

memorandum

DATE: April 19, 2011

REPLY TO

ATTN OF: AD-443:Seiber

SUBJECT: **TRAINING POLICY**

TO: All ORO Employees

The Training and Development Group (TDG), of the Human Resources Division (HRD), funds training, development and education courses for employees at the Oak Ridge Office (ORO). In most cases, any training related to the mission of the Department of Energy and approved by the employee's supervisor is authorized by TDG, subject to available funding.

Electronic training request forms must be received and approved by TDG a minimum of two weeks **BEFORE** a training session begins and, if an education course, **BEFORE** the employee registers for an education course. Training request forms are required for all training, whether there is a cost to attend or not. This is mandatory to ensure funds are available and obligated and/or to ensure the employee's supervisor approves the time out of the office, per Government regulations. Just as employees cannot travel without approved travel authorizations, they cannot attend training or education courses without a training request approved by TDG prior to the training. Employees access and complete electronic training request forms on the TDG web site at <http://www.ornl.gov/tdd/tddreq.htm>.

TDG also reviews training requests for purposes of notifying employees and/or their supervisor when (1) an alternative course is available that is more cost effective; (2) a training request is received for off-site training that is currently scheduled to be conducted in-house or may be scheduled in-house; (3) additional documentation is needed or (4) training must be denied.

In most cases, TDG requires a minimum of two weeks to process the electronic training request, register the employee, and prepare a purchase order, if required. We understand that occasional emergencies arise where the employee receives information about a class at the last minute and has little time to register. Upon receipt of your supervisor-approved training request, TDG will do all we can to help expedite your training requests in these instances.

TRAINING POLICY

TDG's mission is to provide low-cost, high quality training to all employees while ensuring there is a maximum return on investment. If you have any questions regarding training policy or procedures, please contact Missy Seiber at (865) 576-3925.

Butch Brant

Butch Brant, Team Leader
Training and Development Group