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	U·S·DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Number: TRN-1 Transmittal Number: 280 Date: 10/14/86

Subject: TRAINING AND EMPLOYEE DEVELOPMENT

Approval: Jed D. Christensen **Title:** Director

1. PURPOSE. The purpose of this directive is to delineate the policy and procedures governing the training of Office of Surface Mining Reclamation and Enforcement's (OSMRE) employees. Title 5, United States Code, Chapter 41, which incorporates the Government Employees Training Act, is the basis for the establishment of OSMRE training policy. The provisions of this directive apply to all headquarters and field employees.

2. DEFINITIONS.

a. Training. Training is defined as "the process of providing for and making available to an employee, and placing or enrolling the employee in a planned, prepared, and coordinated program, course, curriculum, subject or system, of instruction or education, in scientific, professional, technical, trade, clerical, fiscal, administrative, or other fields which are or will be directly related to the performance by the employee of official duties for the Government, in order to increase the knowledge, proficiency, ability, skill, and qualifications of the employee in the performance of official duties."

Sources and Types of Training. The training may be provided by OSMRE, the Department, another Government agency, an educational institution, a manufacturer, a professional association, or by competent individuals or groups in or out of Government. The training may be full-time or part-time, on or off duty, day or evening, or a combination thereof. Training may be accomplished through correspondence, classroom work, workshops, supervised practice, or other methods or combination of methods.

c. Official Duties. The Agency defines official duties as those authorized duties which an employee is currently performing or those which the employee would reasonably be expected to perform in the future. The following are examples of future duties an employee would be expected to perform:

(1) duties of a position which the employee will likely enter because of being in an occupational series where there is an identified career and full performance level;

(2) duties of a position where there has been a competitive process involved in selecting an employee for placement; e.g., an upward mobility position, a long-term training target position, or an OSMRE developmental program with target position;

(3) duties of a higher level position where the full performance level was identified at the time of selection and the employee selected was placed at a grade level below the full performance level.

The following are examples which do not meet the definition of official duties:

(1) assigning higher level duties in the same occupational area to an employee which, if performed, could be the basis for the supervisor, at a subsequent date, to request a promotion for the employee based on accretion of duties;

(2) assigning unauthorized duties of a different occupational area to an employee (e.g., administrative duties to a secretary, biological technician duties to a clerk-typist) that enhance the employee's promotion potential for the new occupational area to the competitive detriment of other employees in the same circumstances.

d. Agency. As used in this document, Agency refers to the Office of Surface Mining Reclamation and Enforcement.

e. Employee. Employee means any employee within OSMRE.

f. Government Training. Government training is that which is conducted by a Federal employee acting in his/her official capacity and on property owned, rented, or leased by the Federal Government.

g. Interagency Training. Interagency training is that which is provided by one Federal agency for employees of other agencies or shared by two or more agencies.

h. Non-Government Training. All other training not meeting the definition of Government training is considered to be non-Government training.

i. Short-Term Training. Short-term training is defined as training that is 120 training days or 960 training hours, or less. Most formal training falls into this category.

j. Long-Term Training. Long-term training is defined as training that is more than 120 training days or 960 hours. A

systematic selection process must be established for all long-term training programs, ensuring that all eligible employees are considered and that the best candidates have an opportunity to apply or to be nominated.

3. POLICY/PROCEDURES.

a. Responsibilities.

(1) The Director has responsibility for the overall effective operation of the training program.

(2) The Deputy Directors and Assistant Director assist the Director in the implementation of training policy.

(3) Chief, Administrative Service Centers, Field Office Directors and Area Office Managers are responsible for the development and conduct of an effective training program in their respective organizations. The implementation and operation of the program largely rests with these key management officials. In addition, these officials are responsible for surveying training needs annually, developing training programs and providing training in recognition of employee needs in conformance with OSMRE policy and mission.

(4) Supervisors and Managers have a basic responsibility for training. This includes all management levels, from first-line supervisors to executive-level managers. Each supervisor and manager is responsible for assuring that all employees are trained effectively in order to perform their jobs satisfactorily, for advising employees on developing their career potential and for encouraging and giving recognition to self-development. It is management's responsibility to counsel employees on career objectives and training needs at least annually, and to assure that information on self-development opportunities is distributed on a regular basis. Managers must establish and follow a uniform selection process to ensure that all eligible employees receive equal consideration and/or have an opportunity to apply for available training.

(5) Personnel Officer has prime responsibility for administering the Agencywide training program.

(a) planning, developing, coordinating, and evaluating training policy, procedures, and activities;

(b) interpreting regulations and establishing procedures related to training;

(c) working closely with management to provide staff advice and assistance on training matters;

(d) approving Long Term requests;

(e) preparing consolidated reports on Agency training activities;

(f) announcing Agencywide competitive training opportunities and completing the selection process.

(6) Chief, Headquarters Personnel Services, Chief, Administrative Service Centers and Administrative Officers are responsible for implementing the training programs in their respective areas to include:

(a) working closely with management to provide staff advice and assistance on training matters;

(b) approving training requests up to 80 hours;

(c) maintaining official individual training files for employees in their jurisdiction; and

(d) preparing training reports.

(7) Employee. Each employee should be involved in training and self-development. This includes developing his/her ability to perform the duties and tasks of his/her position competently and, through self-improvement, to prepare for advancement or reassignment. Examples of some self-improvement, or developmental activities are: taking evening college courses or a speed reading course, participation in Toastmaster/ Toastmistress clubs, and active participation in professional societies and organizations related to the employee's potential duties.

b. Policy. A comprehensive training and employee development program is available to OSMRE employees. OSMRE assists employees in carrying out their responsibility for self-development by offering needed training in the Agency, the Department, other Government agencies, and in non-Government facilities.

(1) Reasons for Training. Training is a vital part of good program management as it contributes directly to effectiveness and efficiency by:

(a) providing to Agency employees skills necessary to correct job performance inadequacies;

(b) improving employee performance of current duties;

(c) assisting the upward mobility of employees;

(d) providing employees with skills, knowledges, and abilities necessary to accommodate to changing policies, technology, equipment, or mission assignment;

(e) keeping employees abreast of the "state of the art" and maintaining specialized proficiencies; and

(f) providing for the Agency's future staffing requirements through the systematic development of high potential employees.

(2) On-the-Job Training. On-the-job training is one of the most important aspects of the developmental process and should be used to the maximum extent possible. This is the best location for training when the supervisor is able to provide the needed guidance and instruction effectively. On-the-job training is economical and minimizes mistakes that often result when learning occurs in one environment and the work in another. It gives the supervisor control over the learning process and provides the services of the employee while in a training status. Essentially, all employees in similar circumstances must be treated equitable when on-the-job training is provided. In any proposed on-the-job training which would enhance the promotion potential of one employee over other employees in similar circumstances, the selection process should be accomplished through a competitive process.

(3) Employee Self-Development. The Agency encourages employee participation in professional societies whose activities are related to the employee's official duties. It is recognized that membership in a professional society offers employees an opportunity to keep abreast of developments in their professions and to maintain continuing contacts with their colleagues. Each employee is expected to furnish the servicing Personnel Office with a record of any outside education, training or developmental activity, including volunteer work, which relates to the present job or prepares the employee for other work. This record is maintained in the employee's Official Personnel Folder.

(4) Selection for Training. Selection of employees for training programs shall be made without discrimination for any reason such as race, physical or mental handicap, religious, color, national origin, sex, age, political or labor organization affiliation or any other nonmerit factor. Employees selected for training must have the qualifications and capabilities necessary to benefit from the instruction and to apply it efficiently in their work.

(5) Factors to be Considered. Whether training will be approved in a given instance depends on a number of factors; e.g., assessment of the employee's potential, the linking of

that potential with actual duties supporting the Agency's programs, the availability of funds to support the training and the availability and utilization of other employees who have the expertise the training is intended to provide. The selection and assignment of employees to training is based on the Agency's current and continuing operational needs and the immediate training needs and career potential of the employee. The following factors should be considered:

(a) The degree of the employee's need for the specific training in the present position;

(b) The potential of higher graded duties in the employee's present position;

(c) The extent to which the employee's knowledge, skills, abilities or performance are likely to be improved by training;

(d) The ability of the employee to share aspects of the training with others upon return to the job;

(e) The length of time and degree to which the organization expects to benefit from the employee's improved knowledge, skills, abilities and performance;

(f) The employee's own interest in and efforts to improve his/her work; and

(g) The length and cost of the training to OSMRE.

(7) Failure to Complete Training. An employee who fails to complete approved training (Government or non-Government) shall notify his/her supervisor in writing of the circumstances and reasons within 15 calendar days of the end of course date. His/her supervisor shall submit the case with comments and a recommendation through channels to the Personnel Officer or Chief ASC, who shall determine what action is necessary, including recovery of all or part of the expenses of the training. The employee may appeal the determination to the Personnel Officer, to the Chief, ASC or to the Assistant Director, Budget and Administration, using established grievance procedures.

(8) Time of Training. Training may be granted full-time or part-time, during official duty hours, or after duty hours. An office may reschedule an employee's workweek to allow him/her to take courses not sponsored by the Agency if:

(a) Additional costs to the Agency will not be incurred;

(b) completion of the course will better equip the employee for work in the Agency;

(c) there will not be an appreciable interruption of work caused by the employee's absence or revised duty hours.

c. Procedures.

(1) Prior Approval Required. Prior approval of training must be obtained from the Personnel Officer or Chief ASC, or his/her designee. To provide for timely approval, training request form SF-182, (Request, Authorization, Agreement and Certification of Training) should be submitted to the Personnel Officer or Chief ASC in time to meet course requirements. (Exception: No training request form is required for OSM-sponsored onsite training unless the initiating directorate/office specifically states such requirement in the course announcement.)

"Retroactive approval of training through non-Government sources cannot be authorized unless administrative error on the part of the agency can be shown as the reason for not obtaining prior approval; e.g., misrouting that causes the training form to be lost before final administrative approval." (Comp. Gen, Dec. B-187215, July 7, 1977)

(2) The Approval Process. The established procedures for requesting and approving training are attached to this directive as Appendix A.

(a) The 10-part version of SF-182 (Request, Authorization, Agreement and Certification of Training) is to be used for all training with a charge for tuition and the 5-part version of the form for all training without a charge for tuition;

(b) Employee or supervisor completes the required information on the SF-182 form.

(c) the second-line supervisor for concurrence.

Exception: At Headquarters, when the second level supervisor is the Assistant Director or higher, no further concurrence is required. In the field, when the first-level supervisor is the Field Office Director or Assistant Director, no further concurrence is required.

(d) The form is submitted to the servicing Personnel Office for approval and processing.

(3) Relating Training to Official Duties. In Item 16 (Course Title Objectives) of SF-182, provide a brief description of the relationship of the training to the employees current position.

(4) Determining Training Needs. The Office of Personnel Management (OPM) requires each agency to review, at least annually, its program to identify training needed to bring about more effective performance at the least possible cost. To ensure that this review is accomplished on a systematic basis, the Personnel Office is responsible for conducting and coordinating a training needs survey before the beginning of each fiscal year. The survey must cover long range as well as immediate needs, whether they are to be met through Government or non-Government facilities. The purpose of this survey is to identify existing and foreseeable employee and organizational training needs and thereby provide a realistic basis upon which to plan, program and direct training activities toward the achievement of the Agency's mission. To ensure the most effective use of training funds, management must give priority attention to those needs which will improve employee performance in current position.

(5) Annual Review of Training Needs. Individual training needs are to be identified and documented on a fiscal year basis. This review will normally be accomplished during the formal performance appraisal discussion regarding the annual summary performance rating. The results of the discussion will be documented on the IDP (See Appendix B) and attached to the employee's revised performance standards which are submitted to the servicing personnel office.

(6) Computing Length of Training Time.

(a) Full-Time Training. An employee assigned to full-time training is counted as being in training the same number of hours as he/she is in pay status or leave status up to a maximum of eight hours a day or 40 hours a week, regardless of the number of hours spent in actual training. Part-time or intermittent employees who request and are approved to attend full-time training are in a pay status during the time spent in training, up to a maximum of eight hours a day or 40 hours a week.

(b) Part-Time Training. An employee assigned to training on less than a full-time basis in counted as being in training the same number of hours as he/she spends in class e.g., an employee who attends a course which lasts three hours a week for 20 weeks would be counted as receiving 60 hours of training.

(7) Utilizing Non-Government Training Facilities. When training needs cannot be met or are not available through Agency, Department, or interagency training courses, consideration may be given to non-Government sources. When selecting non-Government sources of training, managers/supervisors must collaborate with and receive approval of the servicing personnel office. The evaluation and selection of a non-Government source for training will be a joint effort between the using organization and servicing personnel office.

(8) Selection of Non-Government Facility. A non-Government facility shall be selected on the basis of capacity to provide effective, economical and timely instruction of the type needed. The following factors are to be considered when suitable training is not available in-house or through interagency sources:

(a) relative competency of the facility to provide the training;

(b) the significance of accreditation;

(c) the comparable quality of the training involved;

(d) practicality of the administrative arrangements involved;

(e) the availability of the training at the particular time or place needed;

(f) the geographic accessibility of the training facility;

(g) the comparative total costs of the training, including tuition, fees, transportation, per diem, time away from the job, and other cost factors.

(9) Nondiscrimination Policy. No non-Government facility shall be selected that discriminates because of race, color, religion, physical or mental handicap, or national origin in the admission or subsequent treatment of students. When there is any doubt, an inquiry is to be made with the Training Officer in the Personnel Office.

(10) Prohibition on Training Through Non-Government Facilities. Selection and assignment or payment of expenses of an employee for training in a non-Government facility is prohibited for the purpose of providing an opportunity for the employee to obtain an academic degree in order to qualify for appointment to a particular position for which the academic degree is a basic requirement, or solely for the purpose of providing an opportunity for the employee to obtain one or more academic degrees.

(11) Authorization of Non-Government Training. Training in a non-Government facility requires advance authorization. Training request form SF-182 should be submitted to the Personnel Office at least four weeks before the beginning of the training unless an earlier due date is announced.

(12) Limitations on Training. Except as provided in Paragraph 13 below, the following limitations apply:

(a) One Percent Limitation. The number of staff years of training in non-Government facilities for the Agency in any fiscal year shall not exceed one percent of the total number of person years of employment as indicated by the budget estimates for that year. Control is maintained by the Department.

(b) Year-to-Service Limitation. No employee having less than one year of current, continuous, civilian service in the Government shall be eligible for training in non-Government facilities. Continuous service includes periods in a nonpay status.

(c) One-Year-in-Ten Limitation. Between ten-year anniversary periods of continuous or noncontinuous civilian service in the Government, the time spent by an employee in training in non-Government facilities may not exceed one year. Allowable training time not used in a ten-year period of service does not carry over into a following ten-year period. Continuous service includes periods in a nonpay status.

(13) Waivers.

(a) Waiver of One-Year-in-Ten Limitations. The one-year-in-ten limitation may be waived for employees serving in cooperative education programs.

(b) General Waiver. The following types of training are not counted against the above limitations:

1 training not in excess of 40 hours within a single course or program;

2 training provided by manufacturers as a normal service incident to initial purchase or lease of their products under procurement contracts; and

3 training given through correspondence courses.

(c) Request for Waiver. Requests for waivers shall be submitted through channels to the servicing Personnel Office for approval, with justification showing that all of the following conditions are met:

- the employee is serving under a career or career-appointment or under an excepted appointment as a Student Trainee;

- only certain customary expenses of college training covered by 5 U.S.C. 4109 (a)(2) are being paid (e.g., some expenses of training are paid by the Agency but the employee receives no salary during the college training.);

- a determination is made and the reasons recorded that application of the limitation would be contrary to the public interest.

(d) Waiver of the Year-of-Service Limitation. Requests for waivers may be submitted through channels to the Personnel Office for approval of the following:

1 employees serving in cooperative education programs;

2 training essential for the protection of life, safety, or property or for enforcement activities;

3 training that employees can take at little or no cost to the Agency other than salary expenses;

4 training that is a part of a formal apprentice training program in a skilled trade;

5 training that is short, highly specialized, very closely job-related and of immediate application; and

6 training which is an integral part of a formal, entry-level development program.

(14) Employee Agreement.

(a) Terms.

1 Each employee, before assignment to non-Government training that exceeds 80 hours in one instance, shall agree to continue employment with the Department for a specified period of time unless involuntarily separated.

2 If employee voluntarily leaves the OSMRE before completing this service, employee must reimburse the Agency for expenses of training (except salary) unless a waiver is granted.

3 If employee transfers to another agency, employee must give notice of at least ten workdays; otherwise, waiver of reimbursement cannot be granted.

4 Employee must agree to assume any costs of training which the Agency will not pay.

(b) Form. The official agreement appears on the reverse side of copy 1 of the 10-part SF-182.

(c) Length of Continued Employment. The employee must serve at least three times the length of the period of training. When an employee receives training outside regular duty hours, the period may be reduced to not less than one month or equal to the length of training time whichever is greater. Such requests must be submitted with the SF-182 and approved by the servicing personnel office. The agreement is amended to show the reduction.

(d) Exceptions to Agreement Requirements. No agreement is required when there is no expense to the Government other than salary, or for training that is:

1 provided by manufacturers as a normal service incident to initial purchase or lease of their products under procurement contracts;

2 not in excess of 80 hours within a single program;

3 given through correspondence course.

(15) Failure to Fulfill Service Agreement. When an employee voluntarily leaves the Agency/Department before completing the agreed period of service, he/she must reimburse the Agency for the training expenses incurred (except salary) unless a waiver is approved.

(16) Granting of Waivers. Upon notification of the employee's leaving, the supervisor should immediately determine if a request for waiver of reimbursement in whole or in part is warranted. Waivers may be granted under the following circumstances:

(a) Employee transfers within the Department or to another Federal agency which will require that he/she makes reasonable use of the training in which the Government has invested;

(b) Employee completes most of the required period of service;

(c) Employee resigns because of personal illness or serious illness of a member of his/her immediate family.

(d) Employee is financially unable to make the required payments because of severe hardship.

(17) Request for Waiver. A request for waiver, adequately justified, must be submitted in triplicate through channels to the servicing personnel office for approval at least 10 workdays before the employee's separation. One copy is sent to the employee (through appropriate channels) and one copy is sent to the employee's supervisor.

(18) Request for Repayment. If a request for waiver is denied or is not made, the servicing personnel office must notify the employee in writing, before his/her separation, that recovery of training expenses will be required.

(19) Payment of Training Expenses.

(a) Partial or Full Payment. It is the Agency's policy to pay all or part of directly-related expenses for authorized training, including the following:

1 Salary

2 Tuition

3 Books or materials

4 Travel, parking

5 Per diem

6 Other services or facilities directly related to the training; e.g., laboratory fees, library fees, interpreter fees.

(b) Sharing the Costs. Where training will personally benefit the employee to the degree that he/she should assume part of the training expenses, employee's supervisor may recommend to the Personnel Office what part of the total cost of training Agency shall pay. Procedures must be established that assure equitable treatment for all employees where a

determination is made to pay less than the full cost of training. The following factors should be considered:

1 The length of time away from duty;

2 The extent that the employee chooses additional courses while engaged in Government-sponsored training;

3 The additional expenses resulting from a location of training preferred by the employee.

(c) Reimbursing the Employee for Training Costs. There may be instances of non-Government training where it is advisable for the Agency to pay for the training only after the course has been completed, but the vendor requires payment at time of registration (e.g., correspondence courses). The approval of such training must still be received prior to enrollment. In these instances the employee would pay for the course and then be reimbursed upon satisfactory completion of the training. Partial reimbursement related to academic grades received must be avoided.

(20) Premium Pay. Extra compensation for overtime, night, holiday or Sunday work will normally not be paid an employee while he/she is assigned for training except under the following conditions:

(a) The training is given during a period of duty for which the employee is already receiving premium pay. However, this exception does not apply to an employee assigned to full-time training at an institution of higher learning;

(b) Training is given at night because the situations which the employee must learn to handle occur only at night;

(c) The training is given on overtime, a holiday or a Sunday because the costs of the training with the premium pay included are less than the costs of the same training confined to regular work hours.

(21) Expenses Other than Pay (Long-term training). Depending upon whichever serves the best interest of the Government, any of the following payment plans may be used for long-term training (more than 120 training days or 960 hours);

(a) Payment of the travel and per diem expenses for the employee while traveling to and from the training site, travel expenses for his/her immediate family, and transportation costs of household goods and personal effects between official

duty station and training point. (The regulations governing payment of travel and transportation expenses are applicable to employees in training.) The cost for the transportation of dependents and household goods may not exceed the total per diem allowance the employee otherwise could have received while undergoing training at the location. Per diem payments covering employee's travel to and from the place of training are not counted when estimating the per diem allowance;

(b) Payment of travel and per diem expenses for employee only. The official per diem rates conform to the prevailing rates designated in the Federal Travel Regulations. For any travel and training away from the primary training point, during the period of training (except the primary if such period secondary site training is at the employee's official duty station - no per diem will be paid), the per diem rate shall be either on a lodging-plus basis, or actual-subsistence basis in a high cost area, as prescribed in Departmental regulations;

(c) Where privately-owned automobile is authorized for travel to point of training and return to duty station, the mileage reimbursement rate shall be the designated rate as established in the Federal Travel Regulations; or

(d) Per Diem - Where Lodging and Meals are Provided. The per diem rate for participants at the Federal Executive Institute and Executive Seminar Centers will be the rate authorized for Department employees. The per diem rate for other Government training centers will be the maximum allowed by the OPM unless the Center has a lower rate, in which case the lower rate will apply.

(22) Travel - Commuting Costs. The daily cost of commuting between the employee's home and a training facility which is located in the same commuting area is reimbursable to the extent that the daily commuting costs for training exceed the regular commuting cost to work. In submitting a claim for reimbursement, the employee will indicate total mileage normally traveled each day to work and total daily mileage traveled to the training facility. Reimbursement will be determined at the appropriate mileage rate multiplied to the number of miles traveled in excess of the number regularly traveled daily to work. Reimbursement may also be claimed for parking fees. Receipts or parking stubs should be furnished for other than metered parking. The parking fee will be allowed only to the extent that the fee plus mileage allowance does not exceed estimated cost for use of a taxicab. In any case, the availability of more economical public transportation should be considered.

(23) Recording Documents. The SF-182 is used as the training facility's approval for billing and as the obligating document. This requires entry of the appropriate training order and account numbers by the servicing personnel office. No purchase order or certificate of receipt is required.

(24) Other Training Expenses. Where training is approved in accordance with OSMRE training policy, it is the policy of the Agency to pay the expenses for special assistance for handicapped employees (e.g., interpreters for the deaf, readers for the blind, etc.). Handicapped employees may choose an assistant of their choice or may ask the Personnel Office for help in identifying an assistant. Travel expenses for the assistant are not authorized. For interpreters for the deaf, expenses shall not exceed the established rate per hour for classroom time only. The expenses must be submitted and approved simultaneously with the request for training. If an OSMRE employee is chosen to be a reader/interpreter, this person must have prior approval of his/her supervisor.

(25) Contributions, Awards, Payments--Non-Government Sources.

(a) Approving Acceptance. Acceptance of a contribution, award, or payment incident to training in a non-Government facility must be approved by the Director of OSMRE or his designee.

(b) Request for Approval.

1 A memorandum request with the SF-182 shall be submitted through channels to the Personnel Officer for review and submission to the Director or his designee.

2 The request shall give the name of the recipient; the name and address of the organization; the estimated amount and nature of the contribution, award, or payment; the purpose for which it is to be used; how it is to be granted; and certification that the following requirements are met:

-- the contribution, award, or payment is made by an organization that is exempt from taxation under Section 501(a) of Title 26, United States Code;

-- the contribution, award, or payment is not a reward for services rendered the organization prior to the training;

-- acceptance of the contribution, award, or payment

- would not reflect unfavorably upon the ability of the employee to carry out official duties in a fair and objective manner;

- would not compromise the honesty and integrity of Government programs or of Government employees and their official actions or decisions;

- would otherwise be proper and ethical for the employee concerned under the circumstances in his/her particular case.

4. REPORTING REQUIREMENTS. None

5. REFERENCES.

   a. Federal Personnel Manual, Chapter 410.

   b. U.S. Department of the Interior, Department Manual, Part 370 DM 410.

6. EFFECT ON OTHER DOCUMENTS.

   Supersedes Transmittal Number 55, dated March 11, 1980, Transmittal Number 42, dated April 22, 1980 and Transmittal Number 158, dated March 2, 1983.

7. EFFECTIVE DATE. Upon issuance.

8. CONTACT. Division of Personnel,
   Branch of Policy and Evaluation
   1951 Constitution Avenue, N.W.
   Washington, D.C. 20240
   (202) 343-8223

APPENDIX A

Training Nomination Procedures

Purpose

This document sets forth procedures in the processing of training requests. All such request forms must be completed in accordance with the instructions herein provided.

Use of the Request, Authorization, Agreement and Certification of Training Form (SF-182)*

1. The SF-182 - (five-part form) will be used for all training which has no cost for tuition.

2. The SF-182 (ten-part form) will be used for all training with a charge for tuition.

3. The 5-part and the 10-part training request forms are both available from the Administrative Office. If the 5-part form is used when a 10-part form is needed, problems of insufficient copies arise.

4. When submitting training requests, please complete all portions of the SF-182 according to the instructions on pages 18-22.

5. A brochure, or copy of the pamphlet, catalog, etc., which gives a complete description of the requested training (including cost), must accompany each SF-182. No training requests will be approved without this information.

6. Only one course is to be entered on each training request form.

7. Travel and/or per diem expenses must be shown on the training request if trainee seeks reimbursement.

8. All courses must be approved by the Personnel Officer or Chief, ASC or his/her designee before the beginning of the course date.

9. After the course has been approved, no substitution of the course can be made.

*If supplies of OF-170 are still on hand, they should be used until exhausted.

10. Employees should not register themselves for Office of Personnel Management (OPM), General Services Administration (GSA) or Department of the Interior courses. In order to maintain proper control, the servicing personnel office will register nominees for these courses. The employee will register himself/herself for all other training after the training forms have been approved. Copies will be forwarded to the nominee for this purpose.

11. Sufficient time for processing and registration must be allowed. In the case of an OPM course, this should be at least 4 weeks prior to the beginning date of the course.

12. When training has been completed, the nominee will be sent an evaluation copy of the SF-182. This evaluation must be completed and returned to the servicing personnel office. Only then can the Certificate of Training Completion be placed in the employee's Official Personnel Folder and payment for the course be authorized.

Completion of Standard Form (SF) 182

The employee fills out the appropriate version of SF-182. There are two versions of SF-182, the 5-part and the 10-part. The 5-part version is for all training which has no cost for tuition; whereas, the 10-part version is for all training with a charge for tuition. All forms must be typewritten.

Item A. Type in: IN-22-4228

Item B. Leave blank. Servicing Personnel Office will insert training order number.

Item C. Request status: Mark (x) in appropriate box.

SECTION A

APPLICANT:

Item 1. Enter your full name (Last, first, middle); then enter the first five letters of your last name in the shaded area. Use of preferred title ("Mr.," or "Ms.," etc.) is optional.

Item 2. Enter your Social Security Number (9 digits) in shaded area.

Item 3. Enter year and month of your birth (OPTIONAL)

Item 4. Enter our home address, including zip code. (The home address is used by the vendor to notify applicant of time and location of training.)

Item 5. Enter your home telephone number, including area code (OPTIONAL)

Item 6. Position Level. Selection: Only one of the following:

a. Non-supervisory. An employee who has no supervisory or managerial responsibility.

b. Supervisory. Basically, anyone who is responsible for establishing and monitoring production goals, giving advice, counsel or instruction to individual employees and participating in selection, training and evaluating employees.

c. Manager. Basically, any employee whose primary responsibility includes directing the work of an organization or specific programs, function or activity.

d. Executive. All employees at SES level or above.

Item 7. Enter your complete organizational mailing address:

Office of Surface Mining
(Headquarters/field office address)

Item 8. Enter your office FTS telephone number (i.e., FTS 123-1453) or office commercial number if not on FTS (i.e., (303) 111-1111).

Item 9. Enter number of years and months of continuous civilian service.

Item 10. Leave blank. Training Office will complete.

Item 11. (Appears as Item 11a. on revised SF-182.) Enter your position title or function.

Item 11b. (Only on revised SF-182.) See instructions on back of revised SF-182.

Item 12. Enter your pay plan, series and grade. Indication of step is optional.

Item 13. Indicate appropriate information; e.g., career, career-conditional (CC), etc.

Item 14. Leave blank.

SECTION B

TRAINING COURSE DATA:

Item 15. a. Enter name and complete mailing address of training vendor, including zip code.

b. Enter location of training site. (If same as 15a, indicate by marking an "x" in box.)

Item 16. Enter course title and the remark, "See attached IDP." REQUEST MUST BE ACCOMPANIED BY AN APPROVED IDP.

Item 17. Enter catalog and/or course number if appropriate.

Item 18. Enter the year, month and the day the course begins and ends (e.g., a course starting June 15, 1986 and ending December 13, 1986 would be entered as 86/06/15 and 86/12/13).

Item 19. Enter the total number of course hours (4 digits) and show the breakdown by the number of hours during duty and non-duty. (If the total number of course hours is 15, enter 0015.)

Item 20. Enter the appropriate training codes from back of last page of SF-182 (bottom section).

SECTION C

ESTIMATED COSTS AND BILLING INFORMATION:

Item 21. Enter the total amount of direct costs to Government (4 digits) in dollars, showing breakdown of tuition, books/materials and other related costs. (If total is $95, enter 0095.) If employee will share some of the expense, he/she may indicate this in the block marked "Agency Use Only."

In Appropriate/fund block, enter 1461801 for FY '86. (The third digit of this number changes every fiscal year. Thus, for FY '87 this number will be 1471801.) After this number, enter your office's account number. If you are not sure of your assigned number, please check with your supervisor or with the Division of Budget and Planning, Headquarters.

Item 22. Enter the total amount of indirect costs to Government (4 digits) in dollars, showing breakdown of travel, per diem, and other related costs. (If total cost is $250, enter 0250.) If employee will share some of the expense, he/she may indicate this in the block marked "Agency Use Only."

Item 23. Leave blank.

Item 24. Type in: 14-18-0001

Item 25. Type on SF-182, 5-part: Office of Surface Mining Reclamation and Enforcement
Division of Finance
P.O. Box 25065
Denver, Colorado 80225

(Preprinted on SF-182, 10-part)

SECTION D

APPROVAL OF TRAINING:

Item 26a.
Item 27a. Typed in names, titled and phone numbers of applicant's immediate and second-line supervisors and obtain signatures before submission of form to the Approving Official.

Item 28a. Type in name, title and phone number of Approving Official.

SECTION E

APPROVAL/CONCURRENCE:

Item 29. Type in name, title and phone number of Personnel Officer or Chief ASC.

SECTION F

CERTIFICATION OF TRAINING COMPLETION:

Item 30a. Type in name, title and phone number of Approving Official.

Item 30b. Leave blank.

SECTION G

EMPLOYEE'S AGREEMENT TO CONTINUE IN SERVICE:

(On reverse side of Copy 1)

Item 32. This agreement must be signed by the nominee for all non-Government training that exceeds 80 hours in any one instance and for which the Government approves payment of training costs prior to the commencement of such training. The servicing personnel office will enter the length of obligated service Item 31.

APPENDIX B

Preparation of Individual Development Plan

In accordance with Departmental policy, all OSMRE employees are required to complete Individual Development Plans (IDP's).

IDP's are to be developed jointly by the employee and the supervisor. After a discussion of performance-related concerns, as indicated on the OSMRE Employee Performance Appraisal Form, a review should be made of short and long range career goals and an assessment of developmental objectives. Both developmental assignments (on-the-job training, details) and proposed formal training must be indicated on the IDP in priority order. (See definition of priorities on reverse side of attached IDP form).

If additional courses are identified as essential after IDP's are completed, the IDP's must be amended to show the titles (Item 7B) and developmental objectives to be attained (Item 6).

IDP's are to be submitted to the respective servicing personnel office, and will be maintained in the employee's individual training file. Specific training requests will be reviewed to assure agreement with IDP's before approval by the servicing personnel office.

Copies of the IDP Process, An Employee Guide for Individual Development Planning is available from the servicing personnel office.

Instructions:

Item 1-3 Complete as appropriate.

Items 4-5: Enter employee's career goals
Short Term - within 3 years
Long Term - within 6 years

Item 6: Specific knowledge, skills and abilities that are needed to meet career goals are to be identified and entered.

Item 7A: Developmental assignments such as on-the-job training or a detail should be identified if relevant to meeting career goals. Each assignment must be related to an identified need shown in Item 6.

Item 7B: Enter course titles if known. If more information is needed in order to complete, contact the Training Officer. For every proposed training course listed, an identified training need should be shown in Item 6.

Item 8: The supervisor is responsible for assigning a priority designation to each proposed training course: e.g.,

Priority 1: If training is not given, current job elements cannot be met.

Priority 2: Needed to increase the efficiency and upgrade the skills of the individual.

Priority 3: Training is needed, but can be deferred until a later time.

Item 9: If employee is a supervisor, check appropriate box and complete information; otherwise, leave blank.

Items 10-15: Signatures of employee and supervisor: dates.