Name				First Five Letters of Last Name	
Last Name	First Name	Middle Initial	HAYGO		
HAYGOOD	BRANDON	J			
A.4. Home Address			* A.5. Work Phone		* A.6. Position Level
Street Address			(757) 864-9583	<input checked="" type="radio"/> a. Non-supervisory <input type="radio"/> b. Manager	
City	State / Province	Postal Code	Country	<input type="radio"/> c. Supervisory <input type="radio"/> d. Executive	
* A.7. Organization Mailing Address			* A.8. Work Fax		* A.9. Work Email Address
* null	TRAINING, DEVELOP, & EMPLOYEE REL BR		757-864-8543	noemail@nasa.gov	
* Address	MS 33				
* City	* State / Province	* Postal Code			
hampton	VA	23681			
* A.10. Position Title	A.11. Does applicant need special accommodations?		If yes, please describe below		
STUDENT TRAINEE	<input type="radio"/> Yes <input checked="" type="radio"/> No				

This is the SF-182 in "edit mode".

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### External Learning Request Details

[← Back](#) [Help](#)

Training Request ID: 82509  
Course Title: Position Classification for non-classifiers  
Vendor Name: GRADUATE SCHOOL, USDA  
Training Start Date: 8/13/2012 America/New York  
Training End Date: 8/14/2012 America/New York

Request Status: Submitted

#### External Learning Request Details

[View Actual Request](#)

\* = Required Fields

[Apply Changes](#) [Cancel](#)

#### REQUEST, AUTHORIZATION, AGREEMENT & CERTIFICATION OF TRAINING

##### SECTION A: TRAINEE INFORMATION

B. Record Action

[Add](#)

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

If you make any changes to the SF-182, click [Apply Changes] to save.

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### External Learning Request Details [Help](#)

[← Back](#)  
Training Request ID: 82509  
Course Title: Position Classification for non-classifiers  
Vendor Name: GRADUATE SCHOOL, USDA  
Training Start Date: 8/13/2012 America/New York  
Training End Date: 8/14/2012 America/New York

Request Status: Submitted

#### External Learning Request Details

[View Actual Request](#)

\* = Required Fields

[Apply Changes](#) [Cancel](#)

#### REQUEST, AUTHORIZATION, AGREEMENT & CERTIFICATION OF TRAINING

##### SECTION A: TRAINEE INFORMATION

B. Record Action

[Add](#)

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

Click the ← Back link to return to the Approval Screen.

## Pending Reviews and Approvals

[Help](#)

This view shows you all of the review and approval actions you have been asked to perform. It is divided into two primary sections: reviews and approvals for performance management Activities, such as competency assessments (only if available); and approvals for training requests. You may switch between sections by clicking on the appropriate section header. Within each section you will find a list of specific reviews or approvals you are being asked to perform, categorized by action type.

Performance Management (1)

Training (10)

### Training

▶ Internal Training (8)

▼ External Training (SF-182) (2)

<input checked="" type="checkbox"/> Enter Reasons for Approvals or Denials										<input checked="" type="radio"/> All	<input type="radio"/> Direct Reports Only	<a href="#">Next</a>
Received By Approver	Start Date	Tracking Request ID	Organization ID	Learner ID	Learner Name ▲	Title	Price	Request Status	Action [Approve All/Deny All]			
9/19/2011	5/9/2011	67110	LARC-B402	grcherry	▶ CHERRY, GAMALIEL R	AMA's Myers-Briggs Type Indicator® (MBTI®) Certification Program	1,645.00	Submitted	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip			
5/8/2012	8/1/2012	73537	LARC-B402	bjhaygood	▶ HAYGOOD, BRANDON J	Intro to HR Development	750.00	Submitted	<input checked="" type="radio"/> Approve <input type="radio"/> Deny <input type="radio"/> Skip			

Click the Approve or Deny circle.

Then click the [Next] button.

NASA

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Welcome REBECCA HOWLETT

Learner My Employees Admin

## Pending Reviews and Approvals

Approve or Deny → Denial Reasons

Enter a reason for denying your employee's training request below.

Previous Next

Learner Name and Schedule	Denial Reason (optional)
HAYGOOD, BRANDON J Intro to HR Development	I am denying this request because.....

Click the [Next] button.

Type in remarks that you want the employee or the next approver to view. The text will show up on the email notifications sent to approvers. It will not show up on the actual training request, SF-182.

> If you are approving the request, remarks are optional.

> **If you are denying the request, include remarks to inform the employee of the basis for your decision.**

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Learner My Employees Admin

### Pending Reviews and Approvals

Approve or Deny → Denial Reasons → Confirm

Previous Confirm

Deny		
Learner Name	Title	Price
HAYGOOD, BRANDON J	Intro to HR Development	0.00

Click the [Confirm] button.

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Learner My Employees Admin

### Pending Reviews and Approvals

Approve or Deny → Confirm → Success

Start Over...

**Success**

You have successfully completed the employee approval and denial process. E-mail notifications have been sent to all affected Learners.

The SF-182 will now electronically route to the next Approver in the Approval queue.

Approving an Internal Training request is very similar to the External Training (SF-182) request. Internal training requests refer to training conducted at or near Langley or Agency courses which may be conducted at Wallops or another NASA Center.

**Pending Reviews and Approvals** Help

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Performance Management (0) **Training (1)**

**Training**

▼ **Internal Training (1)**

Enter Reasons for Approvals or Denials All Direct Reports Only Next

Organization ID	Learner ID	Learner Name ▲	Title	Request Date	Price	Type	Action [Approve All/Deny A
LARC-B402	bjhaygood	HAYGOOD, BRANDON J	MOVING YOUR IDEAS FORWARD	10/31/2012		ENROLLMENT	<input type="radio"/> Approve <input type="radio"/> Deny <input type="radio"/> Skip

▼ **External Training (SF-182) (0)**

All Direct Reports Only

No items were found using this search criteria.

Click the title to view more information about the course.

Click the Approve or Deny circle.

Then click the [Next] button.

If you have any questions, please contact Rebecca Howlett, [Rebecca.D.Howlett@nasa.gov](mailto:Rebecca.D.Howlett@nasa.gov), 4-3623 or Brandon Haygood, [Brandon.J.Haygood@nasa.gov](mailto:Brandon.J.Haygood@nasa.gov), 4- 9583, in the Training Branch.