



Department of Energy
Washington, DC 20585

DEC 05 2007

MEMORANDUM FOR: INGRID KOLB
DIRECTOR, OFFICE OF MANAGEMENT

THRU: KEVIN T. HAGERTY
DIRECTOR, OFFICE OF INFORMATION RESOURCES

FROM: JEFF T.H. PON *JEFF T.H. PON*
CHIEF HUMAN CAPITAL OFFICER
OFFICE OF HUMAN CAPITAL MANAGEMENT

SUBJECT: Notice of intent to revise DOE O 360.1B and DOE M
360.1-1B, *Federal Employee Training*

PURPOSE: The subject Order and Manual are being revised to address the recent reorganization in the Office of Human Capital Management Innovations and Solutions to include the new training Most Efficient Organization (MEO); a newly established mandatory training requirement for first level supervisors and managers; and updated information on the payment and authorization of Professional Credentials. These directives were last revised in 2001. Their revisions will meet the requirements for a 4-year review and certification as required in DOE O 251.1B, Departmental Directives Program.

JUSTIFICATION: Changes made to the Order and Manual emphasize and clarify the importance of the Federal Employee Training requirements, policy, procedures and roles and responsibilities specifically in the following areas:

- (a) Enterprise Training Services (ETS)
- (b) Supervisory Training
- (c) Technical Qualifications Program



IMPACT: The directives are enhanced to assist employees with a set of standards of operations for applying and interpreting training policy, processes and procedures that affect employee development, training budget and automation systems in the Department of Energy. There is no additional cost incurred to update these directives. The directives do not duplicate any existing sources.

Based on the above information, we request that these directives be coordinated using track 4 (120-day processing). The proposed schedule is attached.

CONTACT: Cheri D. Dent, 202.586.9556

DECISION:

Concur: _____

Nonconcur: _____

Timeframe: ___ 30 days ___ 60 days ___ 90 days ___ 120 days

Date: _____

Attachment

Proposed Schedule:

Justification Memo provided to MA-1: 11/09/2007

Justification Memo approved: 11/16/2007

Order & Manual provided to MA-1: 11/29/2007

Order & Manual Coordinated: 11/29/2007

Order & Manual approved: 3/3/2008