

U.S. Department of Energy
Washington, D.C.

ORDER

DOE O 360.1A

Approved: 9-21-99
Sunset Review: 9-21-01
Expiration: 9-21-03

SUBJECT: FEDERAL EMPLOYEE TRAINING

1. **OBJECTIVES.** To plan and establish requirements and assign responsibilities for Department of Energy (DOE) Federal employee training, education, and development (hereafter referred to as “training”) under the Government Employees Training Act of 1958, as amended. The objective of training is to improve workforce performance related to the mission and strategic objectives of DOE through a cyclical program of training planning, needs analysis and assessment, design, development, implementation, and evaluation. The term “training” describes a number of functions:
 - a. formal and informal training, education, developmental, and other learning assignments;
 - b. application of acquired knowledge, skills, and experience to workplace responsibilities; and
 - c. use as a tool to recruit and maintain a talented, diverse, and versatile workforce.
2. **CANCELLATION.** DOE O 360.1, TRAINING, dated 5-31-95. Cancellation of a directive does not, by itself, affect any current contractual or program obligation under that directive.
3. **APPLICABILITY.** This Order and DOE M 361.1A-1, FEDERAL EMPLOYEE TRAINING MANUAL, apply to all DOE elements and Federal employees. This Order has special applications as follows:
 - a. **Director, Naval Nuclear Propulsion Program.** In accordance with the responsibilities and authorities assigned by Executive Order 12344, statutorily prescribed by 42 United States Code (U.S.C.) 7158, note, and to ensure consistency throughout the joint Navy/DOE organization of the Naval Nuclear Propulsion Program, implements and oversees all policy and practices pertaining to this DOE Order for activities under the Director’s cognizance.

DISTRIBUTION:

All Departmental Elements

INITIATED BY:

Office of Training and
Human Resource Development

- b. Uniformed officers of military or civilian services in pay status who work in DOE assignments must have training approved under this Order, but no training funds appropriated to DOE will be authorized to pay for their training, except where their training participation is on a no-material-cost basis.
- c. Intergovernmental Personnel Act assignees, students hired under the Student Career Experience Program, and civilian employees of other Federal agencies on detail to DOE will have training approved consistent with the terms of their assignments and this Order.

4. REQUIREMENTS.

- a. Training Policies, Procedures, and Reports.
 - (1) Each DOE element must have training policies and/or procedures that establish an integrated cycle of organizational needs analysis and training planning, needs assessment, resource allocation, design and delivery, evaluation, and reporting processes consistent with the requirements and responsibilities of this Order.
 - (2) Each DOE element must complete an annual training summary report on element training objectives and costs and training conducted under its authority each fiscal year.
 - (3) A DOE element that provides DOE-wide or multi-element training must have a separate component(s) of its annual training summary report that specifically describes that training program(s).
 - (4) DOE must prepare an annual DOE-wide summary report on training.
- b. Training Needs Assessment.
 - (1) Each DOE element must identify annually its critical training needs through organizational analyses and annual review and revision of individual development plans.
 - (2) The DOE Director of Training and Human Resources Development must coordinate and evaluate multi-element training needs assessments which are designed to meet DOE-wide training program objectives, as needed.

- c. Training Plans and Resources.
 - (1) Each DOE element must have a training plan.
 - (2) Each DOE element that provides DOE-wide or multi-element training must have a separate component of its training plan for that multi-element training program.
 - (3) Each DOE element must identify training resources in budget submissions, prioritize training needs, and allocate resources in accordance with those priorities in the element training plan.
- d. Workforce Development Programs under Training Agreements. Training programs under training centers of excellence and workforce development programs (programs that use both human resource management and training authorities to maintain or improve workforce competencies) must be governed by training agreements.
- e. Announcement, Notification, and Cancellation of Training. DOE-sponsored training will be publicly announced by the responsible element; supervisors and employees will be notified of acceptance, participation in, or cancellation of training as far in advance as practical.
- f. Training Requests, Approvals, and Authorizations. Training requests must be initiated, approved, and authorized in accordance with the element's training policy and/or procedures or applicable training agreement (e.g., the training participant ensures completion of, a supervisory official approves, and a designated official authorizes training requests).
- g. Training Completion and Evaluation. Training participants must complete the training, provide evaluations to the appropriate training official and supervisory official, and meet applicable continued service obligations.
- h. Employee Training Records. Each element must maintain and make accessible to employees and officials with oversight responsibilities, for each incidence of training, the following information: training participant name and identification number; approving and authorizing official(s), objective(s), source, location, cost, duty and non-duty training hours; beginning and end dates; and training evaluation/completion documentation. In addition, tax liability and continued service obligations records must be maintained, if applicable.

- i. Training Program Records. Each element must maintain documentation of element-supported training activities for a minimum of 5 years or as otherwise required by records schedules, regulation, or law.
- j. Learning Achievement Recognition. DOE element recognition of learning achievement must meet the requirements of applicable awards program authorities and be funded out of existing award funds.
- k. Training Staff Competencies. DOE elements must 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.
- l. Training Program Evaluation. Elements must conduct self-assessments and participate fully in training evaluations.
- m. Training under Interagency Agreements. Training provided through interagency agreements or arrangements must include a provision for appropriate sharing of costs.
- n. Restrictions.
 - (1) Resources can only be invested in training when—
 - (a) The training provides a structured approach to acquiring information, knowledge, skills, and/or developmental experience.
 - (b) The training is required by law, DOE directive, or head of element mandate; is related to performance improvement; or contributes to maintaining a highly skilled, diverse, and versatile workforce.
 - (c) The purpose and subject matter of the training are related to DOE's mission or benefits the Federal Government where the goals of the training include placement in another Federal agency.
 - (d) It is expected that the training participant will use the competencies learned to perform current or anticipated duties after completion of the training for a period at least equal to the duration of the training or an applicable continued service obligation.

- (2) No training funds can be expended for licenses, certificates, and other types of recognized occupational qualification tests or examinations. This restriction does not affect the use of examinations that are integral to training, that test participant learning related to the training, that must be accomplished successfully to meet training completion requirements, and that incidentally qualify an individual or group, in whole or in part, for a license or certificate.
- (3) Training that purposely leads to an academic degree must be provided only under a training agreement consistent with the provisions of 5 Code of Federal Regulations (CFR) 410.308. This restriction does not limit otherwise authorized training that incidentally provides credit toward a degree, certification, or other academic or professional recognition.
- (4) If a supervisory, approving, or authorizing official becomes aware that a training assignment, program, or location is inconsistent with (a) DOE policy or program interests or responsibilities; (b) required provision of accommodations for handicapped individuals; (c) equal employment opportunity requirements; or (d) religious or strongly held personal values of a participant(s), the official must take action to resolve such inconsistencies and/or terminate the training or, in the case of conflict with strongly held religious or personal values, allow an individual(s) to withdraw from the training, with appropriate waiver of training completion requirements.

5. RESPONSIBILITIES.

a. The Secretary.

- (1) Approves training requests for Presidential appointees.
- (2) Concurs in training assignments involving the White House, Office of Management and Budget, and the Congress prior to the beginning date of the training.

b. Director, Management and Administration.

- (1) Provides goals, strategies, and general direction consistent with DOE-wide management and administrative objectives.

- (2) Appoints individuals, councils, committees, working groups, and other entities responsible for making recommendations on DOE-wide training policies and programs.
- (3) Approves training agreements governing multi-element workforce development programs (three or more participating elements) and training centers of excellence.
- (4) Approves research designed to improve DOE-wide training programs.
- (5) Provides for continuing development of supervisors, managers, and executives to meet DOE-wide succession planning needs.
- (6) Names members of, chairs, convenes, and coordinates the activities of the Training and Development Management Council.
- (7) Provides support for the administration of training responsibilities within the Office of the Secretary.

c. Director, Human Resources Management.

- (1) Establishes DOE-wide training policy, procedure, and resource management planning requirements.
- (2) Approves personnel management related, shortage category determinations for programs under multi-element training agreements.
- (3) Determines the availability of positions in other Federal agencies for a DOE-wide training program and concurs in a head of a DOE element's determination concerning potentially available positions in regard to an element training program prior to DOE employees receiving training for those positions.
- (4) Provides for the DOE-wide evaluation and assessment of training programs through the Human Resource Management Accountability Program.
- (5) Administers the DOE-wide Career Transition Assistance Plan.

d. Director, Training and Human Resource Development.

- (1) Provides policy development and leadership in the coordination, implementation, and evaluation of DOE-wide training. This includes training planning, resource management, needs analyses, needs assessment, design, development, and delivery, and assessment responsibilities and issues.

- (2) Makes recommendations to the Director, Human Resources Management and the Director, Management and Administration, on DOE training policy, management, and evaluation issues and approval of training programs under multi-element training agreements, including training centers of excellence.
 - (3) Serves as interagency liaison and completes interagency agreements in respect to DOE-wide training.
 - (4) Prepares the DOE-wide annual summary report on training incidences, costs, and critical needs.
 - (5) Assesses and makes recommendations for improvement of training at all levels in the Department.
 - (6) Provides multi-element DOE and Headquarters training, as appropriate.
 - (7) Provides leadership in the coordination of DOE-wide technical qualifications program in regard to defense-related nuclear facilities.
 - (8) Provides training policy and professional advice and consulting assistance to DOE elements, training officials, and DOE employees.
 - (9) Chairs and/or supports councils, committees, boards, and other entities responsible for DOE-wide training.
- e. Assistant Secretary for International Affairs. Based on the request of the Office of the Secretary or DOE elements, ensures that training involving foreign entities, travel, facilities, or individuals receives appropriate State Department concurrence.
- f. Heads of DOE Elements (First-Tier Headquarters and Senior Operations/Field Office Officials).
- (1) Approve training policies and procedures for their DOE element.
 - (2) Prioritize critical needs, provide resources for, plan, assess, and report on training consistent with DOE strategic planning, budget, succession planning, and training administration processes, with specific attention to:
 - (a) Requirements of statutes, regulations, and DOE directives;
 - (b) DOE strategic plan and mission goals and objectives;

- (c) Governmental and DOE-wide policy and management functions;
 - (d) Scientific and technical personnel and related materials, work processes, security, safety, health, environmental, nuclear, and technical operations needs; and
 - (e) Manager, supervisor, and team leader training appropriate to the duties and responsibilities of their positions and succession planning needs.
- (3) Define mandatory training requirements for employees in their element, including manager and supervisor training among other responsibilities.
 - (4) Ensure efficient and effective management of training programs for their elements' workforces.
 - (5) Designate training approval and authorization officials for their DOE elements.
 - (6) Assign responsibilities for training requirements and functions, including designation of a training official(s) and a DOE point of contact and an alternate for training programs.
 - (7) Approve their elements' participation in training agreements governing multi-element programs.
 - (8) Approve training agreements for their own elements' programs, agreements with other DOE elements on one-to-one basis, and local geographic area interagency and intergovernmental training-related agreements.
 - (9) Provide subject matter experts to meet training program requirements.
 - (10) Waive training completion and continued service obligations for Federal employees prior to separation from DOE, as appropriate.
 - (11) Approve acceptance of training-related awards, honorariums, and/or other contributions toward costs of training from Internal Revenue Service recognized 501(c)(3) organizations, with advice from the Office of General Counsel, as required.

g. Training Official(s).

- (1) Manages assigned training functions, including, but not limited to:

- (a) Training compliance with applicable laws, regulations, policies, requirements, and provisions of training agreements.
 - (b) Training policy and program development.
 - (c) Training program cooperation and liaison with other DOE elements.
 - (d) Training program evaluation and self-assessment.
- (2) Approves and coordinates additional approvals, authorizations, and/or concurrences for training for any Federal employee if officials with responsibility for that employee's training are not located at that duty station.
- h. Federal Technical Capability Panel.
 - (1) Responsible for oversight, assessment, and making recommendations on the technical competence of employees performing functions related to the safe operation of defense nuclear facilities, including Technical Qualification Programs.
 - (2) Oversees implementation of the Federal Technical Capability Program.
 - (3) Reports periodically to the Deputy Secretary.
- i. Training and Development Management Council.
 - (1) Oversees and makes recommendations on DOE-wide policy, priorities, and direction for the DOE training community.
 - (2) Represents the customer perspective in regard to training needs and priorities.
 - (3) Members named by Director, Management and Administration, who chairs, convenes, and coordinates the activities of the Council.
- j. Managers, Supervisors, and Employees.
 - (1) Ensure training compliance with applicable laws, regulations, policies, requirements, and provisions of workforce training agreements.
 - (2) Participate in performance and training needs assessments and related workforce planning, identify training opportunities, and maintain current individual development plans.

- (3) Ensure timely request, approval, authorization, and notification of training.
- (4) Ensure completion of training assignments, evaluation requirements, and continued service obligations.
- (5) Review and maintain accuracy of training records and document performance requirements and competencies related to training.

k. Human Resource Directors.

- (1) Approve use of or obtain required approvals of personnel authorities integrated with training authorities in training agreements governing workforce development programs.
- (2) Provide guidance on personnel authorities that can be used in training agreements governing workforce development programs.

6. REFERENCES.

- a. 5 U.S.C. 4103 et seq., statutory authority for Federal employee training programs.
- b. 5 CFR 410 et seq., Office of Personnel Management regulations on Federal employee training.
- c. Executive Order (E.O.) 11348, Further Training of Government Employees, April 20, 1967, Federal Government training goals and practices.
- d. E.O. 11478, Equal employment opportunity in the Federal Government, August 8, 1969, Federal Government provisions on equal opportunity in training programs.
- e. 42 U.S.C. 7158 and E.O. 12344, February 1, 1982, authority for Naval Nuclear Propulsion Program training program management.
- f. 5 CFR 412 et seq., senior executive, manager, and supervisor training and succession planning requirements.
- g. 5 U.S.C. 2301, Merit System Principles.
- h. 5 CFR 330.602 and 572, career transition assistance program training and pre-employment interview travel authorities.

- i. 5 U.S.C. 4301 and 5 CFR 430, authority to expend funds to recognize and reward employees.
 - j. 42 U.S.C. 4742, Title III, Section 302, of the Intergovernmental Personnel Act of 1970, authority for Federal agencies to permit State and local government officials and employees to attend and pay for all, part, or none of the cost of professional, technical, and administrative training provided to Federal employees, with payments credited to appropriation incurring costs.
 - k. DOE P 426.1, FEDERAL TECHNICAL CAPABILITY POLICY FOR DEFENSE NUCLEAR FACILITIES, 12-10-98.
 - l. DOE M 360.1A-1, FEDERAL EMPLOYEE TRAINING MANUAL, 9-21-99.
 - m. DOE G 426.1-1, RECRUITING, HIRING, AND RETAINING HIGH-QUALITY TECHNICAL STAFF, 12-10-98.
7. CONTACT. Questions concerning this Order may be referred to the Director of Training and Human Resource Development at 202-426-1506.

BY ORDER OF THE SECRETARY OF ENERGY:



DAVID M. KLAUS
DIRECTOR OF MANAGEMENT
AND ADMINISTRATION