

DELEGATION OF TRAINING
APPROVAL AUTHORITY
GUIDE

FOR
SOUTH CENTRAL AREA (SCA)

By SCA Human Resources Development Division

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I. INTRODUCTION

This *Delegation of Training Approval Authority Guide* contains information specifically designed to help managers meet their human resources development obligations to certify them to approve training. Those who approve training are responsible for ensuring that the training and development needs of their organization and employees are identified and met. Personnelists at all levels are available to assist managers with this responsibility. Today, this assistance is less "face-to-face" and more electronic (e.g., e-mail, website, telephone). Additionally, once managers have been certified, they can approve training that formerly was approved by their local personnel office.

Additional guidance can be found at Civilian Personnel On-line (CPOL), [Personnel Management and Information Support System \(PERMISS\)](#).

II. DELEGATION OF TRAINING APPROVAL AUTHORITY

Army Regulation (AR) 690-200, Chapter 250, allows for the delegation of authority to approve short-term training (120 days or less) to line managers. Managers are required to receive certification training before they can use this authority. This can be accomplished by:

- Reviewing the contents of this guide;
- Contacting your servicing Civilian Personnel Advisory Center (CPAC) advisor, _____ with any questions about unclear areas; and
- Signing the attached certification statement and forwarding it to your CPAC for authentication. The CPAC will authenticate and return the original for retention in your organization training files.

A Training Approval Checklist is provided for your information at the end of this guide.

III. ROLES AND RESPONSIBILITIES

A. Commander Responsibilities

- Delegating Training Approval Authority to Line Managers.
- Approving all command-sponsored training in excess of 120 days.
- Ensuring necessary funds and other resources are allocated to meet training needs.
- Providing adequate facilities and equipment for the efficient and cost-effective delivery of training programs.
- Ensuring all mandatory training is accomplished in a timely fashion.
- Ensuring new supervisors complete mandatory core leadership training.
- Ensuring the CPAC or appropriate training office takes part in program and budget administration for training.

B. Manager Responsibilities

- Being familiar with basic training regulations and laws.
- Assessing the training needs of the organization and reporting those needs to the local organization responsible for training during appropriate assessment surveys.
- Incorporating training needs into the organization's strategic plan.
- Budgeting and committing funds and/or other resources to meet identified training needs.
- Ensuring mandatory and other training requirements are met.
- Ensuring new Supervisors complete the Supervisor Development Course as well as other mandatory core leadership training.
- Approving training requests (where authority has been delegated).
- Developing an Individual Development Plan (IDP) for each employee.

- Developing training plans for employees in special programs.
- Counseling employees on career development.
- Reviewing long-term and leadership development application packages and routing to proper destination (e.g., Major Army Command (MACOM), Functional Chief Representative (FCR)).
- Providing on-the-job orientation for employees new to the organization.
- Evaluating completed training.
- Setting up and maintaining required training documentation/files for the following:
 - Copies of Delegation of Authority to Approve Training.
 - Documentation of training costs (e.g., purchase, travel expenses, tuition, fees) and completions (SF 182 [Authorization, Agreement and Certification of Training](#)).
 - Copies of employee Individual Development Plans (IDPs).
 - Training plans for occupational and organizational development.
 - Training for promotion and placement.
 - Academic degree training, once approved by the Assistant Secretary of the Army (Manpower and Reserve Affairs).
 - Continued service agreements.
 - Acceptance of contributions, award, or payment.
 - Evaluations of completed training.
 - Mobility agreements, including Intergovernmental Personnel Act agreements.
 - Training events and activities and individuals selected for training.
 - Training of Presidential appointees, including name and position title of official, description of training, location, vendor, cost, duration, justification and application of training to term of office.

C. Civilian Personnel Advisory Center (CPAC) or Appropriate Training Office Responsibilities

- Providing professional HRD advisory services.
- Working with supervisors to develop and execute the installation's annual HRD plan.
- Assisting with the assessment of training needs.
- Identifying training sources, methods and techniques for local courses.
- Facilitating and/or coordinating local training courses.
- Providing training and assistance on the use of Department of Defense automated system that supports the training function.
- Using the appropriate automated system. Building and maintaining installation-unique course, vendor and class schedules.
- Monitoring the quality of course content and delivery systems.
- Serving as a liaison between line managers/training coordinators and the SC Area HRDD.
- Conducting periodic audits of training approvals.

D. Training Coordinator Responsibilities

- Communicating/coordinating training information between management, employees, CPAC, and SC Area HRDD.
- Providing supervisors/employees with timely training information, instructions, assistance with sources, resources, nominations.
- Advising/assisting supervisors in completion of Individual Development Plans (IDPs) and related training need documents.
- Coordinating organization annual training needs survey with CPAC.
- Managing organization space allocations/funding.
- Assisting with administration of onsite courses.
- Coordinating substitutions/cancellations.
- Verifying/certifying training bills for payment.
- Maintaining organizational suspense files for training/follow-up evaluations.

E. Assistant G-1 for Civilian Personnel Policy, East Region, South Central Area (SCA) Human Resources Development Division (HRDD)

- Developing policy and guidance for area-wide training.
- Initiating and consolidating HRD plans within the area.
- Preparing area training reports.
- Developing and marketing area HRD programs.
- Executing area training.
- Managing area training utilizing the Army Training Requirements and Resources System (ATRRS), Civilian Human Resource Training Application System (CHRTAS), and the Resource Allocation Selection System (RASS) tools.
- Analyzing the effectiveness of HRD accomplishments within the area.
- Providing professional HRD advisory services to CPACs.
- Conducting regional training needs assessment and developing an area training plan.

IV. RULES AND REGULATIONS

The following is a general overview of the current rules and regulations pertaining to the training and development of civilian employees. Line managers must be familiar with and consider each of these items prior to exercising their training approval authority. Remember, questions can be referred to the manager's servicing CPAC. Information is also available in PERMISS at [Civilian Personnel Online](#).

A. General Information

1. Purpose of Training

Managers are responsible for ensuring that training they approve is mission related. A training occurrence can be considered "mission related" if it meets any of the following criteria:

- Supports the agency's strategic plan and performance objectives.
- Improves an employee's current job performance.
- Allows for expansion or enhancement of an employee's current job.
- Enables an employee to perform needed or potentially needed duties outside of their current job but at the same level of responsibility.
- Meets organizational needs in response to human resource plans, downsizing, restructuring and/or program changes.

NOTE: Training requests which do not meet any criteria listed above may not be authorized (SOURCE: [5 CFR Part 410.101](#), [5 USC Chap 41](#)).

2. Approval for Training

Training must be approved PRIOR to the course start date. Employees enrolling in non-Government training without prior written approval are personally responsible for the total training cost ([PERMISS - Training Approval Authority](#)).

3. Approval of Line Management Training Requests

Since self-review/approval constitutes a conflict of interest, managers who are delegated authority to approve training must submit their own requests for training to the next higher level with training approval authority (SOURCE: [5 CFR, Chap 1, Sec 410.302\(c\)](#)).

4. Individual Development Plans (IDP) for Employees

Supervisors are encouraged to complete Individual Development Plans (IDPs) for employees. The supervisor should develop the IDP in conjunction with the employee's annual appraisal. IDPs should include things such as the employee's training requirements (both formal training and on-the-job training), training dates/duration, training site, and possible vendor source(s). A sample IDP is provided for your information at the end of this guide. (See PERMISS's [Individual Development Plan](#) for additional guidance).

5. Selection of Employees/Facilities for Training

The selection of employees for training must be made fairly and equitably. Managers are to ensure that selected training facilities are accessible to employees with disabilities and do not discriminate in the admission or treatment of students (SOURCE: [5 CFR, Chap 1, Sec 410.302\(a\),\(2\) and \(3\)](#)).

6. Continued Service Agreement

A written continued service agreement is required for all non-Government training in excess of 80 hours, and Government and non-Government long-term training and education programs in excess of 120 calendar days (or such other designated period, 80 hours or less, as prescribed by the organization) and for which the Government approves payment of training costs PRIOR to the commencement of such training. Line managers may use the standard service agreement found on the SF 182 [Authorization, Agreement and Certification of Training](#), pages 4-5) or substitute a locally developed agreement. When costs include salary or pay and other authorized training expenses, the length of the continued service is at least equal to three times the length of the training. Managers will retain a copy of the signed agreement, and should contact their CPAC immediately if an employee fails to fulfill a continued service agreement (SOURCE: [5 U.S.C 4108\(a\)\(1\)](#); [5 CFR, Chap 1, Sec 410.309\(c\)](#)).

7. Training Sponsored by a Foreign Government or Organization

Any request to attend training conducted by a foreign government, international organization, foreign instrumentality, or facilities outside the continental United States must be forwarded to HQDA, OASA (M&RA), ATTN: DAPE-CPP-MP, 200 Stovall Street, Alexandria, VA 22332-0300, for approval. Fully justified requests for this type of training must be received at least 90 days prior to the requested travel and training (SOURCE: [Executive Order \(EO\) 11348](#), Sec. 402).

8. Contract Employees Participation in Civilian Training

Contract employees are selected for their expertise in a subject area. Training for contract employees should be limited to rules, practices, procedures, and/or systems that are unique to the employing agency and essential to the performance of the contractor's assigned duties. However, the authority for training of contractors is not in training law. It is in the authority to administer contracts. Training of contractors is subject to the decision of the chief contracting official. Contract employees must pay for Federal

training unless is it stated otherwise in the contract. (SOURCE: [OPM Training Policy Handbook](#) , page 40).

9. Employees Participating in Formal Training Programs

Employees participating in formal programs (e.g., Interns, Veteran's Recruitment Appointment (VRA), Trainees) are required to complete training identified in their training plan prior to being considered qualified for a target position. Managers should be familiar with the training requirements listed in the employee's training plan and make every effort to ensure they receive the identified training within the time frames prescribed. Training plans for career program interns should be developed in accordance with the ACTEDS intern plans which are available on the Internet ([ACTEDS Plans](#)). Managers unfamiliar with the requirements of a specific training program should contact their servicing CPAC for additional information.

10. Training Employees for Different Occupations

Agencies are permitted to train employees for other occupations based on organizational need and when vacancies exist. However, if the new jobs offer more promotion potential to employees, the employees must compete to enter the training programs. Managers must use merit promotion procedures when selecting employees to attend training that is being provided to enable employees to qualify for a reassignment or for promotion (SOURCE: [OPM Training Policy Handbook](#), page 36; [Executive Order 11348, Sec 303](#))

11. Training for Placement in Another Agency

Any Army employee may be trained to meet the qualification requirements of a position in another agency if the head of the employing agency determines that such training would be in the interest of the Government (SOURCE: [5 USC 4103\(b\)](#)).

12. Attendance at Conferences

Managers may approve an employee's attendance at a conference as a developmental assignment when:

- The purpose of the conference is educational;
- Most of the conference consists of planned, organized exchanges of information between presenters and audience;
- It is relevant to improving individual and/or organizational performance, and
- Developmental benefits will be derived through the employee's attendance (SOURCE: [5 CFR, Chap 1, Sec 410.404](#))

13. Authorizing Premium Pay/Overtime for Training

Premium pay or overtime may be authorized for nonexempt employees under the Fair Labor Standards Act (FLSA). Nonexempt employees are generally under the GS-11 level; nonexempt status should be noted in the position description. Managers are encouraged to rearrange employee work schedules in order to enable them to attend training without being placed in a premium pay or overtime status. Consult with your CPAC prior to approving premium pay for training (SOURCE: [5 CFR Part 410.402](#))

14. Compensatory Time Off for Travel

Employees are authorized compensatory time off for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable. Agencies must credit covered employees who perform officially authorized travel with any compensatory time off for time in a travel status to which they are entitled under the regulations. (SOURCE: [Federal Workforce Flexibility Act, 2004](#), Sec. 203; [Public Law 108-411, October 30, 2004](#); [CPM 2004-22, November 1, 2004](#); [OPM - Compensatory Time Off for Travel](#)!.)

15. Military Participation in Civilian Training

Military members may participate in training intended for civilians if the training is in the Government's interest. A prorated share of the training cost must be reimbursed from the proper military account (SOURCE: AR 690-400, Chap 410, 1-11b(5) [under revision]; [OPM Training Policy Handbook](#), page 33).

16. Nonappropriated Fund (NAF) Employees

Principles and guidance in Army training regulations apply to NAF employees. DA facilities will be used to the maximum extent possible for the training and development of NAF employees. NAF-oriented training courses, maintenance of related records and reports, and other support functions will be supported by NAF funds and personnel. (SOURCE: [AR 215-3, Nonappropriated Funds Personnel Policy](#), Chap 12 - Employee Development)

17. Utilization of the Army's e-Learning Program (Skillsoft)

The e-Learning Program is the Army's primary method of providing both an individual's initial IT skills as well as the subsequent maintenance of those skills. The intent of the Army program is to provide a wide range of courses for organizational and mission-related IT training requirements, as well as for an individual's personal goals. There is no cost to the individual or their organization for utilization of the Army-provided vendor courses and products.

Army organizations and MACOMs should review their current process for determining the individual IT skills required to execute their mission. They will satisfy their IT training requirements by utilizing the e-Learning Program as the best method for providing to and maintaining IT skills for their workforce. They may utilize traditional instructor-led classroom training for only those training needs that are not available through e-Learning.

Army schools must consider e-Learning when developing their IT course curricula. If applicable, school commands are authorized to sign the waiver request in accordance with the wavier process in the next paragraph.

If an Army organization has a compelling reason for not using the e-Learning Program to provide IT skills, a waiver request ([Waiver Request Form](#)) signed by the commander/director (SES or General Officer) must be submitted to the Army e-Learning Office, at cbtcor@secbmail.belvoir.army.mil. Waiver requests will be processed within three days. Appeals to the e-Learning COR Office's decision can be made to the CIO/G-6 e-Learning Director. Details for the waiver and appeal process can be found on the AKO e-Learning page under the community of practice: My Education/Army e-Learning.

To access the Army's e-Learning Program (SkillSoft), an AKO account ([AKO](#)) is required in

order to register. The student must first register online through the ATRRS Website at [Army eLearning](#). After initial registration, any member of the Army workforce may enroll for an unlimited number of courses for organizational and mission-related requirements, as well as for individual and personal goals. (SOURCE: HQDA Ltr 350-04-1, 8 January 2004)

18. Employees with Disabilities

Agencies' training programs must consider all employees fairly. Procedures for the selection of employees for training must meet the following requirements:

1. The head of each agency shall provide training for employees without regard to race, creed, color, national origin, sex, disability, or other factors unrelated to the need for training. (SOURCE: [See E.O. No. 11348 §302 \(1967\)](#), as amended.)
2. The head of each agency shall prescribe procedures as are necessary to ensure that the selection of employees for training is made without regard to political preference, race, color, religion, national origin, sex, marital status, age, or handicapping condition, and with proper regard for their privacy and constitutional rights as provided by merit system principles set forth in [5 USC 2301\(b\)\(2\)](#). [See 5 CFR §410.302\(a\)\(1\) \(1997\)](#).

Each agency in the executive branch is required by the [Rehabilitation Act, Sec. 501, 29 USC, Sec 791\(b\)](#) (1996), [41 CFR 60-250, Vietnam Era Veteran's Readjustment Assistant Act](#), [38 USC Sec 4212](#) Sec. 4212 (1996), to implement affirmative action plans for the hiring, placement, and advancement of people with disabilities. The plans should include a description how the special needs of disabled employees are being met and the methods used to accommodate these individuals. These provisions do not expand the training authority, but they influence the direction of training.

Section 504 of the Rehabilitation Act of 1973 states that each agency has a responsibility to ensure that an individual who has a disability has equal access to the agency's programs and activities. This includes making available auxiliary aids such as computer text readers, Braille materials, audio recordings, amplified telephones, telecommunication devices for the hearing impaired, and others as are appropriate and reasonable. The regulations that require agencies to make reasonable accommodations to the known physical or mental limitations of an employee with a disability (SOURCE: [29 CFR 1614](#), Sec 1614.203).

B. Training Programs

1. Long-Term Training (LTT) Program

Managers may not approve long-term, full-time training programs (over 120 calendar days). DA long-term training/educational opportunities are competitive and Headquarters, DA administers and announces them. Specific enrollment instructions for these programs are contained in the [Army Civilian Training, Education and Development System Catalog](#). Additionally, Army Commands and local installations may have their own competitive professional development LTT programs. Check with your Command or CPAC for clarification of local procedures, Joint Travel Regulation (JTR) entitlements, and other regulatory requirements.

2. Army Civilian Education System

The Civilian Education System (CES) provides the Army Civilian Corps with self-

development and institutional training (leader development) opportunities to develop leadership attributes through distance learning (DL) and resident training. CES includes the Action Officer Development Course (AODC), Supervisory Development Course (SDC), Management Development Course (MDC), Foundation Course (FC), Basic Course (BC), Intermediate Course (IC), Advanced Course (AC) and Senior Service College (SSC). See [Army Civilian Education System](#).

The CES is a structured, progressive and sequential program which broadens the targeted civilian education training base. It provides leader training and education that supports civilian leaders' career path requirements and professional development. Designated courses are required for interns, team leaders, supervisors and managers. (SOURCE: [Army Civilian Education System Policy](#).)

a. Distance Learning Self-Development Courses

NOTE: The Action Officer Development Course (AODC), Supervisory Development Course (SDC), and Management Development Course (MDC) are available through the [Army Distributed Learning Program](#) .

- (1) Action Officer Development Course (AODC) is available at [AODC 131 P00](#) (click on "Course" and then click in "Course Title" then on next to view the course information. This course describes "staff work" as it is generally practiced Army wide. The AODC covers organization and management; conducting completed staff work; managing time and priorities; conducting meetings and interviews; solving problems and making decisions; communications; writing to the Army standard; coordinating and conducting briefings; and ethics.

The AODC is a required course for interns and must be completed before their graduation from the intern program. The course is available to all Army employees as a self-development tool. (SOURCE: Army Memo subject: [Action Officer Development Course \(AODC\)](#))

- (2) The Supervisory Development Course (SDC) (131 F21) provides supervisors or managers with civilian personnel administration skills, such as work management and basic supervision.

SDC is a required course for employees with supervisory and managerial positions. They must complete the SDC within one year of placement in a supervisory or managerial position to meet the one-year supervisory probationary period requirement. It is highly recommended they complete the SDC before enrolling in any of the CES courses. (SOURCE: [Army Civilian Education System Policy](#))

The Supervisory Development Course (SDC) is officially recommended training for all team leaders. It contains management and leadership training that would definitely assist a team leader in performing the duties of the position. All team leaders should be encouraged to complete this course as soon as possible after assignment to a team leader position.

- (3) The Manager Development Course (MDC) (131 F31) assists supervisors and managers with basic skills for managing work and leading people. MDC includes modules in organizational culture; time management; objectives and plans; problem solving and decision making; planning, programming and budgeting; manpower management; communications, information technology applications; the Army Environmental Program; equal employment opportunity; professional ethics; internal management control; and Army family team building. MDC is available as a self-development tool for all Army employees and is recommended for all civilians in

supervisory or managerial positions before attending CES courses. (SOURCE: [Army Civilian Education System Policy](#); [Army Message 311425Z, Jan 95](#), subject: Clarification of Guidance Concerning the New Managers Correspondence Course; [Training and Career Development](#)).

b. CES Leader Development Courses - DL and Resident

The CES leader development program includes four courses that replace the previous inventory of legacy courses offered. **The Foundation, Basic, Intermediate and Advanced Courses** provide leader development for Army civilian employees through DL modules and resident instruction. (SOURCE: [CES Information Website](#); [Army Civilian Education System Policy](#); [CES Matrix of Courses](#))

- (1) The Foundation Course is available in DL only.
- (2) All DL phases (FC, BC, IC, and AC) are available to Army employees for individual self-development.
- (3) The Basic, Intermediate and Advanced Course are a combination of a DL phase and a resident phase. Completion of both phases is required to receive credit for a course.
- (4) The DL phase must be completed prior to attending the resident phase of a course. Those unable to successfully complete the DL phase will not be eligible for the resident phase.
- (5) Employees in supervisory and managerial positions must complete the DL and resident phase of the Basic Course within one year of placement in a supervisory or managerial position to meet the one-year supervisory probationary period requirement.
- (6) The time length between completion of the DL phase and taking the resident phase should not exceed 180 days.

NOTE: Civilian Human Resources Training Application System (CHRTAS) is the on-line method for submitting your CES course application. Your CES leader development experience begins with registration in [CHRTAS](#) for the FC, BC, IC, and AC courses.

Foundation Course (FC) - designed to both provide an orientation to the Army and some of its systems and to begin the development of an effective Army team member. This is a distributed learning course which should take the average student 57-hours to complete. Students in this course will develop an understanding of the Army including its composition, ranks, structure, customs, traditions, and values and how it fits into the Department of Defense; the basics of Army leadership doctrine, leadership styles, and Army ethical standards; group development theories, strategies for dealing with conflict, and basics of communication including Army communication types, and the skills of listening, providing feedback and the basics of oral and written communication. From self-development skills, the course progresses to the subjects of career progression, to maintaining competence and developing self-awareness to the subject of personal health. Finally the course will introduce the student to a series of administrative requirements for Army personnel.

- The FC is available by DL only. Access [CHRTAS](#) to apply for training.
- FC is required for all interns, team leaders, supervisors and managers hired after 30 September 2006.
- For purposes of establishing training priorities, Interns are required to complete the FC before completion of the intern program.
- The FC is available to other members of the Army Civilian Corps.

Basic Course (BC) - designed for civilian leaders who exercise direct leadership to effectively lead and care for teams. Training focuses on basic education in leadership and counseling fundamentals, interpersonal skills and self-awareness.

- BC consists of a DL phase (pre-assessment determines individual length) and a two-week resident phase. The resident phase will be taken after successful completion of the DL phase and takes place in a university setting encompassing a classroom environment and small group seminars.
- Army courses identified for Basic Course substitutions are Civilian Leadership Education and Development (LEAD) Course, Office Basic Course (OBC), Warrant Officer Advanced Course (WOAC), and Advanced NCO Course (ANCOC).

Intermediate Course (IC) - designed for civilians in supervisory or managerial positions. This target population is by necessity more adaptive, innovative, self-aware, and prepared to effectively lead and care for personnel and manage assigned resources. Training and developmental exercises focus on “mission” planning, team building, establishing command climate, and stewardship of resources.

- IC consists of a DL phase (pre-assessment determines individual length) and a three-week resident phase. The resident phase will be taken after successful completion of the DL phase and takes place in a university setting encompassing a classroom environment and small group seminars.
- Army courses identified as Intermediate Course substitutions are Organizational Leadership for Executives (OLE), Captains Career Course (CCC), Warrant Officer Senior Course (WOSC), and First Sergeant Course (FSC).

Advanced Course (AC) - designed for civilian leaders who exercise predominately indirect supervision and who are adaptive, innovative, self-aware, and capable of effectively leading a complex organization, guiding programs, and managing associated resources. The training focus is on strategic thinking and assessment, change management, developing a cohesive organization, managing a diverse workplace, and management of resources.

- AC consists of a DL phase (pre-assessment determines individual length) and a four-week resident phase. The resident phase will be taken after successful completion of the DL phase and takes place in a university setting encompassing a classroom environment and small group seminars.
- Army courses identified as Advanced Course substitutions are Sustaining Base Leadership and Management (SBLM), Command and General Staff College (CGSC)/Intermediate Level Education (ILE), Warrant Officer’s Senior Staff Course (WOSSC), and Sergeant Majors Course (SMC).

Senior Service College (SSC) - SSC is at the apex of the civilian education system and prepares civilians for positions of greatest responsibility in the Department of Defense. SSC provides advanced level educational opportunities for those who have completed CES training through the Advanced Course or equivalent training. Leaders who attend must have an understanding of complex policy and operational challenges and increased knowledge of the national security mission. Attendance is a competitive process and a HQDA Secretariat Board makes selections. Like the Officer Corps, civilians graduating from SSC are centrally placed in a position of greater responsibility in another assignment or organization where they can apply the advanced education they have received. See additional SSC information in [ACTEDS Catalog](#).

Defense Leadership and Management Program (DLAMP) - the premier executive development program for senior Defense civilians and a key component of the Department of Defense’s (DoD) succession planning strategy. DLAMP provides the means to mature a cadre of highly capable senior civilian leaders with a joint perspective on managing the Department’s workforce and programs.

- The DLAMP goal is to develop senior civilian leaders with a DoD-wide perspective; substantive knowledge of the national security mission; a shared understanding, trust, and sense of mission with military counterparts; and strong leadership and management

skills. Although there is no guarantee of advancement, DLAMP activities, when combined with increasingly responsible work assignments, prepare individuals for senior leadership positions throughout DoD.

- DLAMP is a comprehensive program of education and development. Participants are nominated by their respective Components and ratified for admission by the DLAMP Council. Once admitted, DoD centrally funds approved DLAMP activities. Most participants will complete all requirements in two to five years, depending on their prior education, career goals, and individual needs. See additional DLAMP information at [ACTEDS Catalog](#).

3. Additional Mandatory Training for Federal Employees

- a. Computer Security training on the employees' role and responsibility and basic agency computer security policies and procedures. (SOURCE: [OPM Training Policy Handbook](#), page 34).
- b. Ethics training should be provided for each new agency employee within 90 days of the date of his or her entrance on duty. Agencies must also provide new employees with a minimum of one hours of duty time to either review these materials or receive ethics training (SOURCE: [OPM Training Policy Handbook](#), page 35).
- c. Prevention of Sexual Harassment (POSH) (SOURCE: [AR 600-20](#), Chap 7)
- d. Subversion and Espionage Directed Against the U.S. Army (SAEDA) (SOURCE: [AR 381-12](#)).
- e. Substance Abuse Prevention and Awareness Training (SOURCE: [AR 600-85](#), Chap 2, page 12).
- f. No FEAR (Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002) - Training must be completed on a training cycle of no longer than every two years. (SOURCE: [5 CFR Part 724](#)).
- g. Constitution Day and Citizenship Day. The head of each Federal agency or department shall - (1) provide each new employee of the agency or department with educational and training materials concerning the United States Constitution as part of the orientation materials provided to the new employees; and (2) provide educational and training material concerning the United States Constitution to each employee of the agency or department on September 17 of each year. (SOURCE: [Public Law 108-447](#), Division J, Sec. 111, designates September 17 of each year as "Constitution Day and Citizenship Day." In accordance with the Consolidated Appropriations (H.R. 4818), Public Law 108-447, Division J, Title I, Sec. 111; amends Section 106 of 36 USC)
- h. Installation and Environment (I&E) Occupational Safety Courses. Army Initiative Objective (FY) 2007 requires training completion of the mandatory Occupational Safety and Health Training by all managers, supervisors, and employees. To complete the training, click on this link: <https://safetylms.army.mil> , then follow the steps below.

(1) Locate the LOGIN: AKO User Name and Password blocks at the top of the site. Enter your AKO User Name and Password and click on "login".

(2) Click on "Installation and Environment (I&E) Occupational Safety Courses".

(3) Pick the course which fits your status, for most it will be the Employee's Safety course. Others will be required to complete the applicable course as required.

- (4) Click on "Launch Course"
- (5) Click on "Launch the Army Safety Courses"
- (6) Complete each module.

4. Student Career Experience Program (SCEP) Employees

The SCEP is a program that provides experience directly related to the student's education program and career goals. SCEP replaces the Cooperative Education Program (COOP). Agreements developed provide for a schedule of periods of attendance at an accredited school combined with periods of career-related work in a Federal agency. Line Managers may pay all, part, or none of the training expenses for students hired under the SCEP (SOURCE: [5 U.S.C Chap 41](#)):

- a. Tuition and matriculation fees;
- b. Library and laboratory services;
- c. Materials and supplies;
- d. Books (purchase or rental; and
- e. Other services directly related to training, including travel and transportation expenses from duty stations and schools and between work experiences and study (SOURCE: [5 U.S.C Chap 41](#) Part 4109 (a)(2)(B)).

5. National Security Personnel System (NSPS)

The Army [NSPS Homepage](#) provides information on Frequently Asked Questions (FAQs), recommended training, and other useful links.

C. Funding Information

1. Purchasing Training Guidelines

Training may be authorized and certified by managers provided the training is regularly scheduled, open to the public, and the price does not exceed that charged to other accepted students. Training which costs less than \$25,000 does not have to be submitted to a contracting officer; it can be paid with the Government credit card. Authorization and certification of training is done on the SF 182, Authorization, Agreement and Certification of Training. Payment for all commercial training must be made using the Government purchase card.

Vendors and training providers may include Government and non-Government sources. Non-Government sources include, but are not limited to

- State government or instrumentality
- Interstate governmental organization
- Medical, scientific, technical, educational, research, or professional institution, foundation, or organization

- Universities, technical, business, and vocational schools
- Business, commercial, or industrial firm, corporation, partnership, proprietorship, or other organization
- Non-profit organization; and
- Individuals other than Government civilian or military personnel.

Document the rationale for selection of sole and multiple source non-Government providers. If more than one non-Government provider or source can provide training to meet the same need, the requesting official will compare, evaluate and document factors contributing to the selection of the product/vendor. Factors to consider include

- cost
- suitability
- geographic accessibility (if applicable)
- availability
- methods
- curriculum design specifications, and
- performance or behavior objectives

Consistent with requirements of SOP H02 (Develop Annual Training Plans) and H03 (Regional Training Process), the SCRCHR SC Area HRDD will maintain required documentation for locally presented courses arranged through HRDD (area training), demonstrating that a competitive selection process was used for any training that exceeds \$2,500. It is not necessary to use a competitive process when selecting training that is “no cost,” on the General Services Administration (GSA) schedule, or less than \$2,500. (SOURCE: [Army Business Process Maps](#); PERMISS - [Purchasing Training](#)) .

2. Advance Payment of Training Expenses

Advance payment of tuition and other expenses is authorized either when the training facility renders or refuses to render a billing. Most training suppliers will invoice your organization upon completion of the training. In cases where the vendor requires advance payment, the training may be purchased using a Government credit card. Advance payment requests using the alternative payment procedures should be prepared and forwarded to the appropriate finance office (check with servicing finance office on required minimum time period) prior to the commencement of the training. (SOURCE: [DoD Financial Management Regulation](#), Vol 10, Chap 12, 120212, C).

3. Payment of Expenses to Obtain Professional Credentials

Licensing is the process by which an agency of [federal, state, or local] government grants permission to an individual to engage in a given occupation upon finding that the applicant has attained the minimal degree of competency required to engage in that occupation.

Certification is recognition given to individuals who have met predetermined qualifications

set by an agency of government, industry, or a profession.

[Public Law 107-107](#), Sec. 1112, 28 Dec 01, states:

- a. An agency may use appropriated funds or funds otherwise available to the agency to pay for:
 - (1) expenses for employees to obtain professional credentials, including expenses for professional accreditation, State-imposed and professional licenses, and professional certification; and
 - (2) examinations to obtain such credentials.
- b. This authority may not be exercised on behalf of any employee occupying or seeking to qualify for appointment to any position that is excepted from the competitive service because of the confidential, policy-determining, policy-making, or policy-advocating character of the position.

This authority allows the head of an agency to pay for licenses and credentials that relate to the mission, goals and objectives of that agency. Use of this authority must be applied consistent with the merit system principles. In addition, unless permitted by law or regulation, agencies must not establish qualification requirements based upon the presence or absence of a license or certification. Agencies have the flexibility to use certification as a quality ranking factor or selective factor. However, if they wish to use it as a selective factor (screen out), they must show justification that it is job related.

Also see memo dated 20 June 2003 [Payment of Expenses to Obtain Professional Credentials](#) (SOURCE: [5 USC 5757](#); [5 USC 2301](#); [OPM Training and Development Policy Site](#); [DoD Policy on Civilian Licenses, Certifications and Related Expenses](#); [Army Requirements for Payment of Expenses to Obtain Professional Credentials](#))

4. [Training for Academic Degree](#)

By direction of the Assistant Secretary of the Army (Manpower and Reserve Affairs), October 6, 2003, the authority delegated to Army Commands on October 26, 2001, to approve Civilian Academic Degree Training was rescinded. The Assistant Secretary of the Army (Manpower and Reserve Affairs) retains approval authority for Civilian Academic Degree Training. Academic Degree Training is training or education with the stated objective of obtaining an academic degree. Requests for approval must be submitted to the Deputy Assistant Secretary of the Army (Human Resources), Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs), 111 Army Pentagon, Room 2E469, Washington, DC 20310-0111.

For Army, payment for academic degree training can be approved by DA only if it is "part of a planned, systematic, and coordinated program of professional development endorsed by the Department of Defense." While payment for academic degree training is generally prohibited, individual college courses may be approved on a case-by-case basis if they assist the agency in achieving mission and/or performance goals. Questions concerning the Academic Degree Program should be referred to your Installation Career Program Manager. See DoD memo dated 20 Jul 06 at [Clarification of Civilian Academic Degree Training Approval](#). (SOURCE: [5 USC 4107](#))

5. University Training Program

The Competitive Professional Development strategy for CP-10 university training is limited to part-time academic training in support of mission-related competencies described in the ACTEDS plan. Justifications must reflect that courses are directly related to job competency or support a planned career assignment. Priority consideration will be given to:

- Labor Relations and Management Employee Relations
- Compensation Management
- HR technology/automation
- Leadership

Competitive Professional Development (CPD) support is available for course work at an accredited college or university (including web-based institutions). While authorized educational expenses will be funded through the CPD program, neither salary nor benefits will be reimbursed. Requirements of this program include successful completion of all funded course work, and timely submission of funding requests. Part-time students will not be relieved of the full 40-hour tour of duty. However, a student may be excused any part of a week as agreed to by the supervisor.

The Competitive Professional Development program for University Training is available to all CP-10 employees in the grades equivalent to GS-11 and above. Eligible employees who are pursuing a college education are strongly encouraged to apply for this program. The program description and application procedures can be found in the Army Civilian Training, Education and Development System (ACTEDS) catalog at [ACTEDS Catalog](#).

6. Payment for Books or Reference Materials

Managers may authorize reimbursement for all or part of the cost of books or reference materials required to successfully complete training. Training materials paid for by the organization may be retained by either the organization or the employee. Each organization is encouraged to develop internal policies outlining what types of materials will and will not be reimbursed. (SOURCE: [5 U.S.C 4109\(a\)\(2\)\(E\)](#))

7. Funding of Equipment for Training

Managers may approve the purchase of items or equipment, such as calculators or laptop computers, that are required to successfully complete training. However, a determination that these items are not available within the individual's organization for temporary loan during the training period must be documented by the Authorizing Official prior to purchase. Items purchased under this authority are government property and must be delivered to the organization upon completion of training and placed under appropriate property accountability controls. (SOURCE: [5 USC 4109\(a\)\(2\)](#))

8. Receipt of Awards or Items of Value in Connection with Training

Employees receiving training in non-Government facilities may be authorized to accept grants or contributions to defray expenses incident to the training. Acceptance may be authorized only when the contribution is appropriate to meet reasonable expenses associated with the training. Acceptance should not be authorized when it would place the recipient under improper obligation to the provider or create the appearance of a conflict of interest. Contributions may be accepted from organizations determined to be exempt from

taxation. Items may not be accepted as a reward for services given the organization prior, during, or after the training or meeting (SOURCE: [5 CFR, Ch 1, Subpart E, 410.502](#); [5 USC 4111](#))

[31 USC 1353](#) (1997) and [5 USC 4111](#) (1997) restrict travel payments and contributions toward training expenses which may be accepted by a Federal agency or employee, respectively. Prior approval from a designated high level agency official is required, often following a consultation with, or review by, the designated agency ethics official. Federal employees should consult their agency ethics official to determine whether a considered action would be permissible under Federal ethics standards.

[18 USC 209 \(1997\) *](#) and [5 CFR 2635.807\(a\) \(1997\)](#) generally prohibit a Federal employee from accepting payment from any source other than the United States in connection with the performance of the employee's official duties, including attendance at training meetings or conferences, and teaching, speaking, and writing that relates to the employee's official duties. This includes the acceptance of compensation for teaching, speaking, and writing while on annual leave since the individual is still a Federal employee in active pay status.

In 1995 the Supreme Court held that a ban on the acceptance of honoraria by employees below GS-16 violated the First Amendment. Although the Court was unwilling to strike down the 5 USC app § 501(b) in its entirety, the Office of Legal Counsel at the Department of Justice determined that the Court's ruling essentially nullified the honoraria prohibition for all government employees. Consequently, government employees, including those in the Senior Executive Service, may receive honoraria subject to the aforementioned regulations.

The acceptance of gifts (including travel expenses) and decorations from a foreign government, or from an international or multinational organization which is composed of representatives of foreign Governments and the United States, is prohibited under the Constitution without prior consent from Congress. In [5 USC §7342 \(1997\)*](#), Congress granted limited authority for Federal employees to accept some gifts and travel reimbursements under certain specified conditions. Federal employees should consult their agency ethics official and obtain the necessary agency approval prior to accepting any gift or reimbursement from a foreign government or an international or multinational organization. (SOURCE: [OPM Training Policy Handbook](#))

9. Training Restrictions

Expenditures of Federal funds on training that is offensive to Federal employees and unnecessary in the execution of their official duties are prohibited. It is not intended to prohibit training that is necessary for Federal workers to effectively complete their assigned duties. Funds will **not** be expended for employee training that:

- a. Does not meet identified needs for knowledge, skills, and abilities bearing directly upon the performance of official duties.
- b. Contains elements likely to induce high levels of emotional response or psychological stress in some participants.
- c. Does not require prior employee notification of the content and methods to be used in the training and written end-of-course evaluations.
- d. Contains any methods or content associated with religious or quasi-religious belief systems or "new age" belief systems as defined in [Equal Employment Opportunity Commission Notice N-915.002](#)
- e. Is offensive to, or designed to change participants' personal values or lifestyle outside the workplace. (Includes content related to human immunodeficiency virus/acquired

immune deficiency syndrome (HIV/AIDS) other than that necessary to make employees more aware of the medical ramifications of HIV/AIDS and the workplace rights of HIV positive employees.) (SOURCE: [Public Law 106.58](#) , Section 625 and [EEOC Notice N-915.002](#); [PERMISS - Training Restrictions](#); and [OPM Guidance on Resticted Training](#)).

10. Training Substitutions/Changes/Withdrawals by Student

Course substitutions/changes/withdrawals must have the consent of the Authorizing Official in advance and the activity Training Coordinator must be notified immediately. Employees requesting tuition assistance for college credit courses are required to enroll for credit and complete all course work satisfactorily. Employees who switch to audit without proper approval will be required to reimburse the cost of the training. A sample notification form is located on page 30 of this guide.

References for Training Information:

The best source of information for questions is your servicing Civilian Personnel Advisory Center (CPAC). Your servicing CPAC can answer many of your basic human resources development questions and offers a variety of advisory and support services. Additional regulatory information can be obtained from the following sources:

[Army Civilian Education System \(CES\)](#)

[Executive Order 11348](#), Providing for the Further Training of Government Employees

[Title 5 United States Code, Chapter 41, Training](#)

[Title 5, Code of Federal Regulations \(Chapter 410\), Training](#)

[5 CFR 412, Executive, Management, and Supervisory Development](#)

[OPM Training Policy Handbook](#)

[OPM Training and Development Policy](#)

[OPM - Government Employee Training Act \(GETA\) as amended in 1994](#)

[Department of Army Regulation 690-400, Chapter 410](#) (under revision)

Army's e-Learning

Army offers no-cost online training through SkillPort and Army Knowledge Online (AKO). There is quite an extensive array of courses to choose from that may be accessed from an office or a home computer. Employees must gain their supervisor's approval before accessing and working on these courses during regular work hours and only if workload permits. Employees would be expected to work on job-related courses during duty hours.

SkillPort or Army e-Learning access is available at [Army e-Learning Program](#).

SOUTH CENTRAL AREA CHRTAS GUIDANCE

CHRTAS is an automated management system that allows you to develop and record your completed training, apply for Civilian Human Resource, NSPS courses, and the Civilian Education System (CES) courses. Begin by preparing/updating your profile, which contains critical information needed to process your training requests. Once this is complete, you can begin to search for courses and apply for training.

FAQs

Q. Where do I find the CHRTAS online application site?

A. <https://www.atrrs.army.mil/channels/chrtas/default.asp>.

Q. How do I learn more about the CHRTAS functions?

A. Student Tutorials are available at: <https://www.atrrs.army.mil/channels/chrtas/default.asp>

Q. How do I sign-on in CHRTAS?

A. Click on "Create/Update Student Profile" from the left side menu.

- On the sign on screen, select your category (Army)
- Click on CAC
 - OR
- Enter your social security number and birth date.
This will be your logon for any subsequent sessions in CHRTAS.

Q. How do I build or update my profile?

A. Click on "Create/Update Student Profile" from the left side menu.

- Complete all the information requested on the Profile screen

Q. What do I do if I don't know my office symbol?

A. If you don't know or don't use office symbols, enter an abbreviated name for your organization.

Q. What if my Installation is not listed?

A. If your installation is not listed, select the name of the installation where your next higher headquarters is located.

Q. Do I need to include a nominating and approving supervisor?

A. Normally you will only need to include one supervisor. This will be your first-level supervisor. You will only need to include an approving supervisor IF required by your Chain-of-Command or for payment purposes

Q. How do I apply for a training course in CHRTAS?

A. Follow these steps to prepare an application:

If you know the specific course you want:

- Click on "Apply for Training" from the left side menu
- **Fiscal Year:** Select the FY.
- **Choose:** Civilian HR Training or CES.
- **Region:** Select the appropriate Area (Region) that is sponsoring the course.
- **Course:** Select the correct course. Courses are listed alphabetically by course title (even though the course number displays first).
- After making your selections, click the "Search" button.
- On the "Course Location" screen, click the course location.
- Click on the class number for the session you want to attend.

- Click the “Submit this Application” button. You will receive an on-screen confirmation notice that your application has been forwarded to your supervisor, and you will also receive an email message.

If you are searching for a course:

- Click on “Course Search” from the left side menu
- **Fiscal Year:** Select the FY.
- **Date Range:** Optional. Enter a range of dates for the training you are looking for.
- **Keywords:** Search by course name, location, or course code. Enter a keyword from the course name (e.g., Labor). Note: You cannot search on more than one of these parameters at a time. After entering your criteria, click the “Search” button.
- **Course:** Select the correct course. Courses are listed alphabetically by course title (even though the course number displays first).
- Click on the class number for the session you want to attend.
- Click the “Submit this Application” button. You will receive an on-screen confirmation notice that your application has been forwarded to your supervisor, and you will also receive an email message.

Q. HOW MUCH DOES THIS TRAINING COST?

A. Some courses require funding by your unit. Please read the course announcement. You can also locate cost information in CHRTAS.

- Locate the course and class you are interested in
- Click on the “Magnifying Glass” icon for any cost information

Q. How do I know if I am selected to attend a class?

A. Depending on funding requirements...

- COURSES WHICH REQUIRE FUNDING:
 - You are **NOT** approved until payment information has been received by the vendor.
 - You will receive an email from CHRTAS. This email will include the reservation status, class dates, and class location. The supervisor reflected in your student profile also receives a copy of this email.
- COURSES WHICH DO NOT REQUIRE FUNDING:
 - You will receive an email from CHRTAS. This email will include the reservation status, class dates, and class location. The supervisor reflected in your student profile also receives a copy of this email

Q. If I sign up, using local training request procedures, in the training program that my organization requires, do I still have to sign up in CHRTAS?

A. Read the course announcement carefully and, when in doubt, always check CHRTAS for the course and class. If your course and class are listed in CHRTAS, then you must register there to be considered for the class.

Q. When trying to sign-on, I receive a notice that my Date of Birth (DOB) and SSN do not match. What’s wrong?

A. The DOB and SSN are reviewed by CHRTAS each time an employee attempts to sign-on. Usually, this occurs due to the employee scrolling before clicking out of one of the boxes for date of birth at initial sign-on. This may be corrected by contacting the CHRTAS HelpDesk for your area. Please include your full name and phone number in your request. HelpDesk Personnel will contact you by phone to complete the update.

Q. How can I see the applications I have submitted?

A. All applications are in your CHRTAS file and can be accessed by:

- Sign-on in CHRTAS
- Click on “Review/Edit/Cancel Applications”

- For more information, click on the “Class Number” under column CLS

Q. I need to cancel an application...what do I do?

A. You will need to request cancellation in CHRTAS.

- Sign-on in CHRTAS.
- Click on “Review / Edit / Cancel Applications” from the left side of the menu.
- Locate the application to be cancelled.
- Click on the “X” to the left of the application to be cancelled.
- An email will be sent to you and your supervisor.

Q. I am attempting to apply for a course but get a message that I already have an application on file for this course. What do I do?

A. You may have applied for a different class in this course, but didn't cancel the previous application. You will first need to cancel other applications for this course. You will then be allowed to reapply.

DELEGATION OF TRAINING APPROVAL AUTHORITY CERTIFICATION

I certify that I have received guidance (e.g., briefing, self-study, training) on my responsibilities as a Manager with Delegated Authority to Approve Government and Short-Term Non-Government Facilities Training.

I agree to abide by the training regulation and laws.

I understand that I am authorized to sign SF 182, Section D, Block 3a; Section D, Block 1a, and Section F, Block 1a. (page 2), on behalf of the Commander.

SIGNATURE

DATE

TYPED NAME

TITLE

OFFICE ADDRESS

PHONE NUMBER

I verify that the above individual is certified and authorized to approve short-term training (120 days or less), except for costs associated with college/university courses.

CPAC REPRESENTATIVE

DATE

SAMPLE

COMMANDER'S DELEGATION MEMORANDUM

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Training and Development of Civilian Employees

1. Rapid turnover rates in personnel and technological and managerial advances make training and development of our civilian employees an absolute necessity. It is the only way we can keep abreast of changes and meet the challenges of the future. Effective and timely job-essential training is vital to our mission. Only through proper training and development can we be sure our work force is fully equipped to perform its duties.

2. Civilian training and development is a major concern of mine and a primary responsibility of all supervisors and managers (SOURCE: 5 CFR 410.203; Executive Order 11348). They must:

- a. Realistically assess employee training needs as part of the annual performance appraisal.
- b. Judiciously program funds to accomplish planned training and development within prescribed budget limitations.
- c. Provide effective, economical training, making maximum use of on-post and other government sources before scheduling employees for off-post, non-Government courses.
- d. Properly plan and distribute workload in order to release employees for scheduled training. Cancellations of allocated quotas must be avoided to the maximum extent possible.

3. Authority to approve training for civilian employees is delegated to Directors/Office Chiefs within this Command, with the following restrictions:

- a. Command-sponsored training in excess of 120 days will be approved by the Headquarters, Department of Army (designated as your commanding officer)
- b. ACTEDS-sponsored training in excess of 120 days will be processed in accordance with ACTEDS procedures/guidelines.
- c. College credit courses for employees in the Student Career Experience Program will be approved only after coordination with the Civilian Personnel Advisory Center (CPAC).
- d. I will retain approval authority for all full-time training for one semester or more.
- e. OCONUS training must be approved by DA.

4. Training requests which must be approved during the absence of the Director/Office Chief will be forwarded to the Chief of Staff for approval. Those to whom this approval authority is delegated must be trained and certified by the CPAC. The training provided by the CPAC addresses legal and regulatory requirements, restrictions, and procedures.

5. Employees in need of training will receive equal opportunity to participate in courses without regard to race, color, religion, sex, national origin, age, political affiliation, marital status, physical or mental handicap, or membership or nonmembership in an employee organization.

6. Enclosure 1 addresses regulatory restrictions and internal organizational policy. All supervisors and employees should review this enclosure; questions should be addressed to the command military and civilian Personnel Management Division or to the Civilian Personnel Advisory Center.

Incl

Major General, USA
Commanding

DISTRIBUTION:

1 ea civilian employee

SAMPLE

TRAINING POLICY STATEMENT CIVILIAN EMPLOYEE TRAINING

1. Regulatory Restrictions:

- a. Training is not a right or a fringe benefit of employees; it is part of the work situation and a responsibility of management to determine what training is needed by each employee.
- b. Merit promotion program provisions will be followed when selecting employees for training intended primarily to qualify them for promotion.
- c. Employees are required to satisfactorily complete courses approved on the SF 182). Failure to do so may require employees to reimburse the costs of the training (other than salary). Prior to approval of training, supervisors and employees should give due consideration to workload, overtime and TDY requirements. Course content and prerequisites should also be reviewed.
- d. Training outside the continental United States (OCONUS) can only be approved by HQDA. This approval is in addition to, and separate from, OCONUS travel approval. Likewise, training to be conducted in the continental United States by a foreign source must also be approved by HQDA.
- e. Employees may not accept financial aid from outside sources (i.e., grants, scholarships, contributions, Veterans Administration benefits) without proper approval. Check with your activity training coordinator or the CPAC for further guidance.
- f. Approval of premium pay, overtime, or compensatory time for training purposes is usually restricted. Employees are authorized compensatory time off for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable. Agencies must credit covered employees who perform officially authorized travel with any compensatory time off for time in a travel status to which they are entitled under the regulations. Contact the CPAC for clarification. (SOURCE: [5 CFR 550 Pay Administration](#), Sections 1403-1409)
- g. Training conducted through a non-Government facility must always be approved in advance. Employees who enroll in a non-Government training course without PRIOR written approval are personally responsible for the total training cost.
- h. Instances of TDY for training purposes which exceed 30 calendar days are subject to a reduced per diem rate (55% of maximum amount authorized for the TDY site).
- i. When authorizing training through non-Government facilities, supervisors:
 - (1) Will pay all authorized costs (salary, tuition, fees, travel, per diem, books, supplies) for training which employees are directed to take to bring their performance up to an acceptable level (i.e., performance improvement plan).
 - (2) May pay all costs authorized in 2a. below for justified training (i.e., mission-related training/career development training).
- j. Except as outlined in the next paragraph, it is not permissible to approve training for the sole purpose of providing a degree. For that reason, each non-Government training request must clearly show mission relationship and benefit to the government. Justification should address two questions, "Why does the employee need the training?" and "How will the employee apply the information learned to the job?" A statement that training is "job related" or "on IDP" is not sufficient, nor is a reiteration of course content, without an explanation of how it will be applied to the job.

k. Exceptions to the preceding paragraph may be granted if necessary to assist in the recruitment or retention of employees in occupations in which there are existing or anticipated shortages of qualified personnel, especially in those with critical skills. In that DOD has placed some restrictions on the use of this authority, and because of detailed reporting requirements, it is imperative that such actions be closely coordinated with the CPAC.

l. License/Certification - Public Law (PL) 107-107, Sec. 1112, 28 Dec 01, states:

(1) An agency may use appropriated funds or funds otherwise available to the agency to pay for:

(a) expenses for employees to obtain professional credentials, including expenses for professional accreditation, State-imposed and professional licenses, and professional certification; and

(b) examinations to obtain such credentials.

(2) The authority may not be exercised on behalf of any employee occupying or seeking to qualify for appointment to any position that is excepted from the competitive service because of the confidential, policy-determining, policy-making, or policy-advocating character of the position.

2. Organizational Policy:

a. When training is justified, the following expenses may be paid within funding limitations:

- Tuition
- Fees required for course enrollment, except as restricted by para 2c
- Books required for the training
- Travel expense, except as limited by paragraph 2d
- Per diem except as limited by paragraph 2e

b. Nominating and authorizing officials have a responsibility to be prudent stewards of taxpayer funds and should select the most cost-effective training. Usually an English Composition course is cheaper through a local community college than through a private four-year college. Course locations should be considered and the least expensive one selected.

c. One-time application fees for admission to a college or university will be the employee's responsibility. Campus parking fees are also an individual expense.

d. Employees taking college credit courses will be responsible for their own travel expenses. Exceptions may be documented per your organization's policy.

e. Per diem will not be authorized for training courses conducted at locations within commuting distance of the employee's home, unless warranted by special circumstances. Exceptions may be documented per your organization's policy.

f. Off-post college credit courses will normally be taken after duty hours due to significant down time required for travel and class attendance. Exceptions will be considered when needed training is not available during non-duty hours. Exceptions may be documented per your organization's policy.

g. Employees may be permitted to participate in on-post college credit courses offered during duty hours if it is mission-related training with no charge to leave or loss of pay and provided the SF 182 is processed through proper channels and approved prior to the course start date. If training is not mission related and taken at employee's personal expense, the employee may request and supervisors may approve a change in the individual's tour of duty. Changing the tour of duty will not be a basis for overtime compensation or night differential. Supervisors should contact the CPAC to

be sure the change in the tour of duty is in accordance with applicable regulations and/or negotiated agreements. A change in tour of duty still requires the employee to work 80 hours per pay period, but permits a deviation from the normal tour of duty. It is not appropriate for supervisors to excuse employees for 59 minutes to attend these courses. Flexibility for attendance will be determined by management in consideration of workload and mission accomplishment.

h. Course substitutions/changes/withdrawals must have the consent of the Authorizing Official in advance and the activity training coordinator must be notified immediately. Employees requesting tuition assistance for college credit courses are required to enroll for credit and complete all course work satisfactorily. Employees who switch to audit without proper approval will be required to reimburse the cost of the training.

SAMPLE

NOTICE OF COURSE CHANGE, CANCELLATION OR FAILURE TO COMPLETE

1. I need to inform you of the following action regarding training approved on the attached SF 182).

- a. I did not register for reason stated in para 4.
- b. I registered but cancelled/changed course for reason stated in para 4.
- c. After starting the course, I withdrew for reason stated in para 4; official withdrawal form (showing date of action) is attached.
- d. I failed to satisfactorily complete for reason stated in para 4.
- e. Other - explain:

2. Cost to government (this item MUST be completed):

- a. Government will not be billed: funds should be de-obligated.
- b. Government will be billed \$_____ (show estimated cost to government).

3. Anytime there is a cost to the government for cancellation, withdrawal or failure, employee must provide explanation and supervisor must recommend whether employee should be required to reimburse the costs of the training. If extenuating circumstances (e.g., extensive overtime, TDY or illness) caused the cancellation, withdrawal, or failure, these circumstances must be specifically stated in supervisor's comment and must be documented by time records. Waiver of reimbursement must NOT result in fraud, waste or abuse of government funds.

4. EMPLOYEE'S EXPLANATION/COMMENT:

Signature _____
Date

5. SUPERVISOR'S COMMENT/RECOMMENDATION:

Signature _____
Date

6. AUTHORIZING OFFICIAL'S DECISION:

- a. Course change: Concur Nonconcur
- b. Withdrawal, switch to audit, or failure to satisfactorily complete:
 - No cost to government, therefore no action necessary.
 - Employee must reimburse government.
 - Reimbursement waived; does not involve fraud, waste or abuse of government funds.

Signature _____
Date

TRAINING APPROVAL CHECKLIST

Managers are encouraged to review the following checklist prior to approving training requests. The checklist is designed to help identify areas where regulatory guidance may apply to specific requests prior to certification. The correct decision concerning the approval of training equates to **the proper use of Government funds**.

As Authorizing Official for this training, I assure that:

1. All employees are considered fairly and equitably for needed training, without discrimination because of race, religion, sex, national origin, age, ethnicity, marital, handicapped status or other factors unrelated to the training.
2. Employee meets the prerequisites for the training.
3. The training is approved **prior** to the course start date. Retroactive approval is not authorized.
4. Training is not taken solely to get an academic degree, unless such an opportunity is part of a planned, systematic, and coordinated program of professional development endorsed by the Department of Defense. In addition, academic degrees can be funded when it will aid in the recruitment and retention of employees in occupations that the Government has or expects a shortage of qualified personnel. See DoD memo dated 20 Jul 06 at [Clarification of Civilian Academic Degree Training Approval](#).
5. The payment of expenses to obtain professional credentials meets the criteria set forth in Public Law 107-107, Sec. 1112.
6. The selected training is the most timely and economical training that effectively fulfills the identified training need. The justification is appropriate and related to the mission of the organization. This course will develop the employee's mission-related competence or support a planned career assignment. This training is not requested to qualify the employee for a promotion to a higher level.
7. Budget Officials have certified the availability and obligated the Appropriate Funds for this training **PRIOR** to start of training.
8. The authorization of premium pay or overtime status for training has been determined prior to the start of training. (Consult with your CPAC prior to approving premium pay for training.)
9. The employee has one year or more of current civilian federal service. If the employee is temporary or has less than 1 year of continuous service, I have investigated the circumstances and have determined that this training is short-term, low-cost training needed for performance of the employee's duties, and that the training may not be postponed without adverse mission impact.
10. Tuition, registration, and laboratory fees are the only direct costs authorized for academic courses. Reimbursement for purchase of reference materials, items or equipment will be in accordance with installation/organizational policies.
11. A written Continued Service Agreement is signed and filed for non-Government training exceeding 80 hours (or such other designated period, 80 hours or less, as prescribed by the agency) and for which the Government approves payment of training costs prior to the commencement of such training. The length of the continued service will be at least three times the length of the training.
12. This training is not a long-term, full-time training program (over 120 days). Long-term training/educational opportunities are competitive, and normally Headquarters, DA administers these programs. Command-sponsored training may be approved by local commander.

13. Training will be conducted within CONUS unless HQDA approved. (This restriction does not apply to personnel permanently stationed outside CONUS attending training at/near work site.)
14. Expenditure of Federal funds is not permitted for training that is offensive to Federal employees and unnecessary in the execution of their official duties.
15. The training vendor/facility does not discriminate based on race, color, religion, ethnicity, national origin, age, sex, marital or handicapped status to the best of my knowledge.
16. I will personally verify that the employee completes approved training.
17. Evaluations for completed training will be completed.
18. All required documents will be maintained in the office training files (e.g., approved SF 182, Continued Service Agreement, and Course Evaluation).
19. A hard copy file will be maintained on vendor information (course description, cost, schedule information). (Vendor announcements/brochures will meet this requirement.)

CP-10 INDIVIDUAL DEVELOPMENT PLAN (IDP) / TRAINING AGREEMENT

SECTION 1: GENERAL INFORMATION

Name (<i>First Name / MI / Last Name</i>)	Last Four of SSN
Position/Title	Organization/Division
Pay Plan/Series/Grade/Step	Work Phone (Com/DSN)
Time covered by IDP	Email Address

SECTION 2: SIGNATURES

Employee Signature	Date (MM/DD/YYYY)	Supervisor Printed Name and Title	
Supervisor Signature	Date (MM/DD/YYYY)	Supervisor Email Address	Work Phone

SECTION 3: DEVELOPMENT GOALS

Developmental Assignment	Date Completed	Self-Developmental Activities	Date Completed
1.			
2.			
3.			

SECTION 4: FORMAL TRAINING REQUIRED

Course Titles: (List correspondence and formal training courses)	Projected Training Dates	Date Completed

SECTION 5: EDUCATION

Degree	Major	Date Completed
BA/BS		
MA/MS		
PhD		
Other		
SECTION 6: CAREER GOALS		
Short Term (1-2 years)		
Long Term (3-5 years)		
SECTION 7: SIGNIFICANT TRAINING AND DEVELOPMENT COMPLETED SINCE LAST IDP		
(Include government-sponsored and self-development programs, activities, or academic courses / programs)		
Course Title	Source of Training	Date Completed