

**Office of Human Capital Management
Review and Approval Process for Training
FAQs
December 7, 2011**

1). What is the definition of training?

5 USC CHAPTER 41 - TRAINING, Section 4101, defines training as the process of providing for and making available to an employee, and placing or enrolling the employee in, a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance and assist in achieving the agency's mission and performance goals;

2). What is the difference between “internal” and “external” training?

External training is training that is typically offered by a vendor or an entity other than NASA at an offsite location (e.g. workshops, training conferences, symposiums, etc.) and requested by an individual employee. When taking external training, submission of a SF-182 Request for External Training Form via SATERN is required prior to registering and attending training.

Internal training is training that is sponsored by NASA (Center, Agency or Directorate) for a group of employees and is often held onsite at a NASA facility. Course registration for internal training is usually via SATERN. Directorates may sponsor internal training at GSFC with prior approval from OHCM via an OHCM course approval form.

3). What is the difference between the OHCM Course Approval Form and the SF-182 Request for External Training form?

The OHCM Course Approval Form is used when Directorates want to provide internal training to a group of employees, will be procured by NASA, and is typically held onsite at a NASA facility. The SF-182 Request for External Training form is used for courses attended by an individual, is sponsored by a vendor or external entity, and payment is often required (e.g. registration for workshops, academic education courses, training conferences, etc).

4). Does Project-funded training need to be approved by OHCM before the Directorate procures the training?

Yes, Directorates must obtain approval for any internal or external training request prior to procuring the course. Directorates must use their own WBS – not the Center Training funds when using Project-funds.

5). Does this review and approval process apply to Leadership, Management and Development (LMD) and Leadership training courses?

Yes, requests will be vetted through the Directorate Executive Development Advisory Group (EDAP) Representative and Organizational Leadership and Culture Office (Code 111) for review before Code 114 approves/disapproves training requests.

6). What is the timeline for submitting an External Request for Training – SF-182 form?

External training request (SF-182s) should be submitted 30 days prior to the start of the class. Requests for external classes that are received less than 48 hours prior to the vendor’s registration and payment deadline will not be approved by OHCM. In this case, the SF-182 will be denied in SATERN with an e-mail from OHCM sent to the employee and the AO/Training Coordinator stating the employee’s options: (1) resubmit the SF-182 with a later course date, or (2) pay for the course out-of-pocket and request reimbursement via a SF-1164 form.

7). What is the timeframe for submitting an OHCM Course Approval Form?

The OHCM Course Approval Form for internal training should be submitted a minimum 60 days prior to the start of the class. This incorporates the time required for OHCM, time required by NSSC or Office of Procurement to process requests, and the 30-days time requirement for the vendor to submit course information to OHCM.

8). Which form should one complete when attending a conference?

The SF-182 External Request for Training form is used for registering for external, training related conferences.

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

9). What is the role of the OHCM Training Consultant?

To proactively engage with our customers to provide OHCM consultative services that supports our customer’s and GSFC’s organizational goals. The OHCM Training Consultant partners with customers to determine training needs, identify appropriate training vehicles and funding sources, integrate with other OHCM offices as appropriate, provide guidance around training policies, and follow up to ensure interventions address the business needs.

10). Should you complete a SF-182 Request for External Training when taking APPEL courses?

No. There are two types of registration for APPEL courses, by Directorate nomination process for core courses or through registration in SATERN for all other APPEL courses. Neither process requires a SF-182 Request for External Training submission.

11). Is a SF-182 form or OHCM Course Approval Form required to request Organizational Development (OD) work?

No, requestor should contact OHCM (Code 111), Kathy Doyle at 301-286-8319.

12). IEM routinely offers no cost training in the Goddard Learning Complex, are they required to complete an OHCM Course Approval Form?

IEM is excluded from the process as they have internal SMEs and SATERN access.

13). How do organizations process training that is procured through a contract vehicle?

Regardless of the funding source, all internal and external training is to be reviewed and approved by OHCM. Directorates that want to use a contract vehicle to procure training need to contact the Procurement Office for a determination of whether the current contract vehicle is able to be modified.

14). Is there a checklist OHCM uses when approving an internal course a Directorate wants to bring onsite?

OHCM reviews the course request to ensure that it meets the following criteria:

- 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

15). What is the registration process for internal classes that are sponsored by GSFC or the Agency?

Registration instructions are generally included in course announcements. Registration for internal courses sponsored by GSFC is typically through SATERN. Registration for Agency courses is typically through Directorate nomination and then submitted to the Agency by OHCM.