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Contact: Maria Dolan, 415-7082

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Employee Development and Training

Directive

**(Formerly
MC 4150)**

10.77

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U. S. Nuclear Regulatory Commission

Volume: 10 Personnel Management

Part: 3 Performance Appraisals, Awards, and
Training

OP

Employee Development and Training Directive 10.77

Policy (10.77-01)

It is the policy of the Nuclear Regulatory Commission to provide training that improves individual and organizational performance to assist in achieving the agency's mission and performance goals. Therefore, NRC plans, develops, establishes, implements, evaluates, and funds training and development programs designed to improve the quality and performance of the workforce.

Objectives (10.77-02)

- To provide training and development programs for employees whose positions include formal qualification requirements. (a)
- To provide training and development programs for employees to maintain the skills needed to perform their current job effectively. (b)
- To provide training and development programs for employees to broaden their capabilities to meet future skill needs of the agency. (c)

Organizational Responsibilities and Delegations of Authority (10.77-03)

Executive Director for Operations (EDO) (031)

Oversees the establishment, operation, maintenance, and evaluation of technical and nontechnical training programs.

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Director, Office of Personnel (OP)
(032)

- Establishes, operates, maintains, and evaluates nontechnical training programs to improve individual and organizational performance in support of accomplishing the mission of the agency. (a)
- Manages the funds allocated for external training and authorizes external training requests, as appropriate. (b)
- Ensures that all course enrollment and attendance information for courses sponsored by OP and conducted in headquarters is recorded in a timely manner. (c)

Director, Office for Analysis and
Evaluation of Operational Data (AEOD)
(033)

- Establishes, operates, maintains, and evaluates technical training programs to improve individual and organizational performance in support of accomplishing the mission of the agency. (a)
- Ensures that all course enrollment and attendance information for courses sponsored by AEOD is reported or recorded in a timely manner. (b)

Office Directors and
Regional Administrators
(034)

- Periodically provide the Directors of OP and AEOD, as appropriate, with forecasts of training needs for the office or region, including the type of training required, the number of employees requiring training, and when the training will be required. (a)
- Schedule appropriate time at Division Director Counterpart Meetings for discussion of training issues. (b)
- Nominate employees for management and technical developmental programs. (c)
- Approve or disapprove external training requests based upon available training funds and established NRC and office or regional training and development objectives. (d)

**Office Directors and
Regional Administrators**
(034) (continued)

- Approve or disapprove all requests from supervisors to cancel an employee from a course. Office directors and regional administrators may delegate this responsibility to a single point of contact within their office or region. (e)

Regional Administrators
(035)

Ensure that all course enrollment and attendance information for their employees is recorded in a timely manner.

Line Managers and Supervisors
(036)

- Meet at least semiannually with staff members to ensure that all are qualified to perform assigned tasks and have completed the training specified in formal training and qualification programs. (a)
- Approve or disapprove all training requests for their staff based upon the appropriateness of the training and available resources. (b)
- Ensure that employees confirmed for training attend the training, adjust work schedules as necessary, and only withdraw an employee from a course in the event of a personal or agency emergency. (c)
- Meet with staff members after completion of training to evaluate the effectiveness and relevance of the training. Provide appropriate information to the division director or training committee for discussion with the training providers at the Division Director Counterpart Meetings. (d)

Employees
(037)

- Attend courses for which attendance has been confirmed and devote the effort required to achieve the maximum benefit from the training program. (a)

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Employees
(037) (continued)

- Evaluate both internal and external courses, and provide direct feedback to their supervisors. For external courses, submit course completion information to OP within 5 days of course completion. (b)

Applicability
(10.77-04)

The policy and guidance in this directive and handbook apply to all NRC employees. NRC COOP students, however, should refer to Management Directive 10.13 for specific training guidelines and restrictions.

Handbook
(10.77-05)

Handbook 10.77 provides general training guidelines and restrictions; the criteria and procedures for the selection, registration, confirmation, and evaluation of internal and external training courses; and descriptions of NRC-sponsored employee development programs.

References
(10.77-06)

Atomic Energy Act of 1954, as amended (42 U.S.C. 2011 et seq.).

Code of Federal Regulations, 5 CFR Part 410, "Training."

Course Catalogs—

Course Catalog, Professional Development Center, OP.

Technical Training Division Course Catalog, Technical Training Division, AEOD.

The NRC Guide to Training Opportunities, Employee Development and Training Staff, OP.

Energy Reorganization Act of 1974, as amended (42 U.S.C. 5801 et seq.).

Government Employees Training Act, 1958, as amended (5 U.S.C. 4101-4118).

NRC Management Directive 10.13, "Special Employment Programs."

References

(10.77-06) (continued)

- 10.42, “Hours of Work and Premium Pay.”
- 10.78, “NRC Intern Program.”
- 10.135, “Senior Executive Service (SES) Employment and Staffing Programs.”
- 14.1, “Official Temporary Duty Travel.”

Employee Development and Training

Handbook
(Formerly
Appendix 4150) **10.77**

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Part I

General Training Information and Provisions

Purpose (A)

Part I of this handbook provides general training guidelines and restrictions.

Guidelines (B)

Equal Opportunity for Development and Training (1)

NRC provides training and development opportunities to employees without regard to race, creed, color, national origin, sex, disability, or other factors unrelated to the need for training. (a)

NRC will not use any training source that discriminates in the admission or in the subsequent treatment of students because of factors such as those stated above. (b)

Examinations, Licenses, and Certification (2)

NRC can pay for training to prepare an employee for an examination when the training is relevant to the agency's mission. Although NRC cannot pay for fees associated with the examination, it can pay for examinations that serve as a diagnostic tool or are part of a training program.

Meetings and Conferences (3)

NRC may support an employee's attendance at meetings and conferences as a developmental assignment when the content is pertinent to the functions or activities of the agency and developmental benefits will be gained by the employee's attendance. Additionally, Federal Travel Regulations require that agencies exercise strict fiscal responsibility when selecting conference sites and when scheduling employee attendance.

Guidelines (B) (continued)

Training Accessibility (4)

NRC can pay for expenses necessary to make training accessible to all employees, such as interpreters for the hearing impaired and readers for the visually impaired.

Training Expenses (5)

NRC can pay all or part of the expenses of authorized training, including tuition, registration fees, and the costs of such instructor-required course materials as books, audio tapes, and computer discs.

Training of Contractors (6)

NRC is permitted to train contractors only in skills that they were not required to bring to the job since contractors are selected for their expertise in a subject area. Contractors may be trained in rules, practices, procedures and/or systems that are unique to the employing agency and essential to the performance of the contractor's assigned duties.

Travel Costs (7)

NRC can pay travel costs associated with attendance at a training program. For further information, please see Management Directive 14.1.

Restrictions (C)

Academic Degree Training (1)

The NRC is not permitted to train employees for the sole purpose of attaining a degree, except to train qualified employees in shortage occupations involving the skills critical to the mission of the agency. These shortage occupations must be formally recognized. This restriction does not preclude NRC from paying for individual college courses that improve individual and organizational performance to assist in achieving the agency's mission and performance goals.

Continued Service Agreement (2)

When an employee attends a non-Government training course or program that exceeds 80 hours and NRC has paid for the course or training, the employee is required to sign a continued service

Restrictions (C) (continued)

agreement. As part of this agreement the employee agrees to remain working at the NRC for three times the length of the training period. Should the employee leave the agency before fulfilling the agreement, the employee shall reimburse the agency for the tuition and related training fees (including travel) paid in connection with the training. However, a continued service agreement does not commit the agency to the continued employment of the employee, nor does it limit the agency's authority to waive, in whole or part, the obligation of the employee.

Membership Fees (3)

The NRC is not permitted to pay for individual membership fees in professional societies.

Premium Pay (4)

Employees may not receive premium pay while in a training status except under certain circumstances specified by regulations promulgated by the Office of Personnel Management. For further information, please see Management Directive 10.42.

Promotions (5)

The NRC must follow merit procedures when selecting an employee for a training program that may lead to a promotion without further competition.

Approving Training (6)

Employees may not approve their own training requests.

Part II

Internal Technical Training

Purpose (A)

Part II of this handbook provides the criteria and procedures for the selection, registration, confirmation, and evaluation of internal technical training courses. Internal technical training is provided by the Office for Analysis and Evaluation of Operational Data (AEOD) and includes training in reactor technology, probabilistic risk assessment, engineering support, radiation protection, fuel cycle technology, security and safeguards, and regulatory skills.

Selection (B)

Employees and supervisors should meet on a regular basis to discuss the requirements of employee qualification and development programs, the training and development needs of the employee and the needs of the agency. This discussion can result in the preparation and approval of an Individual Development Plan (Exhibit 1) or similar training plan. If required training or skill needs are identified, specific training courses and programs should be identified to address these areas. For advice on the selection of specific courses, the employee or supervisor may contact the Technical Training Division (TTD) of AEOD.

Registration (C)

Internal technical training courses are listed in the TTD Course Catalog. The catalog includes a brief description, prerequisites, applicability, and location for each course; special registration requirements; and procedural information. The catalog is published semiannually and includes a schedule of course offerings for the succeeding 24 months. Probabilistic Risk Assessment courses also are listed in the Weekly Announcements. (1)

Registration (C) (continued)

Registration for courses conducted or coordinated by the TTD is accomplished through the region or office training coordinator (TC). For courses identified in the TTD catalog as available through the NRC Form 368 process, registration is accomplished in accordance with Part IV of this handbook. (2)

Supervisory approval is required to register for a TTD course. The supervisor submits the name of the employee to the appropriate TC for transmittal to the TTD via E-mail. The information required for registration is described in the sample registration E-mail message (Exhibit 2). (3)

After the student information is entered into the TTD registration database, a registration notice E-mail is sent to the employee, immediate supervisor, and TC. If the class is full, the employee will be placed in a standby status and a standby notice E-mail will be sent to the employee, immediate supervisor, and TC. If the registration status of an employee is changed, a registration status change notice E-mail will be sent to the employee, immediate supervisor, and TC. (4)

After registration has been documented by a registration E-mail or a registration status notice, employees cannot be withdrawn except with permission from their immediate supervisor and concurrence from their office director or regional administrator. The information needed to withdraw someone from a course for which he or she is registered is described in the sample withdrawal E-mail request (Exhibit 3). (5)

Classes that have insufficient registration 8 weeks before the start date of the course normally will be cancelled. This determination will include an analysis of the programmatic impact of course cancellation. A class cancellation notice will be sent via E-mail to the registered and standby employees, their immediate supervisors, and their TCs. (6)

Confirmation (D)

For classes that meet or exceed the minimum class size, the TTD sends an enrollment confirmation notice E-mail to the enrolled employees, their immediate supervisors, and their TCs. This is followed by an enrollment confirmation letter to the TCs for distribution to the employees. Once employees have been confirmed for a course, they cannot be withdrawn except with permission from their immediate supervisor and concurrence from the office director or regional

Confirmation (D) (continued)

administrator or the single point of contact designated by the office director or regional administrator. If the class is not filled, TTD will continue to accept, on a space-available basis, enrollment any time before the start date. If employees are added after issuance of the enrollment confirmation letter, TCs are informed and supplied with an updated enrollment list. (1)

If a class is overbooked, employees are prioritized according to whether or not the course is mandatory, the needs of the associated region or office, and the dates the requests were received. Preference will be given to employees with mandatory training defined by formal qualification, development, or training programs. All employees remaining in standby status after this determination will be notified by E-mail that they are not included on the final course enrollment roster but will be maintained in a standby status in the event an employee is withdrawn from the course. (2)

TTD shall provide the NRC Training Records Administrator with a list of employees confirmed for each course before the start date of the course. Should this information change, TTD also shall provide updates to the NRC Training Records Administrator, as appropriate. (3)

Evaluation and Course Completion (E)

At the conclusion of the course, employees are provided with an evaluation form. For selected courses, employees also will receive a post-course evaluation 9 to 12 months after the course is completed. These evaluations will be used by the training staff to modify and improve the internal training programs. (1)

After attending training, employees and supervisors should discuss and evaluate the effectiveness and relevance of the training and provide this information to the appropriate region or office TC for transmittal to the training staff to modify and improve the internal training programs. (2)

The TTD shall provide course completion information to the employee, division director, and NRC Training Records Administrator after the course end date. (3)

Part III

Internal Nontechnical Training

Purpose (A)

Part III of this handbook provides the procedures for the selection, registration, confirmation, and evaluation of internal nontechnical training courses. Internal nontechnical training is provided by the Office of Personnel (OP) and includes computer training, management and executive training, administrative and clerical training, and employee assistance training.

Selection (B)

Employees and supervisors should meet on a regular basis to discuss the training and development needs of the employee and the needs of the agency. This discussion can result in the preparation and approval of the Individual Development Plan (Exhibit 1) or similar training plan. Once skill needs are identified, specific training courses and programs should be identified to address these areas. For advice on the selection of specific courses, the employee or supervisor may contact the Organizational Development and Training component of OP.

Registration (C)

Internal nontechnical courses are listed in publications such as the Professional Development Center's Course Catalog and the Weekly Announcements. These listings include a brief description, prerequisites, applicability, and location for each course; special registration requirements; and procedural information. Employees may register for any of these courses by completing a registration request form. Written approval from the employee's supervisor must be obtained before registering for any course.

Confirmation (D)

Employees will receive, through interoffice mail or E-mail, a note stating whether or not they have been confirmed for the course. Once employees have been confirmed for a course, they cannot be withdrawn except with permission from their immediate supervisor and concurrence from the office director or regional administrator or the single point of contact designated by the office director or regional administrator. (1)

Since many courses receive more applicants than can be accepted, employees should not attend a training course without first receiving a confirmation note. If a class is overbooked, employees are prioritized according to whether or not the course is mandatory, the needs of the associated region or office, and the dates the requests were received. Preference will be given to employees with mandatory training defined by formal qualification, development, or training programs. (2)

OP shall provide the NRC Training Records Administrator with a list of employees confirmed for each course before the start date of the course. Should this information change, OP also shall provide updates to the NRC Training Records Administrator, as appropriate. (3)

Evaluation and Course Completion (E)

At the conclusion of the course, employees are provided with an evaluation form. These evaluations will be used by the training staff to modify and improve the internal training programs. (1)

OP shall provide course completion information to the NRC Training Records Administrator after the course end date. (2)

Part IV

External Training

Purpose (A)

Part IV of this handbook provides the procedures for course selection, registration, confirmation, and evaluation of external training courses. External training is technical and nontechnical training provided outside of NRC to employees usually on an individual basis.

Selection (B)

Employees and supervisors should meet on a regular basis to discuss the training and development needs of the employee and the needs of the agency. This discussion can result in the preparation and approval of the Individual Development Plan or similar training plan. Once skill needs are identified, specific training courses and programs should be identified to address these areas. For advice on the selection of specific courses, the employee or supervisor may contact the Organizational Development and Training component of the Office of Personnel (OP) or the Technical Training Division of the Office for the Analysis and Evaluation of Operational Data.

Registration (C)

Employees may register for external courses by completing NRC Form 368, "Training Request and Authorization" (Exhibit 4). Written approval from the employee's supervisor and approving official must be obtained before forwarding the request to OP. These training requests should be submitted to OP no later than 9 weeks before the start of the course.

Confirmation (D)

After the authorizing official and the funding official have authorized the training request, the office or region will receive through interoffice mail a note and a completed copy of the training request

Confirmation (D) (continued)

confirming their employee's attendance. These notes are then forwarded to the employee. Employees should not attend a training course without first receiving a copy of the completed NRC Form 368, which includes the course evaluation form.

Evaluation and Course Completion (E)

At the conclusion of the course, employees are required to evaluate the course. These evaluations are used by OP to confirm employee attendance at the course as well as to monitor the quality of external training programs and thereby make informed recommendations to other NRC employees about the quality and appropriateness of the training.

Part V

Employee Development Programs

Purpose (A)

Part V of this handbook provides general information on NRC-supported employee development programs. The NRC sponsors developmental programs in three broad areas: administrative and clerical programs, managerial and supervisory programs, and technical programs. Provided below is a description of each program along with the eligibility criteria. For additional information about any of these programs contact the Office of Personnel (OP).

Administrative and Clerical Development Programs (B)

Certified Professional Secretary Program (1)

The Certified Professional Secretary Program helps secretaries obtain training and education in areas somewhat outside the very narrowest confines of secretarial duties. Based upon professional requirements established by Professional Secretaries International, this program supports training in the areas that secretaries must demonstrate competency to become a certified professional secretary. These competency areas are: behavioral science in business, business law, economics and management, accounting, office administration and communication, and office technology. (a)

The Certified Professional Secretary Program is open to NRC secretaries GG 3 and above who meet the following criteria: (b)

- High school graduate (i)
- Full- or part-time permanent NRC employee (ii)

Administrative and Clerical Development Programs (B) (continued)

Certified Professional Secretary Program (1) (continued)

- Continuous 1-year employment with NRC (iii)
- Fully successful performance appraisal (iv)

Participants of the Certified Professional Secretary Program must understand that this is a noncompetitive program that is developmental in nature and, therefore, provides no guarantee of promotion or other upward mobility action upon completion. (c)

Administrative Skills Enhancement Program (2)

The Administrative Skills Enhancement Program helps secretaries and administrative assistants obtain training and education in a specific administrative area to help further the employee's career goals as well as help meet NRC's future administrative needs. Employees who wish to participate in this program must identify a specific administrative area in which they desire to pursue a career. The following are examples of administrative areas that employees may pursue: accounting, budget and finance, contracts and procurement, paralegal, and personnel. (a)

The Administrative Skills Enhancement Program is open to NRC secretaries and administrative assistants GG 5 through 12 who meet the following criteria: (b)

- High school graduate (i)
- Full- or part-time permanent NRC employee (ii)
- Continuous 1-year employment with NRC (iii)
- Fully successful performance appraisal (iv)

Participants of the Administrative Skills Enhancement Program must understand that this is a noncompetitive program that is developmental in nature and, therefore, provides no guarantee of promotion or other upward mobility action upon completion. (c)

Administrative and Clerical Development Programs (B) (continued)

Computer Science Development Program (3)

The Computer Science Development Program helps secretaries and administrative assistants obtain training and education in a computer area to help further the employee's career goals as well as help meet NRC's future computer needs. Employees who wish to participate in this program must identify a specific computer area in which they desire to pursue a career, such as telecommunications or computer programming. (a)

The Computer Science Development Program is open to NRC secretaries and administrative assistants GG 5 through 12 who meet the following criteria: (b)

- High school graduate (i)
- Full- or part-time permanent NRC employee (ii)
- Continuous 1-year employment with NRC (iii)
- Fully successful performance appraisal (iv)

Participants of the Computer Science Development Program must understand that this is a noncompetitive program that is developmental in nature and, therefore, provides no guarantee of promotion or other upward mobility action upon completion. (c)

Upward Mobility Program (4)

The Upward Mobility Program provides employees at lower grade levels with developmental opportunities that will eventually qualify the participants for technical and administrative positions within the agency. This program is open to current NRC employees who hold permanent appointments at or below the GG 9 level and have completed any probationary period. (a)

Once an office or region has decided to sponsor an Upward Mobility position, applications are solicited through the NRC Vacancy Announcement system. Applicants will be rated and selected for Upward Mobility positions under NRC merit qualification and rating procedures. Due to the developmental nature of this program, rating factors for these positions address employee potential. Some indicators of potential are: career progression, interest in the

Administrative and Clerical Development Programs (B) (continued)

Upward Mobility Program (4) (continued)

regulatory process, interpersonal effectiveness dealing with all levels of employees, and efforts at self-development through internal and external training or education. (b)

Should an employee accept a downgrade to participate in this program, the employee's salary will be retained. (c)

This program is typically 12 to 24 months in duration, depending on the initial qualifications and experience of the participant. Participants who attend NRC-sponsored external training and educational programs to develop the skills, knowledge, and abilities needed to perform the Upward Mobility position, are required to sign a continued service agreement. Payback of the continued service obligation shall begin on the first workday after employees complete their program. (d)

Upon completion of the program, employees will be considered fully qualified for the position they occupy. Placement of participants who do not complete the program will be handled on a case-by-case basis. For example, the employee may be returned to a position similar to the one held before entering the program, voluntarily accept a reassignment at a lower grade level, or be allowed to remain in the position if the position has no greater promotion potential. (e)

Managerial and Supervisory Development Programs (C)

NRC Supervisory and Managerial Development Program (1)

The NRC Supervisory and Managerial Development Program provides courses to develop managers and supervisors within the NRC. As part of the program, managers and supervisors may take courses within three developmental levels: Level I courses consist of mandatory basic supervisory core courses, Level II courses consist of specialized management courses, and Level III courses consist of public administration courses. (a)

Managerial and Supervisory Development Programs (C) (continued)

NRC Supervisory and Managerial Development Program (1) (continued)

The NRC Supervisory and Managerial Development Program is only open to employees currently serving in a supervisory position; however, many of the courses within the program are open to all employees on a space-available basis. (b)

Senior Executive Service (SES) Candidate Development Program (2)

The Senior Executive Service (SES) Candidate Development Program provides high-potential GG 14 and above employees with training and developmental activities that prepare them for future positions as senior executives within the NRC. This program is tailored to each participant's own developmental needs focusing on the requirements for the SES as established by the Office of Personnel Management (OPM). (a)

The SES Candidate Development Program is offered on an as-needed basis. Once the NRC announces a call for nominations, employees interested in participating in this program apply and then are competitively selected. (b)

Upon completion of the program and initial OPM certification, employees may be selected for an SES position without further competition. Employees who become OPM certified will retain their certification for three years from date of certification. For more information on the SES Candidate Development Program, please see Management Directive 10.135. (c)

Supervisory Development Program (3)

The Supervisory Development Program provides high-potential, nonsupervisory GG 13 and above employees with training and developmental activities to prepare them for future positions as supervisors and managers within the NRC. This 18-month program is tailored to each participant's own developmental needs, focusing on those competencies desirable for successful supervision at NRC. (a)

The Supervisory Development Program is offered on an as-needed basis. Once the NRC announces a call for nominations, employees interested in participating in this program apply and are competitively selected. (b)

Managerial and Supervisory Development Programs (C) (continued)

Supervisory Development Program (3) (continued)

Upon completion of the program, employees will not be guaranteed a supervisory position. However, when competing with all other applicants for specific supervisory/management positions, these employees will automatically be rated “A” in the supervisory/management knowledge and skill rating factors. (c)

Technical Programs (D)

Intern Programs (1)

The NRC can develop and sponsor intern programs to recruit and train entry-level employees and provide them with a broad exposure to NRC’s work and role in the regulatory process. (a)

As an entry-level program, participants are recruited primarily from colleges and universities; however, the program is open to both internal and external candidates. Typically, NRC sponsors technical intern programs. Applicants for these programs usually are Bachelor’s or Master’s degree candidates or recent graduates in the fields of nuclear, mechanical, electrical, environmental, materials, or human engineering; chemistry; reactor physics; molecular or radiation biology; or health physics. (b)

Upon completion of the program, participants will assume permanent assignments in headquarters or the regions, based upon their academic background, personal career preferences, and the needs of the agency. For more information on the program, see Management Directive 10.78. (c)

Graduate Fellowship Program (2)

The Graduate Fellowship Program sponsors employees who wish to pursue full-time graduate work to develop technical expertise in health physics and specialized engineering disciplines. The program provides an additional means of obtaining needed technical expertise to help reduce the impact of attrition and help ensure that the NRC will have an adequate supply of highly qualified health physicists and engineers in the future. (a)

Technical Programs (D) (continued)

Graduate Fellowship Program (2) (continued)

The NRC Graduate Fellowship Program is an entry- to mid-level program targeted for individuals in technical positions at the GG 11 level and below who want to undertake full-time graduate work at the Master's degree level to meet NRC's needs. Applicants must have an engineering, health physics, or scientific background and an interest in pursuing additional education. The program is open to current NRC employees and participants in the NRC Cooperative Education Program, as well as men and women outside the agency. Applications from internal candidates are solicited annually through an all-employee announcement. (b)

Employees selected for this program will go on a leave without pay status and receive a monthly stipend as well as full payment of tuition, fees, and books. NRC will be responsible for travel costs associated with the program. However, these employees must comply with a continued service agreement. (c)

Upon completion of the program, employees will be assigned to an NRC position determined by the Executive Director for Operations, based upon input from appropriate office directors and regional administrators. (d)

Senior Fellowship Program (3)

The Senior Fellowship Program develops, through graduate study, highly qualified, experienced senior NRC engineers and scientists in disciplines critically needed to support the agency's mission. (a)

The Senior Fellowship Program is targeted at employees grades GG 14 and above. Candidates must have a scientific or engineering background and an interest in pursuing additional education at the graduate level, or other studies, in specialized engineering and scientific disciplines that have been identified by NRC management as a critical need. Applications are solicited through an all-employee announcement when a critical need has been identified by senior management. (b)

Employees selected for this program will retain their current appointments, and NRC will be responsible for the salaries, benefits, temporary subsistence or relocation, if required, and tuition, fees, and books. However, these employees must comply with a continued service agreement. (c)

Technical Programs (D) (continued)

Senior Fellowship Program (3) (continued)

Upon completion of the program, employees will be assigned to an NRC position determined by the Executive Director for Operations, based upon input from the appropriate office directors and regional administrators. (d)

Resident Inspector Development Program (4)

The Resident Inspector Development Program trains qualified individuals in nuclear technology, inspection, and NRC regulatory affairs sufficient to certify them for noncompetitive selection as resident inspectors. This program helps NRC maintain a pool of certified candidates for assignment as resident inspectors. (a)

The Resident Inspector Development Program is open to current NRC employees as well as men and women outside the agency. Applicants must have the knowledge of scientific principles, theories, and practices equivalent to that gained through a Bachelor of Science degree in engineering or science and 2 years experience. This experience may have been gained through commercial, Government, or military nuclear experience. (b)

This program is typically 12 to 18 months in duration, depending on the initial qualifications and experience of the participant. (c)

Once the NRC announces a call for nominations, employees interested in participating in this program apply and are competitively selected. Upon completion of the program, employees will be reviewed by an oversight panel that will certify participants who have successfully completed all their requirements. Certified graduates of this program may be selected noncompetitively for resident inspector positions within the agency. (d)

Senior Resident Inspector Development Program (5)

The Senior Resident Inspector Development Program trains qualified individuals in nuclear technology, inspection, and NRC regulatory affairs sufficient to certify them for noncompetitive selection as senior resident inspectors. The program helps NRC maintain a pool of certified candidates for assignment as senior resident inspectors. (a)

Technical Programs (D) (continued)

Senior Resident Inspector Development Program (5) (continued)

The Senior Resident Inspector Development Program is open to current NRC employees as well as men and women outside the agency. Applicants must have the knowledge of scientific principles, theories, and practices equivalent to that gained through a Bachelor of Science degree in engineering or science and 5 years experience. This experience may have been gained through commercial, Government, or military nuclear experience. (b)

This program is typically 12 to 24 months in duration, depending on the initial qualifications and experience of the participant. (c)

Once the NRC announces a call for nominations, employees interested in participating in this program apply and are competitively selected. Upon completion of the program, employees will be reviewed by an oversight panel that will certify participants who have successfully completed all their requirements. Certified graduates of this program may be selected noncompetitively for senior resident inspector positions within the agency. (d)

Glossary

- Approving Official.** An office director or regional administrator, or any person to whom he or she has delegated authority, in writing, to approve external training requests.
- Authorizing Official.** The Director, Office of Personnel, or any person to whom he or she has delegated authority, in writing, to authorize external training.
- Continued Service Agreement.** Time an employee agrees to remain working at the NRC after attending a training assignment, the cost of which has been borne in whole or in part by the NRC.
- External Training.** Training provided outside of NRC to employees, usually on an individual basis.
- Funding Official.** The Chief Financial Officer, or any person to whom he or she has delegated authority, in writing, to certify that there are sufficient funds to cover the costs of approved and authorized training.
- Individual Development Plan.** A plan of action prepared by an employee and approved by the supervisor describing skills needed and the corresponding training and developmental activities identified to meet an employee's particular career goals.
- Internal Training.** Training provided by the Office for Analysis and Evaluation of Operational Data, Office of Personnel, and other NRC offices to NRC employees.
- Mandatory Training.** Training required by statute, the Commission, the Executive Director for Operations or other management official, or by directive for all employees or employees in certain positions or developmental programs.
- Nontechnical Training.** Training sponsored by the Office of Personnel, including computer training, management and executive training, administrative and clerical training, and employee assistance training.

Glossary (continued)

NRC Training Records Administrator. An employee within the Office of Personnel who is responsible for NRC-wide oversight of training records administration.

Technical Training. Training sponsored by the Office for Analysis and Evaluation for Operational Data, including reactor technology, probabilistic risk assessment, engineering support, radiation protection, fuel cycle technology, security and safeguards and regulatory skills.

Training Expenses. Tuition, registration fees, and the costs of instructor-required course materials such as books, audio tapes, and computer disks.

Exhibit 1

Individual Development Plan (IDP)

<p style="text-align: center;">INDIVIDUAL DEVELOPMENT PLAN (IDP)</p> <p style="text-align: center;">GENERAL INFORMATION</p> <p>It is in the best interest of all NRC employees to complete an Individual Development Plan (IDP). Your IDP should be based upon discussions between you and your supervisor regarding your career development. Your performance appraisal should be the foundation of your IDP. When describing your goals and development objectives, identify the knowledge, skills, competencies, and the variety of developmental/training activities necessary to obtain these goals. As you progress, update your IDP. You may choose not to complete the entire form, as not all parts of it may apply to you, but in any case, you should submit a signed IDP. All participants in formal NRC programs (i.e., intern, Executive Development, Upward Mobility, Executive Potential, Womens' Executive Leadership, Administrative Skills Enhancement, and Computer Science) must have a current IDP.</p> <p>You and your supervisor will use this information as a guide for development and training planning purposes. Organizational Development and Training (ODT) will use it when assistance is requested in making arrangements for developmental assignments and will also use the formal training information as an important input to the NRC training plan and budget formulation process. The original IDP should be retained by the employee with a copy to the supervisor. Participants in formal developmental programs must send a copy of their IDP to ODT.</p> <p>It is NRC policy to encourage every employee to develop short- and long-range development goals and to pursue self-development activities. NRC attempts to provide, to the maximum extent possible within available funding and workloads, opportunities for employees to participate in training. HOWEVER, THE FACT THAT TRAINING AND DEVELOPMENT ACTIVITIES ARE IDENTIFIED ON THIS IDP CANNOT BE CONSTRUED AS EITHER FORMAL NRC APPROVAL OR AUTHORIZATION TO UNDERTAKE THEM. Implementation of the plan must be in accordance with the provisions established in Management Directive 10.77, "Employee Development and Training." For complete information for developing an IDP, see "The IDP Process" (NUREG/BR-0086, revised October 1989).</p>	<p style="text-align: center;">INSTRUCTIONS TO BOTH THE INDIVIDUAL AND THE SUPERVISOR FOR PREPARING INDIVIDUAL DEVELOPMENT PLANS</p> <p>Items 1-4 Self-explanatory.</p> <p>Item 5 Enter employee's career goals (be as frank and practical as possible). Specify position title, series, and grades, if appropriate. Specify short-range goals (1 to 2 years) and long-range goals (about 5 years).</p> <p>Item 6 Enter specific developmental objectives that are to be met by one or a combination of experiences or activities. State as clearly and concisely as possible knowledge, skills, and competencies to be obtained in support of identified goals. Use a new line for each different objective.</p> <p>Items 7-9 For each developmental objective, enter the corresponding information horizontally across the page. Include scheduled dates during which (or by which) developmental activities should occur. (Note: An entry is not required in each column if it will not contribute to achieving the objective sought.)</p> <p>Developmental Assignments: State details or rotational assignments; also include on-the-job assignments.</p> <p>Formal Classroom Training: List in-house and external courses, including college courses.</p> <p>Other Activities: List supplemental reading and other self-development activities.</p>
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Exhibit 1 (continued)

NRC FORM 321 (5-83) NRCMD 10.77 <p style="text-align: center;">INDIVIDUAL DEVELOPMENT PLAN</p>		U.S. NUCLEAR REGULATORY COMMISSION 1. EMPLOYEE'S NAME (Last, First, and Middle Initial) <hr/> 2. POSITION TITLE 3. SERIES AND GRADE <hr/> 4. ORGANIZATION (Office/Division/Branch)	
5. CAREER GOALS (include Positions)			
A. SHORT-RANGE GOALS (1-2 years) - Specify positions, titles, series, and grades		B. LONG-RANGE GOALS (2-5 years) - Specify positions, titles, series, and grades	
6. DEVELOPMENTAL OBJECTIVES	7. SUPPORTING DEVELOPMENTAL ASSIGNMENTS (if any)	8. SUPPORTING FORMAL TRAINING (if any)	9. OTHER ACTIVITIES (if any)
What knowledge or skills do you want to gain or improve?	Include details, rotational assignments, on-the-job assignments, task groups, committees, etc. (Specify scheduled dates for each developmental activity.)	Include courses to be taken at Government and non-Government facilities. (Specify scheduled dates for each developmental activity.)	Include supplemental readings and other self-development activities.

NRC FORM 321 (5-83)

(See Reverse for Signature Blocks and continuation of Items 6-9)

This form was electronically produced by ERS Federal Forms, Inc.

Exhibit 1 (continued)

CONTINUATION - ITEMS 6-9

6. DEVELOPMENTAL OBJECTIVES	7. SUPPORTING DEVELOPMENTAL ASSIGNMENTS	8. SUPPORTING FORMAL TRAINING	9. OTHER ACTIVITIES	
ALL REMARKS				
PRINTED NAME		SIGNATURE		DATE
EMPLOYEE				
SUPERVISOR				
(As required for formal developmental progress)				

NRC FORM 321 (5-88)

Exhibit 2

Sample Registration E-Mail Message

To:	TTDREG
From:	[Your name]
CC:	[Whomever you wish to copy]
BC:	[Whomever you wish to blind copy]

Subject:	TTD Student Registration
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The following registration information is to be provided in message box:

Student Name:	[Firstname, middle initial (MI), lastname]
E-Mail Address:	[E-mail address of student]
Office/Region:	[XXX]
Position Title:	[Position title as per staffing plan]
Registration Reason:	[Mandatory for qualification or development defined by ...; needed to support training as agreed in IDP; etc.]
Division:	[Official abbreviation of division]
Division Director Name:	[Firstname, MI, lastname]
E-Mail Address:	[E-mail address of division director]
Immediate Supervisor:	[Firstname, MI, lastname]
Approved:	[E-mail address of immediate supervisor]
Course Name:	[Name from TTD Course Catalog]
Course Code	[Code from TTD Course Catalog; e.g., R-304P]
Course Start Date:	[Date from TTD course schedule]

Exhibit 3

Sample Withdrawal E-Mail Request

To:	TTDREG
From:	[Your name]
CC:	[Whomever you wish to copy]
BC:	[Whomever you wish to blind copy]
Subject:	TTD Student Course Withdrawal
<p>The following withdrawal information must be provided in message box:</p>	
Student Name:	Firstname, middle initial (MI), lastname]
Office/Region:	[XXX]
Position Title:	[Position title as per staffing plan]
Withdrawal Reason:	[Identify the occurrence that will prevent the enrolled student from attending the course. This information will be retained for subsequent analysis.]
Office Director/ Regional Administrator Concurrence:	[Has the office director/regional administrator concurred in this withdrawal? This is a required response for withdrawals after confirmation.]
Division:	[Official abbreviation of division]
Division Director Name:	[Firstname, MI, lastname]
Immediate Supervisor:	[Firstname, MI, lastname]
Immediate Supervisor Position:	[What is the immediate supervisor's position regarding the requested withdrawal of this staff member from this course? This is a required response.]
Course Name:	[Name from TTD Course Catalog]
Course Code:	[Code from TTD Course Catalog; e.g., R-304P]
Course Start Date:	[Date from TTD course schedule]

**Volume 10, Part 3 – Performance Appraisals, Awards, and Training
Employee Development and Training
Handbook 10.77 Exhibits**

Exhibit 4

NRC Form 368, "Training Request and Authorization"

NRC FORM 368 (1-85) NRCMD 10.77 EXCEPTION TO SF-182 APPROVED BY OPM AND GSA 3-80		U.S. NUCLEAR REGULATORY COMMISSION		REQUEST AUTHORIZATION NUMBER	
TRAINING REQUEST AND AUTHORIZATION				NRC COURSE CATALOG TRACKING NUMBER	
1. ALL NUMBERED BLOCKS MUST BE COMPLETED BY ORIGINATOR. (Read "K. Instructions," on the reverse. Additional instructions are provided to all handicapped or disabled requester's requirements. 2. CONTINUED SERVICE AGREEMENT REQUIRED FOR ALL NON-GOVERNMENT TRAINING EXCEEDING 80 HOURS. See Section "K" on the reverse. 3. SPECIAL INSTRUCTIONS FOR TRAINING REQUIRING AUTHORIZATION FOR OFFICIAL TRAVEL, NRC FORM 375; THIS TRAINING MUST BE AUTHORIZED AND FUNDED BEFORE SUBMITTING THE REQUEST FOR TRAVEL. IT IS REQUIRED THAT A COPY OF THE COMPLETED NRC FORM 368 ACCOMPANY THE NRC FORM 375.					
A. EMPLOYMENT INFORMATION					
1. NAME - EMPLOYEE (Last, First, Middle Initial)		2. SOCIAL SECURITY NUMBER		3. MAIL STOP	
4. OFFICE/DIVISION/BRANCH		5. POSITION TITLE		6. OFFICE TELEPHONE NUMBER	
6. HIGH SCHOOL HIGHEST GRADE COMPLETED		8. EDUCATION b. COLLEGE <input type="checkbox"/> YES <input type="checkbox"/> NO NUMBER OF YEARS:		10. CONTINUOUS CIVILIAN GOVERNMENT SERVICE YRS. MOE. <small>NOTE: If service is less than one year, values are required for training through non-government facilities. (See "K" on reverse.)</small>	
11. HOME MAILING ADDRESS		c. DEGREE AND DEGREE FIELD		12. HOME TELEPHONE NUMBER (optional)	
B. PROPOSED TRAINING DATA					
1. TRAINING PROVIDER - NAME AND ADDRESS (include Zip Code)		2. LOCATION OF TRAINING - If same as provider, mark box. If not the same, supply address here (include Zip Code.) <input type="checkbox"/>		3. PROVIDER TELEPHONE NUMBER	
		4a. GOVERNMENT <input type="checkbox"/>		4. EDUCATION CODE	
		4b. NON-GOVERNMENT <input type="checkbox"/>		PURPOSE TYPE SOURCE SPECIAL INTEREST	
5. TRAINING DATES (if digits each)		6. ACTUAL TRAINING HOURS (if digits each)		a. DUTY b. NON-DUTY c. TOTAL	
s. START MONTH DAY YEAR		t. COMPLETE MONTH DAY YEAR			
7. COURSE TITLE					
8. BRIEF DESCRIPTION AND SOURCE OF INFORMATION AND STATE RELATIONSHIP TO CURRENT/FUTURE OFFICIAL DUTIES. (Do not provide additional information elsewhere.)					
C. COST AND FUNDS OBLIGATION			F. SIGNATURES/RECOMMENDATION/PROVAL/AUTHORIZATION/OBLIGATION		
1. COST ESTIMATES			1. EMPLOYEE - ARE YOU RECEIVING VA/GI BILL EDUCATION BENEFITS <input type="checkbox"/> YES <input type="checkbox"/> NO		
a. DIRECT TRAINING COSTS			FOR COURSES AT COLLEGES AND UNIVERSITIES, YOUR SIGNATURE PROVIDES NRC THE AUTHORIZATION TO OBTAIN GRADE INFORMATION DIRECTLY FROM THE EDUCATION/TRAINING FACILITY.		
(1) TUITION			SIGNATURE - EMPLOYEE DATE		
(2) REGISTRATION			2. PROPOSED TRAINING IS RECOMMENDED SIGNATURE - IMMEDIATE SUPERVISOR DATE		
(3) OTHER (Specify)			3. DIVISION/OFFICE APPROVAL SIGNATURE - APPROVING OFFICIAL DATE		
DIRECT COST SUBTOTAL			PROPOSED TRAINING IS AUTHORIZED SIGNATURE - APPROPRIATE OFFICIAL, OPIRPO DATE		
OCDAF - OBLIGATE NRC SUBTOTAL			THERE ARE SUFFICIENT FUNDS TO COVER TRAINING COSTS STATED IN C.I.A. SIGNATURE - FUNDING OFFICIAL, OPIRPO DATE		
b. INDIRECT COSTS			G. BILLING INSTRUCTIONS FOR PROVIDER OF TRAINING		
(1) TRAVEL COST			To ensure prompt payment, billings MUST be sent to the address below. Cite the Request Authorization Number at the top right of this form. Any deviation from these instructions will result in delay of payment.		
(A) PER DIEM RATE x DAYS			BILLING ADDRESS: DIVISION OF ACCOUNTING AND FINANCE		
(B) TRANSPORTATION			MAIL STOP: T-6 H4		
(2) OTHER (Specify)			OFFICE OF THE CONTROLLER		
INDIRECT COST SUBTOTAL			U.S. NUCLEAR REGULATORY COMMISSION		
TOTAL DIRECT AND INDIRECT COSTS			WASHINGTON, DC 20555-0001		
D. DATES RECEIVED/TRANSMITTED					
DATE RECEIVED BY OPIRPO			DATE TRANSMITTED TO PROVIDER		
E. FUNDING SYMBOLS					
I & N NUMBER			AGENCY/STATION NO.		
ECONOMIC CODE			T84- _____		

NRC FORM 368 (1-85)

This form was electronically produced by Elba Federal Forms, Inc.

Exhibit 4 (continued)

H. CONTINUED SERVICE AGREEMENT	
<p>NOTE: This agreement must be signed by the nominee for all non-government training that exceeds 80 hours and for which the Government approves payment of training costs before such training begins. Nothing contained in this section shall be construed as limiting the authority of an agency to waive, in whole or in part, an obligation of an employee to pay expenses incurred by the Government in connection with the training.</p>	
<p>1. I AGREE that, upon completion of the Government-sponsored training described in this request, if I receive salary covering the training period, I will serve the agency three times the length of the training period. If I receive no salary during the training period, I agree to serve the agency for a period equal to the length of training, but in no case less than one month. (The length of part-time training is the number of hours spent in class or with the instructor. The length of full-time training is 8 hours of each day of training, up to a maximum of 40 hours a week.) NOTE: For the purpose of this agreement, the term "agency" refers to the employing organization (such as an Executive Department or independent establishment), not to a segment of such an organization.</p> <p>2. If I voluntarily leave the agency before completing the period of service agreed to in Item 1 above, I AGREE to reimburse the agency for the tuition and related fees, travel and other special expenses (EXCLUDING SALARY) paid in connection with my training. These amounts are reflected in Item C1.</p> <p>3. I FURTHER AGREE THAT, if I voluntarily leave the agency to enter the service of another Federal agency or other organization in any branch of the Government before completing the period of service agreed to in Item 1 above, I will give my organization written notice of</p>	<p>at least 10 working days, during which time a determination concerning reimbursement will be made. If I fail to give this advance notice, I AGREE to pay the amount of additional expense (5 U.S.C. 4108(a)(2)) incurred by the Government in this training.</p> <p>4. I understand that any amounts which may be due to the agency as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law.</p> <p>5. I FURTHER AGREE to obtain approval from my Office/Region Approval Official for any proposed change in my approved training program involving course and schedule changes, withdrawals or incompletions, and increased costs.</p> <p>6. I acknowledge that this agreement does not in any way commit the Government to continue my employment. I understand that, if there is a transfer of my service obligations to another Federal agency or other organization in any branch of the Government, the agreements in Items 1, 2, and 3 of this section will remain in effect until I have completed my obligated service with that other agency or organization.</p>
SIGNATURE - EMPLOYEE	DATE
I. SPECIAL REQUIREMENT	
<p>1. GENERAL OR SPECIAL WAIVER OF STATUTORY LIMITATIONS FOR EMPLOYEES WITH LESS THAN ONE YEAR OF CURRENT, CONTINUOUS CIVILIAN SERVICE. (Only for training through non-government facilities. Refer to NRC Management Directive 10.77.) Postponement of training is contrary to the public interest for the following reason(s).</p> <p><input type="checkbox"/> Training is essential to protection of life, safety, or property.</p> <p><input type="checkbox"/> Training is essential to law enforcement activities.</p> <p><input type="checkbox"/> Training that employee can take at little or no cost to NRC, other than salary expenses.</p> <p><input type="checkbox"/> Training that is relatively short, highly specialized, very closely job-related, and of immediate application.</p> <p><input type="checkbox"/> Training that is an integral part of a formal, entry-level, development program (e.g., intern program, fellowship program, etc.).</p>	
Supervisor	SIGNATURE - SUPERVISOR
Check appropriate box and sign for waiver	DATE
J. FRAUDULENT CLAIMS	
<p>Double payment of Educational Allowances: Normally 38 U.S.C. 1781 prohibits educational assistance by the Veterans Administration (VA) to a veteran who is attending a course of education or training paid for under the Government Employees Training Act (GETA).</p> <p>FRAUD: The following applicable Federal Statutes provide criminal sanctions for willful fraud: 38 U.S.C. 3502 (Fraudulent receipt of funds from VA), 18 U.S.C. 1001 (False statement or representation to U.S.), and 18 U.S.C. 287 (Making false, fictitious, or fraudulent claims to the U.S.).</p>	
K. INSTRUCTIONS	
<p>1. Prepare this form for all training requests. If the requester is handicapped or disabled and in need of special arrangements (braille, taping, interpreters, facility accessibility, etc.), describe the special arrangements on a separate sheet and attach it to this form. NOTE: The requester not required to furnish this information. His/her signature on the descriptive sheet indicates agreement to release it to training facilities.</p> <p>2. Retain the EMPLOYEE PENDING copy, and forward the set, complete with required office approvals, through the office training coordinator to the Office of Personnel, for Headquarters employees; and to the Regional Personnel Officer for regional employees.</p> <p>3. After the request is reviewed and approved by the Office of Personnel/Regional Personnel Officer, an Authorization for Training letter is sent to the Training Provider. A copy of the NRC Form 368 and evaluation form (NRC Form 368A) is sent to the employee.</p>	
PRIVACY ACT STATEMENT	
<p>Pursuant to U.S.C. 552a(e), enacted into law by Section 3 of the Privacy Act of 1974 (Public Law 93-579), the following statement is furnished to individuals who supply information to the U.S. Nuclear Regulatory Commission on NRC Form 368. This information is maintained in a system of records designated as NRC-11, described at 58 Federal Register 36462 (July 7, 1993), and NRC-19, described at 58 Federal Register 36467 (July 7, 1993), or the most recent Federal Register publication of the Nuclear Regulatory Commission's "Republication of Systems of Records Notices" that is available at the NRC Public Document Room, Galman Building, Lower Level, 2120 L Street NW, Washington, DC.</p>	
<p>1. AUTHORITY: 5 U.S.C. 3509; 5 U.S.C. 4103 (1966); and Executive Order 11348 dated April 20, 1967, as amended by Executive Order 12107, December 8, 1978. The authority for collecting the social security number is Executive Order 9367, dated November 22, 1943.</p> <p>2. PRINCIPAL PURPOSE(S): The information entered on this form relates to registration/acceptance for training courses. Social security numbers are used to facilitate the recording of the student's training in the computer system.</p> <p>3. ROUTINE USE(S): Information may be used to provide data to other Federal, State, and local agencies involved in monitoring and/or evaluating the impact of commuting activities by NRC employees and visitors on local traffic patterns. The information may</p>	<p>also be disclosed to an appropriate Federal, State, or local agency in the event the information indicates a violation or potential violation of law and in the course of an administrative or judicial proceeding.</p> <p>4. WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION: It is voluntary that you furnish the requested information. Failure to provide the Social Security number will not affect an individual's right to attend the scheduled course.</p> <p>5. SYSTEM MANAGER(S) AND ADDRESS: Director, Office of Personnel, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.</p>

NRC FORM 368 (1-93)

**Volume 10, Part 3 – Performance Appraisals, Awards, and Training
Employee Development and Training
Handbook 10.77 Exhibits**

Exhibit 4 (continued)

NRC FORM 368A (1-85) NRCMD 10.77 EXCEPTION TO SF-162 APPROVED BY OPM AND GSA 5-80		U.S. NUCLEAR REGULATORY COMMISSION EVALUATION OF TRAINING		REQUEST AUTHORIZATION NUMBER NRC COURSE CATALOG TRACKING NUMBER	
<p><small>NOTE: YOU MUST notify your Office/Region Training Contact IN WRITING of any changes in the status of the training activity such as cancellation, rescheduling or dropping the course. If the change is due to management action, your supervisor MUST concur on your written notification. RECOGNITION OF THE COMPLETION OF THIS TRAINING WILL NOT BE ENTERED IN YOUR PERSONNEL FOLDER UNTIL THIS EVALUATION HAS BEEN COMPLETED AND RETURNED TO O.P. SUBMIT THIS EVALUATION AS SOON AS POSSIBLE, BUT NOT LATER THAN FIVE DAYS AFTER COMPLETION OF TRAINING SO THAT PAYMENT OF TRAINING EXPENSES MAY BE APPROVED. RETURN TO MAIL STOP T-3 D45</small></p>					
A. EMPLOYMENT INFORMATION					
1. NAME - EMPLOYEE (Last, First, Middle Initial)		2. SOCIAL SECURITY NUMBER		3. MAIL STOP	
4. OFFICE/DIVISION/BRANCH		5. POSITION TITLE		6. SERIES	7. GRADE/STEP
8. OFFICE TELEPHONE NUMBER		9. CONTINUOUS CIVILIAN GOVERNMENT SERVICE			
a. EDUCATION i. HIGH SCHOOL HIGHEST GRADE COMPLETED ii. COLLEGE <input type="checkbox"/> YES <input type="checkbox"/> NO NUMBER OF YEARS:		a. DEGREE AND DEGREE FIELD YRS. MOE.		NOTE: If service is less than one year, values are required for training through non-government facilities. (See "H" on reverse.)	
11. HOME MAILING ADDRESS				12. HOME TELEPHONE NUMBER (Optional)	
B. PROPOSED TRAINING DATA					
1. TRAINING PROVIDER - NAME AND ADDRESS (include Zip Code)		2. LOCATION OF TRAINING - If same as provider, mark box <input type="checkbox"/> If not the same, supply address here (include Zip Code.)		3. PROVIDER TELEPHONE NUMBER	
4a. GOVERNMENT <input type="checkbox"/>		4b. NON-GOVERNMENT <input type="checkbox"/>		4. EDUCATION CODE	
5. TRAINING DATES (if applicable)		6. ACTUAL TRAINING HOURS (if applicable)		7. COURSE TITLE	
a. START MONTH DAY YEAR		b. COMPLETE MONTH DAY YEAR		a. DUTY b. NON-DUTY c. TOTAL 0	
8. BRIEF DESCRIPTION AND SOURCE OF INFORMATION AND STATE RELATIONSHIP TO CURRENT/FUTURE OFFICIAL DUTIES. (Do not provide additional information elsewhere.)					
C. EVALUATION OF TRAINING					
PROVIDE YOUR EVALUATION ON THE NEXT PAGE					

NRC FORM 368A (1-85)

**Volume 10, Part 3 - Performance Appraisals, Awards, and Training
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Exhibit 4 (continued)

C. EVALUATION OF TRAINING			
1. DID YOU COMPLETE THE COURSE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	2. IF TRAINING WAS AT A COLLEGE OR UNIVERSITY, AND GRADES WERE ASSIGNED, WHAT GRADE DID YOU RECEIVE?	3. IF THE COURSE WAS ONLY AUDITED, CHECK HERE <input type="checkbox"/> <small>(Explain in Block 12)</small>
EVALUATION FACTORS		Read each item and check the appropriate rating column	
4. STATED OBJECTIVE ACCOMPLISHED	A <input type="checkbox"/> YES <input type="checkbox"/> EXCELLENT <input type="checkbox"/> WELL ORGANIZED <input type="checkbox"/> SIGNIFICANT <input type="checkbox"/> HIGHLY RECOMMENDED <input type="checkbox"/> YES	B <input type="checkbox"/> PARTIALLY <input type="checkbox"/> SUFFICIENTLY <input type="checkbox"/> ADEQUATE <input type="checkbox"/> ADEQUATE <input type="checkbox"/> RECOMMENDED <input type="checkbox"/> NO	C <input type="checkbox"/> NO <input type="checkbox"/> POOR <input type="checkbox"/> POORLY ORGANIZED <input type="checkbox"/> INSIGNIFICANT <input type="checkbox"/> NOT RECOMMENDED
5. COVERAGE OF SUBJECT MATTER			D <input type="checkbox"/> NOT APPLICABLE <input type="checkbox"/> NOT APPLICABLE
6. ORGANIZATION OF SUBJECT MATTER			
7. APPLICABILITY OF SUBJECT MATTER TO THE JOB			
8. RECOMMENDATION TO COLLEAGUES			
9. MEETS CAREER DEVELOPMENT PLAN			
10. SPECIFY THE AREAS YOU FEEL REQUIRE MORE EMPHASIS			
11. SPECIFY THE AREAS YOU FEEL REQUIRE LESS EMPHASIS			
12. REMARKS <i>(Please make any comments you wish about this course.)</i>			
13. I SUCCESSFULLY COMPLETED THE TRAINING IDENTIFIED ON THE REVERSE		14. NOTED	
SIGNATURE - EMPLOYEE	DATE	SIGNATURE - SUPERVISOR	DATE
PRIVACY ACT STATEMENT			
<p>Paragraph TD 5 U.S.C. 552a(e)(3), enacted into law by Section 3 of the Privacy Act of 1974 (Public Law 93-570), the following statement is furnished to individuals who supply information to the U.S. Nuclear Regulatory Commission on NRC Form 308A. This information is maintained in a system of records designated as NRC-11 and NRC 19, and as described at 55 Federal Register 33063 (August 20, 1990), or the most recent Federal Register publication of the Nuclear Regulatory Commission's "Republication of Systems of Records Notices" that is available at the NRC Public Document Room, Oakman Building, Lower Level, 2120 L Street NW, Washington, D.C.</p> <p>1. AUTHORITY: 5 U.S.C. 3306; 5 U.S.C. 4103 (1969); and Executive Order 11348 dated April 20, 1967, as amended by Executive Order 12107, December 26, 1978. The authority for soliciting the social security number is Executive Order 9367, dated November 22, 1943.</p> <p>2. PRINCIPAL PURPOSE(S): The information entered on this form relates to registration/acceptance for training courses. Social security numbers are used to facilitate the recording of the student's training in the computer system.</p> <p>3. ROUTINE USE(S): Information may be used to provide data to other Federal, State, and local agencies involved in monitoring and/or evaluating the impact of commuting activities by NRC employees and visitors on local traffic patterns. The information may also be disclosed to an appropriate Federal, State, or local agency in the event the information indicates a violation or potential violation of law and in the course of an administrative or judicial proceeding.</p> <p>4. WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION: It is voluntary that you furnish the requested information. Failure to provide the Social Security number will not affect an individual's right to attend this scheduled course.</p> <p>5. SYSTEM MANAGER(S) AND ADDRESS: Director Office of Personnel U.S. Nuclear Regulatory Commission Washington, DC 20555-0001</p>			

NRC FORM 308A (1-95)