

memorandum

DATE: September 17, 1998

REPLY TO
ATTN OF: AD443 :Vosburg

SUBJECT: REMINDER OF TRAINING POLICY

TO: All ORO Employees

The Training and Development Group (TDG) funds Oak Ridge Operations (ORO) training and education courses. In most cases, any training related to the mission of the Department of Energy and approved by the employees' supervisor is normally approved by TDG, subject to available funding.

Electronic training request forms must be received and approved by TDG **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 ORO employees cannot travel without approved travel authorizations, they cannot attend training or education courses without approved training requests.

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

In most cases, TDG requires a minimum of 2 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. TDG will do all they can to help you in these instances.

In situations where employees fail to cancel their training within the cancellation timeframe or fail to attend at least 80 percent of the scheduled training, the Oak Ridge Financial Service Center will continue to automatically debit the discretionary account of the affected employee's organization to cover costs incurred. Since ORO instituted this policy 2 years ago, there has been a marked decrease in training "no-shows," resulting in significant cost savings for ORO.

TDG's mission is to provide low-cost, high-quality training to all ORO employees while ensuring there is a maximum return on investment. If you have any questions regarding training policy or procedures, please contact Jim Vosburg, Team Leader, at 576-3662 or Patty Dockery, Employee Development Specialist, at 576-1875.

Patricia Howse-Smith, Director
Human Resource Division