

## ***GSFC 17-112 Employee Task-Specific Training Requirements Form***

### **Frequently Asked Questions (FAQs)**

#### **What is the GSFC 17-112 *Employee Task-Specific Training Requirements* form?**

GSFC 17-112 is the approved, standard form used by GSFC to document all task-specific training requirements for an employee to perform the tasks of the position. This form documents the notification and completion of task-specific training requirements.

#### **What is Task-Specific training?**

All training needed to acquire new skills or competencies or enhance current skills or competencies necessary to perform the tasks of that position. Task-specific training supplements education and experience already possessed by the employee that meets personnel qualifications requirements for the position and is necessary to enable performance of specific tasks at the employee's current grade level or current assignment. The employee's supervisor, in collaboration with other organizations as applicable, identifies task-specific training when such training or certification is a requirement. Some examples of task-specific job related skills or on-the-job training include, but are not limited to, Hand Soldering, Electro-Static Discharge, Welding, Cryogenics Safety, Pressure Systems, and Crane Operation.

#### **Who is required to have a 17-112 form documented?**

Civil Servant employees are required to have a 17-112 form in their Employee Performance File (EPF) with the exception of Senior Executive Service (SES)/Senior Technical (ST)/Senior Leader (SL). SES/ST/SL employees are exempt from documenting task-specific training requirements on the GSFC 17-112, in that their training is documented on their Executive Development Plan (EDP). This is to reduce the administrative burden and any duplication of effort.

#### **Why is the GSFC 17-112 form required?**

*GPR 3410.2I, Employee Task-Specific, Required and Mandatory Training Requirements* is required to ensure employees have the training and/or certification to perform their job functions.

#### **Is this a new requirement?**

No. The documentation of training is not a new requirement. This requirement in *GPR 3410.2I*, has not consistently been completed across the Center.

#### **Where can the GSFC-17-112 form be found?**

The GSFC 17-112 form has been revised and retitled and can be found on Goddard Directive Management System (GDMS ) at <http://gdms.gsfc.nasa.gov/> under the Libraries tab and then select Goddard Forms GSFC.

#### **When should the GSFC 17-112 form be completed?**

Completion of the GSFC 17-112 should be aligned with the performance cycle and follow up reviews to ensure task-specific training requirements are being discussed on a routine, consistent basis. Supervisors should revisit the form during the performance planning, mid-term, and a

**Do all employees have task-specific training requirements?**

No. Not all employees have task-specific training requirements.

**If an employee does not have any task-specific training requirements, does the supervisor need to complete the GSFC 17-112 form?**

If an employee does not have any task-specific training requirements, supervisors should note “none” in the “Required Task-Specific Training” column and complete the signature and date notified columns accordingly. However, in the future, if the employee begins to perform tasks that require task-specific training, the supervisor is to document training on the 17-112 form along with the dates the employee was notified of the training and the completion date.

**Does required and mandatory training need to be documented on the GSFC 17-112 form?**

No. Required and mandatory training is documented in the Agency’s learning management system, SATERN. Employees are notified of non task-specific, required and mandatory training requirements through Center announcements and/or SATERN. A list of required and mandatory training requirements is located on the Office of Human Capital Management website <http://ohcm/>.

**Do supervisors need to document developmental training (e.g. Leadership Development Training, Effective Communication, Road to Mission Success, etc.) other training offerings such as leadership development courses, or conferences need to be documented on the 17-112 form?**

No. These training records are maintained in the Agency’s Learning Management System, SATERN.

**Who is responsible for documenting task-specific training for matrixed employees?**

It is the supervisor’s responsibility to work with the matrixed employee’s organization to identify and document training. Supervisors who have matrixed employees are to consult with the gaining organization on the employee’s training requirements and document them on the GSFC 17-112 form.

**Why does the supervisor have to document task-specific training for matrixed employees? Shouldn’t the project or organization being supported document and maintain the records?**

Often the specific training requirements are mandated by support to a project, mission, specific work environment, or work with a hazardous item. The entity that has established the need for this training may also arrange for the training to be provided, but, the permanent record for the employee resides with the supervisor.

**What if the employee is required to take this type of training and I as the supervisor do not get notified of the requirement?**

The gaining organization of the matrixed employee should notify the supervisor of training requirements to perform a job. The supervisor and gaining organization should work collaboratively in identifying task-specific training requirements for matrixed employees. The supervisor has the ultimate responsibility of identifying and documenting their employee’s training.

**Is the Quality Management System (QMS) training that is noted in the previous edition of the GSFC 17-112 form, updated (07/03) still required?**

There is no formal training requirement, and no formal training program. All employees are to be aware of and knowledgeable about the GSFC Management System and the policies and procedures under which they operate. For detailed information on the GSFC Management System, visit <https://gsfcmanagementsystem.gsfc.nasa.gov/> and review the weblink, *An Overview of ISO 9001 and its Relationship to the GSFC Management System*. For a listing of Directorate Directive Managers (DDM), visit <http://gdms.gsfc.nasa.gov/> under the Libraries tab and then select Directive Managers List.

**Would the Task Order Management System Training (TOMS) be listed on this form?**

Yes. This training is required of personnel who have the responsibility to generate and review Task Orders.

**Where is the GSFC 17-112 form to be filed and maintained?**

In the Employee Performance File, blue folder in the *IDP/Training Related Information* section on the right side of the folder.

**How will the documentation of the GSFC 17-112 form be verified?**

Verification will be conducted via scheduled audits through the Management System Internal Audit Program and informal audits on the EPF by OHCM.