



Reply to Attn of: 114

November 27, 2012

TO: DIR #/TITLE, DIRECTORATE NAME

FROM: 114/Chief, Talent Cultivation Office (TCO), Office of Human Capital Management (OHCM)

SUBJECT: FY13 Directorate Training Allocations and Processes

This memorandum serves to inform you of the FY13 approved funding for training purposes allocated to your Directorate for civil servants. For your convenience, this memorandum provides helpful guidance on how the funds may be used and our approach for managing and reporting the status of funds. Based on this year's overall training budget, a total of \$x,xxx training dollars has been approved for the **Directorate Name**.

NEW IN FY13

An expenditure report that reflects training dollars processed and the allocation balance for your Directorate will be provided to your Directorate Training Coordinator at the beginning of each month. The responsibilities of Melodia Stewart have been transferred to Almond Custodio. You will begin receiving reports and communications regarding your Directorate Allocation from Almond beginning in December 2012. He can be reached by calling (301) 286-8481 or by email at Almond.R.Custodio@nasa.gov.

In an effort to more effectively manage our training investments, and to ensure that all Directorate and Center Training requirements are met throughout the year, OHCM will implement Mid-Year Directorate Training Status Meetings with Training Coordinators, Administrative Officers, and/or a designees from your respective organization. In preparation for these meetings, it is advisable for the Directorates to begin gathering individual and organizational training requirements and formulating a plan. These plans will assist you in determining if your Directorate will require additional funds or will have a surplus in your training allocation in preparation for the meeting. This will greatly assist OHCM with identifying resources that may be realigned to meet highest priority non-funded requirements. We look forward to planning and holding our first Mid-Year Status meetings in the April/May 2013 timeframe.

REMINDERS

Effective October 1, 2011, all internal and external training requests, regardless of the funding source (i.e. Center, Directorate, or Project) are to be reviewed and approved by OHCM prior to funding being committed. In instances where Project funds are used, and upon receiving course approval from OHCM, you will need to work with your Procurement contacts to complete the necessary procurement documents. For more information on this process, please visit http://ohcm.gsfc.nasa.gov/DevGuide/Policy/review_approval.html which includes the memo dated October 1, 2011, the process flow charts for both internal and external training, Frequently Asked Questions, and access to the OHCM Course Approval Form.

This process will ensure that the Center's training investments are:

- Strategically aligned with the Center's mission
- Efficient by reducing redundancy and duplication of efforts
- Disseminated in a fair and equitable manner
- Reviewed for appropriateness in terms of Federal, Agency and Center policies

Symposia, conferences and meetings are included in the category of external training activities. Expenses for attending a symposium, conference or meeting may be authorized as a "training expense" when the following is true:

1. The purpose of the event is educational;
2. The content is germane to improving the employees' performance;
3. Most of the event consists of planned, organized exchanges of information between presenters and audience; and
4. The employee will derive developmental benefits by attending.

Travel expenses such as transportation, lodging, and meals should be handled separately in accordance with Center travel policies. Government travel credit cards cannot be used to pay registration costs for training.

It is our pleasure to serve you and thank you for your support as we strive to enable mission success by developing individual and organizational competencies and capabilities so that the GSFC workforce can anticipate and meet evolving demands of the mission.

For further information please contact the OHCM Talent Cultivation Office Chief, Nichole Pinkney at (301) 286-5086 (Nichole.R.Pinkney@nasa.gov), David Wilhelm at (301) 286-3668 (David.W.Wilhelm@nasa.gov), or Donna Williams at (301) 614-7088 (Donna.A.Williams@nasa.gov) should you have any questions regarding this correspondence.

Nichole R. Pinkney
Chief, OHCM, Talent Cultivation Office

cc:
100/AO
110.1/A. Custodio
110.1/V. Jackson
114/Subject Files