

**U.S. GEOLOGICAL SURVEY**  
**NATIONAL TRAINING CENTER**  
**POLICY AND PROCEDURES MANUAL**

**U.S. GEOLOGICAL SURVEY  
NATIONAL TRAINING CENTER  
POLICY AND PROCEDURES MANUAL  
CHAPTER 1 - TRAINING POLICIES**

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**U.S. GEOLOGICAL SURVEY  
NATIONAL TRAINING CENTER  
POLICY AND PROCEDURES MANUAL**

**CHAPTER 1 - TRAINING POLICIES**

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## Chapter 1 - TRAINING POLICIES

### Accounting Procedures

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#### 1. PURPOSE

To establish and document a policy on how students attending a course sponsored by the USGS National Training Center (NTC) will be billed for course attendance.

#### 2. SCOPE

This policy applies to all individuals attending training sponsored by the NTC.

#### 3. DEFINITIONS

\* **Cooperator personnel** - Personnel from an agency that has a joint funding agreement with a District office as part of the Federal-State Cooperator Program.

#### 4. POLICY

All individuals attending a training course sponsored by the NTC will be billed for that training through a Standard Voucher, DI-1040 Bill for Collection, SF-1080 Billing Voucher, Form 9-2048 OPAC Bill, Check, or Credit Card.

#### 5. SUPPORTING INFORMATION

**5.1 All USGS Division Personnel** - All USGS Division personnel attending a course are required to pay the actual course costs as specified in the course announcement. The student will be billed the actual course costs through a Standard Voucher.

**5.1.1.** The office where an individual works is expected to charge airline tickets and related travel costs to their own cost centers.

**5.2 USGS Coordinators and Instructors** - Expenses for USGS coordinators and instructors that are eligible for reimbursement will be handled in the same manner as USGS Division students. The office where an individual works is expected to charge airline tickets and related travel costs to their own cost centers. After the training is completed and a travel voucher is prepared for the individual, a copy of the voucher should be sent to the NTC. The NTC then will initiate reimbursement through a Standard Voucher for the portions of the expenses that are reimbursable.

**5.2.1** The eligible salary reimbursement for coordinators and instructors will be based on written documentation from the course coordinator on the amount of lecture time and the number of times previously instructed for a specific course. See the policy statements USGS-NTC-1007, Rev. 2 and USGS-NTC-1.011, Rev. 2

- 5.3 Non-USGS Instructor/Contractors** - Non USGS Instructor/Contractors will be reimbursed for their instructional services against an existing Purchase Order prepared by the NTC/Central Region Procurement Office. The instructor or contractor would issue an invoice against the existing Purchase Order to the NTC for reimbursement.
- 5.3.1** Instructors employed by Other Federal Agencies would be reimbursed for their instructional services through an OPAC billing from their agency.
- 5.4 Cooperator Personnel** - Cooperator personnel attending a training course will be billed the appropriate amount by the NTC as specified in the course announcement. The billing will be done through a DI-1040, Check, or Credit Card acceptance.
- 5.5 Personnel from Other Federal Agencies** - Personnel from other federal agencies attending a training course will be billed the appropriate amount by the NTC as specified in the course announcement. The billing will be done through a form 9-2048 OPAC Bill, Check, or Credit Card acceptance.
- 5.6 International Personnel** - International students will be billed in consultation with the Chief, International Water Resources Program office. Procedures will vary considerably and will be resolved on a case-by-case basis.
- 5.7 Others** - All others, such as State employees, consultants, University personnel, etc., will be billed for course attendance through a DI-1040, Check, or Credit Card acceptance.

**6. RELATED DOCUMENTS**

**6.1 Superseded Documents - None**

**6.2 References Cited**

NTC policy number USGS-NTC-1.007, Rev. 2

NTC policy number USGS-NTC-1.011, Rev 2

**7. ATTACHMENTS - None**

**8. APPROVALS AND EFFECTIVE DATE**

**EFFECTIVE DATE:** \_\_\_\_\_

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**Russel E. Smith Jr., Chief**  
**National Training Center**

\_\_\_\_\_ **Date**

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## Chapter 1 - TRAINING POLICIES

### Announcements

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1. **PURPOSE**

To establish and document a policy on announcing training courses sponsored by the Water Resources Division (WRD).

2. **SCOPE**

This policy applies to all course announcements distributed by the National Training Center (NTC) and the four regional offices.

3. **DEFINITIONS - None**

4. **POLICY**

All training course sponsored by the National Training Center or regional offices will be announced by the NTC as numbered memoranda using electronic mail.

5. **SUPPORTING INFORMATION**

5.1 **Full course announcements** - Everyone on the WRD's mail distribution code labeled "TR" and "E" will receive an electronic mail message that contains the detailed information associated with a specific training event. The information provided includes the course description, pre-requisites, attendance limits, deadlines for nominations, course costs or tuition fee, and additional information such as per diem rates, course schedules, and an application for attendance.

5.2 For training courses offered by the Regions, the regional training offices will provide the NTC with the information needed to announce their courses.

6. **RELATED DOCUMENTS**

6.1 **Superseded Documents - None**

6.2 **References Cited - None**

7. **ATTACHMENTS - None**

8. **APPROVALS AND EFFECTIVE DATE**

EFFECTIVE DATE: \_\_\_\_\_

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Russel E. Smith Jr., Chief  
National Training Center

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Date

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## Chapter 1 - TRAINING POLICIES

### Attendance Allocations

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#### 1. PURPOSE

To establish and document a policy on the allocation of training slots for National Training Center (NTC) courses.

#### 2. SCOPE

This policy applies to the five administrative groups in the Water Resources Division (WRD) - Headquarters, Northeast Region, Southeast Region, Central Region and Western Region - plus an "other" category as described below.

#### 3. DEFINITIONS - None

#### 4. POLICY

Attendance at training courses sponsored by the National Training Center is allocated by administrative categories.

#### 5. SUPPORTING INFORMATION

5.1 The Course Coordinators, Employee Development Program Manager, and the Chief, National Training Center will establish the course attendance limits, which are described in the individual course announcements. The course coordinator may extend the attendance limit for a given course to accommodate a special situation.

5.2 The allocations for attendance at training courses sponsored by the NTC will be made for six categories.

5.2.1 Northeastern Region - Includes all of the WRD Districts in the region and their cooperators.

5.2.2 Southeastern Region - Includes all of the WRD Districts in the region and their cooperators.

5.2.3 Central Region - Includes all of the WRD Districts in the region and their cooperators.

5.2.4 Western Region - Includes all of the WRD Districts in the region and their cooperators.

5.2.5 Headquarters - Includes personnel from Headquarters offices in Reston, the National Training Center, National Research Program, National Water Quality Laboratory, Branch of Quality Systems, Yucca Mountain Project Branch, Hydrologic Instrumentation Facility, foreign trainees nominated by the International Water Resources program office, and any other Headquarters functions located outside of Reston.

5.2.6 Other - Includes all of the USGS Divisions other than WRD, other Federal Agencies, and all other eligible nominees.

5.3 The number of WRD candidates eligible to attend training courses sponsored by the NTC is based on the number of employees working in the five major administrative groups in the Division. This policy is mandated to help insure an equitable distribution of attendees.

Attendance slots are allocated based on the full time equivalent (FTE) usage by the Regions, (after and arbitrary assignment for the Headquarters and other categories). When the allocated number of slots for a specific category are not filled, the Chief, NTC, and the Employee Development Program Manager, in consultation with the Regional Hydrologists, will redistribute the quotas for that course. The distribution is as follows:

	<b>16 people</b>	<b>20 people</b>	<b>24 people</b>	<b>30 people</b>
<b>Northeastern Region</b>	4 slots	4 slots	5 slots	6 slots
<b>Southeastern Region</b>	3 slots	3 slots	4 slots	5 slots
<b>Central Region</b>	4 slots	5 slots	5 slots	7 slots
<b>Western Region</b>	3 slots	4 slots	5 slots	6 slots
<b>Headquarters</b>	1 slot	2 slots	2 slots	2 slots
<b>Other</b>	1 slot	2 slots	3 slots	4 slots

**6. RELATED DOCUMENTS**

**6.1 Superseded Documents - None**

**6.2 References Cited - None**

**7. ATTACHMENTS - None**

**8. APPROVALS AND EFFECTIVE DATE**

**EFFECTIVE DATE:** \_\_\_\_\_

\_\_\_\_\_  
**Russel E. Smith Jr., Chief**  
**National Training Center**

\_\_\_\_\_  
**Date**



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## Chapter 1 - TRAINING POLICIES

### Cancellation of Courses

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1. **PURPOSE**

To establish and document a policy on canceling courses sponsored by the USGS National Training Center (NTC).

2. **SCOPE**

This policy applies to all courses sponsored by the NTC.

3. **DEFINITIONS - None**

4. **POLICY**

A course will be canceled when the number of nominees is insufficient for the course to be economically feasible, although exceptions occasionally may be made when a specific course is considered critical to a USGS program.

5. **SUPPORTING INFORMATION**

5.1 The decision to cancel a course is the responsibility of the Course Coordinator.

5.1.1 To support the decision, the Coordinator will get information on the economics of the course from the Chief, NTC and/or the Employee Development Program Manager and on the programmatic implications from the Chief of the course's Sponsoring Office.

5.2 A course will be canceled only when no satisfactory alternative can be identified. Prior to cancellation, options such as lowering the course costs, raising the course charge, and locating alternative funding will be explored.

5.3 A course that is not economically feasible (where the expenses exceed the income) will be held only if (1) the Course Coordinator and Sponsor believe presentation of the course is critical to a program of the USGS and (2) the Chief, National Training Center agrees to host the course at a financial loss.

6. **RELATED DOCUMENTS**

6.1 Superseded Documents - None

6.2 References Cited - None

7. **ATTACHMENTS - None**

8. **APPROVALS AND EFFECTIVE DATE**

EFFECTIVE DATE: \_\_\_\_\_

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Russel E. Smith Jr., Chief  
National Training Center

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Date

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## Chapter 1 - TRAINING POLICIES

### Cancellation Responsibility of Students

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1. **PURPOSE**

To establish and document a policy on cancellation by a student in a training course.

2. **SCOPE**

This policy applies to all students scheduled to attend a course being sponsored by the National Training Center (NTC).

3. **DEFINITIONS - None**

4. **POLICY**

To avoid a penalty, the National Training Center must be notified of the cancellations of a student's enrollment in a course 20 calendar days prior to the start of that course.

5. **SUPPORTING INFORMATION**

If a nominee cancels out of a course within 20 calendar days of the start of the course and a replacement cannot be identified, his or her office will be charged a portion of the course fee. The charge is designed to cover the costs incurred by the NTC and will include any instructor and materials charges and half of the Operating Expense. If a nominee is unable to attend the course, it is the responsibility of his or her office to find a replacement to fill the canceled position. If a replacement is not available, please contact the NTC to see if a replacement nominee is available from a waiting list.

6. **RELATED DOCUMENTS**

6.1 Superseded Documents - None

6.2 References Cited - None

7. **ATTACHMENTS - None**

8. **APPROVALS AND EFFECTIVE DATE**

EFFECTIVE DATE: \_\_\_\_\_

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Russel E. Smith Jr., Chief  
National Training Center

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Date

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## Chapter 1 - TRAINING POLICIES

### Cooperator Training Costs

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#### 1. PURPOSE

To establish and document a policy on the cost of students classified by the Water Resources Division (WRD) as "cooperators" that may attend training courses being sponsored by the National Training Center (NTC).

#### 2. SCOPE

This policy applies to all students classified as a "cooperator" by the WRD.

#### 3. DEFINITIONS

\* **Cooperator Personnel** - Personnel from an agency that has a joint funding agreement with a District office as part of the Federal-State Cooperative Program.

#### 4. POLICY

Cooperator personnel attending an NTC training course are required to pay the actual course costs.

#### 5. SUPPORTING INFORMATION

5.1 The fee charged to the cooperator personnel pays for the instruction, course materials, and administrative support, but does not include the costs for food, lodging, transportation, or miscellaneous expense.

5.2 The course fee is imposed for any day or part day of instruction.

5.3 Under most circumstance, the NTC will make arrangements directly with the cooperating agency to recover the cost of training. On a few occasions, however, it may be necessary to work through the cooperating USGS District office to recover the costs.

5.4 Personnel from agencies that are not considered cooperators will be charged the actual course cost, including administrative fees.

#### 6. RELATED DOCUMENTS

6.1 Superseded Documents

\* All preceding revisions of this policy.

6.2 References Cited - None

#### 7. ATTACHMENTS - None

#### 8. APPROVALS AND EFFECTIVE DATE

EFFECTIVE DATE: \_\_\_\_\_

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Russel E. Smith Jr., Chief  
National Training Center

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Date

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## Chapter 1 - TRAINING POLICIES

### Coordinator Charges Allowable

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#### 1. PURPOSE

To establish and document a policy on the fees a course coordinator can charge to the National Training Center (NTC).

#### 2. SCOPE

This policy applies to all individuals who serve as coordinator of a training course sponsored by the NTC.

#### 3. DEFINITIONS - None

#### 4. POLICY

The NTC may reimburse individuals who serve as coordinator of a training course sponsored by the NTC for some or all of their expenses associated with the training event.

#### 5. SUPPORTING INFORMATION

**5.1 Full Reimbursement** - Full reimbursement means the course coordinator is authorized to recover salary, benefits, and 25% overhead while at the training event, plus up to three hours of preparation time for each one hour of personal lecture for the first time the course is taught. For the second, and all subsequent presentations for the same course, only one hour of preparation time for each one hour of personal lecture is allowed. Any additional course preparation expenses (salary or otherwise) must be approved in advance by the Chief, NTC and/or the Employee Development Program Manager. The coordinator also is authorized to recover travel-related expenses such as air fare, per diem, rental car, and parking. A rental car is authorized for the course coordinator unless the course is held at the Denver Federal Center and he or she lives in the Denver commuting area.

Course coordinators eligible for salary reimbursement also are authorized preparation time for their coordination efforts in addition to preparation time for personal lectures. Authorization is for actual preparation time up to a maximum of 24 hours for the first presentation of a course and up to 8 hours for all subsequent offerings of the course.

**5.1.1** Employees eligible for full reimbursement are those working in a District office, which would include staff working on Federal Trust programs such as NAWQA, NASQAN, and Toxics in addition to the District employees.

**5.2 Partial Reimbursement** - Partial reimbursement means that the course coordinator is authorized to recover travel-related expenses such as air fare, per diem, rental car, and parking, but nothing for salary, benefits, or overhead. A rental car is authorized for the course coordinator unless the course is held at the Denver Federal Center and he or she lives in the Denver commuting area.

5.2.1 Employees eligible for partial reimbursement are those paid from a National Research Program account.

5.3 **No Reimbursement** - Coordinators paid from a Technical Support/Services account are not eligible for any reimbursement for their expenses associated with providing NTC training. This category also includes Federal Trust program staff (NAWQA, NASQAN, and Toxics) working in Headquarters or Regional offices.

6. **RELATED DOCUMENTS**

6.1 Superseded Documents - None

6.2 References Cited - None

7. **ATTACHMENTS - None**

8. **APPROVALS AND EFFECTIVE DATE**

**EFFECTIVE DATE:** \_\_\_\_\_

\_\_\_\_\_  
Russel E. Smith Jr., Chief  
National Training Center

\_\_\_\_\_  
Date

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## Chapter 1 - TRAINING POLICIES

### Course Costs Calculations

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#### 1. PURPOSE

To establish and document a policy on how to calculate the actual course costs for USGS students to attend courses sponsored by the USGS National Training Center (NTC).

#### 2. SCOPE

This policy applies to all training courses where the NTC takes the lead in working with the coordinator to schedule and announce the course as well as making the logistical arrangements.

#### 3. Definitions - None

#### 4. POLICY

The National Training Center will calculate and impose a fee called actual course costs for training event in which it is involved in scheduling, announcing, and arranging for the presentation of that event.

#### 5. SUPPORTING INFORMATION

5.1 The course cost charge assessed by the NTC consists of three factors - coordinator/instructor, supplies/materials, operating expense. After collecting the course cost for a training event from each student, the NTC pays for all of the applicable expenses of the students, instructors and coordinator associated with this event.

5.2 The course cost charge is calculated in one of two ways depending upon the following circumstances.

5.2.1 The training is held at the NTC facility in Lakewood, Colorado, or at a location other than the NTC in order to utilize specialized conditions at that site, and the majority of the students would be expected to travel from out-of-state to the training site.

5.2.2 The training is held at a location other than the NTC facility in Lakewood, Colorado and the majority of the students would be expected to be personnel from a single cost center.

5.3 The training is held at the NTC facility in Lakewood, Colorado, or location other than the NTC in order to utilize specialized conditions at that site, and the majority of the students would be expected to travel from out-of-state to the training site.

5.3.1 For training held in the Denver area, students, coordinators, and instructors are required to stay at the Holiday Inn Denver West in Golden, Colorado at 14707 West Colfax Avenue, unless otherwise noted in the training announcement. For training held at sites outside the Denver area, the per diem used will be the prevailing local rate of that area.

- 5.3.2 Transportation** - No air-fare or rental car charges are assessed or paid by the NTC. Any transportation expenses that may be incurred by students from the host cost center office are borne by that office.
- 5.3.3 Coordinators/Instructors** - The coordinator/instructor portion of the actual costs of these individuals based on their eligibility for cost recovery as described in policy documents USGS-NTC-1.007, Rev. 2 and USGS-NTC-1.011, Rev. 2 or the contract cost for a contractor. The sum of the actual costs for the coordinator/instructors is divided by 50% of the maximum number of students (the average actual attendance) and the quotient added to the course cost.
- 5.3.4 Supplies and Material** - Supplies and materials are added to the course costs.
- 5.3.5 Operating Expense** - A fixed amount of \$250.00 is added to the course costs, when training is held at the National Training Center.
- 5.3.6 Room and equipment charges** - For training conducted outside of the NTC facility, if the local office hosting the training event does not have the space, audio/visual, or other equipment available that is necessary to conduct the training event and it is necessary to rent a room or equipment, these charges will be included in the course cost. These costs are apportioned by dividing the cost of the room and equipment by 50% of the maximum number of students (the average actual attendance) and the quotient added to the course cost.
- 5.4** The training is held at a location other than the NTC facility in Lakewood, Colorado and the majority of the students would be expected to be personnel from a single cost center.
- 5.4.1** When a single cost center has a large number of people (half or more of the maximum class size) that need the same training, it may be more cost effective to take the training to the students rather than transport the students a long distance to the training. The course cost charge calculation procedure described in this section accounts for this circumstance. It is designed to provide for a minimum training cost for the local personnel while maintaining the advantages of the actual course cost philosophy for students traveling from other parts of the country.
- 5.4.2 Local Students**
- 5.4.2.1 Per Diem** - No per diem charge is assessed or paid by the NTC. Any per diem expenses that may be incurred by students from the host cost center office are borne by that office.
- 5.4.2.2 Transportation** - No air fare or car rental charges are assessed or paid by the NTC. Any transportation expenses that may be incurred by students from the host cost center office are borne by that office.

**5.4.2.3** The coordinator/instructor portion of the actual course cost consists of the actual cost of these individuals based on their eligibility for cost recovery as described in policy documents USGS-NTC-1.007, Rev. 2 and USGS-NTC-1.011, Rev. 2 or the contract cost for a contractor. The sum of the actual costs for the coordinator/instructor is divided by 50% of the maximum number of students (the average actual attendance) and the quotient added to the course cost.

**5.4.2.4 Supplies and materials** - Supplies and materials are added to course cost as applicable.

**5.4.2.5 Operating Expense** - A fixed amount of \$250.. Is added to the course cost.

**5.4.2.6** For training conducted outside of the NTC facility, if the local office hosting the training event does not have the space, audio/visual, or other equipment available that is necessary to conduct the training event and it is necessary to rent a room or equipment, these charges will be included in the course cost. These costs are apportioned by dividing the cost of the room and equipment by 50% of the maximum number of students (the average actual attendance) and the quotient added to the course cost.

**5.4.3 Non-local students** - the course cost for non-local students is calculated in the same manner as that described in section 5.3 except the operating expense of \$250.00 is reduced to \$100.00.

## 6. RELATED DOCUMENTS

6.1 Superseded Documents - None

6.2 References Cited

\* USGS-NTC-1.007, Rev. 2

\* USGS-NTC-1.011, Rev. 2

7. ATTACHMENTS - None

8. APPROVALS AND EFFECTIVE DATE

EFFECTIVE DATE: \_\_\_\_\_

\_\_\_\_\_  
 Russel E. Smith Jr., Chief  
 National Training Center

\_\_\_\_\_  
 Date



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## Chapter 1 - TRAINING POLICIES

### Evaluations by Students

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1. **PURPOSE**

To establish and document a policy on evaluation the value and effectiveness of courses sponsored by the National Training Center (NTC).

2. **SCOPE**

This policy applies to all students who attend a training course sponsored by the NTC.

3. **DEFINITIONS - None**

4. **POLICY**

Students attending a training event sponsored by the NTC are required to complete an anonymous course evaluation questionnaire at the conclusion of the course.

5. **SUPPORTING INFORMATION**

Data from the first evaluation will be used to initiate corrective action on perceived problems such as nonproductive techniques, content of the course, facility, and accommodations, and to help determine the need to continue offering the course. Data from the second evaluation will be used to help determine the impact of the training on the student and his or her office.

6. **RELATED DOCUMENTS**

6.1 Superseded Documents - None

6.2 References Cited - None

7. **ATTACHMENTS - None**

8. **APPROVALS AND EFFECTIVE DATE**

**EFFECTIVE DATE:** \_\_\_\_\_

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Russel E. Smith Jr., Chief  
National Training Center

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Date

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## Chapter 1 - TRAINING POLICIES

### Facility Usage

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#### 1. PURPOSE

To establish and document a policy on the use of the National Training Center (NTC).

#### 2. SCOPE

This policy applies to any individual, group, or organization, either internal or external to the USGS.

#### 3. DEFINITIONS - None

#### 4. POLICY

The NTC will be available for use by individual, group, or organization and the costs associated with usage of the facility will be recovered.

#### 5. SUPPORTING INFORMATION

**5.1** The NTC staff will strive to maximize the use of the facility.

**5.2** The NTC will be available for use during normal business hours and during non-business hours when approved by the Chief, NTC and/or the Employee Development Program Manager.

**5.3** Use of the NTC facility will be on a first-come, first-served basis although the following priorities (highest to lowest) will be used when pertinent – training classes (WRD, USGS, “others”); large conference/meeting (WRD, USGS, “others”); small conference/meetings (WRD, USGS, “others”).

**5.4** The NTC will monitor and report the usage of the facility on an annual basis to the Employee Development Committee (EDC).

**5.5** **WRD Costs** - Because a significant portion of the NTC budget is provided by the Assistant Chief Hydrologist for Operations from Technical Support/Services funds, there will be no additional charge to any WRD employee or office for the use of any room or equipment in the NTC other than the use of the copy machines.

**5.5.1** Recovery of costs for use of the copy machine is applicable only for non-training related use.

**5.6** **Costs for “Other” users** - Other potential users of the NTC include Other Federal Agencies, State and local governmental agencies, professional societies, and non-profit groups. This category of user would be charged on a pre-use basis according to the following schedule:

**5.7.1** Classroom rental - includes use of one (1) overhead and one (1) 35mm slide projector \$125/day

**5.7.2** Classroom rental - includes use of one (1) overhead and one (1) 35mm slide projector, Use of Windows NT Workstations and/or Sun Solaris Workstations (no additional Workstations are possible in the computer rooms). \$500/day

**5.7.3** Additional projection equipment, per unit \$25.00/day

**5.7.4** Computer projector for workstations \$50.00/day

5.7.5 Flip charts

\$ 5.00/day

5.7.6 Videotape Duplication

\$15.00/tape

**6. RELATED DOCUMENTS**

6.1 Superseded Documents - None

6.2 References Cited - None

**7. ATTACHMENTS - None**

**8. APPROVALS AND EFFECTIVE DATE**

**EFFECTIVE DATE:** \_\_\_\_\_

\_\_\_\_\_  
**Russel E. Smith Jr., Chief  
National Training Center**

\_\_\_\_\_  
**Date**

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## Chapter 1 - TRAINING POLICIES

### Instructor Charges Allowable

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#### 1. PURPOSE

To establish and document a policy on the fees a course instructor can charge to the National Training Center (NTC).

#### 2. SCOPE

This policy applies to all individuals who serve as an instructor at a training course sponsored by the NTC for some or all of their expenses associated with the training event.

#### 3. DEFINITIONS - None

#### 4. POLICY

The NTC may reimburse individuals who serve as instructors at a training course sponsored by the NTC for some or all of their expenses associated with the training event.

#### 5. SUPPORTING INFORMATION

**5.1 Full Reimbursement** - Full reimbursement means the instructor is authorized to recover salary, benefits, and 25% overhead while at the training event, plus up to three hours of preparation time for each hour of lecture for the first time the course is taught. For the second, and all subsequent presentation for the same course, only one hour of preparation time for each one hour of lecture is allowed. Any additional course preparation expenses (salary or otherwise) must be approved in advance by the Chief, NTC or the Employee Program Development Manager. The instructor also is authorized to recover travel-related expenses such as air fare, per diem, rental car, and parking. A rental car is authorized for every two instructors unless the course is held at the Denver Federal Center and he or she lives in the Denver commuting area. All exception must be approved by the Chief, NTC and the Employee Development Program Manager.

**5.1.1** Employees eligible for full reimbursement are those working in a District office, which would include staff working on Federal Thrust programs such as NAWQA, NASQAN, and Toxics, in addition to the District employees.

**5.2 Partial Reimbursement** - Partial reimbursement means the instructor is authorized to recover travel-related expenses such as air fare, per diem, rental car, and parking, but nothing for salary, benefits, or overhead. A rental car is authorized for every two instructors unless the course is held at the Denver Federal Center and he or she lives in the Denver commuting area.

**5.2.1** Employees eligible for partial reimbursement are those paid from a national Research Program account.

**5.3 No Reimbursement** - Instructors paid from a Technical Support/Services account are not eligible for any reimbursement for their expenses associated with providing NTC training. This category also includes Federal Trust program staff (NAWQA, NASQAN, and Toxics) working in Headquarters or Regional offices.

**6. RELATED DOCUMENTS**

**6.1** Superseded Documents - None

**6.2** References Cited - None

**7. ATTACHMENTS - None**

**8. APPROVALS AND EFFECTIVE DATE**

**EFFECTIVE DATE:** \_\_\_\_\_

\_\_\_\_\_  
**Russel E. Smith Jr., Chief  
National Training Center**

\_\_\_\_\_  
**Date**

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## Chapter 1 - TRAINING POLICIES

### International Student Costs

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#### 1. PURPOSE

To establish and document a formal policy on the course charges for international scientist attending course sponsored by the National Training Center (NTC) .

#### 2. SCOPE

This policy applies to all international scientist attending training courses where the NTC takes the lead in working with the course coordinator to schedule and announce the course as well as making the logistical arrangements.

#### 3. DEFINITIONS - None

#### 4. POLICY

International scientists attending a course sponsored by the NTC will be charged a flat fee of \$1,700 per person-week of training.

#### 5. SUPPORTING INFORMATION

**5.1** The fee for international scientists includes administrative support, all instruction, and course materials, but does not include the costs for food, lodging, transportation, or miscellaneous expenses, which must be borne by the financial sponsor of the trainee.

**5.2** The course fee is divided among the NTC, International Water Resources Program office (IWRP), Water Resources Division (WRD), and Director's Office in the following manner: NTC - 64.7% (\$1,000), IWRP - 18.8% (\$320), WRD - 11% (\$187), and Director's Office - 5.5% (\$93).

**5.3** All international scientists are expected to pay the same fee, even when there are multiple scientists from the same location attending the same course.

**5.4** Administrative support and arrangements for all international scientists are coordinated with the office of the IWRP.

**5.5** It is common for international scientists to combine an NTC-sponsored course with on-the-job training (OJT) at some other office in the WRD, the arrangements for which may or may not involve the NTC. Regardless of the NTC's involvement, the office of the IWRP is responsible for determining the administrative and instructional cost of the OJT. The fee is negotiable, however the following guidelines typically are followed.

**5.5.1** The Fee for a single scientist is \$1,700 per week.

5.5.2 The fee for additional scientists at the same location for the same OJT training typically is \$850 per week.

5.5.3 The fee does not include the costs for food, lodging, transportation, or miscellaneous expenses, which must be borne by the financial sponsor of the trainee.

6. **RELATED DOCUMENTS**

6.1 Superseded Documents - None

6.2 References Cited - None

7. **ATTACHMENTS - None**

8. **APPROVALS AND EFFECTIVE DATE**

EFFECTIVE DATE: \_\_\_\_\_

\_\_\_\_\_  
Russel E. Smith Jr., Chief  
National Training Center

\_\_\_\_\_  
Date

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## Chapter 1 - TRAINING POLICIES

### Motel

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1. **PURPOSE**

To establish and document a policy on the motel usage for the National Training Center (NTC) located in Lakewood, Colorado.

2. **SCOPE**

This policy applies to all students enrolled in training courses being held at the NTC in Golden, Colorado.

3. **DEFINITIONS - None**

4. **POLICY**

All students attending a training event sponsored by the National Training Center and held in the Denver area are required to stay at the Holiday Inn Denver West Village, located at 14707 West Colfax Avenue, Golden, Colorado. Unless otherwise indicated in the course training announcement.

5. **SUPPORTING INFORMATION**

The National Training Center has negotiated with the Holiday Inn Denver West Village, located at 14707 West Colfax Avenue, Golden, Colorado.

6. **RELATED DOCUMENTS**

6.1 Superseded Documents - None

6.2 References Cited - None

7. **ATTACHMENTS - None**

8. **APPROVALS AND EFFECTIVE DATE**

EFFECTIVE DATE: \_\_\_\_\_

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Russel E. Smith Jr., Chief  
National Training Center

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Date



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## Chapter 1 - TRAINING POLICIES

### Nominations

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#### 1. PURPOSE

To establish and document a policy on the nomination procedure for students desiring to attend training courses being sponsored by the National Training Center (NTC).

#### 2. SCOPE

This policy applies to all students desiring admission to a training course being sponsored by the NTC.

#### 3. DEFINITIONS - None

#### 4. POLICY

To be selected to attend training at the NTC an individual must complete an application form, receive the approval of their supervisor, and meet the course prerequisites or receive individual clearance for the course coordinator.

#### 5. SUPPORTING INFORMATION

**5.1 Water Resources Division (WRD) Nominees** - The National Training Center nomination process begins with the training candidate completing the applications form that is provided with each course announcement (electronic or hard copy). The complete form should be given to the candidate's immediate supervisor for approval and certification that the candidate meets the course prerequisites. Candidates that do not meet prerequisites must have specific, individual clearance by the course coordinator. After certification the application is forwarded to the appropriate Regional or Headquarters office for selection and official nomination of the candidate. The Regional or Headquarters offices also are responsible for ensuring that an office account number is provided for each accepted WRD nominee. Any modifications to this nomination process will be described in the announcement for that course.

**5.1.1 Headquarter Nominees** - after approval by the candidate's immediate supervisor, the application forms by Headquarters candidates are to be forwarded to the Chief, National Training Center and/or the Employee Development Program Manager for selection and official nomination. The headquarters designation includes personnel from Headquarters offices in Reston, Virginia, The National Research Program (NRP), National Water Quality Lab (NWQL), Branch of Quality System (BQS), Yucca Mountain Project Branch (YMPB), Hydrologic Instrumentation Facility (HIF), foreign trainees nominated by the International Resources Program (IWRP), and any other Headquarter function located outside of Reston, Virginia.

**5.1.2 WRD Region and District Nominees** - Regional and District application forms are forwarded to the appropriate Regional Training Officer who, upon receipt, forwards the applications of the accepted nominees to the Chief, NTC and/or the Employee Development Program Manager.

- 5.2 Non-WRD USGS** - All USGS employees are eligible to attend WRD-sponsored courses and their participation is encouraged. Non-WRD candidates may obtain blank application forms from the Chief, NTC and/or the Employee Development Program Manager by calling the NTC at (303) 236-4932. Completed application forms are to be sent to the Chief NTC and/or the Employee Development Program Manager for selection of the candidates.
- 5.3 WRD Cooperator Nominees** - This group of nominees are personnel from agencies that have a joint funding agreement with a District office as part of the Federal-State Cooperator Program. They should apply through the cooperating District office following the nomination process identical to that of a District employee. Application forms are available from the District Chief.
- 5.4 Other Federal Agencies Nominees** - This group of nominees are personnel from other federal agencies. They are eligible to attend NTC courses if the training is considered by the WRD to be mutually beneficial. Candidates may obtain blank application forms from the Chief, NTC and/or the Employee Development Program Manager by calling (303) 236-4932. Completed applications are to be returned to the Chief, NTC and/or the Employee Development Program Manager for selection. If the other federal agency nominee has a working relationship with a specific District, he/she also could apply for admission to a course through that District and would follow the normal District nomination process described above.
- 5.5 International Candidates** - This group of nominees are eligible to attend all NTC courses. All potential international candidates must be cleared in advance of nomination by the Chief, IWRP. International candidates may obtain a blank application form from the Chief, IWRP by calling (703) 648-5230 or by fax at (703) 648-6687 or from the Chief, NTC and/or the Employee Development Program Manager by calling (303) 236-4932 or by fax at (303) 236-4937. Completed application forms must be forwarded to the Chief, IWRP for selection and nomination of the candidate. The Chief, IWRP then forwards the International nomination to the Chief, NTC and/or the Employee Development Program Manager.
- 5.6 All Other Candidates** - Private citizens or members of consulting firms are eligible to participate in training at the National Training Center only if they are under contract to the USGS. They will be selected for attendance on a space available basis. These candidates may obtain blank applications forms from the office with which they are working. The completed application form would be submitted through the normal process followed by the contracting office – District, Region or Headquarters.

## 6. RELATED DOCUMENTS

- 6.1 Superseded Documents - None  
6.2 References Cited - None

## 7. ATTACHMENTS - None

8. APPROVALS AND EFFECTIVE DATE

EFFECTIVE DATE: \_\_\_\_\_

\_\_\_\_\_  
Russel E. Smith Jr., Chief  
National Training Center

\_\_\_\_\_  
Date

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## Chapter 1 - TRAINING POLICIES

### Other Agency Training

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#### 1. PURPOSE

To establish and document a policy on the provision of training by the USGS, Water Resources Division (WRD) primarily to another agency or organization.

#### 2. SCOPE

This policy applies to any training event officially sanctioned by the WRD, using WRD instructors, and being offered primarily to another agency or organization.

#### 3. DEFINITIONS - None

#### 4. POLICY

The USGS, WRD occasionally will provide training primarily containing students from another agency or organization.

#### 5. SUPPORTING INFORMATION

5.1 All requests for training to be provided to another agency or organization primarily for their attendees must be directed to the Chief, NTC and/or the Employee Development Program Manager.

5.2 For a course requiring no modifications, the requesting agency or organization would be charged the cost of the training that would include the following:

Instructor salaries, benefits, and 25% overhead for their time at the training event

Materials provided by the instructors (books, etc.)

Air fares and per diem for instructors as applicable

Rental cars for instructors (one car per three instructors) as applicable

National Training Center operating charge of \$250.00 (per student).

5.3 If the requesting agency or organization requires the course to be modified, the cost of the course would be increased to include the additional salary, benefits, and overhead of the instructors necessary to complete the modification. The instructors are authorized two hours of preparation time for each hour of lecture to be modified.

#### 6. RELATED DOCUMENTS

6.1 Superseded Documents - None

6.2 References Cited - None

#### 7. ATTACHMENTS - None

8. APPROVALS AND EFFECTIVE DATE

EFFECTIVE DATE: \_\_\_\_\_

\_\_\_\_\_  
Russel E. Smith Jr., Chief  
National Training Center

\_\_\_\_\_  
Date

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## Chapter 1 - TRAINING POLICIES

### Syllabus and Handout Material Distribution

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#### 1. **PURPOSE**

To establish and documents a policy on the distribution of the syllabi and handout for National Training Center (NTC) courses.

#### 2. **SCOPE**

This policy applies to all training courses sponsored by the NTC.

#### 3. **DEFINITIONS**

Syllabus - A summary or outline containing the main points, especially of a course of study.

#### 4. **POLICY**

The National Training Center will serve as the central distributor of syllabi and handout materials for all courses sponsored by the NTC.

#### 5. **SUPPORTING INFORMATION**

5.1 The NTC will maintain a master set of syllabi for every course sponsored by the NTC. The course coordinator is responsible for preparing the syllabus for his or her course and providing it to the NTC along with a clean copy of all class handout materials. The coordinator is expected to keep the material current and provide new material or instructions to dispose of old material to the NTC in a timely fashion. The NTC requests that the syllabus and all handout materials be submitted to the NTC in machine readable format if possible.

5.2 All students who have taken a course and want extra copies of the syllabi and handout materials are expected to copy their own material rather than get additional copies from the NTC. The NTC will, however, provide copies of updated materials to former students upon request.

5.3 For requests for syllabi and handout materials from people who have not taken a course, the NTC will provide copies of these materials to Water Resources Division (WRD) personnel, but will not provide copies of these materials to non-WRD personnel.

5.4 There will be a charge for materials copied sufficient to recover the reproduction costs.

#### 6. **RELATED DOCUMENTS**

6.1 Superseded Documents - None

6.2 References Cited - None

#### 7. **ATTACHMENTS - None**

8. APPROVALS AND EFFECTIVE DATE

EFFECTIVE DATE: \_\_\_\_\_

\_\_\_\_\_  
Russel E. Smith Jr., Chief  
National Training Center

\_\_\_\_\_  
Date

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## Chapter 1 - TRAINING POLICIES

### Syllabus and Handout Material Preparation

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1. **PURPOSE**

To establish and document a policy on the development and availability of a course syllabus for National Training Center (NTC) courses.

2. **SCOPE**

This policy applies to all training courses sponsored by the NTC.

3. **DEFINITIONS**

Syllabus - A summary or outline containing the main points, especially of a course of study.

4. **POLICY**

A course syllabus will be prepared for all training courses sponsored by the National Training Center.

5. **SUPPORTING INFORMATION**

The NTC will maintain a master set of syllabi for every course sponsored by the NTC. The course coordinator is responsible for preparing the syllabus for his or her course and providing it to the NTC along with a clean copy of all class handout materials. These materials are due at the NTC no later than 14 days before the start of the training event. The coordinator is expected to keep the material current and provide new material or instructions to dispose of old material to the NTC in a timely fashion. The NTC requests that the syllabus and all handout materials be submitted in machine readable format if possible.

6. **RELATED DOCUMENTS**

6.1 Superseded Documents - None

6.2 References Cited - None

7. **ATTACHMENTS - None**

8. **APPROVALS AND EFFECTIVE DATE**

EFFECTIVE DATE: \_\_\_\_\_

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Russel E. Smith Jr., Chief  
National Training Center

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Date



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## Chapter 1 - TRAINING POLICIES

### Other Federal Agency and Non-Cooperator Training Costs

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#### 1. PURPOSE

To establish and document a policy on the cost of other federal agency students and students who are not classified by the Water Resources Division (WRD) as a "cooperator" that may attend training courses being sponsored by the National Training Center(NTC)

#### 2. SCOPE

This policy applies to all students who do not work for the U.S. Geological Survey (USGS) and who are not classified by the WRD as a cooperator.

#### 3. DEFINITIONS

**Cooperator personnel** - Personnel from an agency that has a joint funding agreement with a District office as part of the Federal-State Cooperator Program.

**Non-cooperator personnel** - Anyone who does not work for the USGS, another federal agency, or is classified as a cooperator by the WRD. The group would include State agencies, universities, and the general public.

**Other Federal Agency personnel** - Personnel from any Federal agency other than the USGS.

#### 4. POLICY

Personnel from other federal agencies or those who are considered to be in a "non-cooperator" status that attend an NTC training course are required to pay actual course costs plus \$250.00 for that training.

#### 5. SUPPORTING INFORMATION

5.1 The fee charged to this classification of student pays for the instructor, course materials, and administrative support, but does not include the costs of food, lodging, transportation, or miscellaneous expenses.

5.2 The cost of training will be recovered by a variety of techniques on a case-by-case basis.

5.3 Personnel from State agencies, universities, and the general public are not permitted to attend NTC courses unless they have some type of working relationship with the USGS. Any exception must be approved by the Chief, NTC and/or the Employee Development Program Manager.

6. **RELATED DOCUMENTS**  
6.1 Superseded Documents - None

6.2 References Cited - None

7. **ATTACHMENTS** - None

8. **APPROVALS AND EFFECTIVE DATE**

EFFECTIVE DATE: \_\_\_\_\_

\_\_\_\_\_  
Russel E. Smith Jr., Chief  
National Training Center

\_\_\_\_\_  
Date

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## Chapter 1 - TRAINING POLICIES

### Working Capital Fund - Prepayment

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#### 1. PURPOSE

To establish and document on how the working capital fund will be used to pre-pay training courses sponsored by the National Training Center (NTC).

#### 2. SCOPE

This policy applies to all WRD offices, in an effort to provide more flexibility to managers, the cost centers may now pre-pay in the current fiscal year for training during the next three fiscal years.

#### 3. DEFINITIONS - None

#### 4. POLICY

This pre-pay option includes training conducted at the NTC or in which the NTC is otherwise involved. For example, available FY99 funds can prepay for training in FY 2000, FY 2001, and/or FY 2002.

#### 5. SUPPORTING INFORMATION

5.1 Cost centers planning to pre-pay training cost must submit their requests via e-mail to Staci Unruh at [sdunruh@usgs.gov](mailto:sdunruh@usgs.gov) or via fax to her at (303) 236-4937, no later than the close of business date to be established in each fiscal year.

5.2 This request will be executed via a training plan that indicates how the funds will be expended and contain the account(s), the amount(s), to be debited, and the designated year(s).

5.3 The NTC will track and ensure the correct prepayment of training for the designated office and year. To determine prepay amounts, calculate an estimated unit cost of \$1,500 (per course, per student), which includes tuition, supplies, and travel costs to and from the training course. Estimates may be adjusted at a later date.

5.4 To preclude large sums of money from accumulating, any unexpended funds remaining in a Working Capital Fund prepay account at the end of three (3) years will be transferred into the NTC's general Working Capital Fund account.

#### 5. RELATED DOCUMENTS

6.1 Superseded Documents - None

6.2 References Cited - National Training Center Memorandum No. 99-01

#### 6. ATTACHMENTS - Working Capital Fund example

7. APPROVALS AND EFFECTIVE DATE

EFFECTIVE DATE: \_\_\_\_\_

\_\_\_\_\_  
Russel E. Smith Jr., Chief  
National Training Center

\_\_\_\_\_  
Date