THE WOLVERINE GROUP
Commercial GenAI for Public Sector Procurement

Purchasing Resources
For Prospective Learners, Approving Officials, and Training Offices

Buyer Resource

Training Approval Kit

The Forms and Facts Your Approval Chain Will Ask For

Approval for training usually takes more than one signature: a supervisor who agrees it is worth doing, a training office that records it, and a purchasing path that can pay for it. This kit gives each of them what they ask for, in the order they ask for it.

WHAT THIS KIT CONTAINS

- Part 1 — the approval path, step by step, and five questions to settle before you buy
- Part 2 — an SF-182 worksheet for federal learners, block by block, with a note for state and local forms
- Part 3 — a learning objectives sheet for each module available now
- Part 4 — a continuous learning pre-approval request, and what to file when you finish
- Part 5 — the two payment paths: purchase card, and purchase order or signed SF-182
- Part 6 — vendor and course facts for your purchase file

HOW TO USE THIS KIT

Settle the five questions in Part 1 first. Type your entries into the shaded boxes. Send each part to the person who needs it; nothing here has to travel as a set.

This kit handles the paperwork. To make the case for the training itself, use the Training Request Letter, a separate free template written for your approving official.

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Part 1 — The Approval Path

Most requests pass through five steps, though not every office uses all of them. Find yours, then go to the part that serves it.

Step	What happens	Who decides	What to hand them	In this kit
1	Choose what to request	You	The course page and the free lessons	Part 6
2	Make the case	Supervisor or approving official	The Training Request Letter and the objectives sheet	Part 3
3	Record the training	Your training office	Federal: an SF-182. State and local: your own form	Part 2
4	Arrange payment	Cardholder or purchasing office	The card, purchase order, or SF-182 path, and the vendor facts	Parts 5–6
5	Claim credit	Supervisor, then career manager or certifying body	Pre-approval before Step 4; certificate and Documentation Record after completion	Part 4

Settle these five questions before you buy

Any one of them can stop a request after the money is spent.

- **Does your office require a training request form for this purchase?** Some agencies require an SF-182 for every external course; others set a dollar floor. Ask your training office. **If yes:** complete Part 2 and get it approved before you pay.
- **Will your supervisor approve it as self-directed study, in writing, before you start?** Federal Acquisition Institute guidance requires supervisor approval of self-directed study; DoD Instruction 5000.66 has defense supervisors plan continuous learning. Part 4 has a one-page request. **If no:** you can still request the course, but it will not count as self-directed study for continuous learning points.
- **Does your card program accept a statement merchant that differs from the vendor?** The statement reads TEACHABLE, the merchant of record, not The Wolverine Group. Ask whether the emailed itemized receipt is enough for your file. **If no:** use the purchase order or SF-182 path in Part 5.
- **Does your card program allow merchant category code 8299?** That is the code this purchase carries: Schools and Educational Services (Not Elsewhere Classified). **If no:** pay by purchase order or SF-182.
- **Is the cost within your single-purchase limit?** Your program sets it, often below the federal micro-purchase threshold; state and local limits are your jurisdiction's. **If no:** pay by purchase order or SF-182.

For the purchase order or SF-182 path, contact support@wolverine-group.com before you buy. We will send a formal quote and a W-9 and help with vendor registration.

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Part 2 — SF-182 Worksheet (Federal Learners)

The SF-182, Authorization, Agreement, and Certification of Training, is the Office of Personnel Management's standard form for authorizing and documenting employee training. The current edition is dated March 2020. Many agencies generate it from a learning management system, so the labels on your screen may not match the paper form. Block numbers below follow the March 2020 edition.

Complete one form per module unless your training office tells you otherwise. Section A, trainee information, stays with you and your agency; the vendor does not need it.

> **YOUR TRAINING OFFICE HAS THE LAST WORD**
>
> The codes below are what fits this course on the face of the form. Agencies set their own rules for purpose, type, and credit coding. Where your training office tells you otherwise, follow it.

Section B — Training Course Data

Block	Enter	Note
1a. Vendor name and mailing address	The Wolverine Group, Inc., 256 8th Street SE, Washington, DC 20003	UEI VK81K1DMC6L5 · CAGE 6BUU5, if your system asks
1b. Location of training site	Online, self-paced	No travel
1c. Vendor telephone number	If your system requires a number, ask your training office what to enter	Email is the vendor's contact channel for purchasing questions
1d. Vendor email address	support@wolverine-group.com	
1e. Vendor website	wolverine-group.com/course-genai-procurement.html	
1f. Vendor point of contact	support@wolverine-group.com	
2a. Course title	Commercial GenAI for Public Sector Procurement, Module	Module titles are in Part 6
2b. Course number	Module	There is no catalog number beyond the module number

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Block	Enter	Note
3–4. Start and end dates	to	Access runs twelve months per module from the date it is granted, or ninety days past the release of Module 5, whichever is later. Pick a completion date you will meet.
5–6. Duty and non-duty hours	3.5 per module, split as your agency directs	Approximately 3.5 hours for each of Modules 1 through 3
7. Training purpose type	03 — improve or maintain present performance	01 (Program/Mission) may fit better if your office is responding to a new AI policy or directive
8–9. Training type and sub type	Training program area; Acquisition	On the March 2020 code list: type 01, sub type 10
10. Training delivery type	3 — technology-based	Self-paced web course
11. Training designation type	05 — N/A	No academic or continuing education unit credit is issued
12–13. Training credit and credit type	Only what your supervisor approves. If approved as continuous learning points: 3.5, credit type 6	Enter a credit type only when block 12 is greater than zero. See the credit note in Part 4
14. Training accreditation indicator	No	The Wolverine Group is not an accredited CLP/CEU provider
15–16. Continued service agreement	As your training office directs	Your agency head sets continued service requirements
17. Training source type	3 — non-government	Commercial training provider
18. Individual or group	Individual	Group, if your training office submits one SF-182 for several learners
20. Skill learning objective	Copy from Part 3	Use the short form under each module

Section C — Costs and Billing Information

Block	Enter	Note
C1a. Tuition and fees	$395 per module	Modules 1 through 3
C1b. Books and materials	$0	All downloadable materials are included
C2. Travel and per diem	$0	Delivered online

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Block	Enter	Note
C3. Non-government contribution	$0	Unless you are paying part of the cost yourself
C4. Document, purchase order, or requisition number		Not needed for card purchases: follow your card program. A signed SF-182 is accepted as the order without a separate purchase order
C6. Billing instructions	☐ Card: Paid by government purchase card at enrollment. No invoice. ☐ Purchase order or signed SF-182, invoice to:	Check one. Part 5 explains both paths

Sections D through F — Approvals and Completion

- **Section D** collects the approvals your agency requires: usually your immediate supervisor, sometimes a second-line supervisor, and the training officer.
- **Section E** is completed by the nominating official authorized to approve the request.
- **Section F** certifies completion. When you finish, attach the Certificate of Completion. It carries a Certificate ID we will confirm on request.

STATE AND LOCAL LEARNERS

There is no standard form. Most jurisdictions use a training request, professional development, or travel-and-training form that asks for the same things: vendor, course, dates, hours, cost, payment method, and approvals. Use the values above and skip the federal codes.

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Part 3 — Learning Objectives Sheet

Commercial GenAI for Public Sector Procurement · The Wolverine Group, Inc.

Attach this sheet to your request, or copy each module's short form into block 20 of the SF-182, and cross out the modules you are not requesting. Each list quotes the module-level objectives exactly as stated in that module's Self-Directed Study Documentation Record. Modules 4 and 5 are in production.

Module 1 — Using GenAI Safely in Government Procurement

Five videos · approximately 3.5 contact hours · 20-question Module 1 Test, 80% to pass · certificate of completion

- Explain how commercial generative AI tools work and describe their capabilities for procurement tasks.
- Identify which commercially available generative AI tools are appropriate for government use.
- Classify government procurement data appropriately for generative AI input.
- Apply data protection techniques when using commercial generative AI tools.
- Determine when and how to seek appropriate approvals within their own jurisdiction.

Short form for block 20: Explain how commercial GenAI tools work, identify tools appropriate for government use, classify procurement data and apply data protection techniques for GenAI input, and determine when to seek approvals in my jurisdiction.

Module 2 — Regulatory Compliance Across Government Levels

Introduction and six videos; you take four or five, by pathway (federal, state, or local) · approximately 3.5 contact hours · 20-question Module 2 Test, 80% to pass · certificate of completion · prerequisite: Module 1

- Identify applicable regulations for their specific jurisdiction and role.
- Use GenAI while maintaining transparency and competition requirements.
- Apply ethical standards to AI-assisted procurement work.
- Create appropriate documentation for AI-assisted activities.
- Navigate public records and transparency obligations.

Short form for block 20: Identify the regulations that apply to my jurisdiction and role, and apply transparency, competition, ethics, documentation, and public records requirements to AI-assisted procurement work.

Module 3 — Prompt Engineering for Government Procurement

Introduction and five videos; every video applies at every level of government · approximately 3.5 contact hours · 20-question Module 3 Test, 80% to pass · certificate of completion · prerequisite: Module 1 (Module 2 recommended) and access to a commercial GenAI tool your agency has approved

- Write clear, specific prompts for procurement tasks.
- Structure complex prompts for multi-step tasks.
- Iterate and refine prompts for better outputs.
- Use prompt frameworks and templates effectively.
- Adapt prompts for specific government contexts.

Short form for block 20: Write, structure, and refine prompts for procurement tasks, using frameworks and templates adapted to my government context.

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Part 4 — Getting Credit for the Work

Credit is decided by your agency, supervisor, or certifying body, never by the provider. Ask before you start, and file the right records when you finish.

> **CONTINUOUS LEARNING POINTS AND CERTIFICATION CREDIT**
>
> Eligible for approximately 3.5 CLPs as self-directed study, subject to agency approval — The Wolverine Group is not an accredited CLP/CEU provider. Learners seeking credit should confirm acceptance with their agency training officer or certifying body before enrolling. Retain the completion certificate and your session documentation log as supporting records.
>
> May be submitted for NCMA CPE toward CPCM, CFCM, or CCCM recertification; NCMA determines credit at review.
>
> May be submitted for NIGP-CPP recertification contact hours; NIGP determines credit.

Before you start: request approval

Federal Acquisition Institute continuous learning guidance provides that self-directed study programs must be approved by the employee's supervisor, and that documenting continuous learning is a shared responsibility of the workforce member, the supervisor, and the agency acquisition career manager. It also notes that, in general, no single activity should be used to accumulate all continuous learning points required for certification maintenance, so plan this course as one part of your learning for the period. The form on the next page puts the approval in writing before you begin.

Defense acquisition workforce. DoD Instruction 5000.66 requires at least 80 hours of continuous learning every two years and has supervisors use individual development plans to decide how it is met, under DoD Component guidance. A November 14, 2024 Under Secretary of Defense (Acquisition and Sustainment) credit guide counts other acquisition training at 1 continuous learning point per instruction hour. On the form, name the acquisition career management office your Component designates in the Copy to line.

State, local, and contract management learners. Use the form the same way, naming your certification board in the Copy to line; the board decides credit at recertification, not in advance.

After you finish: file these

- **Certificate of Completion,** with a Certificate ID the provider will confirm on request. Module 1 requires a platform-graded 80% pass of the Module 1 Test; Modules 2 and 3 require an honor-system 80% pass and three self-scored applied assessments.
- **The module's Self-Directed Study Documentation Record,** in each module's materials: the learning objectives, how they were assessed, the contact-hour breakdown, the instructor of record, and a Credit Request Template for routing the final request.
- **This approval, signed,** so the credit request points back to a decision made before you started, and **your session documentation log** as a supporting record.

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Request for Approval of Self-Directed Study

Field	Entry
To	
Copy to	
From	
Date	
Program	Commercial GenAI for Public Sector Procurement, Module Module title:
Provider	The Wolverine Group, Inc.
Delivery	Self-paced online, asynchronous individual self-study
Contact hours	Approximately 3.5 per module
Assessment	20-question module test, 80% to pass (platform-graded in Module 1; honor system in Modules 2 and 3, which also require three self-scored applied assessments); certificate of completion with a Certificate ID
Accreditation status	The Wolverine Group is not an accredited CLP or CEU provider. Acceptance and point value rest with the approving official, agency, or certifying body.
Planned completion	
Credit requested	☐ continuous learning points ☐ contact hours ☐ CPE
Cost and funding	$395 per module; paid by
Relevance to my duties	

Approval	Determination	Signature and date
Supervisor	☐ Approved ☐ Approved with modification ☐ Not approved Points to be credited on completion: _____	Signature: _____ Printed name and title: _____ Date: _____

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Part 5 — Payment Paths

There are two ways to pay, with the same access either way. Choose by what your card program allows. The Purchase Card Reconciliation Guide covers the card path in detail.

	Government purchase card	Purchase order or signed SF-182
Best when	The cost is within your single-purchase limit and your program accepts a platform merchant name	Your program requires the statement merchant to match the vendor, restricts code 8299, or you are buying for a group
How	Enroll from the module's page on the course site and pay at checkout	Email support@wolverine-group.com for a formal quote, W-9, and vendor registration help, then issue a purchase order or a signed SF-182, which we accept as the order
How it is billed	Card statement reads TEACHABLE, the course platform and merchant of record; Level 1 data only, with no PO number or line items	An invoice in The Wolverine Group's name
Your record	The itemized receipt emailed at purchase, which names the vendor, course, amount, date, and transaction ID	The quote, the purchase order or signed SF-182, and the invoice
Terms	Charged at enrollment	Net 30 from the invoice date. Access is provisioned on receipt of the signed order and runs from the date it is granted

Thresholds and limits

For federal buyers, the micro-purchase threshold is $15,000 (FAR 2.101, effective October 1, 2025). Training paid against an SF-182 may follow different card limits under agency policy, and your card's single-purchase limit is often lower than the threshold, so check both before you buy. State and local thresholds are your jurisdiction's.

Groups

Five or more seats from the same agency, department, or district qualify for a group rate, by quote: one purchase order or SF-182, one point of contact, enrollment from your roster. For federal buyers, above $15,000 the purchase is not a micro-purchase; follow your office's process.

Cancellation

Full refund within 72 hours of purchase if no course content has been accessed (viewing videos, downloading materials, or opening locked modules). Once course content is accessed, sales are final. To cancel, email support@wolverine-group.com from the address on your account and include your order number. Terms of Service, Section 5.

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Part 6 — Vendor and Course Facts

What a purchasing office or training office is likely to ask for. Attach these two pages to any part of the kit.

Vendor

Item	Detail
Legal name	The Wolverine Group, Inc.
UEI	VK81K1DMC6L5
CAGE	6BUU5
Business status	SBA-certified Woman-Owned Small Business
Other credentials	CMMC Level 2
Address	256 8th Street SE, Washington, DC 20003
Procurement contact	support@wolverine-group.com

Course

Item	Detail
Product	Commercial GenAI for Public Sector Procurement, a five-module online course. Modules are sold separately.
Available now	Module 1, Using GenAI Safely in Government Procurement Module 2, Regulatory Compliance Across Government Levels (prerequisite: Module 1) Module 3, Prompt Engineering for Government Procurement (prerequisite: Module 1; Module 2 recommended; access to a commercial GenAI tool your agency has approved)
Price	$395 per module for Modules 1 through 3, one-time. One transaction per module, not a subscription. A full-course bundle will be offered once all five modules are available.
Access	Twelve months per module from the date access is granted, or ninety days past the release of Module 5, whichever is later.
Delivery	Online, self-paced. No travel.
Jurisdictions	Federal, state, and local content marked separately

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Item	Detail
Certification credit	May be submitted for NCMA CPE toward CPCM, CFCM, or CCCM recertification; NCMA determines credit at review. May be submitted for NIGP-CPP recertification contact hours; NIGP determines credit.
Merchant category code	8299 — Schools and Educational Services (Not Elsewhere Classified). If your card program restricts purchases by merchant category, verify this code against your program guidance before purchase.
Free lessons	Watch one lesson from each available module before you request it: Video 1.2 · Video 2.5 · Video 3.1
What this course is not	This course is about using commercial GenAI tools, whether a free account or your agency's enterprise license, to improve individual procurement effectiveness within existing constraints. It is not about purchasing AI systems, implementing organization-wide AI programs, building business cases for AI investment, or IT infrastructure and system integration.

Where to find more

Item	Detail
Course details	wolverine-group.com/course-genai-procurement.html
Government purchasing	wolverine-group.com/government-purchasing.html
Training Request Letter	wolverine-group.com/resources/TWG_Purchasing_Training_Request_Letter.pdf
Purchase card guide	wolverine-group.com/resources/P-Card_Reconciliation_Guide.pdf
Terms of Service	the-wolverine-group-academy.teachable.com/p/terms
Questions	support@wolverine-group.com

The Wolverine Group provides this kit for convenience. It is not legal, ethical, or procurement advice, and it does not replace your agency's training request procedures, purchase card rules, or approval chain. SF-182 codes are offered as a starting point; your training office determines how the form is completed. Continuous learning point estimates are the provider's and are subject to your agency's determination. Confirm the micro-purchase threshold, your single-purchase limit, and any category or vendor restrictions against your agency's card program guidance before purchasing.

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