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	U·S· DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Number: TRN-2 Transmittal Number: 464 Date: 8/30/1988

Subject: TECHNICAL TRAINING PROGRAM

Approval: /signed/ **Title:** Director

1. PURPOSE. This directive provides guidance for the development and implementation of the technical training program.

2. DEFINITIONS. Definitions are included in Chapter I of the attached guidelines.

3. POLICY/PROCEDURES.

a. Concept.

(1) The technical training program shall be developed and managed in accordance with the concepts and goals set forth in this directive, the attached guidelines and the Technical Training Plan included in Appendix A to the guidelines.

(2) Planning and development of all training courses that serve OSMRE personnel or clientele shall be coordinated with the Branch of Training and Technical Information (BTTI) in order to maintain records, to minimize duplication, to share appropriate information with other activities being planned or developed, and to disseminate information.

(3) The technical training program will be developed and implemented for the OSMRE, State and Tribal personnel involved in implementing the Surface Mining Control and Reclamation Act of 1977, as amended.

b. Responsibilities.

(1) The Deputy Director will:

(a) Appoint members to the Technical Training Steering Committee;

(b) Determine when and how the Technical Training Plan will be revised; and

(c) Determine when OSMRE and State instructors in the technical training program have demonstrated sufficient training and skills to be fully qualified to instruct in the technical training program in their areas of expertise.

(2) The Assistant Director, Program Policy will:

(a) Determine when proposed technical training courses will be:

1. Formalized into a course development plan,

2. Funded and developed, and

3. Presented or otherwise disseminated through the technical training program.

(b) Obtain the concurrence of the Deputy Director prior to approving any technical training courses in which OSMRE national policy is to be a topic and approval of any consultants or trainers for those courses.

(3) The Technical Training Steering Committee will provide advice and assistance to the Chief, BTTI in order to assure that actions proposed for the technical training program reflect the needs of the Federal, State and Tribal regulatory and reclamation programs.

(4) The Chief, Division of Technical Services, will assure that the diverse technical specialties are adequately considered in the development of technical training courses.

(5) The Chief, BTTI will:

(a) Conduct needs assessments and develop, maintain and update, at least annually, an inventory of needs.

(b) Meet with the members of the Technical Training Steering Committee to obtain the committee members' advice and assistance on program priorities and to assure that State concerns are reflected in proposed activities.

(c) Review proposed course development plans (CDPs) to assure that the proposed courses will:

1. Be consistent with the concepts set forth in the technical training plan; and

2. Reflect the needs of Federal, State and Tribal regulatory and reclamation program personnel as set forth in the needs inventory;

(d) Review all plans for non-technical training to assure that the intent of subparagraph 3a(2) above is met.

(e) Manage acquisition and development of all technical training courses funded under the technical training program account.

(f) Coordinate the approval to publish technical training materials with appropriate Headquarters program officials.

(g) Approve use of technical training funds for travel, lodging, meals and miscellaneous expenses for members of the Steering Committee, for members of ad hoc course development teams established for courses managed by the BTTI, and for instructors for courses managed by the BTTI.

(h) Provide instructor and facilitator training and technical assistance for the design and development of all OSMRE training activities.

(6) The Assistant Directors, Eastern and Western Field Operations will advise and will provide respectively the BTTI the needs identified through annual evaluation of State programs.

(7) The Chief, Operations Evaluation Staff will advise the BTTI of needs identified during evaluations of OSMRE offices.

(8) All managers and supervisors will:

(a) Advise and provide the Chief, BTTI with technical training needs identified while carrying out their assigned responsibilities.

(b) Provide the Chief, BTTI with the opportunity to review proposed plans for both non-technical and technical training courses.

(c) Determine which proposed non-technical training courses under their areas of jurisdiction will be planned, funded and developed, and presented or otherwise disseminated.

(d) Manage the development and presentation of all non-technical training activities and technical training courses under their areas of jurisdiction, which have been approved by the Assistant Director, Program Policy.

(e) Assure that all individuals under their areas of supervision, who will teach courses for OSMRE to individuals outside OSMRE organizational units, obtain and maintain proficiency in instruction.

(f) Assure that work assignments are scheduled in a manner that allows OSMRE specialists to participate in development and presentation of technical training activities to the extent practicable.

(g) Provide the Chief, BTTI with a set of all course materials, to the extent reasonable, for inclusion in the technical library.

c. Procedures. The procedures for implementing this directive are set forth in the attached guidelines.

4. REPORTING REQUIREMENTS. The Chief, BTTI will provide the following reports:

a. A quarterly record of individuals who completed courses to the servicing personnel offices and to the heads of the participants' respective offices, with a copy of the records for State and Tribal participants sent to the appropriate Field Office Directors.

b. A report of annual dollar expenditures for the development and presentation of technical training courses attributable to OSMRE participants for use in the OSMRE annual report to the Office of Personnel Management, the Deputy Director, and the Chief, Division of Planning, Budget and Management Analysis.

c. A report of statistics of accomplishments for use in various types of reports.

5. REFERENCES.

a. 30 U.S.C. 1295 (Section 705 of the Surface Mining Control and Reclamation Act).

b. Technical Training Plan, January 1987.

c. Directive No. TRN-1, Training and Employee Development, dated October 14, 1986, and amended on February 5, 1988. Provisions of Directive No. TRN-1 apply to OSMRE participants in the technical training program.

6. EFFECT ON OTHER DOCUMENTS. None.

7. EFFECTIVE DATE. Upon issuance.

8. CONTACT. Chief, Branch of Training and Technical Information 202-343-1828.

Attachment - Guidelines

TECHNICAL TRAINING PROGRAM

GUIDELINES

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CHAPTER I - Introduction

This document contains operating procedures for identifying technical training needs, managing the development and implementation of technical training activities and nominating participants to the technical training courses offered through the Office of Surface Mining Reclamation and Enforcement (OSMRE) technical training program.

Definitions.

1. Technical training includes training that promotes the development of knowledge, skills and abilities of Federal, State and Tribal personnel to implement those technical and programmatic functions unique to the regulatory and reclamation programs under the Surface Mining Control and Reclamation Act.

2. Technical Training Plan is the plan adopted by the Director in January 1987 which sets forth the missions, goals and concepts to guide development and implementation of the technical training program for a period of 5 years. (See Appendix A.)

3. Technical training program includes all technical training courses developed; funded; obtained through joint efforts with other agencies and organizations; and offered by OSMRE to Federal, State and Tribal regulatory and reclamation program personnel. The technical training program does not include technical courses offered by organizations independent of the OSMRE.

4. Technical training course includes any medium developed, purchased or otherwise obtained to fulfill technical training needs. Examples include, but are not limited to, classroom courses, seminars and workshops, as well as many types of self-teaching or small group activities such as computer tutorials, practica, programmed workbooks, videotapes, slide/tape shows, and on-the-job training.

5. Technical Training Steering Committee, as established by the Deputy Director, is to provide assistance and advice to the Branch of Training and Technical Information (BTTI). The BTTI Chief is the *ex officio* chair of the committee.

6. Needs assessment is a process undertaken annually, at a minimum, by the BTTI to identify training needs. From the findings of the assessment, the BTTI will compile an inventory of needs on which to evaluate program priorities for each fiscal year.

7. Needs inventory, as developed and maintained by the BTTI, is a compilation of proposed training courses based on information gathered through the needs assessment; recommended by program clientele or management; submitted by the Assistant Directors, Eastern Field Operations and Western Field Operations (EFO/WFO) as a result of findings during the annual evaluation of State regulatory programs; submitted by OSMRE evaluation programs; and other sources.

8. Course development plan (CDP) is a brief plan prepared for each technical training course to be developed by OSMRE personnel or contractor or to be purchased for use in the technical training program. (See Appendix B for format and content.) The CDP will be the primary vehicle for:

a. Coordinating **all** training courses within the OSMRE.

b. Requesting consideration of proposed technical training courses by the Technical Training Steering Committee.

c. Obtaining approval to plan for or develop (or otherwise obtain) a technical training course proposed by any organizational unit of OSMRE, whether or not technical training program funds will be used. Approval of a CDP does not commit funds or other resources to the proposed course.

d. Determining if a proposed course is redundant or if it will be properly focused to serve the technical training need in a programmatic and cost-efficient manner.

e. Establishing priorities for use of technical training program funds.

f. Keeping the BTTI Chief advised of **all** planned training activities.

g. Identifying where the BTTI staff can provide assistance for the development of training activities.

9. Ad hoc course development team, usually composed of a small number of OSMRE and State experts, will be established, as needed, to assist the OSMRE staff to develop or manage development of each technical training course that requires consideration of multiple disciplines, substantial variation

among State program requirements, or significant differences in regional resources.

10. Technical training program courses are individual courses developed to support effective implementation of the Federal and State regulatory and reclamation programs under Title V and Title IV of the Surface Mining Control and Reclamation Act of 1977 and related Federal laws.

11. Training coordinator is the individual on the BTTI staff who does the preparatory work (obtaining training sites and facilities, receiving and reviewing nomination forms, notifying participants of course arrangements, and making field exercise arrangements) for each course session. The training coordinator may represent the OSMRE staff at the training site or a volunteer coordinator may serve as onsite coordinator.

12. Technical training contacts are individuals designated by State, OSMRE and Tribal offices with whom the BTTI Chief and training coordinators communicate on routine activities.

13. Statement of work is a written statement to guide the development of a technical training course. A statement should identify, at a minimum, the contents, deliverables, and timetables for accomplishing the task. A statement should be developed for each course, whether or not the vendor will be selected through competitive contract.

14. Vendor is the individual or organization that is developing or supplying a technical training course. The vendor may be obtained through competitive procurement activities, interagency agreements or teams of OSMRE and State experts.

CHAPTER II -- Planning

A. Technical Training Steering Committee.

1. The Deputy Director will appoint members to the Technical Training Steering Committee. Each appointed member normally will serve a 2 year term but can be reappointed for consecutive terms. The BTTI Chief will be a permanent member of the committee and will serve as the ex officio chair.

2. The committee is composed, at a minimum, of representatives from State regulatory authorities and OSMRE field offices in the East, Midwest and West; the Association of Abandoned Mine Land Programs and the OSMRE Eastern and Western Field Operations.

3. As set forth in the Technical Training Plan, the Steering Committee is established "... for the purposes of identifying priorities, performing periodic evaluation of the program, maintaining quality control, recommending training program policies, and providing other guidance as necessary to assure the use of creative and innovative training opportunities." (See plan in Appendix A.)

4. The Steering Committee normally will meet twice a year. The Steering Committee members will:

a. Review and may add to the needs inventory;

b. Review proposed CDPs for technical training activities; and

c. Make recommendations on priorities for development and/or presentation of technical training courses for the forthcoming fiscal year.

B. Needs Assessment.

1. A comprehensive assessment of technical training needs was conducted in 1986-1987 at which time most of the OSMRE, State and Tribal managers and supervisors had the opportunity to identify the areas of competency required for their staffs and for themselves. The results of that competency assessment were compiled, by the members of the Technical Training Steering Committee, into a needs inventory which provides baseline information for use in determining technical training needs.

2. The BTTI staff will conduct a needs assessment, at least annually, in order to update the needs inventory and to assure that it reflects:

a. The diverse competencies required by the Federal, State and Tribal personnel who implement the regulatory and reclamation programs.

b. The differences in environmental characteristics and regulatory and reclamation program requirements in the coal-producing States.

c. The diverse competency and staffing patterns among the Federal, State and Tribal offices that participate in the program.

d. The findings of the annual evaluations of State regulatory programs and the findings of evaluations performed on units of the OSMRE.

3. The BTTI will update the needs inventory annually by:

a. Including information gathered in the annual needs assessment update, provided by members of the Technical Training Steering Committee, and other suggestions provided informally throughout the year by offices and individuals.

b. Soliciting suggestions and priorities on selected topics, when necessary, for inclusion in the inventory from the OSMRE, State and Tribal regulatory and reclamation officials.

c. Incorporating recommendations obtained through program evaluations conducted by various components of OSMRE.

4. Survey of Needs for Existing Courses. Each spring, the BTTI Chief will conduct a survey of OSMRE, State regulatory authority and Tribal offices to determine the demand for existing technical training courses. The results of the survey will be used to develop the annual schedule and to budget for course presentations. The annual schedule will be based, to the extent possible, on the number of potential nominees in a geographic area.

C. Course Development Plan (CDP).

1. A CDP will be developed for each training course (including those not considered to be technical) and submitted to the BTTI Chief for review.

2. The BTTI Chief may:

a. Request additional information.

b. Return the CDP if the course would be redundant.

c. Ask the office or individual that submitted a CDP for a technical training course to consider alternative approaches for serving the need or to redefine the scope or focus of the project.

3. CDPs for technical training courses will be submitted to the Assistant Director, Program Policy for approval or disapproval. CDPs for non-technical training courses will be sent to the appropriate program Assistant Director for approval or disapproval and all subsequent actions.

4. Upon approval, the CDP, for both technical and non-technical training activities, will be updated as necessary to guide development and to keep the BTTI Chief advised of progress.

D. Ad Hoc Course Development Team.

1. Ad hoc course development teams will be established to assist the OSMRE staff to develop or manage development of each technical training course that requires consideration of multiple disciplines, substantial variation among State program requirements, or significant differences in regional resources.

2. The CDP should identify the proposed OSMRE chair of the team as well as other proposed members--by name or by organization and expertise. A member of the BTTI staff should be included on all teams.

3. The team normally will be small and will consist of individuals who have expertise in the course subject matter. Each team normally will include, at a minimum a representative of the BTTI, EFO/WFO field offices (one each), and at least one State regulatory authority. Membership should include representatives with expertise relevant to the proposed training course.

4. Team members will prepare a statement of work which will describe the content, deliverables, timetables and shared responsibilities necessary to develop the training course. The statement of work will be developed in a manner which will allow the use of any authorized procurement vehicle (or other method if a procurement action is not required.)

5. Approval to proceed with funding and development of technical training courses will be requested from the Assistant Director, Program Policy by submitting to the BTTI Chief a package containing copies of:

a. The CDP;

b. The statement of work;

c. A statement giving the rationale for the proposed type of vendor (competitive, interagency, Federal and State team, etc.);

d. Required documents to support the proposed vendor action (i.e., draft interagency agreement, procurement plan); and

e. Requisition to obligate funds.

CHAPTER III - DEVELOPMENT

A. Development of Technical Training Courses.

1. Technical training courses may be developed or otherwise obtained by OSMRE units other than the BTTI. However, the courses must be closely coordinated with the BTTI, and reports on program development, execution, and implementation must be provided to BTTI on a quarterly basis. All competitive contracts for technical training will be managed by the BTTI.

2. The ad hoc team members will review materials developed by the vendor and previews. The team members will also make recommendations for acceptance, modification, or rejection of products. Every effort will be made to minimize the impact of membership on a team on normal duties.

3. Prior to the pilot session of a course or the official dissemination of training materials, the Assistant Director Program Policy will be offered the opportunity to review the course materials and, with concurrence of any other Assistant Director with responsibility for the subject matter, will determine if they are acceptable for offering through the technical training program.

4. The ad hoc team normally will be dissolved after development of the technical training course is completed and the product is found fully acceptable.

B. Evaluation.

All instructors and course sessions, seminars and workshops and other technical training courses, where relevant, will be subject to continual evaluation by users. Evaluations will be analyzed at least annually to determine if changes need to be made to the course. The annual analysis will normally be performed by an ad hoc team under the direction of the Chief, BTTI or other program official who developed a technical training course.

C. Library.

A copy of materials for **all** training courses developed, funded, obtained through joint efforts with other agencies and organizations, or offered by OSMRE within OSMRE only or to Federal, State and Tribal regulatory and reclamation program personnel shall be kept in the OSMRE headquarters technical library. The types of materials to be sent to the library include lesson plans, student notes, manuals or handbooks, and training aids, including transparencies, slides, exercises, etc.

CHAPTER IV - CARRYING OUT TECHNICAL TRAINING

A. Responsibilities.

1. The office with responsibility for planning and developing a technical training course will be responsible for carrying out the course, including arranging for individual training sessions. The BTTI will offer technical assistance as requested and required. The Chief, BTTI will have the opportunity to approve the schedule for presentations.

2. Field operations, Field Offices and Headquarters Divisions and Staff Offices shall identify an individual to serve as the technical training contact. The contact will be the primary person through whom information on technical training courses will be distributed.

B. Travel Expenses.

1. Technical training program funds will be used to pay for travel, lodging, meals and miscellaneous expenses for Federal and State members of the Technical Training Steering Committee, for ad hoc course development teams participating in the development of courses managed by the BTTI, and for instructors in courses managed by the BTTI.

2. When OSMRE units other than the BTTI have the lead responsibility for developing technical training activities, the lead office will fund the travel expenses of ad hoc team members and instructors.

3. Federal, State and Tribal participants attending technical training courses shall be responsible for their own travel authorities and expenses, in accordance with their office travel policies and procedures.

C. Instructor and Facilitator Training.

1. The BTTI will provide instructor and facilitator training and will provide technical assistance for the design and development of training courses.

2. All individuals who will teach or facilitate training courses presented to individuals outside OSMRE organizational units shall take instructor or facilitator training as required by the BTTI.

D. Schedule of Courses and Allocation of Space.

1. Based on the findings of the annual survey of needs for existing technical training courses, the BTTI will establish a schedule of courses for each Federal fiscal year (October-September). The number of courses and course sessions offered will be based on the availability of funds and the needs information provided by State, OSMRE and Tribal offices in response to the annual survey. The technical training contacts will be sent copies of an updated schedule monthly.

2. By August 1 each year, the OSMRE, State and Tribal technical training contacts will be provided with a copy of the schedule and an allocation of spaces for each office in each session. Offices that did not request spaces may submit late requests. If sessions of interest are filled, the space requests will be placed on a waiting list.

3. The number of spaces allocated to each office and the sites selected for each session will be based on the following criteria:

a. Whether the course subject matter needs to provide the opportunity for participants to share problems and exchange methodologies. Normally, courses which depend on this approach are held with a mix of participants from State, OSMRE and Tribal offices. The sessions normally are held in locations nearest to participants in the following geographic groups: northern Appalachia, southern Appalachia, Midwest, and West.

b. Whether the course is dependent on a set minimum or maximum number of participants in order to be functional.

c. Whether participants can commute from duty stations or nearby States.

d. Location of the largest number of expected participants.

e. Ability of State participants to obtain out-of-State travel approval.

f. Time of year for courses which require use of coal mines for field exercises or a special type of mine.

g. Schedules of instructors.

h. Work load of participating offices.

i. Ability of participants to be excused from normal duties.

E. Eligibility.

1. The BTTI will implement a nomination process to assure that the training opportunities are made available to the appropriate people in an equitable manner. To meet this goal, the BTTI Chief may accept a nomination as submitted, may agree to the selection of a nominee with further justification, or may reject a nomination in accordance with the priorities set forth below.

2. Technical training contacts are responsible for coordinating training needs for their offices and for transmitting nominations for individuals on the priority basis described below. Nomination forms are to contain justifications to assist in considering the priority for each nominee. This information shall be included on the SF-182 for OSMRE nominees and form OSMRE 105 for State and Tribal nominees.

a. Priority I - Individuals whose functions relate directly to the course subject matter but whose academic or work experience is not related to the subject matter. Individuals participating in a formal training program that includes the course subject matter, such as those in upward mobility positions. Firstline supervisors may be included.

b. Priority II - Supervisors, or support staff such as attorneys and managers whose functions relate directly to the course subject matter.

c. Priority III - Individuals in established positions that relate indirectly to the course subject matter, or who may need to be brought up-to-date on the latest developments in the subject area when the courses are sufficiently advanced or specialized to serve that role.

d. Priority IV - OSMRE and State staff with planning, budgeting or other support or management responsibilities relating to the course subject matter.

e. Priority V - Individuals from OSMRE, Department of the Interior, State or Tribal offices who provide indirect support to the regulatory authority. This priority would apply to individuals such as State environmental protection staff and administrative staff.

F. Nomination Procedures.

1. State and Tribal technical training contacts will send to the BTTI a completed nomination form (OSMRE 105) for each nominee from their offices. (See Appendix D.)

2. OSMRE technical training contacts, working within the procedures established by their servicing personnel offices, will send to the BTTI the "vendor" copies of SF-182 for each nominee from their offices in accordance with the requirements in Directive TRN-1, as amended on February 5, 1988.

3. Nominations will be processed according to the following time schedules:

a. Eight weeks before the session: A completed SF-182 for each OSMRE nominee and a completed form OSMRE 105 for non-Federal nominees are to be on file with the BTTI.

b. Seven weeks before the session: BTTI Chief will decide, based on the number of nominations received, whether the session will be held. Participants will be notified immediately if the session is cancelled.

c. Six weeks before session: Training coordinator will reallocate any available spaces to individuals on the waiting list and will notify all nominees of selections. The notification will include detailed information on location and directions to the training site, course times, agenda, and equipment and materials to be brought to the session. Instructors and relevant technical training contacts will also receive copies of that notice.

d. Up to three weeks before the session: If spaces are available, the training coordinator will accept additional nominations and substitutes.

e. Two weeks before the session: Normally, substitutes and new nominations cannot be accepted during the last two weeks before a session. To the extent that BTTI workload permits, substitutions may be accepted for individuals who must cancel for emergency reasons.

f. One week before the session: The nominee or the technical training contact is to notify the training coordinator of all cancellations or late arrivals.

G. Attendance.

When supervisors agree to have employees participate in training sessions, they should assure that the employees' attendance will be on a full time basis for the entire session. Participants are expected to participate actively in the session on a full time basis. Training certificates and credit for completion may be withheld if full participation or attendance is not received.

H. Individual Development Plans.

OSMRE supervisors are encouraged to consider the technical training courses when developing annual individual development plans with their staffs. Use of the plan for technical training courses will be in accordance with the procedures set forth in Directive TRN 1 and procedures established by servicing personnel offices.

I. Reports.

The BTTI Chief will provide the following reports:

1. Quarterly report of individuals who completed courses will be sent to the heads of their respective offices, with a copy of the records for State and Tribal participants also sent to the appropriate Field Office Directors.

2. Annual report on dollar expenditures for the development and presentation of technical training courses attributable to OSMRE participants will be provided to the Chief, Personnel Division for use in the OSMRE annual report to the Office of Personnel Management. A copy of this report will be provided to the Deputy Director and to the Chief, Planning, Budget and Management Analysis Division.

Technical Training Plan

January 1987

January 1987

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MISSION OF THE TECHNICAL TRAINING PROGRAM

A unified State, Federal and Tribal commitment to produce a program for developing and maintaining human resources with the technical, programmatic, and managerial skills essential to implement effectively the Federal and State regulatory and abandoned mine land programs under Title V and Title IV of the Surface Mining Control and Reclamation Act of 1977 in order to obtain quality reclamation.

PURPOSES OF THE TECHNICAL TRAINING PLAN

To provide a comprehensive, flexible "blue-print" for planning, budgeting and managing training funds in order to provide a planned, organized training program over a five year period (fiscal year 1987 through 1991) and to assure training opportunities exist which provide continuous opportunities to upgrade employee skills as well as initiate new employees.

TECHNICAL TRAINING PLAN TEAM

The technical training plan was developed by a team of Federal and State managers appointed by the Director of the Office of Surface Mining Reclamation and Enforcement. The team was composed of:

Office of Surface Mining Reclamation and Enforcement	State Regulatory Agencies
Thomas Ehmett Albuquerque Field Office	Fred Banta State of Colorado
Russell Price Western Field Operations	Joseph Dietz State of Kentucky
Robert Markey Kansas City Field Office	Johnny Reising State of Illinois
Russell Campbell Eastern Field Operations	
Robert Harrison Knoxville Field Office	
Bernadine D. Thompson Technical Training Staff	

CONCEPTS FOR IMPLEMENTING THE TECHNICAL TRAINING PROGRAM

- To integrate training with program concepts and principles to ensure that individuals receive information that has direct application to their jobs insofar as it relates to the complex requirements of the regulatory and abandoned mine land programs.

- To continue unified Federal, State and Tribal efforts to identify training needs and develop training opportunities for the purpose of a constant and continual exchange of ideas, concepts, innovations, and philosophies.

- To use the training program as a medium for technology transfer which will facilitate the exchange of ideas, experiences, and innovations that will further the advancement of knowledge and technology.

- To interpret the word "training" in its broadest sense in order to encompass various types of developmental activities, such as programmed assignments, home study, workshops, seminars, interagency exchange of personnel for on-the-job training, and task forces as well as classroom courses.

- To develop agreements with Federal and State agencies and nongovernmental organizations for the purpose of using existing relevant training opportunities.

- To establish incentives for individuals to pursue career goals and to identify leadership potential.

- To provide training for managers to develop skills unique to the implementation of surface mining regulatory and abandoned mine lands programs.

FRAMEWORK FOR ACHIEVING PROGRAM CONCEPTS

ESTABLISH THREE CATEGORIES OF TRAINING:

Foundation	Provide comprehensive subject matter to serve introductory, basic, or review purposes. Would usually be in the form of classroom activities, with field exercises when relevant. Would be phased out as needs are met and replaced with less costly training aids such as video-tape, programmed workbook or other alternatives to classrooms.
Applied	Provide advanced subject matter, usually combining several topics. May be seminars, workshops, field practica, interagency exchange, task forces, etc.
Specialized	Provide for selected skills or for knowledge that would apply to only few job categories.

EMPHASIZE CAREER PATHS	Establish incentives and develop steps to integrate training in career paths, such as use of surveys, encouraging use of individual development plans, developing career ladders.
PROVIDE FOR LONG-TERM NEEDS	Assure that training activities are reviewed annually and retired when no longer necessary or converted to video-tape, programmed workbook, or other appropriate media to meet a continuing need.
ESTABLISH STEERING COMMITTEE	Establish a Federal-State steering committee for the purposes of identifying priorities, performing periodic evaluation of the program, maintaining quality control, recommending training program policies, and providing other guidance as necessary to assure the use of creative and innovative training opportunities.

Appendix B

Course Development Plan

Title:	Short title proposed course. This title will be used in publications and reports.
Goal:	Short paragraph describing the objective of the proposed course. This paragraph will be used in publications and reports.
Format:	How the course will be structured: classroom, field exercise, videotapes, etc. Major topics to be included. Estimated number of hours of instruction to be given.
Audience:	Identify who the course is intended for and any prerequisites.
Schedule:	Critical milestones and planned dates for completion.
Vendor:	Identify potential vendor(s) and method for obtaining.
Cost estimate:	Estimated cost for development, presentations, travel of ad hoc teams, travel of instructors if not included in presentation estimate, etc.
Ad hoc team:	Proposed ad hoc team members and their agencies/offices.
Special requirements:	List any special requirements (minesite, computer, equipment, etc.)

Appendix C

TASKS AND RESPONSIBILITIES FOR PLANNING AND DEVELOPING TECHNICAL TRAINING COURSES

TASK	RESPONSIBILITIES IN OSMRE BTTI	OTHER UNITS
Conduct needs assessment	X	Participate
Develop needs inventory	X	
Prepare course development plans (CDPs)	X	X
Review CDPs for consistency with plan, needs inventory, redundancy	X	
Submit CDPs to appropriate Assistant Director for decision	X	
Establish ad hoc team	X	X*
Prepare statement of work	X	BTTI staff may review, comment
Monitor development work and review interim materials	X	X BTTI staff may review, comment
Schedule formal sessions	X	X
Advertise availability	X	
Select and notify nominees	X	X
Prepare certificates	X	
Maintain statistics and records	X	

*Staff from program area will usually be included on ad hoc team.

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APPENDIX D

REQUEST, AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING

A. A
a
(Ex

C. Request status (Mark (X) one) 02
Initial or Resubmission | Correction or Cancellation

Section A—TRAINEE INFORMATION

1. Applicant's name (Last-First-Middle Initial) — Enter first 5 letters of last name 03
2. Social Security Number 04
3. Date of birth (Year and month) 05 (Example—born January 14, 1943 shown as 43/01)
4. Home address (Number, street, city, State, ZIP code)
5. Home telephone — Area code | Number
6. Position level (Mark (X) one only) — a. Non-supervisory; b. Supervisory; c. Manager; d. Executive
7. Organization mailing address (Branch-Division / Office / Bureau / Agency)
8. Office telephone — Area code | Number | Extension
9. Continuous civilian service — Years | Months
10. Number of prior non-government training days
11a. Position title / function
11b. Applicant handicapped or disabled (See instructions)
12. Pay plan / series / grade / step
13. Type of appointment
14. Education Level

Section B—TRAINING COURSE DATA

15. Name and mailing address of training vendor (No., street, city, State, ZIP code)
BRANCH OF TRAINING AND TECHNICAL INFORMATION (BTTI)

15b. Location of training site (If same, mark box) ➤ ☐

16. Course title and training objectives (Benefits to be derived by the Government)

17. Catalog / Course No.

18. Training period (6 digits) 06

	Year	Month	Day
a. Start			
b. Complete			

19. No. of course hours (4 digits) 07

a. During duty	
b. Non-duty	
c. TOTAL ➤	

20. Training codes (See instructions)

	Code			Code	
a. Purpose		08	c. Source		10
b. Type		09	d. Special interest		11

AGENCY USE ONLY

M1 M2 01 02 PP G D F S N DD TT TP Acct Obj ID Amount MO. DAY YEAR

DATE

Section C—ESTIMATED COSTS AND BILLNG INFORMATION

21. Direct costs and appropriation / fund chargeable

Item	Amount Dollars	Cents	Appropriation / fund
a. Tuition	$		NO DIRECT COSTS
b. Books or materials			
c. Other (Specify)			
d. (Enter 4 digits in dollar column) 12 TOTAL ➤	$		

22. Indirect costs and appropriation / fund chargeable

Item	Amount Dollars	Cents	Appropriation / fund
a. Travel	$		
b. Per diem			
c. Other (Specify)			
d. (Enter 4 digits in dollar column) 13 TOTAL ➤	$		

23. Document / Purchase Order / Requisition No.

24. 8-Digit station symbol (Example—12-34-5678) ➤ 14-18-0001

MUST BE RECEIVED BY BTTI AT LEAST 8 WEEKS BEFORE SESSION OR SPACE MAY NOT BE AVAILABLE

25. BILLING INSTRUCTIONS (Furnish invoice to)
Office of Surface Mining
P.O. Box 25065
Denver, CO 80225

Section D—APPROVALS

26a. Immediate supervisor—Name and title — Area code / Tel. No. / Extension
b. Signature — Date

27a. Second-line supervisor—Name and title — Area code / Tel. No. / Extension
b. Signature — Date

28a. Training officer—Name and title — Area code / Tel. No. / Extension
b. Signature — Date

Section E—APPROVAL / CONCURRENCE

29a. Authorizing official—Name and title — Area code / Tel. No. / Extension
b. Signature — ☐ Approved ☐ Disapproved — Date

Section F—CERTIFICATION OF TRAINING COMPLETION

30a. Certifying official—Name and title — Area code / Tel. No. / Extension
b. Signature — Date

TRAINING FACILITY ➤ Bills should be sent to office indicated in item 25. • Please refer to number given in item 23 to assure prompt payment.

COPY 1 — AGENCY (TRAINING/PERSONNEL FOLDER)

Previous edition usable

182-103-09

Standard Form 182 (Rev. 12/79) (10-Part)
U.S. Office of Personnel Management FPM Chapter 410

United States Department of the Interior
OFFICE OF SURFACE MINING
Reclamation and Enforcement
WASHINGTON, D.C. 20240

TAKE PRIDE IN AMERICA

APPENDIX E

Nomination for Non-Federal Personnel to Participate in Technical Training Course

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NOMINEE'S NAME (last, first, initial - to be used on certificate)

TITLE

OFFICE NAME AND COMPLETE MAILING ADDRESS

OFFICE PHONE NUMBER (with area code)

COURSE TITLE LOCATION

DATES

PLEASE CHECK APPLICABLE PRIORITY:

___ I Individuals whose functions relate directly to the course subject matter but whose academic or work experience is not related to the subject matter. Individuals participating in a formal training program that includes the course subject matter, such as those in upward mobility positions. Firstline supervisors may be included.

___ II Supervisors or support staff such as attorneys and managers whose functions relate directly to the course subject matter.

___ III Individuals in established positions that relate indirectly to the course subject matter, or who may need to be brought up-to-date on the latest developments in the subject area when the courses are sufficiently advanced or specialized to serve that role.

___ IV OSMRE and State staff with planning, budgeting or other support or management responsibilities relating to the course subject matter.

___ V Individuals from OSMRE, Department of the Interior, State or Tribal offices who provide indirect support to the regulatory authority. This priority would apply to individuals such as State environmental protection staff and administrative staff.