

# HUMAN RESOURCES SERVICES RESPONSIBILITIES

DATED: 11/24/2008

SUBJECT: FEDERAL EMPLOYEE TRAINING

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1. PURPOSE. This document addresses responsibility and accountability and provides administrative guidance to Oak Ridge Office (ORO) and the Office of Scientific and Technical Information (OSTI).
2. APPLICABILITY. The provisions of this document apply to ORO and OSTI Principal Staff.
3. RESPONSIBILITIES.
  - a. Principal Staff.
    - (1) Perform those managerial or supervisory tasks identified in DOE O 360.1B and DOE M 360.1-1B.
    - (2) Designate the positions and/or individuals in their respective organizations required to participate in the Technical Qualification Program (TQP) and the applicable functional areas.
    - (3) Approve employee requests for training.
    - (4) Ensure that all training by employees is authorized in advance by the Human Capital Assessment Group (HCAG) for ORO employees and the Office of Assistant Director for Administration and Information Services (ADAIS) for OSTI employees.
  - b. Team Leader, Human Capital Assessment Group, ORO; and Assistant Director for Administration and Information Services, OSTI.
    - (1) Perform those tasks designated for Training Officer identified in DOE O 360.1B and DOE M 360.1-1B.
    - (2) Implement and administer the overall ORO or OSTI Training and Development Program.
    - (3) Coordinate and report on self-assessments of the effectiveness of training programs.
    - (4) Coordinate with the ORO Human Resources Division and other ORO and OSTI organizations in implementing the major elements of employee training to include orientation, general training, performance development, and career development.
    - (5) Maintain training and qualification records for Federal employees.
    - (6) Ensure that employees assigned training responsibilities have the necessary competencies to assess training needs, estimate training resource needs, and plan, design, deliver, assess, administer, and/or manage approved training, as required.

# HUMAN RESOURCES SERVICES RESPONSIBILITIES

DATED: 11/24/2008

- (7) Issue all purchase orders for training courses and materials in a timely manner to ensure that employees are registered promptly and/or that advance payment is made to the vendor when necessary.
  - (8) Review and approve for payment OR F 3410.5, "*Reimbursement Voucher for Training Expenses,*" (see Attachment 1).
- c. ORO Federal Technical Capability Program (FTCP) Panel oversees all related Federal technical training and education activities at ORO. This is consistent with those responsibilities of the DOE FTCP Panel listed in DOE O 360.1B and DOE M 360.1-1B. Some of these activities are described in DOE P 426.1, FEDERAL TECHNICAL CAPABILITY POLICY FOR DEFENSE NUCLEAR FACILITIES and DOE M 426.1-1A, FEDERAL TECHNICAL CAPABILITY MANUAL. The ORO FTCP Panel consists of a core group of Senior Technical Safety Managers (STSMs), and its purpose is to guide the implementation of ORO's FTCP to successfully accomplish the overall ORO mission. The HCAG is represented ex officio on the panel and provides technical assistance to the panel, as needed.
- d. Director, Human Resources Division, ORO, and Assistant Director for Administration and Information Services, OSTI, perform those tasks identified in DOE O 360.1B and DOE M 360.1-1B.
- e. Director, Oak Ridge Financial Service Center.
- (1) Processes ORO F 3410.5, (see Attachment 1), for direct costs to employees who undertake training on a reimbursable basis.
  - (2) Coordinates with the ORO HCAG and the OSTI Assistant Director for Administration and Information Services (ADAIS) any cost deviations from initial obligations.
- f. Employees.
- (1) If selected to participate in the TQP, complete the requirements as described in the "*Office of Science Integrated Support Center Technical Qualification Program Manual - A Desktop Reference for Supervisors and Participants.*"
  - (2) Submit training and qualification documentation to the HCAG or the OSTI Training Officer.
  - (3) Complete the electronic Training Request Form to request training, at least two weeks prior to the start date.
  - (4) Submit OR F 3410.5 (see Attachment 1) to the Oak Ridge Financial Service Center (ORFSC) or the OSTI Training Officer, along with copies of receipts, bills, and course grades, if appropriate, within 90 calendar days after completion of reimbursable training.
  - (5) Disclose payments expected from all other governmental and private sources when submitting a training request (e.g., scholarships, VA benefits).

# HUMAN RESOURCES SERVICES RESPONSIBILITIES

DATED: 11/24/2008

- (6) Must successfully complete all components of approved training assignments (that is, as a minimum, attend 80 percent of the assignment and pass the examination).

## 4. REFERENCES.

- a. DOE O 243.1, RECORDS MANAGEMENT PROGRAM, dated February 3, 2006.
- b. DOE P 426.1, FEDERAL TECHNICAL CAPABILITY POLICY FOR DEFENSE NUCLEAR FACILITIES, dated December 10, 1998.
- c. DOE M 426.1-1A, FEDERAL TECHNICAL CAPABILITY MANUAL, dated May 18, 2004.
- d. DOE P 450.4, SAFETY MANAGEMENT SYSTEM POLICY, dated October 15, 1996.
- e. *“Office of Science Integrated Support Center Technical Qualification Program Manual - A Desktop Reference for Supervisors and Participants.”*
- f. *“ORO Leadership 21 Program Manual.”*
- g. *“Oak Ridge Office Qualifying Officials.”*

## 5. DEFINITIONS.

- a. **APPROVING OFFICIAL.** An ORO or OSTI employee (generally, first- or second-line supervisor) delegated approval authority for training assignments.
- b. **AUTHORIZING OFFICIAL.** A HCAG employee or the OSTI Training Officer designated to review and approve requests for training or educational courses, ensuring Federal requirements are met and that sufficient funds are available.
- c. **COSTED TRAINING.** A training course that incurs direct costs (e.g., costs for registration fees, books, materials, etc.).
- d. **EDUCATIONAL COURSES.** Courses provided by CHEA accredited colleges, universities, or technical schools (graduate and undergraduate) both onsite and offsite.
- e. **NON-COSTED TRAINING.** A training course that incurs no direct costs. Non-Costed courses are funded primarily by the provider.
- f. **TRAINING CENTER (TC).** The TC is a centrally located office responsible for maintaining literature on training resources and upcoming courses, processing all training requests and related forms, maintaining ORO employee training records, and maintaining a variety of training and course related materials such as textbooks, videotapes, audiotapes, periodicals, and technology-supported learning programs.

## 6. ATTACHMENTS.

Attachment 1 – OR F 3410.5, *“Reimbursement Voucher for Training Expenses,”* dated May 2006.

# HUMAN RESOURCES SERVICES RESPONSIBILITIES

Attachment 1

DATED: 11/24/2008

## REIMBURSEMENT VOUCHER FOR TRAINING EXPENSES

U.S. DEPARTMENT OF ENERGY, OAK RIDGE OFFICE

Payee's Name:

\_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Course Title:

\_\_\_\_\_

Training Dates:

\_\_\_\_\_

ITEM	DOLLARS	CENTS
A. TUITION		
B. BOOKS		
C. OTHER (explain below)		
D. TOTAL		

The minimal acceptable grade for satisfactory completion of academic courses is "C" at the undergraduate level and "B" at the graduate level.

**For reimbursement** – Complete this form and submit it to the Oak Ridge Financial Service Center (FM-71) along with the following:

1. Copy of SF-182, signed by supervisor in block 30.
2. Copy of grade or certificate showing class was successfully completed.
3. Itemized receipts for tuition and books which show costs were paid.

I certify that the expenses claimed herein are correct and proper.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee)