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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: 669 Date: APR 16 1991

Subject: TRAINING AND EMPLOYEE DEVELOPMENT

Approval: [signature] Title: Director

1. **PURPOSE**. The purpose of this directive is to delineate the policy and procedures governing employee training of the Office of Surface Mining Reclamation and Enforcement (OSM). Title 5, United States Code, Chapter 41, which incorporates the Government Employees Training Act, is the basis for the establishment of OSM training policy. Executive Order 11348 dated April 20, 1967, provides additional direction on how the law is to be used. The provisions of this directive apply OSM-wide.

2. **SUMMARY**. This directive reflects the following changes to OSM Directive TRN-1 dated October 14, 1986:

a. Incorporates the following Change Notices:

(1) TRN-1-1 dated February 15, 1988, which requires the use of a training form to document all training.

(2) TRN-1-2 dated November 2, 1988, which requires the Servicing Personnel Office (SPO) or Administrative Officer (AO) to review Individual Development Plans (IDP) and use these as a basis for establishing the training needs inventory.

(3) TRN-1-3 dated November 2, 1988, which added text on supervisory and managerial training.

b. Clarifies and updates the following:

(1) Section 4.a., Responsibilities, was rewritten for clarity.

(2) Section 4.c.(12), Limitations on Training, was reworded for clarity and examples given.

(3) Section 4.c.(13), Waivers, was rewritten and a footnote added for clarity.

(4) Section 4.c.(19), Payment of Training Expenses, was rewritten for clarity.

(5) Section 4.c.(22), Travel-Commuting Costs, was rewritten to allow for additional payment of mileage in accordance with Comp. Gen. B-163852 dated April 25, 1968.

(6) Section 4.c.(25), Contributions, Awards, Payments--Non-Government Sources, was rewritten and a footnote added for clarity.

(7) Appendix A, Training Nomination Procedure, was rewritten for clarity.

3. **DEFINITIONS.**

a. Training means the process of providing for and making available to an employee, education in scientific, professional, technical, mechanical, 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.

b. Sources and Types of Training means any training provided by OSM, 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 means those authorized duties which the employee is presently doing or can be reasonably expected to do in the future.

(1) The following are examples of future duties the employee would be expected to perform:

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

(b) duties of a position where there has been a competitive process involved in selecting an employee for placement; e.g., an upward mobility position or a long-term training position, e.g., Senior Executive Service Candidate Development Program (SESCDP);

(c) 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.

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

(a) 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;

(b) assigning unauthorized duties of a different occupational area to an employee (e.g., specialized 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 directive, means OSM.

e. Employee, as used in this directive, means any employee within OSM.

f. Government Training means training which is conducted by Government personnel acting in their official capacity, and on property owned, rented or leased by the Government, or that is loaned to the Government.

g. Interagency Training means training provided by one Government agency for employees of other Government agencies or shared by two or more Government agencies.

h. Non-Government Training means training conducted by other than Government personnel and on property not owned, rented, leased or loaned to the Government.

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

j. Long-Term Training means training that is more than 120 training days or 960 training hours.

4. **POLICY/PROCEDURES**. It is the policy of OSM that all training including technical must be documented on a training form.

a. Responsibilities.

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

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

(3) The Personnel Officer has OSM-wide responsibility for:

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

(b) approving Headquarters training requests under 30 days;

(c) coordinating the approval of training requests over 30 days with the appropriate official;

(4) The Employee Development Officer (EDO) has OSM-wide responsibility for:

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

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

(c) preparing consolidated reports on Agency training activities; and

(d) announcing OSM-wide competitive training opportunities and completing the selection process.

(5) Chiefs, Servicing Personnel Offices and Administrative Officers (training officers, where delegated, 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) coordinating the approval of training requests under 30 days with Chief, Administrative Service Center (ASC) or Field Office Director;

(c) coordinating the approval of training requests over 30 days with Personnel Officer;

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

(e) preparing training reports.

(6) 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. Employees should be counseled on career objectives and training needs at least annually. All eligible employees must receive equal consideration and/or have an opportunity to apply for available training.

(7) Employees should be involved in training and self-development. This includes developing their ability to perform the duties and tasks of their positions 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 employees' duties or potential duties.

b. Policy. In accordance with Chapter 41 of Title 5, United States Code and Executive Order 11348, OSM is committed to develop its employees through the establishment and operation of progressive and efficient training programs, thereby improving public service, increasing efficiency and economy, building and retaining a force of skilled and efficient employees, and installing and using the best modern practices and techniques in the conduct of the Government's business. If in the accomplishment of this goal, an employee receives an academic degree as an incidential byproduct of the training, the employee would not be in violation of 5 U.S.C. 4107(c)(2). This statute prohibits payment or reimbursement of training costs solely for the purpose of an employee obtaining an academic degree. Training is offered through the Agency, the Department, other Government agencies, and 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) improving employee performance of current duties;

(b) assisting the upward mobility of employees;

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

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

(e) providing for future staffing requirements of the Agency through the systematic development of high potential employees; and

(f) providing to employees the skills necessary to correct job performance deficiencies, if necessary.

(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. On the job 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 equitably 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, i.e., SESCDP. On-the-job training can also be accomplished through details. Training details normally do not have to be documented unless the period is 120 days or more. An SF-52, Request for Personnel Action, is used to document a trainee's Official Personnel Folder for details greater than 119 days.

(3) Self-Development through Membership in Professional Societies. The Agency encourages employee participation in professional societies whose activities are related to the employee's official duties. However, the Government cannot pay or reimburse an employee for such membership. 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. Employees may be excused to attend professional meetings or conferences without charge to leave when it is determined that attendance relates to their official functions and activities.

(4) Selection for Training. Selection of employees for training programs shall be made without discrimination for any reason such as race, color, sex, religion, national origin, physical or mental handicap, or other factors unrelated to the need for training. Employees selected for training must have the qualifications and capabilities necessary to benefit from the instruction and to apply it efficiently in their work. A competitive process will be used for long-term training to ensure that all eligible employees are considered and that the best candidates have an opportunity to apply or to be nominated. A competitive process may also be used in select short-term training opportunties.

(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 programs of the Agency, 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 current and continuing operational needs of the Agency 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 skills, knowledge and abilities are likely to be improved by training;

(d) the ability of the employee to pass the training benefits on to others upon return to the job;

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

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

(g) the length and cost of the training to OSM.

(6) 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 ending the course. His/her supervisor shall submit the case with comments and a recommendation through channels to the Personnel Officer (PO) who shall determine what action is necessary, including recovery of all or part of the expenses of the training. The employee may grieve the determination in accordance with established grievance procedures.

(7) 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 a course 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; or

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

c. Procedures for all training of employees whether in Government or non-Government training.

(1) Prior Approval Required. Prior approval must be obtained from the Authorizing Official (SPO or AO, where delegated) before registering or attending a course. To provide for timely approval, training request form SF-182, (Request, Authorization, Agreement and Certification of Training) should be submitted in time to meet course requirements. 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. (ref.: Comp. Gen. Dec. B-187215, dated 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 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 form used for all training without a charge for tuition. In order that the Annual Training Report to the Office of Personnel Management (OPM) reflect a complete and comprehensive picture on the development of OSM employees, all training must be documented using a 10-part or 5-part form, as appropriate. Information supplied on the training forms is inputted into PAY/PERS for the Central Personnel Data File Training Subsystem maintained by OPM.

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

(c) The second-line supervisor gives concurrence. Exception: At Headquarters, when the second-line 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 SPO or AO for processing and obtaining approval.

(3) Relating Training to Official Duties. Employees should provide a brief description of the relationship of the training to their current position.

(4) Determining Training Needs. The Office of Personnel Management (OPM) requires the 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, a training needs survey will be conducted before the beginning of each fiscal year. The survey will 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 his/her current position.

(5) Annual Review of Training Needs. Reviews of individual training needs are to be identified on an annual basis in accordance with 5 CFR Part 410.201 (a)(2). It is recommended that reviews 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 submitted with the employee's performance standards for the upcoming appraisal year.

(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 8 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 8 hours a day or 40 hours a week.

(b) Part-Time Training. An employee assigned to training on less than a full-time basis is 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 3 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 Government training facilities, 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 SPO or AO, where delegated. The evaluation and selection of a non-Government source for training will be a joint effort between the using organization and SPO or AO.

(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) practicality of the administrative arrangements involved;

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

(e) the geographic accessibility of the training facility; and

(f) 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, sex, age, religion, national origin, physical or mental handicap, or other non-merit factors in the admission or subsequent treatment of students. When there is any doubt, a written inquiry is to be made for assurance.

(10) Prohibition on Training Through Non-Government Facilities. Selection and assignment or payment and reimbursement 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 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 (full-time equivalent (FTE)) of training in non-Government facilities for the Department of the Interior in any fiscal year shall not exceed one percent of the total number of staff years of employment as indicated by the budget estimates for that year. Control is maintained by the Department and reported on the Annual Training Report to OPM. Managers and supervisors are encouraged to train their employees by, in and through Government facilities whenever possible to avoid exceeding the One Percent Limitation imposed by law. For example: The total FTE for FY 89 was 1,261. The percentage of training time spent in a non-Government facility could not exceed 1 percent of 1,261.

(b) Minimum 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 unless it is determined that postponement would be contrary to public interest. Continuous service includes periods in a non-pay 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 non-pay status. For example: An employee entered civilian service on July 1, 1980. On June 30, 1990, the employee completed the first 10-year period of service, even though some of it may have been in a nonpay status. If this employee had experienced a 2-year break in service in 1985-87, that would have postponed the completion of the first 10-year period of service until June 30, 1992.

(13) Waivers.

(a) Waiver of One Percent Limitation. The one percent limitation may be waived by the Director if cost comparison studies demonstrate that a waiver is in the public interest because non-Government training is as effective as, and less costly than Government training. The Director can also waive this limitation when it can be shown that adherence to the prescribed limitation would either delay or injure the Agency's mission.

(b) Waiver of the Minimum Service Limitation. The minimum service limitation may be waived by the Director if postponement of the training would be contrary to the public interest. For example:

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

2 training through correspondence courses;

3 training essential to the protection of life, safety, or property or to enforcement activities;

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

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.

(c) Waiver of One-Year-in-Ten Limitation. The one-year-in-ten limitation may be waived by the Director when the employee is serving under a career or career-conditional appointment or an appointment without time limitation in the expected service; and the training, added to the amount of previous training through non-Government facilities, would not exceed 2 years in the current 10-year period of service. He may also waive the limitation for an employee serving in a career-related work-study program.

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

1 training not in excess of 40 hours (see c.(6)(a)&(b)) within a single course or program[1];

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.

(e) Additional Exceptions to the Limitations. When training meets two of the following conditions, it is not counted against the above limitations:

1 conducted by civilian or military personnel of the Government acting in their official capacities; or

2 held on property owned or substantially controlled by (rented by or loaned to) the Government; or

3 controlled by the Government in terms of general level, coverage, content and requirements for participation.

[1] Instances of training which have a common purpose and which are authorized at the same time.

a In the case where one element is Government, one is non-Government and the third is split, then each section of a course must be classified separately and subject to the relevant limitations. For example, the Government controls a 40 hour course given at a university and 20 hours of lectures are given by university personnel. Those 20 hours must be counted as non-Government training subject to all regulations and conditions of the law.

(f) Request for Waiver. Requests for waivers shall be submitted by the SPO or AO, where delegated, for coordination with the PO, who shall determine what action is necessary.

(14) Employee Agreement.

(a) Terms.

1 Each employee, before assignment to non-Government training that exceeds 80 hours in one instance, must agree to continue Federal employment for a specified period of time.

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

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

4 An 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 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 through the SPO to the Personnel Officer for approval. 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; or

3 given through correspondence course.

(15) Failure to Fulfill Service Agreement. When an employee voluntarily leaves Federal Service before completing the agreed period of service, he/she must reimburse the Government for the training expenses proportional to the percent of the agreement not completed.

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

(a) employee transfers within the Federal Service will make 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; or

(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 through channels to the Personnel Officer for approval at least 10 workdays before the employee's separation.

(18) Request for Payment. If a request for waiver is denied or is not made, the Personnel Officer 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 salary, tuition, books or materials, travel, parking, per diem, and other services or facilities directly related to the training; e.g., laboratory fees, library fees, interpreter fees. For example, the Agency would normally pay the full tuition cost of an employee taking a college course. However, if the tuition charge includes any additional rate of tuition because the employee is a degree candidate, the additional tuition would not be paid by the Agency. Only where costs associated with the acquisition of an academic degree are inextrically mixed as part of the tuition will the Agency make full payment.

(b) Advance Payment of Training Costs. There may be instances where it is advisable for the Agency to pay for training before the course has been completed, but only if the vendor requires advance payment. The approval of such training must still be received prior to enrollment. If the vendor does not require advance payment, then payment will be made at the completion of the course.

(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 under the law (5 U.S.C 4109(a)(1)). Exceptions under the training law to the prohibition on premium pay are as follows:

(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; or

(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.

1 The provision of 5 U.S.C. 4109(a)(1) which prohibits payment of premium compensation to employees during periods of training does not prevent payment of overtime compensation to employees traveling to and from places of training (CG B-165311, dated November 12, 1968.) The following criteria is used to determine eligibility:

a involves the performance of work while traveling;

b is incident to travel that involves the performance of work while traveling;

c is carried out under arduous conditions; or

d results from an event which could not be scheduled or controlled adminstratively.

(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.);

(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;

(c) where privately-owned vehicle 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) where lodging and meals are provided, per diem rate for participants at the Federal Executive Institute, Executive Seminar Centers and other residence training programs will be the rate authorized under the Federal Travel Regulations.

(22) Travel - Commuting Costs. The daily cost of commuting by a privately owned vehicle between the employee's home and a training facility which is located in the same commuting area is reimbursable when this mode of transportation is considered advantageous to the Government. Reimbursement will be determine at the appropriate mileage rate multiplied by the number of miles traveled. The following costs may also be claimed when determined to be advantageous to the Government: (1) public transportation and (2) parking fees. Receipts for commuting costs should be furnished whenever possible.

(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 purchase order number, if not preprinted on the form, and account numbers by the SPO or AO. No separate purchase order or certificate of receipt is required.

(24) Other Training Expenses. Where training is approved in accordance with OSM 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 SPO or AO for help in identifying an assistant. Travel expenses for the assistant are not authorized unless cost is part of hourly fee. The expenses must be submitted and approved simultaneously with the request for training. If an OSM 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 or attendance at meetings must be approved by the Deputy Director, Administration and Finance.

(b) Request for Approval. A memorandum shall be submitted through channels to the Personnel Officer for review and submission to the Deputy Director, Administration and Finance. 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:

1 the contribution, award, or payment is made by an organization[1] described in Section 501(c)(3) of the Internal Revenue Code and exempt from taxation under Section 501(a) of that Code;

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

3 acceptance of the contribution, award, or payment

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

[1] Tax status of an organization can be obtained from the Internal Revenue Service on (202) 566-6174.

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

c would be compatible with Executive Order 12731, "Code of Ethics";

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

(26) Supervisory/Managerial Training (370 DM 412)

(a) Probationary Supervisors/Managers

1 Employees in positions described in the Office of Personnel Management Supervisory Grade-Evaluation Guide and Qualification Standard are subject to a one-year probationary period upon initial appointment to a supervisory or managerial position.

2 Within the first 6 months of their initial appointment to a supervisory position, all probationary supervisors are to complete 40 hours of supervisory training. This training must include the performance appraisal process. All supervisors are to complete a minimum of 80 hours of supervisory training within 2 years of appointment to a supervisory position.

3 By the end of the second year in the supervisory position, training shall have included such topics as communication, personnel management, labor relations, equal employment opportunity, work planning and scheduling, tracking and appraising work products, internal controls, and management as a profession.

4 Probationary managers are to receive 40 hours of appropriate formal training; topics to be stressed include: leadership, principles of human behavior, problem solving, communication, counseling techniques, personnel management, planning, program evaluation, performance appraisal, equal employment opportunity, concepts of organization, internal controls, and management as a profession.

(b) Nonprobationary Supervisors/Managers

1 For nonprobationary supervisors, a minimum of 8 hours of training must be completed each year. As needed, the Agency is expected to provide additional training. At a minimum, this training will help to keep supervisors informed on timely issues that bear upon their responsibilities as supervisors.

2 Both nonprobationary supervisors' and managers' developmental needs will be reviewed annually. The results of these annual reviews are necessary as a vehicle for planning individual, as well as Agency-wide developmental activities.

5. **REPORTING REQUIREMENTS.** Annual Training Report. Also program specific reports as needed.

6. **EFFECT ON OTHER DOCUMENTS.** This directive supersedes Directive TRN-1, Transmittal Number 463, dated August 19, 1988. Also supersedes Change Notices TRN-1-1, Transmittal Number 418, dated February 5, 1988; TRN -1-2, Transmittal Number 480, dated November 2, 1988; and TRN-1-3, Transmittal Number 481, dated November 2, 1988.

7. **REFERENCES.**

a. Title 5, United States Code, Chapter 41.

b. Code of Federal Regulations 5, Parts 410 and 412.

c. Federal Personnel Manual, Chapters 410 and 412.

d. Department of the Interior, Department Manual, Part 370, Chapters 410 and 412.

e. Federal Travel Regulations.

8. **EFFECTIVE DATE.** Upon issuance.

9. **CONTACT.** Division of Personnel
(202) 208-2965 or FTS 268-2965

10. **KEYWORDS.** Training, Development

11. **LIST OF APPENDICES.**

Appendix A "Training Nomination Procedures"
Appendix B "Individual Development Plan Procedures"

APPENDIX A

Training Nomination Procedure

Purpose

This document sets forth procedures in the processing of training requests. All such requests are to be completed in accordance with the instructions provided below:

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

1. The SF-182 (5-part form) will be used for all training which has no cost for tuition (Sample attached).

2. The SF-182 (10-part form) will be used for all training with a charge for tuition (Sample attached). If the 5-part form is used when a 10-part form is needed, problems of insufficient copies arise.

3. An original or copy of the brochure, pamphlet, catalog, etc., which gives a complete description of the requested training (including cost), must accompany each SF-182. Delays in processing training requests may result without this information. An approved IDP should also accompany form.

4. Only one course is to be entered on each form.

5. Travel and/or per diem expenses must be shown on the form if trainee seeks reimbursement.

6. All courses must be approved by the designated Authorizing Official before the beginning of the course date.

7. After the course has been approved, no substitution of the course can be made without submitting another request.

8. With the exception of courses taken at colleges or universities, course registration will be done by the Servicing Personnel Office (SPO) or Administrative Officer (AO), where appropriate, after the training forms have been approved. Vendor copies will be forwarded to the nominee for college or university courses.

9. Sufficient time for processing and registration must be allowed. In general, allow at least four weeks prior to the beginning date of the course.

10. When training has been completed, the nominee will be sent an evaluation copy of the SF-182. Sections C and D of the evaluation must be completed and returned to the SPO or AO. Under some circumstances, executive personnel need only complete Section C of the evaluation when the training is taken to update the executive's knowledge. Once the evaluation is returned, a record of the training will be placed in the employee's Official Personnel Folder.

Completion of Standard Form (SF) 182

The employee fills out the appropriate version of SF-182. All forms should be typewritten for clarity.

Item A. Type in: IN-22-4228 for all employees assigned to HQs; IN-22-4372 for all employees assigned to the East; IN-22-4373 for all employees assigned to the West.

Item B. Leave blank.

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

Section A

APPLICANT:

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

Item 2. Enter your Social Security Number in shaded area.

Item 3. Enter year and month of your birth (four digits). (If your birthday is April 24, 1954, enter 54/04.)

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

Item 5. Enter your home telephone number, including area code. (The telephone number is used by the vendor when contact of trainee is necessary after office hours.)

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 Reclamation and Enforcement
(Headquarters/Field office address)

Item 8. Enter your office telephone number, including area code.

Item 9. Enter the number of years and months of continuous civilian service (four digits) (e.g., 19 years and 9 months would be entered as 19/09).

Item 10. Leave blank. Training Office will complete.

Item 11. a. Enter your position title.

b. See instructions on back of SF-182.

Item 12. Enter your plan, series, grade and step.

Item 13. Indicate appropriate information; e.g., career (C), 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. (The complete mailing address is important in order to register the trainee with the vendor.)

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

Item 16. Enter course title and a brief description of course and benefits to be derived by the Government.

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, 1990, and ending December 13, 1990, would be entered as 90/06/15 and 90/12/13.)

Item 19. Enter the total number of course hours (four 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 (four digits) in dollars, showing breakdown of tuition, books/materials and other course related costs. (If total is $95, enter 0095.)

In Appropriation/fund block, just enter your office's (nine digits) account number. If you are not sure of your account number, please check with your supervisor.

Item 22. Enter the total amount of indirect costs to Government (four digits) in dollars, showing breakdown of travel, per diem, and other related costs. (If total cost is $250, enter 0250.)

Item 23. Leave blank.

Item 24. If not already preprinted on the form, type in: 14-18-0001.

Item 25. If not already preprinted on the form, type in:

Office of Surface Mining
P.O. Box 25065
Denver, Colorado 80225

SECTION D

APPROVAL OF TRAINING:

Item 26a. & Item 27a. Type in names, titles and telephone numbers of trainee's immediate supervisor and, if applicable, second-line supervisor and obtain signatures before submission of form to the Training Officer.

Item 28. Type in name, title and telephone number of Training Officer as directed by your SPO or AO.

SECTION E

APPROVAL/CONCURRENCE:

Item 29. Type in name, title and telephone number of Authorizing Official as directed by your SPO or AO.

SECTION F

CERTIFICATION OF TRAINING COMPLETION:

Item 30a. Type in name, title and telephone number of Certifying Official as directed by your SPO or AO.

SECTION G

EMPLOYEE'S AGREEMENT TO CONTINUE IN SERVICE:

(On reverse side of Copy 1)

Item 32. This agreement should be signed by the trainee 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. (Even if the trainee does not sign an agreement, Chapter 41 of Title 5, United States Code, obligates continued service for the requisite length of time.) The Personnel Officer will enter in No. 31. the length of obligated service.

SAMPLE

REQUEST, AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING

A. Agency, code agency subelement and submitting office number (Example—xx-xx-xxxx) 01

B. Office

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

15a. Name and mailing address of training vendor (No., street, city, State, ZIP code)

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 (8 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) — a. Purpose; b. Type; Code 08; c. Source; d. Special interest; Code 09; Code 10; Code 11

AGENCY USE ONLY

Section C—ESTIMATED COSTS AND BILLING INFORMATION

21. Direct costs and appropriation / fund chargeable

Item	Amount Dollars	Amount Cents	Appropriation / fund
a. Tuition	$		
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	Amount 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) ——→

25. BILLING INSTRUCTIONS (Furnish invoice to)

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)

NSN-7540-01-008-3900 Previous edition usable

182-105

Standard Form 182 (Rev. 12/79) (5-Part)
U.S. Office of Personnel Management FPM Chapter 410

SAMPLE

REQUEST, AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING

A. Agency, code agency subelement and submitting office number (Example—xx-xx-xxxx) 01

B. OFFICE

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

15a. Name and mailing address of training vendor (No., street, city, State, ZIP code)

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

DATE MO. DAY YEAR

13296

Section C—ESTIMATED COSTS AND BILLING INFORMATION

21. Direct costs and appropriation / fund chargeable

Item	Amount Dollars	Cents	Appropriation / fund
a. Tuition	$		
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

25. BILLING INSTRUCTIONS (Furnish invoice (s))

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

28b. 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)

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182 103-09

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

APPENDIX B

Individual Development Plan (IDP)

1. **Discussion**. The employee/supervisor discussion is an opportunity for both the employee and the supervisor to discuss plans for achieving goals which consider the employee's professional concerns related to his/her particular career goals in conjunction with the agency's objectives and resource needs. As a result of this discussion, both will have provided input and, in essence, will have jointly developed the IDP. The discussion should include such issues as the supervisor's performance expectations as defined by the employee's performance standards, the knowledge, skills, and abilities (KSA's) the employee considers most necessary for satisfactory job performance, and the employee's strengths and weakness. The supervisor will also consider the Agency's particular organizational needs over the next several years, in conjunction with determining career developmental needs. Such things as mission changes, changes in technology, expected turnover, staffing needs, program plans and future needs for particular skills will be considered when making decisions on developmental activities to be included on the employee's IDP.

2. **Preparation and Content**. All employees are required to have an annual IDP. (Sample attached). This plan must contain the following:

   - a statement of the employee's immediate and long-term career goals, stated in specific terms which describe the type of work (in organizational terms) for which the employee is aiming;

   - a list of knowledge, skills, and abilities the employee needs to attain his/her career goals;

   - proposed training and/or other developmental activities and how they relate to the organizational needs of this agency;

   - the skills and knowledge which the activities will address;

   - the date or proposed date for all listed activities;

   - identification of subject areas in which training is needed; and

   - the priority given to the identified developmental activity or proposing training course.

3. **Review**. Completed IDP's will be forwarded to the appropriate SPO or AO for review. The IDP's will be used when establishing the agency's training needs inventory. All IDP's should be updated as necessary and maintained in the employee's official training file. The maintenance of the original IDP and any copies will be determined by the appropriate SPO or AO.

SAMPLE

ANNUAL INDIVIDUAL DEVELOPMENT PLAN

Office of Surface Mining Reclamation and Enforcement
Department of the Interior

Fiscal Year 19___

1. Employee Name	2. Current Position & Grade	3. Organization/Location

4. Short-Term Career Goals (1 to 3 yrs.)	5. Long-Term Career Goals (3-6 yrs.)

6. Developmental Objectives (Identify Knowledge, Skills, Abilities (KSAs) needed to meet career goals)	7. Training Plan - FY 19____		8. Priority of Need for 7B (1,2,3) (See instructions on reverse)
	A. Developmental Assignments	B. Proposed Formal Training (include course titles where possible)	

9. Supervisors only:

_____ PROBATIONARY - Need 80 hrs. within 2 yrs. of appointment (Ref. 370 DM 412)
Probationary period from _____ to _____
_____ NON-PROBATIONARY - Need 8 hrs. annually. (Ref. 370 DM 412)
_____ Have met required training.
How/when training accomplished:

Certified By: _____ Date: _____

10. Employee's Signature	11. Date	12. Signature of Supervisor	13. Title	14. Date

Instructions

Items 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 relate 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/manager is responsible for assigning a priority designation to each proposed training course.

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 - 14: Signatures of employee and supervisor and dates.