

memorandum

DATE: April 5, 2010

REPLY TO

ATTN OF: AD443: Seiber

SUBJECT: **TRAINING POLICY**

TO: All ORO, PNSO, SSO & TJSO Employees

The Human Capital Assessment Group (HCAG), of the Human Resources Division (HRD), funds training, development and education courses for employees at the Oak Ridge Office (ORO), Pacific Northwest Site Office (PNSO), SLAC Site Office (SSO) and the Thomas Jefferson Site Office (TJSO). In most cases, any training related to the mission of the Department of Energy and approved by the employees' supervisor is authorized by HCAG, subject to available funding.

Electronic training request forms must be received and approved by HCAG **BEFORE** the employee registers for an education course and **BEFORE** a training session begins. This is mandatory to ensure funds are available and obligated, per Government regulations. Just as employees cannot travel without approved travel authorizations, they cannot attend training or education courses without approved training requests. ORO, PNSO and TJSO employees' access and complete electronic training request forms on the HCAG web site at <http://www.ornl.gov/tdd/tddreq.htm>. SSO employees access and complete a CHRIS Workflow training request at <https://mis.doe.gov/ess/>.

HCAG 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 scheduled to be conducted in-house; (3) additional documentation is needed or (4) training must be denied.

In most cases, HCAG 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 or no time to register. HCAG will do all we can to help you in these instances.

HCAG'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 (865) 576-3925.



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