

U.S. NUCLEAR REGULATORY COMMISSION

DIRECTIVE TRANSMITTAL

TN: DT-05-02

To: NRC Management Directives Custodians

Subject: Transmittal of Management Directive 10.77, "Employee Training and Development"

Purpose: Directive 10.77 is being updated to reflect the change of the title to "Employee Training and Development" and the name change of the Office of Personnel to the Office of Human Resources (HR). This revision also reflects the establishment of the Associate Director for Training and Development (ADTD) within HR and the consolidation of the Technical Training Center programs, staff, and facilities and the Professional Development Center programs, staff, and facilities under the ADTD.

Handbook 10.77 will be revised following implementation of the Learning Management System.

Office and
Division of Origin: Office of Human Resources

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Volume: 10 Personnel Management

Part: 3 Performance Appraisals, Awards, and Training

Directive: 10.77 Employee Training and Development

Availability: Rules and Directives Branch
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Employee Training and Development

Directive
10.77

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U. S. Nuclear Regulatory Commission

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HR

Employee Training and Development Directive 10.77

Policy (10.77-01)

It is the policy of the U. S. Nuclear Regulatory Commission to provide training that improves individual and organizational performance to assist in achieving the agency's mission and performance goals. Therefore, NRC plans, develops, establishes, implements, evaluates, and funds training and development programs designed to improve the quality and performance of the workforce.

Objectives (10.77-02)

- To provide training and development programs for employees whose positions include formal qualification requirements. (a)
- To provide training and development programs for employees to maintain the skills needed to perform their current job effectively. (b)
- To provide training and development programs for employees to broaden their capabilities to meet future skill needs of the agency. (c)

Organizational Responsibilities and
Delegations of Authority
(10.77-03)

Executive Director for Operations (EDO)
(031)

Oversees the establishment, operation, maintenance, and evaluation of technical and professional training programs.

Director, Office of Human Resources (HR)
(032)

Plans, implements, and provides agencywide training and development policies and programs designed to establish, maintain, and enhance the regulatory, technical, professional, and leadership skills needed by NRC employees to accomplish the mission of the agency.

Associate Director for Training and
Development (ADTD)
(033)

- Establishes, operates, maintains, and evaluates training programs to improve individual and organizational performance in support of accomplishing the mission of the agency. (a)
- Manages the funds allocated for external training and authorizes external training requests, as appropriate. (b)
- Ensures that all course enrollment and attendance information for courses is recorded in a timely manner. (c)

Office Directors and
Regional Administrators
(034)

- Periodically provide the Director of HR with forecasts of training needs for the office or region, including the type of

Organizational Responsibilities and
Delegations of Authority
(10.77-03) (continued)

Office Directors and
Regional Administrators
(034) (continued)

training required, the number of employees requiring training, and when the training will be required. (a)

- Schedule appropriate time at Division Director Counterpart Meetings for discussion of training issues. (b)
- Nominate employees for management and technical developmental programs. (c)
- Approve or disapprove external training requests on the basis of available training funds and established NRC and office or regional training and development objectives. (d)
- Approve or disapprove all requests from supervisors to cancel an employee's participation in a course. Office directors and regional administrators may delegate this responsibility to a single point of contact within their office or region. (e)

Regional Administrators
(035)

Ensure that all course enrollment and attendance information for their employees is recorded in a timely manner.

Line Managers and Supervisors
(036)

- Meet at least semiannually with staff members to ensure that all are qualified to perform assigned tasks and have completed the training specified in formal training and qualification programs. (a)

Organizational Responsibilities and
Delegations of Authority
(10.77-03) (continued)

Line Managers and Supervisors
(036) (continued)

- Approve or disapprove all training requests for their staff on the basis of the appropriateness of the training and available resources. (b)
- Ensure that employees confirmed for training attend the training, adjust work schedules as necessary, and only withdraw an employee from a course in the event of a personal or agency emergency. (c)
- Meet with staff members after completion of training to evaluate the effectiveness and relevance of the training. Provide appropriate information to the division director or training committee for discussion with the training providers at the Division Director Counterpart Meetings. (d)

Employees
(037)

- Attend courses for which attendance has been confirmed and devote the effort required to achieve the maximum benefit from the training program. (a)
- Evaluate both internal and external courses and provide direct feedback to their supervisors. For external courses, submit course completion information to HR within 5 days of course completion. (b)

Applicability
(10.77-04)

The policy and guidance in this directive apply to all NRC employees. NRC Student Educational Employment Program

Applicability

(10.77-04) (continued)

(SEEP) students, however, should refer to Management Directive 10.13 for specific training guidelines and restrictions.

Handbook

(10.77-05)

Handbook 10.77 provides general training guidelines and restrictions; the criteria and procedures for the selection, registration, confirmation, and evaluation of internal and external training courses; and descriptions of NRC-sponsored employee development programs. (a)

Handbook 10.77 will be revised following implementation of a Learning Management System. (b)

References

(10.77-06)

Code of Federal Regulations

5 CFR Part 410, "Training."

U.S. Nuclear Regulatory Commission

Employee Training and Development Web site (see <http://www.internal.nrc.gov/training.html>).

NRC Management Directives

10.13, "Special Employment Programs."

10.42, "Hours of Work and Premium Pay."

10.78, "NRC Nuclear Safety Professional Development Program."

References

(10.77-06) (continued)

10.135, "Senior Executive Service (SES) Employment and Staffing Programs."

14.1, "Official Temporary Duty Travel."

United States Code

Atomic Energy Act of 1954, as amended (42 U.S.C. 2011 et seq.).

Energy Reorganization Act of 1974, as amended (42 U.S.C. 5801 et seq.).

Government Employees Training Act, 1958, as amended (5 U.S.C. 4101-4118).