



Court Services and Offender Supervision Agency for the District of Columbia

Office of Training and Career Development

HUMAN RESOURCES DIRECTIVE: HR 410.7

SUBJECT: External Training and Conferences for CSOSA Employees in the
Office of the Director

EFFECTIVE DATE: 5/9/02

APPROVED: Jasper Ormond, Interim Director (signed)

I. PURPOSE

The purpose of this Directive is to provide instructions for Agency employees regarding the registration and payment of external training courses and conferences.

II. AUTHORITY

Title 5, Code of Federal Regulations, Part 410 – Training

III. COVERAGE

This Directive applies to all Court Services and Offender Supervision Agency (CSOSA) staff except for staff in CSOSA's Community Supervision Services. CSOSA employees within Community Supervision Services (CSS) should refer to the Administrative Operating Procedures Manual for CSS-specific policy. The Directive does not apply to the District of Columbia Pretrial Services Agency.

IV. BACKGROUND

Generally, external training courses and conferences are training activities that are not sponsored by CSOSA internally, but offered by private sector companies or other government agencies for a fee. As a benefit of employment, CSOSA employees with supervisory approval, may attend external training courses and conferences contingent on the following applicable condition(s):

1. The training positively contributes to the mission of the Agency,
2. Funds are available within the current Operating Plan Budget,
3. The training pertains to the employee's current position,
4. The training is identified on the employee's Individual Development Plan (especially when addressing performance gaps), or
5. Employee's performance is satisfactory

V. PROCEDURES

A. Request Process

Employee completes a SF-182 Request, Authorization, Agreement, Certification of Training and Reimbursement (Rev. 12/79) at least 6-weeks prior to the start of external training courses or conferences. (Attachment 2) The SF-182 is also required for no cost external training and conferences to maintain accurate training records and in order for

the employee to receive proper training credit. The required SF-182 is available on the CSOSA Intranet site at <http://csosaweb/>. The employee must complete the following sections of the SF-182. See Attachment 1 for instructions.

Page 1:

Block C - Request Status

Section A - Trainee Information (1, 2, 6-9, 11a, 11b, 12, 13)

Section B - Training Course Data (15a, 15b, 16-19)

Section C - Estimated Costs and Billing Information (21a, 21b, 21c, 21d)

Section D - Approvals (26a, 27a, 28a)

Section E - Approval/Concurrence (29a)

Page 2:

Section A - Trainee Information (1, 2, 6-9, 11a, 11b, 12, 13)

Section B - Training Course Data (15a, 15b, 16-19)

Section C - Termination and Evaluation Data (21-43)

Section D - Supervisory Comments (44-47, 29)

B. Approval/Disapproval Process

Employee submits SF-182 to their supervisor(s) for approval (block #26a and/or #27a) with a copy of the course announcement indicating the vendor's name, address, telephone number; cost; date(s); location; and course objectives.

Employee forwards the supervisory approved SF-182 to the Director of the Training and Career Development Center (T&CDC).

The Director of the T&CDC, as the Agency Training Officer (block 28a), reviews SF-182 for verification of concurrence with training policies, guidelines and mission applicability.

The T&CDC forwards approved SF-182 to the Office of Financial Management (OFM) for budget approval (block #29a).

Approval

The T&CDC and OFM review and approve SF-182 training requests as appropriate (Sections D and E – Approvals, items #28a and #29a).

Disapproval

The T&CDC and/or OFM may disapprove training requests based on various reasons. The most common reasons for disapproval include insufficient funding, not job or mission related, and/or scheduling conflicts. In the event that a training request is disapproved, the denying official will notify the employee in writing regarding the reason for disapproval. The SF-182 training request and a letter justifying the denial will be returned to the employee. Employees may appeal disapproval of training requests relevant to funding to the Associate Director of Management and Administration. Employees may appeal disapproval of training requests regarding other subjects to the Associate Director of Human Resources.

C. Obligation and Payment Process

OFM assigns accounting data to SF-182 for which funding is available and then hand delivers the SF-182 to the requesting employee along with instructions for proper payment.

- External training or conferences less than \$2,500 are to be paid by government purchase credit card if accepted by the training vendor. Government purchase credit card payment or registration may not be made until final approval from OFM has been received.
- External training or conferences in excess of \$2500 must be submitted to the Office of Procurement to process once approved by the T&CDC and OFM.

D. Registration Process

Upon the employee's receipt of the SF-182 from OFM with all the required signatures of approval, the government purchase credit card holder or the Office of Procurement representative, as applicable, may contact the vendor for registration and payment arrangements.

E. Training Cancellation

If a training course is cancelled, rescheduled, or the requesting employee (or substitute) is not able to attend, it is the responsibility of the requesting employee to notify the offices listed so that registration and/or payment can be cancelled.

- (1) Director, Training and Career Development Center and
- (2) Requesting office's government purchase credit card holder or the Office of Procurement representative

The T&CDC will notify the Senior Financial Specialist in the Office of Financial Management to de-obligate the funds. If a training course registration is not refundable, the employee should reschedule the class or identify a substitute as appropriate with supervisory approval.

F. Course Completion

Upon completion of the training course, the employee must complete the course evaluation form (page 2 of the SF-182) and submit to the Training and Career Development Center in order to receive training credit. The employee must also submit a copy of the SF-182 evaluation form to the government purchase credit card holder or the Office of Procurement representative depending on who processed the registration and payment in order to certify that the services were received.

The T&CDC will complete Section F- Certification of Training Completion and forward a copy of the training evaluation to OFM to certify that services were rendered.

Please forward any questions regarding this Directive to the Training and Career Development Center at (202) 220-5627.

Attachments

1. SF-182 Request, Authorization, Agreement, Certification of Training and Reimbursement - including evaluation form (Rev. 12/79)
2. Instructions for Completing the SF-182