**CHAPTER 410**

**EMPLOYEE DEVELOPMENT AND TRAINING**

Section 6. General Provisions

**6-1. PURPOSE.** The purpose of this policy is to provide information and guidance on training and development opportunities and assign responsibilities for career development and training programs for the Bureau of Engraving and Printing (Bureau/BEP).

**6-2. SCOPE.** This chapter applies to all employees of the BEP.

**6-3. SUPERSESSION.** This policy supersedes the following:

a. Bureau Personnel Manual, Chapter 410, Section 6, “General Provisions”, dated April 16, 2010.

b. Circular No. 63-00.17, “Procedures for Submitting Non-Duty or After-Hours Training Requests.”

c. Circular No. 64-00.15, “Individual Development Plans.”

**6-4. AUTHORITY.** This policy is written in accordance with the authority contained in:

a. [Government Employees Training Act](http://fehb.opm.gov/hrd/lead/pubs/handbook/lfft1.asp), Public Law 85-507.

1. [Chapter 41](http://frwebgate.access.gpo.gov/cgi-bin/usc.cgi?ACTION=BROWSE&TITLE=5USCPIII&PDFS=YES), Title 5, United States Code (USC), “Training.”
2. [Chapter 23](http://frwebgate.access.gpo.gov/cgi-bin/usc.cgi?ACTION=BROWSE&TITLE=5USCPIII&PDFS=YES), 5 USC, “Merit System Principles.”
3. Chapter 57, 5 USC, [Section 5757](http://frwebgate.access.gpo.gov/cgi-bin/usc.cgi?ACTION=RETRIEVE&FILE=$$xa$$busc5.wais&start=4219886&SIZE=1519&TYPE=PDF), “Payment of Expenses to Obtain Professional Credentials.”
4. [Part 410](http://www.access.gpo.gov/nara/cfr/waisidx_09/5cfr410_09.html), Title 5, Code of Federal Regulations (CFR), “Training.”
5. [Part 412](http://www.access.gpo.gov/nara/cfr/waisidx_09/5cfr412_09.html), Title 5, CFR, “Executive, Management, and Supervisor

Development.”

g. [Executive Order (EO) 11348](http://www.archives.gov/federal-register/codification/executive-order/11348.html), as amended by EO 12107, providing for the further training of Government employees through interagency training programs.

1. EO 11895, Delegating Authority of the President to Designate Individuals Appointed by the President to Receive Training.
2. [EO 13111](http://nodis.hq.nasa.gov/displayEO.cfm?id=EO_13111_), Using Technology to Improve Training Opportunities for Federal Government Employees.
3. [EO 13160](http://nodis3.gsfc.nasa.gov/displayEO.cfm?id=EO_13160_), Nondiscrimination on The Basis of Race, Sex, Color, National Origin, Disability, Religion, Age, Sexual Orientation, and Status as a Parent in Federally Conducted Education and Training Programs.

k. Office of Personnel Management Training Policy Handbook: Authorities and Guidelines.

**6-5. POLICY.** It is the policy of the BEP to:

a. Provide training and developmental opportunities for employees to meet job performance requirements by enhancing competencies and to develop employees to their fullest potential aligned with their position, interest, motivation, and abilities consistent with the BEP mission.

b. Provide opportunities for employees to voluntarily attend job-related, after hours training courses at the Bureau’s expense subject to the availability of funds.

c. Provide training and development of all employees of the BEP without discrimination due to race, color, religion, national origin, sex, sexual orientation, parental status, age, protected genetic information, or disability.

d. Provide career counseling for employees who seek career enrichment and to establish a career development plan that will properly account for employee interest, aptitude and anticipated future opportunity in the field of interest within the Bureau.

e. Encourage self-development at all levels within the guidance provided by Federal regulations and this policy.

f. Assess the effectiveness of training received by employees in relation to the requirements of the employee’s current assigned position.

g. Ensure that competitive procedures are used when selecting individuals for training that is required for promotion.

**6-6. DEFINITIONS.**

1. **Non-Duty Hours Training.** Training activities that take place during off-duty time.
2. **Competency.** A measurable pattern of knowledge, skills or abilities that an individual needs to fully successfully perform the duties of their position.
3. **Continued Service Agreement.** A formal agreement between the BEP and the employee that, as a condition for approval of training, requires the employee to remain with the BEP for three (3) times the length of the training.
4. **Development.** A longer-term process designed to prepare employees to gain competence in key job or occupational competencies. Developmental activities typically have a duration of several weeks or months and often involve participation in a special project or other type of work assignment that exposes the employee to new situations and responsibilities. It may include self-development activities, government or non-government sponsored training, detail work assignments, counseling, coaching and career planning.

e. **Individual Development Plan (IDP).** A tool to help employees and supervisors define individual development needs to improve job performance, set specific short and long-term goals and target opportunities to meet identified goals. They are completed annually.

f. **External Training.** Training provided outside BEP or through facilities of organizations that are not part of the Federal Government or by persons who are not Federal employees. External training can have a cost or no cost.

g. **Internal Training.** Any training course directly sponsored by and offered at the BEP. This includes courses which are conducted on the Bureau’s premises as well as those which are conducted by the Bureau at an outside location.

h. **Interagency Training.** Training provided by one federal agency for other agencies or shared by two (2) or more agencies.

i. **Self-Development.** The process of growth through various self-planned activities which increase the employee's competence. These efforts are primarily taken by employees on their own time to become more proficient in their present career fields or better qualified for advancement in a new field (once selected by merit promotion procedures).

j. **Training.** A planned and coordinated program of instruction in professional, technical, or other fields that is or will be related to an employee’s job responsibilities. Training can be accomplished through a variety of approaches such as traditional classroom training, correspondence courses or self-study, online courses, university/college courses, distance learning, professional conferences, seminars, and workshops that are educational or instructional in nature.

k. **Treasury Learning Management System.** Treasury’s official learning management system is a secure website where BEP employees may access their learning histories, request approval for external training, enroll in internal classes, take online training through the catalog and read online books. The website (<https://tlms.treas.gov>) can be accessed from any computer with internet capabilities. In addition, the online books may be accessed through web-enabled mobile devices.

**6-7. RESPONSIBILITIES.**

1. The Director and the Deputy Director of the BEP are responsible for:

(1) Ensuring development and training opportunities for BEP employees are in accordance with the policies and regulations issued by the Office of Personnel Management (OPM) and the Department of Treasury;

(2) Directing the establishment of training programs needed to meet mission requirements and technological changes;

(3) Selecting persons for certain high priority development programs for which they wish to retain selection authority (i.e., executive and management development programs, long term training); and

(4) Approving budgetary support for organizational training and development programs.

b. The Associate Directors are responsible for:

(1) Approving the selection of persons nominated for the Federal Executive Institute, the Executive Seminar Center, and other Treasury sponsored developmental opportunities;

(2) Ensuring that each Office Chief is committed to employee training and development and holding Office Chiefs accountable for meeting such requirements; and

(3) Rendering decisions on requests for training or development submitted by their subordinate Chiefs, supervisors or managers.

c. The Associate Director of Management is responsible for:

1. Monitoring development and training opportunities for BEP employees in accordance with the policies and regulations issued by OPM and the Department of Treasury;

(2) Identifying training needs to meet Bureau requirements;

(3) Ensuring that sufficient resources are available to implement an effective employee training and development program in support of BEP’s mission;

(4) Monitoring approved centralized expenditures throughout the year to ensure that funds are used appropriately and effectively in meeting organizational training and development needs;

(5) Informing the Director and Deputy Director of the status of employee development and training and its impact on the BEP’s mission; and

(6) Overseeing the development and maintenance of the competency models and assessment tools used for all BEP employees.

d. Office Chiefs are responsible for:

1. Developing and executing an annual training budget;
2. Rendering decisions on requests for training or development submitted by their subordinate supervisors or managers;
3. Ensuring that staff and line supervisors and managers are informed of their responsibilities for employee development;

(4) Ensuring that all formal training being planned or conducted is coordinated in advance with the Center for Excellence (CE);

(5) Ensuring that training needs are evaluated and provided to CE on an annual basis through a competency assessment and other methods as necessary;

(6) Contributing to the development and maintenance of the competency models within their direct chain of command; and

(7) Monitoring expenditures throughout the year to ensure that funds are used appropriately and effectively in meeting organizational training and development needs (these funds should be directly tied to each Office Chief’s budget and the Chief should be responsible).

e. Managers/Supervisors are responsible for:

1. Identifying training and career development needs of subordinates, counseling them on needed training and encouraging their self-development efforts;

(2) Assure accuracy of training requests submitted in TLMS;

(3) Planning work schedules so that employees may be released to attend training events when feasible;

(4) Providing on-the-job training opportunities where appropriate;

1. Reinforcing on-the-job use of competencies learned in training and developmental activities;
2. Ensuring employees notify the CE as soon as possible regarding the cancellation of a training event;

(7) Discussing employee training and development needs annually. Creating and discussing with employees the Individual Development Plans (IDPs) for employees at the beginning of each fiscal year;

1. Assessing their employees’ competency proficiency levels on an annual basis;

(9) Informally evaluating the effectiveness of training courses attended by their employees;

(10) Responding to employees’ training requests or enrollment requests in a timely manner to ensure proper action may be taken to enroll/register the employee; and

(11) Provide a reason for all denials of training requests in TLMS.

f. The Chief of the Office of Human Resources (OHR) is responsible for:

1. Ensuring that the BEP’s high priority training programs are implemented;

(2) Ensuring that financial and staff resources are available to implement an effective employee development program in support of the BEP’s mission requirements; and

(3) Overseeing the creation and maintenance of bureau-wide competency models for all employees within the Bureau.

g. The Manager of the Center for Excellence is responsible for:

1. Developing and implementing training policies, standards and guidelines;

(2) Interpreting and determining the applicability of all pertinent statutes and regulations relating to training and resolving questions concerning training activities;

(3) Establishing internal controls and reporting requirements concerning employee development programs;

(4) Providing advice, guidance, information, publicity and staff assistance regarding employee development and training opportunities;

(5) Determining when developmental activity or training is appropriate to ensure the most cost efficient and effective programs;

(6) Developing, presenting, and evaluating training and developmental programs;

(7) Facilitating a systematic annual Bureau-wide assessment of employee development needs;

(8) Ensuring fair and equitable treatment of employees and consistent and uniform administration of employee development programs;

(9) Approving employee development and training activities which meet legal and regulatory requirements;

1. Identifying, selecting, and assisting with procurement of training sources in consultation with Managers and Office Chiefs;

(11) Interpreting and applying guidelines from other authorities concerning employee development and training matters not specifically covered by policy and regulatory guidance;

(12) Providing career counseling, particularly in relation to identified Bureau needs and other staff development plans;

(13) Overseeing the payment of approved training expenses utilizing a Government Purchase Card in accordance with FAR guidelines ([FAR 32.404](https://www.acquisition.gov/far/current/html/Subpart%2032_4.html)) and other applicable rules and regulations. Ensuring proper payment mechanisms are secured when Government Purchase Cards are not appropriate for payments; and

(14) Configuring, maintaining, advertising, managing, and populating the Treasury Learning Management System (TLMS) and all of its content.

h. Office of Financial Management is responsible for:

(1) Reviewing training budgets;

1. Reimbursing employees for approved training expenses; and
2. Reimbursing vendors for approved training, except for payments made via purchase card.
3. Employees are responsible for:

(1) Obtaining the maximum value from every training opportunity through conscientious effort and study;

1. Sharing with co‑workers the knowledge, skills and experience gained in training courses, where relevant;
2. Identifying appropriate training activities and discussing them with supervisors to complete IDPs. Taking initiative in the IDP process and successfully completing approved IDP-related activities (budget-permitting);
3. Informing the supervisor of the effectiveness and relevance of training courses attended;

(5) Consulting with the supervisor if there is a need for additional training and development in relationship to specific requirement of position;

(6) Completing properly and submitting training requests through TLMS to the CE at least 10 working days prior to the starting date of the course or as otherwise instructed;

(7) Recognizing the vendor’s policies on cancellations and notifying supervisor and CE of training cancellations within the prescribed timeframes. BEP may not pay vendors for cancelled training;

(8) Complying with prescribed policies and procedures when requesting, completing, canceling, postponing, and evaluating the BEP-funded individual training and development activities;

(9) Understanding and fulfilling one’s obligations under continued service agreements;

(10) Taking charge of their individual career development planning and following through with such plans; and

(11) Taking training in the local travel area when possible (e.g. if the course is offered in Washington, DC metropolitan area or Ft. Worth area, take the course in the duty station city.

**6-8. ELIGIBILITY FOR TRAINING.**

1. Permanent employees, either full time or part time, are eligible to attend appropriate training to improve individual and organizational performance, and assist in achieving the BEP’s mission and performance goals.
   1. Time-limited employees, such as those on temporary or term appointments, are eligible to attend training if they meet the eligibility requirements (ref. 6-8 a.) listed for permanent employees, except that they should not normally be approved to attend training during the last six (6) months of their appointments. Supervisors, however, can grant exceptions in the last six (6) months when the benefit to the BEP outweighs the training cost. Criteria considered should include the benefit of the training to the organization, impact on strategic plans and annual goals, training cost, and the time required to attend the training, etc.
   2. Executives, managers, and supervisors are eligible to attend training subject to [5 CFR Part 412](http://www.access.gpo.gov/nara/cfr/waisidx_09/5cfr412_09.html) requirements for continued development.
   3. Presidential Appointees are eligible to attend training only upon approval of the Secretary, Department of Treasury or designee.
   4. Intergovernmental Personnel Act employees are eligible to attend training if it is in the best interest of the government.
   5. State or local government employees appointed or detailed to a position in the BEP may be eligible to attend training. Requirements and restrictions are found in [5 CFR 410.306](http://edocket.access.gpo.gov/cfr_2009/janqtr/pdf/5cfr410.306.pdf)(b)(l) and (2). Further guidance may be obtained from the CE staff.
   6. Contractors are not eligible for training under the authority of this policy. However, contractors may be given permission to attend/utilize BEP-sponsored training events or resources if:

(1) costs are not increased by the contractor’s attendance (except in the case of mandatory trainings);

(2) their attendance does not displace Bureau employees that would otherwise be assigned to attend;

(3) approved by the Bureau’s assigned Contracting Officer’s Technical Representative (COTR);

(4) their attendance is in the best interests of the government;

(5) the specific training is Bureau-specific and not available elsewhere; or

(6) the training is required by the Bureau (e.g., mandatory training for all).

Since contractors are selected for their expertise in a subject area, contractors may only be trained in skills they are **not**required to bring to the job. Contractors may be trained in rules, practices, procedures and/or systems that are unique to the BEP and essential to the performance of the contractor's assigned duties, such as computer security and evacuation and safety procedures.

**6-9. TRAINING PRIORITY LEVELS.** Not all requests for training can be met due to the Bureau’s finite funding resources. Therefore, the BEP has established priority levels to provide an orderly and efficient way to determine training needs. Training that is essential will receive the highest priority. Training that is defined as needed will be next. Training priorities are defined as follows:

***Priority Level 1 - Essential Training*:** Training that:

* Is mandatory to fulfill an applicable law or regulation (i.e., computer security, equal employment opportunity, ethics, etc.);
* Must be accomplished in a timely manner to prevent a direct adverse effect on mission accomplishment; or
* Is required to improve individual performance to avoid or support a formal performance improvement period, as prescribed in the BEP Personnel Manual, [Chapter 432-1](http://shareprod/bep/insite/documents/personnel%20manual/432-1%20Actions%20Based%20On%20Unacceptable%20Performance.pdf), “Actions Based on Unacceptable Performance.”

***Priority Level 2 - Needed Training***: Training that is required to provide for systematic replacement of skilled employees or develop critical skills within current position.

***Priority Level 3 - Helpful Training***: Training that could increase employee efficiency and productivity but is not critical for current or future mission accomplishment.

**6-10. TRAINING REQUEST CRITERIA.**

1. The following criteria will be used when evaluating individual training requests:

* Relevance of training to employee’s current work;
* Assignment of priority level (see Section 6-9);
* Budget constraints and the total cost of training, including travel and per diem, when applicable;
* Availability of similar training in local area;
* The extent to which the employee's job-related competencies and consequent performance will be improved by training;
* Amount of time the employee will be away from the job and the impact of his or her absence on the accomplishment of the organization’s mission;
* Employee’s position and qualifications in relation to established prerequisites or level of training under consideration;
* Other training and developmental activities previously taken by the employee;
* Availability of other trained employees to do the required work; and
* Quality of courses relative to other comparable courses.

b. When selecting employees for training, supervisors will ensure that there is no discrimination based on race, color, religion, national origin, sex, sexual orientation, parental status, age, protected genetic information or disability.

c. When training will result in qualifying an employee for a particular position or non-competitive promotion upon completion, merit selection procedures must be observed as required by the BEP Personnel Manual, [Chapter 335-1](http://shareprod/bep/insite/documents/personnel%20manual/335-1%20Merit%20Promotion%20Plan%20revised.pdf), “Recruitment, Promotion, and Internal Placement.”

**6-11. DOCUMENTING FAIR AND EQUITABLE SELECTION**. If Bureau components must limit the number of employees allowed to participate in specific training and development opportunities, the following information must be provided to the CE in conjunction with the training request submission:

* Documentation of the limitation, e.g., budgetary restraints, vendor limitations, office needs, the government's interest, etc.;
* Identification of employees in the pool who were interested in participating in the training;
* Identification of the pool of employees who were eligible for consideration; and
* The criteria used to determine who would be in the pool of consideration and the criteria used to select participants (see Section 6-10).
  1. **INDIVIDUAL DEVELOPMENT PLANNING.** Supervisors and managers are required to prepare a formal IDP for each employee to ensure that mission-critical training and career development opportunities are achieved. The IDP neither signifies nor implies a firm contract between the employee and the BEP management that the developmental assignments and training listed will be provided, nor does it ensure such training will be funded. The purposes of an IDP are to:

a. ensure supervisors and managers are discussing training and development opportunities with all employees;

b. ensure that the employee maintains the current level of job proficiency through continued training and developmental activities;

c. chart a career path by identifying new competencies to pursue to ensure employees obtain full proficiency levels in competencies of current position, as well as learning activities needed by the employee to reach the established goals related to the Bureau’s mission;

d. assist the CE with identifying internal training opportunities across the Bureau to deliver more efficient or cost-effective training; and

e. support the Bureau’s mission, goals and strategic initiatives.

**6-13. REQUESTING AND APPROVAL PROCEDURE.**

a. SF-182, “Request, Authorization, Agreement, Certification of Training,” or equivalent form required by the CE will be used to request and authorize training in Government and non-government facilities. The SF-182 is available to the employees and the supervisor through the TLMS. The SF-182 will serve as:

(1) the nomination form;

(2) the document for agency approval of training;

(3) the document for authorizing training;

(4) the registration/acceptance form;

(5) the employee agreement to be used when training is conducted in an external facility;

(6) in some instances, the billing document;

1. an input document to the employee’s learning history; and

(8) an evaluation tool.

**6-14. CONTINUING SERVICE AGREEMENT.**

1. An employee selected for external training activities that are BEP-funded and

in excess of 80 contact hours or $3000 in a fiscal year will be required to sign a written Continued Service Agreement (CSA). External training activities for college credit that are BEP-funded will be converted to months regardless of cost.

The employee must agree to serve in the BEP at ~~least three (3) times~~ a multiple of the length of the contact hours ~~in~~ of the external training (see calculation below). If the class is taken for credit at a college, the agreement is one month of service per credit paid for. The length of the continued service begins the first work day after the course is completed successfully (for details on successful completions, see Section 6-21).

1. Unless repayment is waived by the Director or designee, an employee who

fails to fulfill his or her CSA may be required to repay the Government a sum up to the equivalent of expenses incurred as a result of training.

c. The CE will ensure that an employee with a CSA in force is not released from the Bureau until the agreement is fulfilled or resolved.

d. The Director may release an employee from agreement obligations before it

expires when it is determined to be in the best interest of the Bureau or the CSA is transferred to another Federal agency.

CSA Calculation for External Training

|  |  |  |
| --- | --- | --- |
| **Cost of Training Activity** | **Annual Employee Total** | **Multiplier of Hours** |
| $0-$3,000 | Under 80 or <=$3000 | 0 |
| $0-$3,000 | 80 and over or $>3000 | 10 |
| $3001-$6000 | All | 20 |
| $6,001-$12000 | All | 30 |
| $12,001+ | All | 40 |

For example:

A CSA would not be required for an $850 40 hour course for employee with 8 external training hours for the year.

A $3500 80 hour course would be 80 \* 20 =1600 hours of service (1600 / 40 hour week= 40 weeks or 10 months).

A $7500 40 hour course would be 40 \* 30 1200 hours of service (1200 / 40 hour week= 30 weeks or 8.5 months).

A $15,000 120 hour course would be 120 \* 40 =4800 hours of service (4800 / 40 hour week= 120 weeks or 2 years and 6 months).

CSA calculation for college courses.

1 credit hour = 1 month of service.

This formula is used for all college courses regardless of number of weeks of duration.

|  |  |
| --- | --- |
| **Course Credit Hours** | **CSA Months** |
| 1 | 1 |
| 2 | 2 |
| 3 | 3 |
| 4 | 4 |
| 5+ | =Course Credit Hours \* 1 |

For example, if an employee completes 6 credit hours that are BEP funded at a University for any cost, the CSA is set to 6 months. An example of a master’s degree of 36 credit hours would result in a CSA of 36 months or 3 years. An example of a bachelor’s degree of 120 credit hours would be 10 years.

**6-15. SOURCES OF TRAINING AND DEVELOPMENT.** Components may select from a full range of options to meet mission-related organizational and employee developmental needs including, but not limited to:

* classroom training;
* on-the-job training;
* interagency training;
* self-development activities;
* coaching/mentoring;
* details/rotational assignments;
* cross training;
* distance learning;
* online training or computer-based training such as the content available on TLMS;
* conferences, seminars, and retreats;
* special projects; and
* team activities.

**6-16. EXECUTIVE, MANAGEMENT, AND SUPERVISORY DEVELOPMENT.** In accordance with Federal regulations, the BEP provides:

1. Initial training as an individual makes critical career transitions to become a new supervisor, a new manager, or a new executive consistent with the results of needs assessments.
2. Introductory training for all new supervisors to BEP. All new supervisors must complete 40 hours of new supervisory training within one (1) year of their appointment to a BEP supervisory position. Topics must include employee performance appraisals, management and leadership skills, equal employment opportunity, sexual harassment prevention, labor management relations, communication skills, team building and employee development.
3. Continuing learning experiences, both short- and long-term, throughout an individual’s career in order for the individual to achieve the mastery level of proficiency for his or her current management level positions.
4. Systematic development of candidates for higher management levels.

All BEP employees in a supervisory status must complete at least 40 hours of training at least bi-annually. Such training could be focused on communication skills, leadership, or technical training (can be supervisory or non-supervisory topics).

**6-17. TRAINING TO OBTAIN AN ACADEMIC DEGREE.**

1. The Bureau will fund individual college courses as long as it is appropriate training for an employee in the position they are in and funds are available. Supervisors shall determine whether the criteria for appropriate training have been met before approving the training. In very limited and controlled situations, the BEP may provide funding, if available, that allows an employee to obtain an academic degree. However, funding is only possible when such training helps:
   1. Significantly meet an identified organizational need that is consistent with the BEP’s mission and Strategic Plan and cannot be filled in some other manner; or
   2. Solve an identified, long-standing BEP staffing problem that cannot be filled by other methods.
2. BEP officials may not use this authority:
   1. For the sole purpose of providing an employee an academic degree or as a way to qualify for a position that requires an academic degree;
   2. On behalf of any employee occupying or seeking to qualify for a non-career appointment in the Senior Executive Service; or
   3. For appointment to any position that is excepted from the competitive service because of its confidential policy determining, policy making, or policy-advocating character.
3. BEP officials exercising this authority will ensure that employees selected to benefit from this provision are required to sign a CSA before beginning the training.
4. The BEP shall establish a system of records and develop written plans and procedures for:
   1. Accounting for funds spent for academic degree training and the number of employees and types of programs enrolled in or completed;
   2. Ensuring competitive procedures for selecting employees for academic degree training are consistent with the requirements of [5 CFR 335.103](http://shareprod/bep/insite/documents/personnel%20manual/335-1%20Merit%20Promotion%20Plan%20revised.pdf)(b)(3) and part 300, subpart A;
   3. Ensuring institutions awarding an academic degree are accredited by a nationally recognized body, as recognized by the US Department of Education; and
   4. Certifying how this training will meet BEP training needs or resolve an identified BEP staffing problem.

e. The BEP may seek reimbursement for any course in which the minimum of a C or equivalent average was not maintained. Upon completion, the employee must present to the supervisor and CE a copy of the official transcript showing successful completion of a course (for details on successful completion of training, see 6-21).

**6-18. TRAINING-RELATED EXPENSES.**

a. **General Provisions.** The BEP will only pay for costs for training approved by both BEP management and the CE prior to the start of training. Employees and supervisors should contact the CE with issues or questions regarding training-related expenses before the training begins. In some rare circumstances, written requests for waivers may be submitted to the employee’s Office Chief. The requests must be signed by the employee’s Associate Director and the Office of Financial Management for decision.

b. **Tuition.** The BEP may pay all or part of the tuition costs for officially authorized training. The term tuition not only includes the basic fee for training costs, but also includes: basic registration fee for a conference symposium and meeting or seminar which is to be attended by the employee.

c. **Fees.** Charges other than tuition which are payable directly to the training source and which are routinely required for enrollment in approved training courses may be authorized.

d. **Incidental Training-Related Expenses.** When incidental training-related expenses are authorized, the BEP will pay for the following:

(1) Textbooks, when approved for special BEP-sponsored training programs. Book fees will be reimbursed to the employee after the books have been purchased. Employees should retain their receipt for all books purchased. Employees must submit the proper form for reimbursement of expenditures, along with a copy of the SF-182 to the Office of Financial Management.

1. Use of the school's library, if a separate fee is charged.

(3) On-campus parking permit or other parking fee if the employee is authorized to drive a vehicle to the training site, unless such fee is prohibited by travel regulations. This does not apply to training taken after duty hours.

(4) Meals and Refreshments. As a general rule, appropriated funds cannot be used for personal expenses such as meals and refreshments, unless specifically authorized by statute. However, food may be provided at government expense for employees attending authorized training as a necessary expense under [Title 5 USC 4109](http://shareprod/bep/insite/documents/personnel%20manual/335-1%20Merit%20Promotion%20Plan%20revised.pdf) when provision of food is necessary to achieve the training program's objectives. Three (3) conditions apply:

* the meal or refreshments must be incidental to the training program;
* attendance at the meal or refreshment break must be necessary for full participation in the program; and
* the employee cannot be free to take the meal or refreshment break elsewhere.

(5) Travel and Per Diem. Travel and per diem expenses for training outside the local area will be paid as prescribed by federal regulations and guidelines. Federal and BEP travel regulations and procedures must be followed.

(a) Travel and per diem are funded by the employee’s organization except for certain centrally-funded programs.

(b) Employees should consult with their supervisor and/or the CE prior to attending training to determine which costs are reimbursable.

e. The BEP **cannot** pay for expenses such as note pads, pens, pencils, calculators, CDs, DVDs, videotapes, transportation, parking, typing fees, student union fees, or athletic fees. The BEP **cannot** pay for special examination preparation courses or exam fees such as, Scholastic Aptitude Test (SAT), or Graduate Record Exam (GRE) preparation courses, reviews and tests, unless the test is required for the employee’s position.

f. Payment of Professional Credentials, Certifications and Membership in Professional Associations. The BEP may pay expenses for employees to obtain professional credentials, including expenses for professional accreditation, state-imposed and professional licenses, and professional certification; and examinations to obtain such credentials. This authority is discretionary and may not be exercised on behalf of any employee occupying or seeking to qualify for appointment to any position that is excepted from the competitive service because of the confidential, policy-determining, policy-making, or policy-advocating character of the position. Under [Title 5 USC 4109](http://frwebgate.access.gpo.gov/cgi-bin/usc.cgi?ACTION=RETRIEVE&FILE=$$xa$$busc5.wais&start=2241559&SIZE=9453&TYPE=PDF)(b), training expenses do **not** include membership fees except to the extent that the fee is a necessary cost directly related to the training; or payment of the fee is a specific condition to undergoing the training. Payment of annual dues for membership in a professional organization is a personal expense and **not**reimbursable to the employee, even if the Government would benefit from the employee's development as a result of the membership.

**6-19. TRAINING CANCELLATION, RESCHEDULING, AND SUBSTITUTIONS.**

1. **Cancellation.** Employees must familiarize themselves with the vendor’s cancellation policy at the time they prepare a training request. Most vendors establish a cancellation deadline after which the course must be paid in full even if the employee does not attend. Most vendors allow employees to reschedule the course or provide a substitute if they cannot attend a scheduled course. Some vendors charge a fee for cancellation. If an employee’s attendance in a course is canceled, the employee should review the cancellation policy and notify the supervisor if there will be any fees associated with the cancellation. The supervisor will determine whether it is in the best interest of the government to cancel the course, reschedule the course, or send a substitute. Once the supervisor has made this determination, the employee should notify both the vendor and the CE.

b. **Rescheduling.** When a supervisor determines that an employee must reschedule a course; the employee should work with the vendor to change to the next session. The employee must immediately notify the CE staff in writing of the change. A new training request is not required if the cost of the course remains the same and the new course date is in the same fiscal year as the original date or the first quarter of the next fiscal year. A new request is required if the cost of the course changes or the new date is later than the first quarter of the next fiscal year after the original date. Please note that if the course must be rescheduled a second time, the above criterion is still based upon the original date for the course and not the rescheduled date. Employees are responsible for obtaining supervisory approval to attend the alternative date of training.

c. **Substitutions.** When a supervisor determines that another employee will be sent in place of the employee originally scheduled to attend a course, written notice (email) must be sent to the Manager, CE from the direct supervisor of the employee. Information on the transfer must indicate supervisory approval, original attendee name and alternate’s name**.**

**6-20. BILLING.**

a. Most training requests will be paid using a Government Purchase Card. The employee must provide the vendor contact and registration information on the training request. Occasionally, vendors will not accept a purchase card as payment. Other forms of billing can include invoices against approved SF-182s, purchase orders, and interagency agreements. The employee is responsible for reviewing registration requirements and completing the paperwork far enough in advance to accommodate the vendor’s requirements.

b. Failure to receive the proper approvals for training events prior to the beginning of the training event may result in employee liability for all associated training costs and/or fees (for further details about training fees, see Section 6-18).

**6-21. FAILURE TO SATISFACTORILY COMPLETE TRAINING.**

a. Training is authorized with the understanding that the employee will satisfactorily complete the training. An employee who will be attending training must notify his or her supervisor and the CE of any reasons for not satisfactorily completing training.

b. The supervisor will review the reasons for terminating training or failing to attain a passing grade and will submit a recommendation for action to the Manager, CE.

1. Successful completion of training means:
2. Credit for the course is conferred from the vendor. This is subject to the

vendor’s completion requirements. Documentation of satisfactory completion may be required of the employee;

1. Employee maintains a grade of a C or higher for college or after-hour

training activities that are graded. Documentation of satisfactory completion may be required of the employee; and

(3) Employee attends and participates in at least 80% of the sessions for all internal training. Documentation of satisfactory completion may be required of the employee.

1. By submitting a request to attend an external course for after hours/non duty

hours training (as described in section 6-23) through TLMS, the employee is agreeing to the following statement:

*“I agree that if I withdraw from the course identified in the external request, if I receive a grade of less than C, or if I voluntarily leave the Bureau of Engraving and Printing prior to the end of the course, I will be required to reimburse the Bureau of Engraving and Printing the amount advanced to me for payment of the training expenses shown in the external request.*

*I understand that any amounts which may be due the Government as a result of any failure on my part to meet the terms of this agreement may be withheld from any moneys owed me by the Government or may be recovered by such other methods as are provided by law.*

*I certify that I have read the Privacy Act Statement applicable to this request.”*

1. The following situations may determine whether reimbursement from the

employee or action is taken by BEP:

1. If it is determined that the employee withdrew or received a failing grade due to

lack of adequate effort or similar reasons, the employee may be liable for all costs associated with the employee’s training.

1. If termination of training was due to an employee’s negligence, the employee

will repay training expenses.

1. If withdrawal was due to illness, family or employee emergencies, or for any

other reason beyond the employee’s control, BEP may consider not taking further action. Documentation of the incident(s) may be required of the employee.

1. If an employee is unable to attend an internal training activity, he/she must

withdraw from the class prior to the class start date. If the employee does not withdraw from the class and does not attend the class, the employee will be recorded as a “No Show.” Two (2) or more “No Shows” by an employee may impact future enrollment in training activities.

1. The BEP commits sizeable funding for its employees to benefit from world-

class training and development opportunities and expects employees to fulfill all attendance and other training requirements absent legitimate mitigating reasons. An employee’s repeated failure to complete approved training without adequate basis may adversely impact on future approvals of training and lead to disciplinary action.

**6-22. EMPLOYEE AND SUPERVISORY COURSE VERIFICATIONS**.

1. Employees. Employees are required to evaluate training provided by a vendor by completing the verification process. The purposes of the employee verification are to determine that:
   1. the employee’s training objectives were achieved;
   2. the employee successfully completed the training;
   3. the employee will apply the information gained to effect performance and productivity improvements; and

(4) the employee recommends the training for future training and development programs.

1. Supervisors. Supervisors may be asked to evaluate training completed by employees by completing training evaluation forms as appropriate. The purposes of the supervisory evaluation are to determine that:
   1. the supervisor’s training objectives for the employee were achieved;

(2) the employee is applying the training to make measurable performance improvements; and

(3) the supervisor recommends the training for future employee training and development uses.

**6-23. DUTY AND NON-DUTY/AFTER HOURS TRAINING.**

a. If employees attend training during regularly scheduled duty hours, duty status will continue and employees will receive salary and benefits for the time in training.

b. Non-duty or after-hours training occurs prior to or after the employee’s assigned work schedule. Non-duty or after-hours courses may be taken on the employee’s own time for self-development purposes. For example, college courses or high school Graduate Equivalency Diploma (GED) courses may be taken as long as they are job-related. The Bureau, subject to the availability of funds, provides opportunities for employees to voluntarily attend job-related, after-hours training courses at the Bureau’s expense.

c. ~~When submitting the training request, a written justification signed by the Office Chief, stating how the requested after-hours training will enable the employee to better perform his or her current duties, is required for all cases.~~ When approving the training request in TLMS, the Office Chief or designated approver confirms that the requested after-hours training will enable the employee to better perform his or her current duties.

Approval will be limited to two (2) concurrent training courses during any one-time period, i.e., two (2) courses during any one (1) college or university semester.

d. If a Continued Service Agreement is required, the form must be completed, signed and sent to the Manager, CE (for information on Continued Service Agreements, see Section 6-14).

**6-24. TRAINING AND HOURS OF WORK.**

a. Full-time Training. Employees may be assigned to attend one (1) or more full days of training during regularly scheduled duty hours.

b. Part-time Training. Employees may be assigned to attend an occasional, partial day of training during regularly scheduled duty hours. Employees participating in self-paced learning or technology-based training may be granted time during duty hours to study and complete assignments. Full-time employees who complete a part-time training class must return to work and complete their scheduled tour of duty for that day or request and obtain approval to take leave for the remainder of the day.

c. College or University Attendance. Employees attending college or university courses one (1) or more days a week that require the employee to travel to campus to participate, should travel and attend class during non-duty hours. Exceptions to this rule may only be granted by approval of the employee’s Office Chief and documentation of this approval must be submitted with the training request. Supervisors may grant a specified number of duty hours for employees to complete class assignments as long as documentation of this approval accompanies the training request.

d. Training and Compressed Work Schedules. When approving training for an employee on a compressed work schedule, supervisors must review the situation to determine whether the employee can fulfill the scheduled nine (9) - hour or ten (10) - hour work commitment for those days he or she will be in training. If the commitment can be fulfilled, the employee can remain on the compressed work schedule. If the supervisor determines that the commitment cannot be fulfilled, the employee must be placed on a regular eight (8)-hour work schedule for the full pay period(s) in which the employee participates in the training. The employee can return to a compressed work schedule at the beginning of the pay period after the training ends.

e. Adjustment of Work Schedules. Subject to the needs of the office and supervisors' approval, work schedules can be temporarily changed to accommodate training needs.

f. Premium and Other Special Pay. As a general rule, premium pay for overtime, compensatory time-off (entitlement to compensatory time off depends on entitlement to overtime pay), night, holiday, or Sunday work may not be paid during training. The prohibition on payment of overtime pay for training does not prohibit overtime pay for work performed in excess of eight (8) hours in a day or 40 hours in a week. The prohibition on overtime pay is **not** applicable to training treated as hours of work under OPM regulations implementing the [Fair Labor Standards Act (FLSA)](http://www.opm.gov/flsa/index.asp), as amended. For employees subject to the FLSA, time spent in training or preparing for training outside regular working hours shall be considered hours of work for the purpose of computing FLSA-overtime if the BEP requires the training to:

1. bring performance up to the Achieved Standards or Plan level; or
2. develop competencies to perform newly assigned duties and responsibilities in the employee's current position.

Time spent in training or preparing for training outside regular working hours is **not** hours of work for employees subject to the FLSA if:

(1) the training improves the employee's performance above an Achieved Standards or Plan level; or

(2) provides the employee with competencies required for reassignment to another position or advancement to a higher grade in another position.

g. Training-Related Travel. Travel eligibility for overtime pay for time spent in travel to and from training is determined by law and regulations concerning hours of work. For employees not covered by (exempt from) FLSA overtime pay provisions, overtime pay for travel related to training is usually prohibited. Time spent in travel status away from the official duty station is **not** hours of work unless the travel results from an event that could not be scheduled or controlled administratively by the Bureau. For example, travel is considered hours of work when it results from unforeseen circumstances such as an event that is scheduled by someone or some organization outside the Executive Branch of Government. However, when an outside institution contracts with the Government to conduct a training course, then the event is under the administrative control of the Government.

**6-25. TRAINING FOR PROMOTION OR PLACEMENT IN OTHER POSITIONS.**

1. Training for Promotion. The BEP may provide training to non-temporary employees that in certain instances may lead to promotion. The BEP must follow competitive procedures under [335 of Title 5 CFR](http://www.access.gpo.gov/nara/cfr/waisidx_09/5cfr335_09.html) when selecting a non-temporary employee for training that permits noncompetitive promotion after successful completion of the training.
2. Training for Placement in Other BEP Positions, in Other Agencies, or Outside Government. In rare circumstances, the BEP may train an employee to meet the qualification requirements of a position in the BEP, the Department of Treasury or another agency provided the Director determines that such training would be in the best interest of the Government.
3. Training Displaced or Surplus Employees. Displaced or surplus employees as defined in [5 CFR 330.604](http://edocket.access.gpo.gov/cfr_2009/janqtr/pdf/5cfr330.604.pdf)(b) and (f) may be eligible for training or retraining for positions outside Government through programs provided under 29 USC 1651, or similar authorities. The BEP may use its funds for training displaced or surplus employees for positions outside Government only when specifically authorized by legislation to do so.

**6-26. LONG-TERM TRAINING.** The BEP will select long-term training programs (120 calendar days or more) which have high potential value to the Bureau. These programs may be accomplished in either Government or non-Government training facilities. Selections will be consistent with the policies of merit selection, EEO and other appropriate guidance.

a. Announcement and Submission Requirements.

* + 1. Notification to all BEP employees through an annual announcement.
    2. A narrative prepared by the employee describing how he or she will benefit from the program and the consequent benefits derived for the BEP.

(3) Nominations for long-term training must be endorsed by the individual’s immediate supervisor and second-level manager and submitted to the CE.

b. Evaluation Criteria.

(1) Relevance of the training to the Bureau.

(2) Relevance of training to the identified individual developmental needs.

(3) Evidence of past efforts at self-development.

(4) Record of individual’s performance accomplishments, and ability and desire to undertake and complete a long-term training program.

* 1. Realistic plans for the candidate to use the acquired competencies upon return to the BEP.

(6) A minimum of one (1) year continuous service with the BEP.

c. Selection Process. All nominations will be reviewed and recommendations for selection will be submitted to the executive team for decision.

d. Conditions of Employment.

(1) An employee assigned to long-term training will remain in the employment of the component submitting his or her nomination.

(2) Mission or organizational changes during the employee’s absence will not be permitted to have an adverse affect upon the employee.

(3) To the maximum extent possible, managers will consider using the position of the employee away at long-term training as a temporary developmental assignment for other employees.

**6-27.** **CAREER DEVELOPMENT.**

a. The BEP will provide career development guidelines and opportunities for employees to develop to their maximum potential, within Bureau priorities and resources. The BEP may establish special programs focusing on assisting specific groups of employees in changing to new career fields. The BEP may encourage and assist its employees in their career development by:

(1) Utilizing Treasury-wide career development programs or other interagency career program systems, where applicable;

(2) Designing and implementing BEP career development programs, where applicable;

(3) Providing individual counseling to all employees to help them identify career paths;

(4) Providing special work assignments, on-the-job training, or rotational assignments when needed to expand an employees’ work experience; and

(5) Providing tuition assistance for high priority career development courses directly related to normal progression in the employee's present field.

1. Retraining for New Career Fields. The BEP-funded training and career development normally is restricted to an employee's current career field. Under the following circumstances, however, employees may be given BEP-funded training to prepare them for a new career field.

(1) Programs to Help Satisfy Social-Action Goals. The BEP may establish programs to help meet the goals of affirmative action plans. Under these programs, employees will be competitively selected, through merit-selection procedures, for training which will help qualify them for a new career field with the BEP.

(2) Programs to Help Satisfy Long-Term Staffing Requirements. The BEP may establish special programs to assist employees on changing career fields when needed to help satisfy the Bureau’s long-range staffing needs.

**6-28. RECORDKEEPING.** OHR will retain training records, including required information such as IDPs, continued service agreements, and/or any additional documentation requested, for five (5) years after completion of the terms of the document.

**6-29. PROGRAM EVALUATION.** At the end of each fiscal year, the Chief, OHR, in consultation with the Manager, CE shall conduct an annual review of the Bureau’s training and development programs for the previous fiscal year. The review shall include the types of training conducted and employee participation rates by office. The evaluation should include any issues that impact on program effectiveness and efficiency and provide recommendations for enhancements to the program. A copy of this review shall be provided to the Bureau’s executives.