

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

<h1 style="margin: 0;">FSIS NOTICE</h1>	64-20	12/8/20
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**CHANGES IN THE PROCESSING AND PAYMENT OF TRAINING USING THE
STANDARD FORM-182**

I. PURPOSE

This notice informs FSIS employees about changes in the method, dollar amounts, and processing of training payments when using the Standard Form-182 (SF-182).

NOTE: Adel A. Malak Scholarship payments are excluded from this requirement.

II. BACKGROUND

The Office of Management and Budget (OMB) issued [Digital Accountability and Transparency Act of 2014](#) (DATA) guidance in [OMB Memorandum 17-04](#) requiring the reporting of certain financial transactions over \$10,000. All training transactions that have a value of over \$10,000 for off-the-shelf training or \$2,500 for customized training now require a Procurement Instrument Identifier (PIID), regardless of whether it is for individual or group training. The PIID is only generated for transactions processed through the Integrated Acquisition System (IAS) or with an Interagency Agreement (IAA) number. Training being conducted by another government agency through an Interagency Agreement is an exception and does not need to be processed through IAS because the IAA number serves as the PIID.

III. PROGRAM OFFICE RESPONSIBILITY

A. Program Areas are to plan and review training requirements in advance, allowing 45-60 days for processing of the SF-182, and planning for submission of their requests through the IAS, if required, based on the costs in Section II.

B. If training is submitted through the IAS, Program Areas are to submit the following:

1. Requisition along with the SF-182;
2. Market research;
3. Independent Government Cost Estimate (IGCE); and
4. Statement of Work or Performance Work Statement, as required.

NOTE: All requisitions when processed through IAS electronically route to the Procurement office.

C. If training is conducted by other government agencies, Program Areas are to:

1. Utilize the Government Purchase Card within the limits set forth in Section II, if Government Purchase Cards are accepted as a form of payment by the other government agency; or

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2. Utilize an Interagency Agreement with an SF-182 attached for processing.

NOTE: Training being conducted by another government agency through an Interagency Agreement is not processed through IAS because the IAA number serves as the PIID.

IV. DETERMINE METHOD OF PAYMENT

A. Government Purchase Cards are used to pay for training at the following levels by Program Areas:

1. Up to \$2,500 for FSIS-customized training; and
2. Up to \$10,000 for commercial off-the-shelf training.

B. If the training exceeds these levels, the training requests are to be submitted through the IAS. The one exception is if the training is conducted by another government agency. In this instance, refer to guidelines set forth in Section III C.

C. The SF-182, Authorization, Agreement, and Certification of Training form is used for training and retained by purchase card holders as file documentation for the transaction. Only when the training contractor does not accept the purchase card should the SF-182 be sent to the Financial Service Center for processing provided that it is under levels listed above.

D. Submission of training via the IAS should include the documentation outlined in Section III. B.

V. QUESTIONS

A. For non-customized training questions, please email OEED at CFL182s@usda.gov.

B. For procurement-related questions and requests for pre-qualified training and development resource information, please contact your assigned Procurement Team Lead in the Office of Management, Administrative Services Division.



Assistant Administrator
Office of Policy and Program Development