

Management System: Office of Human Resources

Subject Area: Employee Development and Training

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1.0 Introduction

This subject area provides systematic instructions to: (1) support structured and unstructured organization learning opportunities through Individual Development Plans (IDPs) aligned with mission objectives; (2) assure training requirements are met, and are consistent with U.S. Department of Energy (DOE) requirements; (3) implement DOE qualification/certification programs and facilitate employees' completion of requirements; and (4) coordinate participation in supervisory development programs for current and potential supervisors, managers, and team leads.

Employee Development and Training provides guidance to employees and supervisors in completing training related activities to successfully accomplish the mission of the Department for programs, including:

- Preparing IDPs.
- Initiating Training Requests using DOE's Corporate Human Resources Information System (CHRIS).
- Implementing the Acquisition Career Management Program (ACMP).
- Implementing the Technical Qualification Program (TQP).
- Submitting approvals for Tuition Reimbursements.

2.0 Contents

Procedures	Procedure Content
1. Preparing Individual Development Plans	<ul style="list-style-type: none">• Send out IDP solicitation notice.• Prepare IDP.• Approve IDP.
2. Processing Training Requests	<ul style="list-style-type: none">• Identify training need.• Set up training profile.• Complete electronic Training Request in

	<p>Corporate Human Resources Information System (CHRIS).</p> <ul style="list-style-type: none"> • Attend training. • Complete training evaluation. • Receive completion certificate as applicable.
3. Implementing Project Management Career Development Program	<ul style="list-style-type: none"> • Acquire Federal Project Directors' Certification Requirements. • Maintain Federal Project Directors' Certification.
4. Submitting and Approving Tuition Reimbursement	<ul style="list-style-type: none"> • Submit reimbursement request. • Process invoice for reimbursement. • Approve invoice. • Reimburse tuition to the employee.
5. Technical Qualification Program PD-361-03, Rev 1	<ul style="list-style-type: none"> • Provides the overall process for developing, maintaining and administering a formal, comprehensive TQP for the EMCBC. • Applies to EMCBC and Small Site/Closure Project personnel who duties require participation and certification in the TQP and to the personnel who support the EMCBC TQP Program process.
6. Obtaining Technical Qualification Program Certification through the EMCBC	<ul style="list-style-type: none"> • Applies to EMCBC and Small Site/Closure Project personnel who duties require participation and certification in the TQP. • Discusses the steps a TQP participant must perform to obtain TQP Certification.

3.0 Exhibits/Forms

- [Federal Human Capital, Formal Career Developmental Program](#)
- Acquire Federal Project Directors' Certification Requirements.
- Maintain Federal Project Directors' Certification.
- [Learning and Development Training Services \(LDTS\) Course Evaluation Form](#)
- [PMCDP Supervisory Review and Participant Profile Form \(Lessons Learned\)](#)
- [Technical Qualification Program Certification Process Overview](#)
- [Project Management Career Development Program, Certifications and Equivalency Guidelines](#)
- [Standard Form 182, Authorization, Agreement and Certification of Training](#)

- [U.S. Federal Employee Training Manual](#)
- [DOE Technical Standards Program Frequently Asked Questions \(FAQs\)](#)

4.0 Related Information

- [Acquisition Career Management Program \(ACMP\) Handbook](#)
- [Corporate Human Resources Information System \(CHRIS\) Web site](#)
 - [CHRIS Workflow](#)
 - [Employee Self Service \(ESS\)](#)
 - [Individual Development Plans \(IDPs\)](#)
 - [Employee Training Requests](#)
- [DOE Federal Technical Capability Program Functional Area Qualification Standards Web site](#)
- [DOE HQ Office of Management's Project Management Career Development Program Web site](#)
- [DOE Project Management Career Development Program Certification and Equivalency Guidelines](#)
- [Federal Acquisition Institute Training Application System \(FAITAS\)](#)
- [Guidance for Completing the Supervisor Review and Participant Profile Form](#)
- [\(Sample\) Supervisor Review and Participant Profile Form](#)
- [Training Needs Assessment](#)
- [DOE O 252.1A, Technical Standards Program](#)

5.0 Requirements

Document	Title
DOE O 360.1C	<i>Federal Employee Training</i>
DOE O 361.1B	<i>Acquisition Career Management Program</i>
DOE O 426.1	<i>Federal Technical Capability Panel</i>

6.0 Definitions

Term	Definition
Acquisition Career Management Program (ACMP)	A career management program established to provide a formal, structured approach to career development for the U.S. Department of Energy's (DOE) acquisition workforce.

<p>Certification Review Board (CRB)</p>	<p>The CRB is a committee, which is co-chaired by the Office of Engineering and Construction Management (OECM) Director and the National Nuclear Security Administration (NNSA) Administrator, or their designees. This review board issues all project management certifications. For NNSA employees, the CRB makes certification recommendations to the NNSA Administrator who approves the certification actions.</p>
<p>Corporate Human Resource Information System (CHRIS)</p>	<p>The Corporate Human Resource Information System (CHRIS) is the official system of record for Human Resource management and it encompasses the corporate systems that support human resource processing and information for the Department's employees.</p>
<p>CHRIS Workflow</p>	<p>The Workflow function of CHRIS is an automated system that allows employees, managers, and Human Resource professionals to electronically request, route, approve, and process personnel and training actions online.</p>
<p>Employee Self Service (ESS)</p>	<p>The DOE Employee Self Service (ESS) System is used to enable DOE employees to view their own payroll, personal and training information, and update certain information on the Internet. The Privacy Act of 1974 covers the information you provide to ESS (Title 5, U.S. Code 552a).</p>
<p>Federal Technical Capability Program (FTCP)</p>	<p>The FTCP defines the requirements and responsibilities for meeting DOE commitment to recruiting, deploying, developing, and retaining a technically competent workforce that will accomplish the DOE missions in a safe and efficient manner. The EMCBC implements this program through an FTCP Agent.</p>
<p>Individual Development Plan (IDP)</p>	<p>Provides a mechanism to establish the employee's training, development, and qualification needs based on the Department and organization goals, objectives, and mission, technical qualification standards for the position (if applicable), and employee's personal and professional development goals.</p>

<p>Learning and Development Training Services (LDTS)</p>	<p>The Department's training service provider. LDTS provides training services and products to organizations within the U.S. Department of Energy.</p>
<p>Learning and Development Training Services (LDTS) Training Consultant</p>	<p>The LDTS Training Consultant is an individual who is available to work closely with the training manager/coordinator in a U.S. Department of Energy organization to develop solutions to training issues and needs.</p>
<p>Technical Qualification Program</p>	<p>The TQP specifically applies to DOE technical employees whose duties and responsibilities require them to provide assistance, guidance, direction, or oversight that could affect the safe operation of a defense nuclear facility, including evaluation of contractor activities at those facilities. This includes personnel designated as Senior Technical Safety Managers and employees who are on extended detail or temporary assignment (i.e. 90 days or longer).</p>