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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: 645
NOV 19 1990

Subject: TECHNICAL TRAINING PROGRAM

Approval: Title: DIRECTOR

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

2. SUMMARY OF CHANGES. This directive supersedes and reflects the following changes to the Office of Surface Mining Reclamation and Enforcement (OSM) Directive TRN-2 dated August 30, 1988.

a. Course attendance reports will now be distributed annually rather than quarterly. (4.a. and Chapter IV, I.1.)

b. The Branch of Training and Technical Information now has responsibility for managing all travel and per diem funds, for issuing all travel authorities, and for processing all travel vouchers for OSM, State and Tribal participants in the technical training program. ((3.b.(5)(g) and Guidelines, Chapter IV, A.3, A.4 and B).

c. Changes in OSM organizational structure based on the reorganization effective October 1, 1990.

3. DEFINITIONS. Definitions are included in Chapter I of the appendix.

4. 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 the OSM 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 OSM, State and Tribal personnel involved in implementing the Surface Mining Control and Reclamation Act of 1977, as amended.

b. Responsibilities.

(1) The Deputy Director, Operations and Technical Services 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 OSM 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, Reclamation and Regulatory 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, Operations and Technical Services prior to approving any technical training courses in which OSM 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 4.a.(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, for instructors for courses managed by the BTTI and for OSM, State and Tribal participants in courses offered by the BTTI.

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

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

(7) 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, Reclamation and Regulatory Policy.

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

(f) Assure that work assignments are scheduled in a manner that allows OSM 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 appendix.

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

* a. An annual 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 OSM participants for use in the OSM annual report to the Office of Personnel Management, the Deputy Director, Operations and Technical Services and the Chief, Office of Budget.

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

6. EFFECT ON OTHER DOCUMENTS. This Directive supersedes Directive TRN-2, Transmittal Number 464, dated August 30, 1988, and memoranda dated January 30, 1989, and February 10, 1989, respectively from the Deputy Director and Chief, Branch of Training and Technical Information to technical training contacts concerning travel policies and procedures for the Technical Training Program.

7. 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 OSM participants in the technical training program.

8. EFFECTIVE DATE. Upon issuance.

9. CONTACT. Chief, Branch of Training and Technical Information 202-343-1825.

10. KEYWORDS. Technical Training

11. LIST OF APPENDICES. Appendix 1, Guidelines

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 (OSM) 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 OSM 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 OSM.

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, programmed workbooks, videotapes, slide/tape shows, and on-the-job training.

5. Technical Training Steering Committee, as established by the Deputy Director, Operations and Technical Services 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 or 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 Support Center, Western Support Center and Field Operations as a result of findings during the annual evaluation of State regulatory programs; and other sources.

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

a. Coordinating all technical training courses with the OSM.

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 OSM, 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, and/or will 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 technical 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 OSM and State experts, will be established, as needed, to assist the OSM 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 or a volunteer coordinator may represent the OSM staff at the training site.

12. Technical training contacts are individuals designated by State, OSM 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, deliverables, and timetables for accomplishing the task. A statement whould 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 OSM and State experts.

CHAPTER II — Planning

A. Technical Training Steering Committee.

1. The Deputy Director, Operations and Technical Services will appoint members to the Technical Training Steering Committee. Each appointed member 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 OSM field ofices in the East, Midwest and West; the Association of Abandoned Mine Land Programs and the OSM Eastern and Western Support Centers.

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 Guidelines, Appendix A.)

4. The Steering Committee will meet twice a year to:

a. Review and add to the needs inventory;

b. Review proposed CDP's 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. Comprehensive assessments of technical training needs were conducted in FY-87 and FY-90 at which time OSM, State and Tribal managers and supervisors identified the areas of competency required for their staffs and for themselves. The results of these competency assessments are compiled into a baseline technical training needs inventory.

2. The BTTI staff will conduct a needs assessment 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 OSM.

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 OSM, State and Tribal regulatory and reclamation officials.

c. Incorporating recommendations obtained thrugh program evaluations conducted by various components of OSM.

4. Survey of Needs for Existing Courses. Each spring, the BTTI Chief will conduct a survey of OSM, 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, Reclamation and Regulatory 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 OSM 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 OSM 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, Eastern and Western Support Centers, 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 fnding and development of technical training courses will be requested from the Assistant Director, Reclamation and Regulatory 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 OSM 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. (See Guidelines, Appendix C for tasks and responsibilities.) All competitive contracts for technical training program courses will be managed by the BTTI.

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

3. Prior to the pilot session of a course or the official dissemination of training materials, the Assistant Director, Reclamation and Regulatory 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 the materials are acceptable for offering through the technical training program.

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

B. Evaluation.

All instructors, course sessions, seminars, 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 whether course revisions may be appropriate. The annual analysis will be performed by an ad hoc team under the direction of the Chief, BTTI or other program official.

C. Library.

A copy of materials for all training courses developed, funded, obtained through joint efforts with other agencies and organizations or offered by OSM within OSM only or to regulatory and reclamation programs to Federal, State and Tribal personnel shall be kept in the OSM 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 -- Implementation

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

3. The Chief, BTTI shall manage all funds for travel and per diem expenses for OSM, State and Tribal participants, in courses offered under the Technical Training Program.

4. All OSM, State and Tribal offices that participate in the Technical Training Program should assure that realistic numbers are provided in response to the annual survey of needs for existing courses. (See Chapter II, paragraph 4.) Allocation of funds for participant travel and per diem will be based on those figures.

B. Travel Expenses.

1. Course Development and Presentation

a. Technical training program funds contained in the BTTI operating budget 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.

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

* 2. The OSM, State and Tribal Course Participants

a. The Chief, BTTI will be the "Approving Official" for all travel authorizations (TAs) for participants in courses offered under the Technical Training Program and for which funds have been identified in the BTTI annual operating budget.

b. Participants lodging normally will be paid directly by the BTTI. The TA will include language that identifies those unusual occasions when the participants will have to pay for their own lodging and request reimbursement.

c. Participants normally will pay for their meals and incidental expenses and file a travel voucher for reimbursement. The TA will include language that identifies those occasions when meal tickets will be used, in which case each participant may file a voucher for $2 per day incidental expenses only. The OSM will provide assistance at the course sessions for preparing travel vouchers.

d. Participants who reside within 50 miles of the training site will not be eligible for reimbursement by OSM for lodging, meals and incidental expenses, or any other travel expenses.

e. Participants shall not travel on TAs or airline tickets issued in another person's name. Reimbursement for transportation, lodging, meals and incidental expenses cannot be made unless a TA is issued to the individual traveler in advance of the departure date.

f. If the distance to the training site is less than 350 miles, participants will be expected to travel to the training site by State, Tribal or OSM vehicle (referred to as government-owned vehicle or GOV) to the extent possible. The BTTI will not reimburse offices for expenses associated with the use of GOV except for tolls or official parking fees which have been paid by the individual traveler.

g. Use of a private vehicle (POV) in lieu of a GOV or air travel normally will not be approved. Advance approval to use a POV in lieu of a GOV is required.

h. All participants requiring air travel must obtain their tickets through the agent serving the BTTI. Guidance for obtaining airline tickets will be provided with the TA.

i. All participants requiring air travel must travel on contract carriers, as identified by the travel agent, unless the Chief, BTTI approves an alternate schedule prior to issuance of the tickets. Participants should be flexible, to the extent possible, in order to schedule flights with the contract carriers and to avoid high-cost travel periods.

* 3. OSM Course Participants Only

a. The BTTI will prepare TAs based on information provided on the SF-182, "Request, Authorization, Agreement and Certification of Training". (See Guidelines, Appendix D) The participant must submit any special requests and justifications, as identified in paragraph B.4 below, with the SF-182.

b. The OSM participants and instructors will prepare their travel vouchers and give them to the onsite coordinator to be submitted to the Chief, BTTI for approval.

* 4. State and Tribal Participants Only.

a. The State or Tribal official who is responsible for approving the use of State funds for out-of-state travel must provide the OSM with a signed statement indicating the basis for which State funds are not available for each participant before the OSM can isue a TA or reimburse the travelers. This may be accomplished by:

(1) Providing a letter which identifies the conditions which preclude use of State funds for all participants within a specified period of time or for a number of participants for selected reasons, such as distance from office, specific purpose, etc.

or

(2) Completing OSM Form 140 for each participant. (See Guidelines, Appendix E).

b. Each participant shall provide a completed OSM Form 105. Information on the form must be typed or printed very clearly.

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 OSM 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 needs assessment 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, OSM and Tribal offices in response to the annual survey.

2. By August 1, each year, the OSM, 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 considerations:

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, OSM and Tribal offices. The sessions normally are held in locations nearest to participants in the following geographic groups: northern Appalachia, sourthern Appalachia, Midwest, and West.

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

c. Location of the largest number of expected participants.

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

e. Time of year for courses which require use of coal mines for field exercises.

f. Schedules of instructors.

g. Work load of participating offices.

E. Eligibility.

1. The BTTI uses a nomination process to assure that training opportunities are made available to personnel in an equitable manner. Nominations may be accepted as submitted, accepted with further justification or rejected in accordance with the priorities set forth below.

2. Technical training contacts are responsible for coordinating training needs for their offices and transmitting nominations on the priority basis described below. Nomination forms contain justifications to assist in prioritizing nominees, (SF-182 for OSM nominees and form OSM-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 where courses are sufficiently advanced or specialized, individuals whose functions may require that they receive training in the latest developments in that subject matter.

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

e. Priority V - Individuals from OSM, 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 (OSM-105) for each of their nominees. (See Guidelines, Appendix F.)

2. OSM technical training contacts, working within the procedures estblished by their servicing personnel offices, will send to the BTTI the "vendor" copies and a xerox of Copy 1 of the 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 OSM nominee and a completed form OSM-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. Technical training contacts will be notified immediately if the session is cancelled. It is the technical training contact's responsibility to notify nominees of session cancellations.

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: 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 for the entire course. Training certificates and credit for completion may be withheld if full participation or attendance is not received.

H. Individual Development Plans.

OSM 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. Annually a report of all individuals who completed technical training 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 of dollar expenditures for the development and presentation of technical training courses attributable to OSM participants will be provided to the Chief, Personnel Division for use in the OSM annual report to the Office of Personnel Management. A copy of this report will be provided to the Deputy Director, Operations and Technical Services and to the Chief, Office of Budget.

GUIDELINES
APPENDIX -- A

Appendix A

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 videotape, 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 videotape, 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.