STATE OF NEW MEXICO
DEPARTMENT OF MILITARY AFFAIRS
Office of the Adjutant General
Santa Fe, New Mexico 87502-4277

AGONM TECHNICIAN PERSONNEL
REGULATION NUMBER 410

1 September 1992

Civilian Personnel
TECHNICIAN TRAINING

Internal control systems. This regulation is not subject to the requirement of AR 11-2. It does not contain internal control provisions.

Summary. This regulation establishes policy, assigns responsibilities and procedures for technician training. Specifically this regulation defines orientation of technicians, identification of training needs, submissions of reports and follow-up actions required upon completion of training.

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*This regulation supersedes AGONM Technician Personnel Regulation 410 dated 15 October 1977.

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1. PURPOSE. This regulation provides policy for managers and supervisors on administration of the Technician Training Program in the New Mexico National Guard.

2. SCOPE. The provisions of this regulation are applicable to all technicians employed by the New Mexico National Guard.

3. REFERENCE. Technician Personnel Regulation 400.

4. POLICY. a. Training is a on-going process in tempo with program changes, technological advances and the receipt of new equipment.

b. Orientation and training of new technicians or those new to their assignment will be designed to bring them up to a productive level as soon as possible.

c. Technician training may be formal, on the job or self study.

d. All new supervisors should receive an 8 hour Supervisor Orientation within 60 days of their appointment. An additional 40 hour Supervisor Training should be attended within 12 months of their appointment. Refresher training for managers and supervisors will be conducted periodically by SPMO.

e. Provisions of The Upward Mobility Plan AGONM TPR 713, will be used to identify upward mobility positions. These positions will be made available for application to technicians who are in positions below GS-09 or WG equivalent that does not permit them to realize their full work potential.

f. Quotas at the Professional Education Center (PEC) are to be utilized to the fullest extent. Additional quotas will be requested as needed.

5. RESPONSIBILITIES. a. The Adjutant General is responsible to:

(1) Ensure that technicians receive effective training to improve skills necessary to perform duties identified in thier position description.

(2) Determine that technician training needs are identified, training resources are acquired, candidates for training are selected according to established priorities, and that completed training is documented and reported to NGB.

(3) Develop and implement the annual technician training plan.

b. The SPMO is responsible to:

(1) Administer the technician training program.

(2) Document, record, and maintain files on all training requests and accomplishments.

(3) Certify on DD Form 1556 that the training request meet legal and regulatory requirements.

(4) Perform an annual Army and Air technician training survey, identify training needs, develop the annual training plan, formulate and submit input for the Army and Air Force training budgets.

(5) Advise commanders, managers, and supervisors on the courses, resources, and procedures available to accomplish training in the most effective manner.

(6) Ensure that all new technicians receive a two-phase orientation upon entry into employment. Phase 1 is presented during in-processing at SPMO. The union orientation as covered by the 1992 Union-Management agreement article 20.2, will be include in this phase.
Phase 2 is presented at the work site by supervisor to all new or newly assigned technicians. Phase 2 follows the outline at Appendix A and is to be documented by the supervisor and the technician on the certificate at Appendix B. Local reproduction of the certificate is authorized.

(7) Establish and maintain a supervisory training program for all supervisors of technicians.

(8) Ensure that a representative is at all training committee meetings and the ANG Financial Management Resources Board meeting.

c. The Employee Development Specialist (EDS) is responsible to:

(1) Serve as career counselor and upward mobility training coordinator.

(2) Monitor compliance with negotiated agreements of labor organizations relating to training and employee development.

(3) Monitor Phase 2 of the technician orientation for compliance with this regulation.

(4) Ensure that training needs surveys are reported for future budget projections.

d. Each technician supervisor is responsible to:

(1) Identify training needs of their subordinates by evaluating the results of performance appraisals as a basis for determining their training needs and approving training requests.

(2) Determine if training can be accomplished on-the-job; if not, then through a military service school (including National Guard schools), then a government inter-agency school, and finally a non-government source.

(3) Establish Individual Development Plans (IDP) using the provisions outlined in TPR 430 part II. A. for technicians hired below the full performance level (see Appendix K) and Performance Improvement Plans (PIP) for technicians rated unacceptable (see Appendix O).

(4) Conduct and document Phase 2 of their orientation of all new or newly assigned technicians at the work site (see Appendix A).

(5) Encourage individual self-development programs.

(6) Ensure that training is in support of overall mission priorities.

(7) Respond to an annual SPMO training needs survey as part of the training budget process.

(8) Submit all requests for technician training to SPMO on a properly completed and signed DD Form 1556 at least 30 days prior to course start date.

(9) Evaluate the effectiveness of all training using the appropriate section of DD Form 1556 and forward to SPMO within three weeks of completion of training.

(10) Annotate completed training on NGB Form 904-1, Supervisor's Record of Technician Employment.

(11) Submit PEC quota requests thru channels to SPMO upon notification.

(12) Recommend technicians for attendance at PEC courses.

(13) Notify SPMO immediately when a technician scheduled for a PEC course wishes to cancel. SPMO will determine whether or not the request to cancel will be granted.

(14) Submit a cost analysis and comparison for all non-government technician training activities.

6. IDENTIFICATION OF TRAINING NEEDS. a. In accordance with TPR 430 Part III. F. The performance evaluation process, including on-going discussions between the technician and the supervisor, may result in the identification of specific training needs. Recommendations for training should not be limited to the less than fully acceptable performer but to help any technician achieve a higher level of job performance and proficiency.

b. After training needs are determined, the supervisor selects the mode of training to be conducted, e.g., formal, on-the-job, or by special assignments.

c. Identification of training needs is to be integrated in the process of career counseling. Every technician has the need to know what training is required to achieve their career goals.

7. PLANNING PROCESS SCHEDULE. a. The planning calendar for technician training at Appendix C establishes training plan time lines.

b. SPMO will publish a request for conduct of the training needs survey (see Appendix D) for return as scheduled. Training needs and budget information derived from the training needs survey reports will be consolidated in priority order (Appendix E) for submission in the budget request to National Guard Bureau.

c. SPMO will monitor training budget expenditures during the fiscal year. In the event of under expenditure of funds a supplemental training needs survey may be conducted.

8. EVALUATION OF TRAINING. a. The principal method of evaluating training courses of eight hours or more in duration is by completion of the appropriate section on DD Form 1556.

(1) The completed DD Form 1556 is to be forwarded to SPMO within three weeks of the trainees return to home station.

(2) When evaluation reports indicate that a training course or a portion of a training course is consistently deficient, SPMO will take appropriate action.

9. Attending a military service school in a technician status:

a. Technicians will attend training in technician status when training more closely relates to the technician's duties than their military duties. When determination of status is difficult, the final decision rests with The Adjutant General or designated representative. Attendance in technician status is influenced by such things as:

(1) The technician's position being affected by an equipment conversion and training is required to meet the basic qualifications of the job.

(2) A technician has a position change because of a reduction-in-force and requires minimum retraining to bring performance to an acceptable level.

(3) A change in a technician's position description that requires formal training.

(4) Availability of technician training funds.

b. Supervisors will advise their technicians, before they attend a military service school, of the following:

(1) They are entitled to limited military benefits (e.g., commissary, open mess, exchange privileges, etc.)

(2) They will comply with all the requirements of the appropriate military service component, including the wearing of the uniform, to the same extent as if they were attending in their National Guard military status (ref TPR 300 (302.7)).

(3) IAW JTR Vol II, Adequate government quarters will be used, if available.

(4) They will not be required to perform incidental military duties, such as charge-of-quarters, barracks chief, officer-of-day, etc.; however, they will be expected to perform additional duties required of any civilian class member.

(5) Civilian rental cars paid by the government will not normally be authorized at a military service school.

(6) Every effort will be made to use military transportation, especially aircraft, when traveling to and from military service schools, providing it is practical, saves on transportation costs, and does not interfere with critical arrival times.

(7) Government quarters will be occupied based on their military grade.

c. Because rations and quarters are normally available at military posts, all Army DD Forms 1610 received by SPMO will reflect rations and quarter are available. Exceptions may be granted on a case-by-case basis.

10. Instruction for Use of DD Form 1556.

a. Attendance at ALL formal training courses which will require the expenditure of funds MUST be approved prior to attendance for technician employees of the New Mexico National Guard. This approval will be obtained only upon submission of a DD Form 1556 by the supervisor and approved by SPMO.

b. All requests for formal training require submission of the 10-part carbon set of DD Form 1556 except as noted in para 10c(1), (2), and (3) below. This form provides copies for vendor and agency accounting personnel, documentation of training attendance, a means of certifying that the employee completed the training as scheduled, and a method of authorizing payment to the vendor of related expenses following course completion.

c. The single, cut-sheet version of the DD Form 1556-1 may be used as follows:

(1) Any training procured under a separate legal contract for local presentation to more than one technician.

(2) Requesting military service school training for which quotas are acquired by a military training office, and for which there are no direct costs. (Ten-part DD Form 1556 must be submitted for PEC training.)

(3) Locally-developed and presented training programs for which there is no contract and no direct cost.

d. Appendix G contains instructions for completion of DD Form 1556.

11. APPLICATION PROCESSING PROCEDURES. The procedures indicated in Appendix E and F are provided as a guide for processing applications for military or civilian schools.

APPENDIX A

ORIENTATION OF TECHNICIANS

1. OVERVIEW. The orientation process should be a positive experience for the new technician. A guiding principle for those giving the orientation is that first impressions are lasting impressions and may have either a positive or negative effect on future job performance.

2. WORK SITE ORIENTATION OUTLINE. a. Welcome by supervisor with ample time for discussion. Explanation of mission at the facility/unit, review of manning chart, job description and interrelationship between jobs for accomplishment of the mission.

b. Review of administrative requirements:

(1) Attendance and hours of work.

(2) Leave: annual, sick, and military.

(3) Pay period/pay dates.

(4) Dress and grooming standards.

(5) Physical requirements.

(6) Individual development plan, if applicable.

(7) Military/technician assignment compatability.

(8) Probationary status.

(9) Performance appraisal.

(10) Occupational safety and health.

(11) Local security and key control.

(12) Telephone procedures: local and AUTOVON.

(13) Location of Technician Personnel Regulations (TPRs)

(14) Travel requests/reimbursments.

(15) Confidentiality of personnel records.

(16) NGB Form 904-1.

3. Tour of facility, introduction to other employees and union shop steward, location of security areas, first-aid kit, emergency exits, fire extinguishers, and etc.

4. The technician orientation checklist will be completed and signed by the supervisor and technicians. This form will be filed in the supervisor's record maintained on each technician and copy to technician.

APPENDIX B

TECHNICIAN ORIENTATION CHECKLIST

I, _____ was given an orientation for my technician assignment as _____ at _____ on _____. The following subjects were covered:

1. Attendance and hours of work.
2. Leave: annual, sick, and military.
3. Pay period/pay dates.
4. Dress and grooming standards.
5. Physical requirements.
6. Individual development plan, if applicable.
7. Military/technician assignment compatability.
8. Probationary status.
9. Performance appraisal.
10. Occupational safety and health.
11. Local security and key control.
12. Telephone procedures: local and AUTOVON.
13. Location of Technician Personnel Regulations (TPRs).
14. Travel requests/reimbursments.
15. Confidentiality of personnel records.
16. NGB Form 904-1.

Signatures below attest to the completion of the orientation including a tour of the facility/unit.

SUPERVISOR	DATE	TECHNICIAN	DATE

Distribution: Original - Supervisor
Copy - Technician

LOCAL REPRODUCTION OF THIS FORM IS AUTHORIZED

APPENDIX C

NEW MEXICO NATIONAL GUARD

PLANNING CALENDAR FOR TECHNICIAN TRAINING

FUNCTION	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
ANNUAL TRAINING SURVEY FOR NEXT FY					X							
BUDGET SUBMISSION FOR NEXT FY							X					
BUDGET REQUEST FOR ADDITIONAL FUNDS (AND YEAR END REVIEW) CURRENT FY					X							
QUOTA REQUESTS FOR PEC CALENDAR (NEXT FY)						X						
REVIEW OF STATE TRAINING PLAN FOR CURRENCY	X											
ANNUAL TRAINING REPORT (TO NGB-TN FOR OPM) (NGB DIRECTED)			X									

APPENDIX D

NEW MEXICO NATIONAL GUARD ANNUAL TECHNICIAN TRAINING SURVEY PAGE____OF____
FISCAL YEAR ____

1. NAME & SSAN _____ 2. TITLE & PDCN _____

3. ORGANIZATION _____ 4. TYPE OF TRAINING _____

5. COURSE TITLE _____ 6. PRIORITY:_____ 7. ALLOCATION STATUS

I II III ___FIRM ___ALT ___NO

8. SUGGESTED SOURCE & LOCATION 9. PROJECTED DATE 10. APPROX # OF DAYS

_____ _____ _____

11. TUITION COST 12. TRAVEL COST 13. PER DIEM 14. TOTAL

$ _____ $ _____ $ _____ $ _____

15. OBJECTIVES OF TRAINING: _____

_____

16. COMMENTS: _____

_____

INSTRUCTIONS

1. Required to be completed.
2. Your Present Job Title and Position Description Number
3. Your Organization i.e. CSMS, USP&FO, DPT, AASF, etc.
4. Type of Training i.e. New Equipment Training, NGB directed training, etc.
5. Required to be completed.
6. Circle according to priority status IAW Appendix E.
7. Allocation Status: Firm-have a quota, Alt-is an alternate for a quota, No-quota.
8. Suggested Source & Location: i.e. TACOM, Warren Michigan; OPM, SLC
9. Projected Dates: Beginning to ending, i.e. 12-25 July 90.
10. Number of days including travel days.
11. Required to be completed.
12. Required to be completed - Estimate Cost.
13. Required to be completed - Estimate Cost.
14. Required to be completed - Estimate Cost.
15. Objectives of training: What applicant get out of the course.
16. Comments that relate to the request.

APPENDIX E

PRIORITIES

1. Priority I. Must be accomplished or it will have a direct adverse effect on the National Guard mission. Such training includes new equipment, new programs, and NGB directed training.

OR

A need created when you don't have the immediate capability required to accomplish your present mission successfully. Priority I would also apply to acquire the skills needed to accomplish a future mission that you are gaining within the next year.

2. Priority II. Required to provide for systematic replacement of skilled technicians who will leave the technicians work force and, if deferred beyond the training cycle, would have an adverse effect on mission accomplishment.

OR

You have the present capability to function successfully, but you anticipate losing that capability in the immediate future; or there is a long-term projected change in your mission which requires knowledges or skills your technicians don't currently have.

3. Priority III. Training designed to increase efficiency of employees who perform adequately. Deferment would have minimal effect on organization mission.

OR

Needs which aren't necessary for mission accomplishment, but which would enhance your technicians' present satisfactory levels of performance.

APPENDIX F

NEW MEXICO NATIONAL GUARD ANNUAL PEC TRAINING SURVEY
FISCAL YEAR ____

1. NAME & SSAN _____

2. POSITION TITLE AND GRADE OR RATING _____

3. ORGANIZATIONAL ELEMENT _____

4. COURSE TITLE _____

5. ORGANIZATION MAILING ADDRESS _____

6. HOME ADDRESS _____

7. OFFICE TELEPHONE _____

8. HOME TELEPHONE _____

9. PROJECTED QUARTER _____ 1ST CHOICE _____ 2ND CHOICE _____

10. NAME OF ALTERNATE NOMINEE _____

11. COMMENTS _____

APPLICANT'S SIGNATURE _____

SUPERVISOR'S SIGNATURE AND TITLE _____

MAJOR COMMAND OR DIRECTORATE SIGNATURE _____

APPENDIX G

DD FORM 1556, REQUEST, AUTHORIZATION, AGREEMENT CERTIFICATION OF TRAINING AND REIMBURSEMENT, DATED MARCH 1987

DD Form 1556, dated March 1987, will be completed per instruction printed on forms, (see Appendix H) except as modified below:

NOTE: #Sign in blocks of enclosed DD Form 1556 signifies that the block must be completed per SPMO instruction. Block A, B, D. No entry required.

Block 1. Enter military grade and gender after name.

Block 6. Required to be completed.

Block 7. Required to be completed.

Block 10. Enter as follows: GS 0341 12 08
WG 2602 11 05

Block 11. Enter ANG or ARNG after name.

Block 20a. Explanation of codes listed below:

Code	Definition/Explanation
1	Program/mission change. To provide the knowledge of skills needed as a result of change in agency mission policies, programs, or procedures.
2	Result of new technology. To provide the knowledge or skills required to keep abreast of developments in the technician's occupational field or in a related field; e.g., training provided an employee in the use, maintenance, or repair of new and advanced electronic equipment; the application of new technology; or advances in the "state-of-the-art."
3	Result of new work assignments. To provide the knowledge and skills needed as a result of assignment to new duties and responsibilities when such training is not a part of a planned career development program; e.g., technical training provided an accounting clerk who has been newly assigned accounting technician duties.
4	To improve present performance. To provide the knowledge or skills needed to improve or maintain proficiency in present job; e.g., training typist to improve typing speed and accuracy and training in telephone techniques for clerks or secretaries. NOTE: "refresher" training is to be coded here.

5 To meet future staffing needs. To provide the knowledge and skills needed to meet future staffing needs through a planned career development program in an occupational speciality, executive, managerial development program, a management internship, a training agreement, or programs to upgrade skills and abilities; e.g., stenographic training for typists, technical training for laboratory assistants.

6 To develop unavailable skills. To provide the knowledge or skills needed for fields of work that are unique to the federal government, or to meet government staffing needs in occupations for which the labor market cannot produce a sufficient number of trained candidates, e.g., air traffic controller or taxpayers service representative training.

7 Trade or craft apprenticeship. To provide the classroom or group portion of the formal training that, together with guided work experience, permit the employee to acquire the knowledge and skills needed to meet the full requirements for journeyman status in an apprenticeship program.

8 Orientation. To provide orientation to the policies, purposes, mission, and functions of the employing agency, or the federal government for new technicians.

9 Adult basic education. To provide the basic knowledge and skills needed to permit the technician to function in the world of work.

Block 20b. Explanation of codes listed below:

Code	Definition/Explanation
1	Executive and management. 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.
2	Supervisory. 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. To include Phases 1 and 2 of National Guard Supervisory Training Course.

3 Legal, medical, scientific, or engineering. Education or training in the concepts, principles, theories, or techniques of such disciplines as law, medicine, physical, biological, natural, social, or behavioral sciences; education, economics, mathematics, and statistics; architecture, engineering; or foreign affairs.

4 Administration and analysis. Education or training in the concepts, principles, and theories of such fields as public or business administration, personnel, training, equal employment opportunity, logistics, finance, systems analysis, policy, program or management analysis, or planning.

5 Speciality and technical. Training of specialized or technical nature in the methods and techniques of such fields as investigation, security police science, supply procurement, transportation, air traffic control, computer programming languages, or medical, legal, or scientific support work.

6 Clerical. Training in clerical skills such as typing, shorthand, key punch or computer operating, letter writing, filing, or telephone techniques.

7 Trade or Craft. Training in the knowledge and skills needed in such fields as electrical or electronic equipment installation maintenance or repair, tool and die making, welding, or carpentry.

8 Orientation. Training of a general nature to provide an understanding of the organization and missions of the federal government or the employing agency, or a broad overview and understanding of matters of public policies relating to equal employment opportunity.

9 Adult basic education. Education or training to provide basic competence in such subjects as remedial reading, grammar, arithmetic, lipreading, or braille. (NOTE: Do not report on-the-job training or training that is financed by the technician and taken during nonduty hours.)

Block 20c. Use codes as listed below:

Code	Definition/Explanation
1	PEC training. Training conducted at the National Guard Professional Education Center.
2	Government - Internal. Training provided by a National Guard office/division that is not conducted at PEC.

3 Government - Interagency. Training provided by an interagency training activity, or by a federal department, agency, or independent establishment; and/or provided by an individual, a commercial or industrial concern, an educational institution, a professional society or association, or a consultant under contract.

4 Non-government - Short-Term, Developed. Training developed to meet unique training requirements of a specific federal department agency, or independent establishment; and/or provided by an individual, a commercial or industrial concern, an educational institution, a professional society or association, or a consultant under contract.

5 Non-government - Short-Term, Off-the-Shelf. Training provided through a standard education experience (i.e., enrollment in university or college courses; professional symposia; technical, business, or vocational courses) and furnished by an individual, a commercial or industrial concern, an educational institution, a professional society or association, or by a consultant under contract.

6 Non-government - Short-Term, State, and Local. Training provided by a state, county, or municipal government. Education provided by state-operated or other public educational institutions is not included.

7 Non-government - Long-Term. Training whose duration is greater than 120 days or more than 960 hours and provided by an individual, a commercial or industrial concern, an educational institution, a professional society or association or by a contractor under contract. On-the-job training is not included.

Block 20d. Explanation of codes listed below:

Code

00 No Special Program. Training was not part of a planned action in support of a special interest program.

10 Executive Development. Training was provided as a part of an executive development program (FPM Chapter 412, Appendix A, Guidelines for Executive Development Program).

20 Supervision. Training was provided as a part of the program to train all newly appointed supervisors (FPM Chapter 335).

Block 20e. Leave blank.

Block 20g. Leave blank.

Block 20h. Explanation of codes listed below:

1. Priority I. Must be accomplished or it will have a direct adverse effect on the National Guard mission. Such training includes new equipment, new programs, and NGB directed training.

2. Priority II. Required to provide for systematic replacement of skilled technicians who will leave the technician work force and, if deferred beyond the training cycle, would have an adverse effect of mission accomplishment.

3. Priority III. Training designed to increase efficiency of employees who perform adequately. Deferment would have minimal effect on organization mission.

Block 20 i, j, k. Leave blank.

Block 22a. Leave blank.

Block 22b. Course number, session number, or class number. If more space is needed, place complete number at bottom of Block 18.

Block 22c. Leave blank.

Block 25d. Leave blank.

Block 27. Complete per local ANG or ARNG policy.

Block 28. Leave blank.

Block 29. Complete per local ANG or ARNG policy.

Block 31. Leave blank.

Block 32. Per activity policy.

Block 33. Leave blank.

Block 34. Leave blank.

Block 37. Leave blank.

Block 39. Reverse side of original - to be signed and dated by the employee nominated for non-government training.

APPENDIX H

EXAMPLE OF DD FORM 1556

REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT

NOT REQUIRED

NOT REQUIRED

NOT REQUIRED

Section A - TRAINEE / APPLICANT INFORMATION

#

#

#

#

BLANK

Section B - TRAINING COURSE DATA

NOTE: # SIGN IN BLOCK, SIGNIFIES THAT THE BLOCK MUST BE COMPLETED PER INSTRUCTION IN THIS REGULATION. OTHER BLOCKS WILL BE COMPLETED PER INSTRUCTION ATTACHED TO DD FORM 1556.

BLANK

BLANK

BLANK

BLANK

LEAVE BLANK

LEAVE BLANK

Section C - COST INFORMATION

LEAVE BLANK

LEAVE BLANK

LEAVE BLANK

#

Section D - APPROVAL / CONCURRENCE / CERTIFICATION

RESERVED FOR SPMO USE

RESERVED FOR SPMO USE

#

LEAVE BLANK

$

LEAVE BLANK

TRAINEE FACILITY

DD Form 1556, MAR 87

DoD exception to SF 182 approved by GSA / IRMS 11-86.

APPENDIX I

TECHNICIAN TRAINING ARMY TECHNICIANS

TECHNICIAN TRAINING ARMY TECHNICIANS

THIS TRAINING REQUESTED	HGB Form 84	* DD Form 1510	* DD Form	Copy of Course Brochure TWX/LTR	Copy of Course Registration FORM	SUBMIT FORMS TO
SERVICE SCHOOLS						
Quota controlled by HGB	X	X	Xsss			Thru technician supervisor to SPMO
Quota not controlled by HGB		X	Xsss			
OFFICE OF PERSONNEL MANAGEMENT (OPM)		X	X			
PEC		X	Xss			Surface activities submit thru SSMO to SPMO
OTHER NON-DOD FEDERAL AGENCY		X	X	X	X	
CIVILIAN AGENCY TRAINING **		X	X	X	X	

* If TDY is required.

** Certify in the remarks section that individual meets the appropriate weight control standards.

*** Enter in remarks section "Training in a military technician status is authorized under TPR 400(410.4)."

* The evaluation data portion will be completed by the student within 10 working days after course is completed. Supervisor's evaluation of training will be completed within three weeks after the training has been completed using DD Form 1510.

** Continued service agreement required if training is of 80 or more hours of duration. If the total cost exceeds $1,000, then competitive bids must be procured from other vendors.

NOTE: Supervisors are responsible for obtaining SPMO approval for technician funding before quotas are obtained. Many special courses are offered by different sections of HGB, Sixth Army, etc., which are received by the different staff sections and activities. These are special schools that must have SPMO approval for funding prior to making any commitment for technicians to attend the course. Supervisors will be responsible for obtaining the quota for these special courses after receiving funding approval for SPMO.

APPENDIX J

TECHNICIAN TRAINING AIR TECHNICIANS

TECHNICIAN TRAINING AIR TECHNICIANS

TYPE TRAINING REQUESTED	150 TTG Form 8a	* DD Form 1556	Copy of Course Brochure TWX/LTR	Copy of Course Registration FORM	SUBMIT FORMS TO
MILITARY SERVICE SCHOOL *	X	X			
OFFICE OF PERSONNEL MANAGEMENT (OPM)		X			DD Form 1556 thru technician supervisors to air fiscal. Air fiscal will submit to SPMO.
PEC **		X			
OTHER NON-DOD FEDERAL AGENCY		X	X	X	
CIVILIAN AGENCY TRAINING **		X	X	X	

* Enter in remarks section "Training in a military technician status is authorized under TPR 600(410.4)."

** Certify in the remarks section, DD Form 1556, that individual meets the appropriate weight control standards.

* The evaluation data portion will be completed by the student within 10 working days after course is completed. Supervisor's evaluation of training will be completed within three weeks after the training has been completed using DD Form 1556.

** Continued service agreement required if training is of 60 or more hours of duration. If the total cost exceeds $1,000, then competitive bids must be procured from other vendors.

NOTE: Supervisors are responsible for obtaining SPMO approval for technician funding before quotas are obtained. Many special courses are offered by different sections of NGB, Sixth Army, etc., which are received by the different staff sections and activities. These are special schools that must have SPMO approval for funding prior to making any commitment for technicians to attend the course. Supervisors will be responsible for obtaining the quota for these special courses after receiving funding approval for SPMO.

APPENDIX K

INDIVIDUAL DEVELOPMENT PLAN (IDP)

1. IDPs will be completed on all employees who are hired into a position in a grade below the full performance level for the position. IDPs are due at SPMO-EDS 30 days after hire date.

2. Supervisors will take the following into consideration when completing IDPs.

a. What tasks are required to be accomplished for the position, using the position description (PD).

b. What knowledge, skills, and abilities are required to accomplish the tasks (desired level of performance).

c. What level of knowledge, skills, and abilities does the employee possess for each task he must accomplish. This can be accomplished by looking at his past employment, interviews, observing work performance during the 30-day period, assigning different tasks and observing how he completes these tasks and etc. (actual level of performance).

d. The difference between the desired level of performance and the actual level of performance, for each task, will be the training needed to bring this employee up to the performance level for the next grade.

3. Minimum items required for IDP.

a. IDP cover sheet which includes the following (see Appendix L):

(1) Employee name.

(2) Entry position title, series, grade, and PD number.

(3) Target position title, series, grade, and PD number.

(4) Date entered the program. Normally the first day hired.

(5) Duration of training.

(6) Objective IDP.

(7) Supervisors name, title, and signature.

(8) Names of any instructors who may be supervising or instructing this new employee. Not required if not using OJT or any instructions.

b. Training agreement statement. Complete per Appendix M.

c. Training objective which will include the following (see Appendix N):

(1) Training objectives.

(2) Task/Instruction.

(3) Number of hours to complete the task.

(4) Completion date with supervisor initials, when completed.

4. Distribution of IDPs.

a. Original: SPMO-EDS.

b. Copy: Incumbent.

c. Immediate Supervisor.

d. Organizational.

5. When the technician has completed the IDP for the position and the supervisor wants to promote the technician, the following documents will be submitted to SPMO:

a. SF 52, Request for Personnel Action.

b. Completed training objectives plan. All training completion dates and supervisor initials must be entered.

c. Supervisor statement that the technician has satisfactorily completed the IDP for the target grade. This should be entered on the IDP cover sheet or the training objective form as follows:

COMPLETION CERTIFICATION STATEMENT

I certify that the technician has satisfactorily completed this Individual Development Plan.

_____ _____
(Supervisor Signature) (Date)

6. Minimum time frame for completion of IDP and promotion is the specialized experience requirements as listed in the National Guard Bureau Qualification Standards Book for excepted technicians and the Officer of Personnel Management, X-118 Handbook for Competitive Technicians.

APPENDIX L

SAMPLE

INDIVIDUAL DEVELOPMENT PLAN (IDP)

Name: Another K. Byte

Entry Position: Computer Operator, GS-332-4, PDCN F6846000B

Target Position: Computer Operator, GS-332-6, PDCN F6846000

Date Entered Program: 1 October 19XX

Duration of Training: 12 months

Objectives: To provide a systematic and planned means for the trainee to acquire the skills, knowledge, and ability required to operate the computer console, operate associated equipment in a variety of modes, prepare the computer system for complete runs, process applications, and perform various administrative duties.

Supervisor (Program responsibility): /s/Robin H. Hood
ROBIN H. HOOD,
Chief, Data Processing

Instructor(s): Fryer T. Tuck
W. Lee Thirkell

APPENDIX M

SAMPLE TRAINING AGREEMENT

"I agree to participate in the designated training and development plan specifically designed to provide me with the opportunity to learn the duties of the target position. I understand that advancement is subject to: (a) Satisfactory completion of the designated training for the specific duration indicated in this training plan; (b) Meeting the appropriate qualifications requirements; (c) Recommendation for advancement by the immediate supervisor; (d) That promotion to the next higher grade meets the organizational needs of this unit/activity/base. I understand that lack of progress of achievement during this training period will be discussed and may result in extending the period for training as otherwise specified in this training plan. I understand that although this position has promotional potential, there is no commitment, obligation, or entitlement to automatic promotion to the next higher grade level." (Employee signature below acknowledges subject requirements and stipulations as discussed above.)

Employee's Signature _____ Date _____

Immediate Supervisor's Signature _____ Date _____

Approving Official's Signature & Title _____ Date _____

Original: SPMO-EDS
Copy to:
Incumbent
Immediate Supervisor
Organizational

EXPLANATORY NOTE: The incumbent should be given an opportunity to sign the plan; however, if he/she elects not to, the following remark should be annotated in the signature block. "Incumbent was given an opportunity to review and sign."

APPENDIX N

TRAINING OBJECTIVES

(FORMAL INSTRUCTION AND ON-THE-JOB (OJT) TRAINING)

TRAINING OBJECTIVE	TASK/INSTRUCTION	NUMBER OF HOURS	COMPLETION DATE
1. Site orientation	One day orientation with supervisory computer specialist	8	Oct XX
2. Knowledge of basic computer equipment used at work site	One week of familiarization in operating console and peripheral equipment.	40	Oct XX
3. Proficiency in preparing punched cards for batch	One week of hands-on experience supervised by Supv Comp Opr	40	Oct XX
4. Detailed knowledge in computer operations	Introduction of Computer Operations, OPM Course	40	Oct XX
5. Etc., etc.			

NOTE: Completion date will be entered and initialed by the supervisor.

APPENDIX O

PERFORMANCE IMPROVEMENT PLAN (PIP)

1. The performance Improvement Plan will be completed on all employees when the employee's performance, in one or more of their job elements, is at an unacceptable level. This must be accomplished at any time their performance is at an unacceptable level.

2. The basic goal of the PIP is not only to identify an employee's performance deficiencies, but also to assist in bringing the employee's performance up to a fully acceptable level. If the employee's performance does not improve, the PIP and assorted documents serve as the foundation for determining and supporting the final action to be taken.

3. The PIP is a specialized documentation tool that pulls together into a single document an employee's history of unacceptable performance. The whole case is brought into perspective by an outline of events leading up to the PIP. With this, the employer's advocate or attorney can gain better control of the case when the action to demote or remove follows, and the employee appeals. This documentation device pulls an employee's record of unacceptable performance into one comprehensive package so as to present the "big picture" to the employee, apprising the employee of the gravity of the situation. The "Performance Improvement Plan" is an excellent last and final chance notice to the employee prior to taking such action as reduction in grade or removal from employment.

4. In any case where the employee has due process rights, the arbitrator, hearing officer, or judge will ask:

a. Has the employee been clearly put on notice that his/her performance is unacceptable?

b. Has such notice set forth specific examples of poor performance?

c. Has the employee been specifically told what he/she must do in order to meet the employer's standards?

d. Has the employee been offered any assistance, such as training, counseling, or extra help from supervision in order to overcome deficiencies?

e. Has the employee been clearly warned of the consequences of failure to improve performance?

f. Has the employee been given a fair opportunity to bring his/her job performance up to an acceptable level?

5. The PIP is not intended for use in disciplinary or adverse action cases. TPR 752 contains the procedures that must be followed when taking a disciplinary or adverse action. The PIP is an excellent device to coordinate and pull together a large number of documented counseling, training, and supervisory assistance records which have accumulated over a period of time.

6. The PIP should be typed on a letter-sized sheet of paper (8 1/2" x 11") and be neat, legible, and error-less. It must clearly show: (1) To whom it is directed; (2) Who prepared it; (3) The date prepared; and (4) The subject (see Appendix P).

7. The following questions must be addressed in the Performance Improvement Plan:

a. Why? The PIP should state why the employee received it. This consists of a general statement of purpose and reasons therefore. In the attached example, this is done in the opening paragraph. In that example, it was to call attention to serious deficiencies in the performance of duties in a number of critical areas.

b. What Has Happened? This part of the document consists of a listing of particular instances giving names, dates, places, etc., that constitute unacceptable performance. If the specifics have been previously documented, copies of such documents may be appended to the plan. Such prior instances should be listed in chronological order. Great care must be taken to be specific and factual. This portion of the notice may be very useful in drafting the removal action if the employee does not correct the problem.

c. What Must be Done? The employee must be specifically told what must be done in order to meet the employer's standards. This should consist of a specific list of things to do in order to improve performance. It should be complete, simple detailed list. This part of the PIP will consist of a list of answers to the questions, "What can the employee do in order to meet the job standards?". The plan must tell the employee in simple terms what must be done in order to save his job.

d. What Assistance Is Available? Management has an obligation to help employees to meet job standards. Thus, the plan must set forth those things management is willing to do to assist the employee in improving unacceptable performance. Some common forms of assistance are:

(1) Providing publications and books.

(2) Providing opportunities to visit other locations to observe work of others.

(3) Providing counseling with a trained counselor.

(4) Providing attendance at training programs.

(5) Having trained personnel work with and assist the employee. The employee's attitude and participation in programs of assistance must be documented.

e. How Long? The PIP should include the item span during which the employee is expected to meet job standards. This should be at least 60 calendar days. A specific date can be used instead of a specific number of days. The employee must know the cutoff date in advance.

f. What Are the Consequences? The employee must know in advance the consequences of failure to improve and meet the job standards. The following or similar phrase will eliminate the defense, "Nobody told me that I would be fired."

> "If you do not correct your unacceptable performance as set forth in this plan, the agency will terminate your employment."

The PIP must inform the employee of the ultimate consequences if he/she fails to correct unacceptable performance.

8. The PIP is used to clearly document that the employee knew why he/she was in trouble, was told what to do, and was given a fair opportunity to correct the problem over a reasonable period of time, with management's help, prior to removal. Such documentation is extremely persuasive to arbitrators, hearing officers, and judges.

APPENDIX P

SAMPLE OF PERFORMANCE IMPROVEMENT PLAN (PIP)

(OFFICE SYMBOL) (DATE)

MEMORANDUM FOR (Employee)

SUBJECT: Performance Improvement Plan

1. The purpose of this Performance Improvement Plan is to call to your attention serious deficiencies in the performance of your duties as a Personnel Records Clerk. Significant improvement is necessary in a number of critical areas in order to assure continued employment. Specific areas of unacceptable performance that are in need of improvement are as follows:

a. Element 1 - Records Maintenance....fully acceptable performance in this element requires: "Files records in Organizational Personnel folders in accordance with governing directives and standard office operating procedures. Records are filed within five work days of receipt, or sooner if accumulation of unfiled records will exceed 100. Unfiled records are not to exceed 100. Reviews Organizational Personnel folders annually to remove duplicate and/or obsolete records."

Your performance of duties under this performance element has been less than marginally meeting the standard. Specific instances of unacceptable performance in this critical element are as follows:

(1) On 20 September 1985, I counseled you concerning excessive record accumulation. I advised you to stop involving yourself in office activities that do not concern you and devote your time to accomplishing your work. (See attch counseling note.)

(2) On 24 September 1985, I counseled you regarding erroneous filing of records. I suggested methods to improve your document filing procedure. (See attached counseling note.)

b. Element 2 - Requests for Records Information....fully acceptable performance in this element requires: "Response dispatched within three workdays of receipt of request. Provide only that information allowed by the Privacy Act and/or Freedom of Information Act. Receive no more than two servicing complaints per month. Performance verified through spot checks of work."

APPENDIX P

SAMPLE OF PIP --- CONTINUED

Your performance of duties under this performance element has been less than marginally meeting the standard. Specific instances of unacceptable performance in this critical element are as follows:

(1) On 18 September 1985, I informed you that your response time to information requests was exceeding three workdays, and that I received several complaints. (See attached letters). I recommended to you how you could improve your suspense file procedure in order to meet response time requirements. (See attached counseling note.)

(2) On 8 October 1985, you released the home address of Jack Smith to the Presshard Insurance Co. The employee complained his privacy had been violated. (See copy of attached letter from Mr. Smith and my memorandum to you on the matter.)

2. In order to meet the expectations of the agency, you must take the following steps to correct deficiencies in records maintenance, and requests for records information:

a. Do not allow yourself to be drawn into office matters that are not your concern.

b. Alphabetize your records before filing in individual records folders.

c. Expand your suspense file to include calendar days.

d. Check with the Privacy Act Officer if unsure about information to be released.

APPENDIX P

SAMPLE OF PIP --- CONTINUED

3. I will make arrangements to have you visit with other agency personnel clerks for the purpose of learning file techniques and suspense controls. In addition, I will make available OPM and career development courses to help you improve your office skills. If you need further assistance or counseling in meeting the job standards enumerated above, please do not hesitate to contact me for help.

4. If you fail to make the necessary improvements in your work performance as outlined in this Performance Improvement Plan by 15 March 1986, I will have no other alternative but to recommend that your employment be terminated.

Encls SUPERVISOR

Receipt acknowledged. _____
(Employee's Signature and Date)