



Operating Manual

The Guide to Data Standards

Part C: Training

(Through Update 02, April 1st, 2010)

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OVERVIEW

General

Training data standards revisions occur throughout the year to reflect changes in human resource programs. We issue these revisions as changes in the Unincorporated Changes section of this manual's Appendix. Readers should always check the Unincorporated Changes section of the Appendix for any revisions that have occurred since the last Update.

We issue complete revisions of this manual as Updates. When we issue an Update, we incorporate all the changes effective as of the date of the Update. This date is shown at the bottom of each page. We list all the revisions in the Incorporated Changes section in this manual's Appendix. Thus, any change in the body of the manual from one Update to the next is listed in the Incorporated Changes section.

Authority

The Office of Personnel Management's authority to prescribe Federal civilian training data standards is based on:

- Title 5, Section 2951 of the U.S. Code (5 U.S.C. 2951).
- Title 5, Part 9.2 of the Code of Federal Regulations (5 CFR 9.2).
- SF-182 Training (Request, Authorization, Agreement and Certification of Training)

Objectives

The objectives of the data standards program are to facilitate use of Federal civilian training data and to avoid unnecessary duplication and incompatibility in the collection, processing, and dissemination of such data.

OVERVIEW

Responsibilities

1. Office of Personnel Management responsibilities. The Office of Personnel Management is responsible for managing the Federal civilian personnel data standards program and for overseeing the development, implementation, and maintenance of Federal civilian personnel data standards.
2. Agency responsibilities. The agencies are responsible for assisting the Office of Personnel Management in the development, implementation, and maintenance of Federal civilian personnel data standards and for using the data standards, as appropriate, on official personnel documents and Enterprise Human Resources Integration (EHRI) submissions.

Development, Implementation, and Maintenance

1. Development. Data element standards are developed to satisfy information needs. Such development may be initiated by the Office of Personnel Management or requested by an agency by writing to: Manager, Records Management, Office of the Chief Information Officer (OCIO) Office of Personnel Management, 1900 E Street NW, Washington, DC 20415-6000. A requirements analysis is performed to determine how best to satisfy the information needs, whether the information benefits justify the data collection and processing costs, and whether new or revised data element standards are required.

Draft standards are developed in cooperation with the primary user of the information. The draft standards are then concurrently reviewed by the Office of Personnel Management program offices. Any modifications to the draft standards are coordinated with the primary user to ensure that the modified draft standards satisfy user information needs.

2. Implementation. Implementation of data element standards to satisfy Office of Personnel Management reporting requirements is done in consultation with the agencies to minimize implementation costs.
3. Maintenance. To assure proper maintenance, each data element standard specifies the organization that is responsible for authorizing revisions to the data element and ensuring that the data element is kept current.

OVERVIEW

The Office of the Chief Information Officer (OCIO) coordinates maintenance activities on behalf of the responsible organizations. To request information about a data element standard or to notify the OCIO of changes needed to keep a code set current (such as AGENCY/SUBELEMENT), contact the OCIO at (202) 606-1162 or email address larry.wells@opm.gov.

Data Element Presentation

- (1) **Name:** The data element name.
- (2) **Definition:** The data element definition.
- (3) **Responsible Organization:** The organization responsible for authorizing revisions to the data element and ensuring that the data element is kept current.
- (4) **Applicability:** Shows whether the data element is mandatory on any Enterprise Human Resources Integration (EHRI) data feed as well as Standard Forms 52 (Request for Personnel Action), 50 (Notification of Personnel Action) or 182 (Authorization, Agreement and Certification of Training). Data elements that have a data standard but are not required in EHRI or any of these standard forms may appear and will be identified as voluntary.

OVERVIEW

- (5) **Format:** Shows the format of the data element representation. The format types and their meaning are shown below. See [Table 1](#).

Table 1: Data Element Representation (Format and Meaning)

Format	Meaning
TEXT_F(n)	Text field with fixed length of n characters. This format can consist of letters only, a combination of letters and numbers, and/or any special character EXCEPT the vertical line (pipe character “ ”). A list of the valid codes along with their name/explanation is found at the end of the data standard.
TEXT_V(n)	Text field with variable length up to n characters. This format can consist of letters only, a combination of letters and numbers, and/or any special character EXCEPT the vertical line (pipe character “ ”). A list of the valid codes along with their name/explanation is found at the end of the data standard.
NUMBER_F(n)	Numeric field with fixed length of n digits with no decimal.
NUMBER_V(n)	Numeric field with variable length up to n digits with no decimal.
DECIMAL(n,m)	Numeric field with variable length up to n digits with up to m digits to the right of the decimal.
DATE	A date consisting of a 4 character year, followed a 2 character numeric month (01-12), and a 2 character numeric day (01-31), separated by dashes (e.g. 2004-12-31).

- (6) **Notes:** Documents important information regarding the use, reporting and/or implementation of the data element.
- (7) **Code and Name/Explanation:** Shows codes and their name/explanation, where applicable.

TRAINING DATA STANDARDS

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Part C: **Training**

AGENCY/SUBELEMENT

Definition:	The agency and, where applicable, the administrative subdivision (i.e., subelement) in which a person is employed.
Responsible Organization:	Office of Personnel Management, Planning & Policy Analysis.
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, HR Dynamics, Payroll, Training, and Military Service Deposit data feeds; Personnel Actions Standard Form 50/52).
Format:	TEXT_F(4)

Note:

The first and second positions of the code indicate the agency. The third and fourth positions indicate the administrative subdivision (i.e., subelement). If no subelements are assigned to an agency, the third and fourth positions are zeros (xx00).

For a listing of codes and explanations see [The Guide to Data Standards, Part A: Human Resources](#).

CONTINUED SERVICE AGREEMENT EXPIRATION DATE

Definition:	The date to which an employee is obligated to remain in service as a stipulation for taking the training course.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration Training data feed); Standard Form 182 (Authorization, Agreement and Certification of Training).
Format:	DATE

Part C: **Training**

CONTINUED SERVICE AGREEMENT REQUIRED INDICATOR

Definition: Indication that an employee is obligated to remain in service as a stipulation for taking the training course.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration Training data feed); Standard Form 182 (Authorization, Agreement and Certification of Training).

Format: TEXT_V(2)

Code: Name/Explanation:

Y Yes

N No

NA Non Applicable

Part C: **Training**

DATE OF BIRTH

Definition: An employee's date of birth.

Responsible Organization: Office of Personnel Management, Planning & Policy Analysis.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status, HR Dynamics, Payroll, Training, and Military Service Deposit data feeds).

Format: DATE

Note:

Used in combination with SSN to uniquely identify an employee.

Part C: **Training**

EHRI EMPLOYEE ID

Definition:	The unique number that EHRI will assign to an employee to identify employee records within the EHRI.
Responsible Organization:	Office of Personnel Management, Office of Modernization & Human Resources Line of Business, Enterprise Human Resources Integration (EHRI).
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, HR Dynamics, Payroll, Training, and Military Service Deposit data feeds).
Format:	NUMBER_F(20)
Note:	

This field is currently assigned and stored within EHRI and should be left blank by providers.

Part C: **Training**

RECORD ACTION

Definition:	Indicates action to take with a data record.
Responsible Organization:	Office of Personnel Management, Office of Modernization & Human Resources Line of Business, Enterprise Human Resources Integration (EHRI).
Applicability:	Mandatory (Enterprise Human Resources Integration HR Status, HR Dynamics, Payroll, Training, and Military Service Deposit data feeds).
Format:	TEXT_F(1)

Code:	Name/Explanation:
A	Add
D	Delete
C	Correct

SOCIAL SECURITY NUMBER

Definition: The number assigned to an employee's social security account.

Responsible Organization: Social Security Administration.

Applicability: Mandatory (Enterprise Human Resources Integration HR Status, HR Dynamics, Payroll, Training, and Military Service Deposit data feeds; Personnel Actions Standard Form 50/52).

Format: NUMBER_F(9)

Part C: **Training**

TRAINING ACCREDITATION INDICATOR

Definition: Indicates if the training course offers accreditation.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration Training data feed); Standard Form 182 (Authorization, Agreement and Certification of Training).

Format: TEXT_V(2)

Code:	Name/Explanation:
Y	Yes
N	No
NA	Non Applicable

Part C: **Training**

TRAINING CREDIT

Definition: Amount of academic credit hours or continued education units earned by the employee for the completed training.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration Training data feed); Standard Form 182 (Authorization, Agreement and Certification of Training).

Format: DECIMAL(9,2)

Part C: **Training**

TRAINING CREDIT DESIGNATION TYPE CODE

Definition: Code for the type of academic credit hours or continued education units earned by the employee for the completed training course.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration Training data feed); Standard Form 182 (Authorization, Agreement and Certification of Training).

Format: NUMBER_F(2)

Code:	Name/Explanation:
01	Undergraduate credit
02	Graduate credit
03	Continuing education unit
04	Post graduate credit
05	Other

Part C: **Training**

TRAINING CREDIT TYPE CODE

Definition: Code representing the type of credit hours the employee received for the completed training.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration Training data feed); Standard Form 182 (Authorization, Agreement and Certification of Training).

Format: NUMBER_F(2)

Code:	Name/Explanation:
01	Semester hours
02	Quarter hours
03	Continuing education unit
04	Non applicable

Part C: **Training**

TRAINING DELIVERY TYPE CODE

Definition: Code for the type of training delivery for the training course completed by the employee.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration Training data feed); Standard Form 182 (Authorization, Agreement and Certification of Training).

Format: NUMBER_F(2)

Code:	Name/Explanation:
01	Traditional Classroom (no technology). Individual or multiple person led, face-to-face training.
02	On the job. Formal methods/activities planned and structured to promote learning by doing; e.g., detail assignments/programs.
03	Technology based. Methods mainly using technology which may include tutorials embedded in software, CD ROM products, Web -based courses, and interactive media.
04	Conference/Workshop. An organized learning event which has an announced educational or instructional purpose; more than half the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in 5 U.S.C. 4110; content of the conference/retreat is germane to improving individual and/or organizational performance; and developmental benefits will be derived through the employee's attendance.

TRAINING DELIVERY TYPE CODE (Continued)

Code:	Name/Explanation:
05	Blended. Training that requires two or more methods of delivery that must be completed in order to satisfy the educational requirements.
06	Correspondence. Self-study course material: Training provided via the assignment of non-interactive methods such as a book, document, regulation, and manual.

Part C: **Training**

TRAINING DUTY HOURS

Definition: Number of employee duty hours the employee used to complete the training unit.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration Training data feed); Standard Form 182 (Authorization, Agreement and Certification of Training).

Format: DECIMAL(9,2)

Part C: **Training**

TRAINING END DATE

Definition:	End date for the training completed by the employee.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration Training data feed); Standard Form 182 (Authorization, Agreement and Certification of Training).
Format:	DATE

TRAINING MATERIALS COST

Definition:	Cost to the Government for the training materials used during the training unit completed by the employee. This includes all direct costs associated with purchasing the training materials used by the employee that is in addition to the tuition cost. It can include but is not limited to costs of supplies, cost of equipment, and cost of software used by the student during the training event.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration Training data feed); Standard Form 182 (Authorization, Agreement and Certification of Training).
Format:	DECIMAL(9,2)

Part C: **Training**

TRAINING NON DUTY HOURS

Definition: Number of employee non-duty hours for the completed training course.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration Training data feed); Standard Form 182 (Authorization, Agreement and Certification of Training).

Format: DECIMAL(9,2)

Part C: **Training**

TRAINING NONGOVERNMENT CONTRIBUTION COST

Definition: Cost contributed by the employee or other non-government organizations for the training completed by the employee.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration Training data feed); Standard Form 182 (Authorization, Agreement and Certification of Training).

Format: DECIMAL(9,2)

Part C: **Training**

TRAINING PER DIEM COST

Definition:	Cost of the per diem (meal, lodging, misc. expenses) for training completed by the employee that was paid for by the Federal Government.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration Training data feed); Standard Form 182 (Authorization, Agreement and Certification of Training).
Format:	DECIMAL(9,2)

Part C: **Training**

TRAINING PURPOSE TYPE CODE

Definition: Code representing the purpose of the training completed by the employee.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration Training data feed); Standard Form 182 (Authorization, Agreement and Certification of Training).

Format: NUMBER_F(2)

Code:	Name/Explanation:
01	Program/Mission Change. Training to provide the knowledge, skills, and abilities needed as a result of change in agency mission, policies, or procedures.
02	New Work Assignment. Training to acquire the knowledge, skills, and abilities needed as a result of assignment to new duties and responsibilities when such training is not part of a planned, career development program (e.g., training provided a placement officer who has been newly assigned position classification duties).
03	Improve Present Performance. Training to provide the knowledge, skills, and abilities needed to improve or maintain proficiency in present job.
04	Future Staffing Needs. Training to provide the knowledge, skills, and abilities needed to meet future staffing needs (e.g., to implement succession planning).

TRAINING PURPOSE TYPE CODE (Continued)

Code:	Name/Explanation:
05	Develop Unavailable Skills. Training to acquire the knowledge, skills, and abilities needed for fields of work for which the labor market cannot produce a sufficient number of trained candidates (e.g., air traffic controllers or IT professionals).
06	Retention. Training/education used to address staffing issue of retaining an employee (e.g., academic degree training).

Part C: **Training**

TRAINING SOURCE TYPE CODE

Definition: Source of the training which has been completed by the employee.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration Training data feed); Standard Form 182 (Authorization, Agreement and Certification of Training).

Format: NUMBER_F(2)

Code:	Name/Explanation:
01	Government Internal. Training provided by a Federal department, agency, or independent establishment for its own employees.
02	Government External. Training provided by an interagency training activity, or a Federal department, agency, or independent establishment other than the one which currently employs the trainee.
03	Non-government. Sources include commercial or industrial concern, educational institutions, professional societies or associations, consultants or individuals who are not government employees, but are contracted to develop and/or provide training course or program.
04	Government State/Local. Training provided by a State, county or municipal government except education provided by State-operated or other public educational institutions, which is reported as non-government.
05	Foreign Governments and Organizations. Training provided by non United States entities which may or may not be outside the United States.

Part C: **Training**

TRAINING START DATE

Definition: Start date of the training completed by the employee.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration Training data feed); Standard Form 182 (Authorization, Agreement and Certification of Training).

Format: DATE

Part C: **Training**

TRAINING TITLE

Definition: Official title or name of the course or program completed by the employee.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration Training data feed); Standard Form 182 (Authorization, Agreement and Certification of Training).

Format: TEXT_V(100)

Part C: **Training**

TRAINING TRAVEL COST

Definition: Cost for the travel, excluding per diem, for training completed by the employee that was paid for by the Federal Government.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration Training data feed); Standard Form 182 (Authorization, Agreement and Certification of Training).

Format: DECIMAL(9,2)

Part C: **Training**

TRAINING TRAVEL INDICATOR

Definition: Indicates if the employee traveled to attend the training course.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration Training data feed); Standard Form 182 (Authorization, Agreement and Certification of Training).

Format: TEXT_V(2)

Code: Name/Explanation:

Y Yes

N No

NA Non Applicable

Part C: **Training**

TRAINING TUITION AND FEES COST

Definition:	The cost of the training tuition and fee for training completed by the employee that was paid for by the Federal Government.
Responsible Organization:	Office of Personnel Management, Employee Services.
Applicability:	Mandatory (Enterprise Human Resources Integration Training data feed); Standard Form 182 (Authorization, Agreement and Certification of Training).
Format:	DECIMAL(9,2)

Part C: **Training**

TRAINING TYPE CODE

Definition: Code for the type of training which has been completed by the employee.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration Training data feed); Standard Form 182 (Authorization, Agreement and Certification of Training).

Format: NUMBER_F(2)

Code:	Name/Explanation:
01	Training Program Area. Functional or specialized training programs.
02	Developmental Training Area. Formal developmental/training programs.
03	Basic Training Area. Fundamental and/or required training programs.

Part C: **Training**

TRAINING TYPE SUB CODE

Definition: Code for the sub-type of training which has been completed by the employee.

Responsible Organization: Office of Personnel Management, Employee Services.

Applicability: Mandatory (Enterprise Human Resources Integration Training data feed); Standard Form 182 (Authorization, Agreement and Certification of Training).

Format: NUMBER_F(2)

Code:	Name/Explanation:
01	Legal. Education or training in the concepts, principles, theories, or techniques of law.
02	Medical and Health. Education or training in the concepts, principles, theories, or techniques of medicine.
03	Scientific. Education or training in the concepts, principles, theories, or techniques of disciplines such as the physical, biological, natural, social sciences; education; economics; mathematics; or statistics.
04	Engineering and Architecture. Education or training in the concepts, principles, theories, or techniques of disciplines such as architecture and engineering.
05	Human Resources. Education or training in the concepts, principles, theories of such fields as public administration; personnel; training; equal employment opportunity; human resources policy analysis; succession planning; performance management; classification; and staffing.

TRAINING TYPE SUB CODE (Continued)

Code:	Name/Explanation:
06	Budget/finance Business administration. Education or training in the concepts, principles, theories of business administration, accounts payable and receivable; auditing and internal control; and cash management.
07	Planning and Analysis. Education or training in the concepts, principles, theories of systems analysis; policy, program or management analysis; or planning, including strategic planning.
08	Information Technology. Education and training in the concepts and application of data and the processing thereof; i.e., the automatic acquisition, storage, manipulation (including transformation), management, system analysis, movement, control, display, switching, interchange, transmission or reception of data, computer security and the development and use of the hardware, software, firmware, and procedures associated with this processing. This training type does not include any IT training on agency proprietary system.
09	Project Management. Education and training in the concepts, principles, theories necessary to develop, modify, or enhance a product, service, or system which is constrained by the relationships among scope, resources, and time.
10	Acquisition. Education or training in the concepts, principles, theories or techniques related to the 1102 occupation
11	Logistic Specialty. Training for professional skills of a specialized nature in the methods and techniques of such fields as supply, procurement, transportation, or air traffic control.
12	Security. Training of a specialized nature in the methods and techniques of investigation, physical security, personal security, and police science.

Part C: **Training**

TRAINING TYPE SUB CODE (Continued)

Code:	Name/Explanation:
13	Clerical (Non-supervisory clerical/administrative). Training in skills such as office management, typing, shorthand, computer operating, letter writing, telephone techniques, or word processing.
14	Trade and Craft. Training in the knowledge, skills, and abilities needed in such fields as electronic equipment installation, maintenance, or repair; tool and die making; welding, and carpentry.
15	Foreign Affairs. Training for professional skills of a specialized nature in the methods and techniques of such fields as foreign languages, foreign culture, diplomacy, strategic studies.
16	Leadership/Manager/Communications Courses. Training that address skill area such as Leadership/Management and Communication (i.e., written, oral and interpersonal) coursework.
20	Presupervisory Program. Development/training program for non-supervisors.
21	Supervisory Program. Development/training program which provides education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations); human behavior and motivation, communication processes in supervision, work planning, scheduling, and review; and performance evaluation for first line supervisors.
22	Management Program. Development/training program which provides mid management level education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning organizing and controlling. (Supervisors of supervisors; GS-14/15 supervisors; GS-14/15 direct reports to SES).

TRAINING TYPE SUB CODE (Continued)

Code:	Name/Explanation:
23	Leadership Development Program. Formal developmental program that provide leadership training and development opportunities.
24	SES Candidate Development. OPM-approved program to prepare potential SES members.
25	Executive Development. Continuing development for leaders above the GS-15 level.
26	Mentoring Program. Formal stand alone program with established goals, measured outcomes, access open to all who qualify, protégées and mentors paired to facilitate compatibility, training and support provided, company benefits directly.
27	Coaching Program. Formal stand alone which provides ongoing partnership with an employee and coach that helps employee produce desired results in professional lives.
30	Employee Orientation. Training of a general nature to provide an understanding of the organization and missions of the Federal Government, or the employing agency or activity, or a broad overview and understanding of matters of public policy.
31	Adult Basic Education. Education or training to provide basic completeness in such subjects as remedial reading, grammar, arithmetic, lip reading or Braille.
32	Federally Mandated Training. Mandatory training for all employees Government wide. This includes training mandated by Federal statue or regulation; such as ethics, executive, managerial and supervisory training.

Part C: **Training**

TRAINING TYPE SUB CODE (Continued)

Code:	Name/Explanation:
33	Work-life. Training to promote worklife (e.g., health and wellness training, employee retirement/benefits training, etc).
34	Soft Skills. Training involving development of employees' ability to relate to others (i.e., customer service, effective communication, dealing with difficult people, etc.).
35	Agency Required Training. Agency specific training required by the agency and provided to Federal Employees in order to achieve the goals and objectives of the Agency. Requires training that is not addressed in Training Program Type 01 . This training type does include IT training on agency proprietary system.
36	Basic Computer Training. Basic training to promote computer skills in the desktop applications, such as word processing, PowerPoint, basic spreadsheet, and database management applications.

APPENDIX

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INCORPORATED CHANGES

<u>CHANGE NO.</u>	<u>CODE</u>	<u>DATE (yyyymmdd)</u>	<u>EXPLANATION</u>
02/-	(general)		Second update for Part C: Training Data Standards.

UNINCORPORATED CHANGES

(Changes for the next Update to the Guide.)

<u>CHANGE NO.</u>	<u>CODE</u>	<u>DATE (yyyymmdd)</u>	<u>EXPLANATION</u>
02/-	(general)		There are no Unincorporated Changes for Part C: Training Data Standards, Update 02.