

**Oak Ridge Office, Pacific Northwest Site Office, SLAC Site Office, and Thomas Jefferson Site Office  
Training Liaison Program Charter  
Revision 2**

This charter establishes and describes the Oak Ridge Office (ORO), Pacific Northwest Site Office (PNSO), SLAC Site Office (SSO), and Thomas Jefferson Site Office (TJSO) Training Liaison Program and the Training Liaison position.

**PROGRAM**

**Purpose**

The purpose of the Training Liaison Program is to establish a formal communication link between the Human Capital Assessment Group (HCAG) and each organization within ORO, PNSO, SSO, and TJSO. This link is expected to improve communication that, in turn, will contribute to more effective and efficient training programs and more accurate training documentation.

**Goal**

The goal of the Training Liaison Program, carried out by the designated Training Liaison, is to serve line management in identifying and fulfilling individual and organizational training needs.

**Organization**

Membership

Each organization shall identify one employee to serve as the Training Liaison, and, as applicable, as the TQP representative for HCAG. The Training Liaison should hold the position a minimum of three years and ensure an orderly transition to the successor.

Meetings

Training Liaison meetings will be held as needed.

Committees

Committees will be appointed, as needed, to address specific areas of concern.

**TRAINING LIAISON**

**Accountability**

The Training Liaison contributes to the development and maintenance of highly qualified personnel by involvement with and oversight of their training, qualification, education, and development.

## Responsibilities

The Training Liaison is the organizational point of contact for HCAG, and as such, is the primary agent for the coordination (and sometimes preparation) of training, education, and development activities across ORO, PNSO, SSO, and TJSO. The Training Liaison responsibilities are completed as a collateral duty. HCAG supports the Training Liaisons' own competency development along with the ongoing performance of their duties and responsibilities, many of which follow.

1. Conduct analyses to identify training requirements associated with positions in their assigned organizations.
2. Assist (and coordinate as necessary) in the identification of individual and organization training, education, and development needs.
3. Assist (and coordinate as necessary) in the identification of resources to fulfill those needs.
4. Track qualification expirations and notify (and remind) individuals of upcoming expirations and available training offerings.
5. Assist HCAG by:
  - Identifying and providing feedback to HCAG on training needs,
  - Reviewing and identifying training materials that affect their organization,
  - Ensuring employees are aware of training opportunities and properly request/document training,
  - Ensuring attendance at scheduled classes,
  - Assuring personnel maintain qualifications current for all assigned positions.
6. As time permits, observe scheduled training and provide feedback to line management and HCAG.
7. Assist in the initial preparation and annual update of an Individual Development Plan (IDP) for each staff member.
8. Assist line managers in ensuring that personnel attend required training or participate in timely makeup training.
9. Assist HCAG in the implementation of DOE and ORO training initiatives, such as the Technical Qualification Program (TQP) and the Leadership 21 Program.
10. Identify training materials for the ORO Training Resource Library that support the mission of their organization(s).
11. Assist HCAG in the collection of training completion documentation for input in employee's Official Training Records.

## **Skills and Knowledge**

The designated Training Liaison should be a professional staff member (GS-12 or above) who is knowledgeable of applicable DOE directives, such as DOE O 360.1B, *Federal Employee Training*, and DOE M 360.1-1B, *Federal Employee Training Manual*. The Training Liaison should also be knowledgeable of and use training-related DOE website activities and information, such as Employee Self Service (ESS).

## **References**

- DOE M 360.1-1B, *Federal Employee Training Manual*
- DOE O 360.1B, *Federal Employee Training*
- DOE G 426.1-1, *Recruiting, Hiring, and Retaining High-Quality Technical Staff – A Manager’s Guide to Administrative Flexibilities*
- DOE M 426.1-1A, *Federal Technical Capability Manual*
- DOE P 426.1, *Federal Technical Capability Policy for Defense Nuclear Facilities*