

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 W. Dublin Granville Road
Columbus, Ohio 43235-2789**

NGOH-HRO-TD

22 October 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: HRO Policy # 22-001, Training and Travel Policy for Fiscal Year 2022

1. References.

- a. Department of Defense (DoD) Civilian Personnel Management System: Training, Education, and Professional Development 1400.25, Volume 410.
- b. Department of Defense (DoD) Financial Management Regulation (FMR) 7000.14-R, Vol. 9, Travel Policy.
- c. Department of Defense (DoD) Financial Management Regulation (FMR) 7000.14-R, Vol. 10, Chapter 23: "Purchase Card Payments
- d. Joint Travel Regulation (JTR).
- e. Chief National Guard Bureau Instruction (CNGBI) 1400.25, Vol. 400, National Guard Human Resources Development Program.
- f. Human Resources Development Standard Operating Procedures for Training and Funding Requests.
- g. Human Resources Development Standard Operating Procedures for Defense Travel System and Voucher Requests.

2. Purpose. This memorandum provides Human Resource Office policy for the use of T32 National Guard Technician(s) and T5 National Guard Employee(s), hereafter referred to as 'NG Employee(s)', training and travel funds.

3. Priorities of Training.

a. **Priority 1.** Includes training and development required by statute, presidential directive, Code of Federal Regulation (CFR), DoD, National Guard Bureau (NGB), or state law. This training ensures that all units are at appropriate levels of readiness and equipped to provide operational support. Not completing this training will have an adverse impact on the mission and/or will result in a violation of law.

b. **Priority 2.** Includes training that promotes more efficient and timely accomplishment of mission requirements. The mission can still be completed without this training however, may require additional time/resources if training is not achieved.

c. **Priority 3.** Includes skill enhancement, management development (except statutory), and career broadening courses. Approval of this training is on a case-by-case basis, with budgetary constraints being the main deciding factor in approval decisions.

4. **Training guidelines for Permanent, Indefinite, and Temporary NG Employees.**

a. **Permanent Employees** will receive full opportunities for Priority 1 training. Approval of Priority 2 and 3 training is on a case-by-case basis as determined by the Human Resources Development Specialist (HRDS).

b. **Indefinite Employees** will have Priority 1 training included in their development plan for consideration. Priority 2 and 3 training is available on a case-by-case basis, determined by the HRDS, with budgetary constraints being the deciding factor.

c. **Temporary Employees** may receive Priority 1 training only on a case-by-case basis as approved by the (HRDS).

5. **Training Requests.** Training requests are subject to cost analysis, funding availability and scrutiny by the Human Resource Office (HRO). The HRO bases approval on the training / development requirements of the employee's position, conditional training, and agency mission requirements. Supervisors must request training IAW the procedures outlined in the HRO Training Standard Operating Procedures (Reference f). Travel requests must comply with the requirements in the HRO Travel and Defense Travel System (DTS) SOP (Reference g).

6. **Training Requests Submission.**

a. All Army Employee training requests must be submitted using the Web Helpdesk. The correct helpdesk request type can be determined by referencing the Army Training Request Type Breakdown Chart in Reference f.

b. All Air Employee training requests must be submitted to HRD on an SF182 via email.

7. **Defense Travel System (DTS) Lines of Accounting (LOA).**

a. Army SMMO Employees will utilize the LOA 22 SMMO TECH.

b. Army AVN Employees will utilize the LOA 22 AVN TECH TRV.

c. All other Army NG Employees will utilize the 22 TECH T5 TRVL LOA.

d. The Air-funded employees will use the LOA provided by the employee's respective Air Wing.

e. The use of centrally funded LOAs may be utilized upon approval from another agency. Approval is generally for a one-time use unless specified otherwise.

8. Government Purchase Card (GPC).


a. The USP&FO Contracting Office will need to provide assistance in cases when a training vendor does not accept a payment via GPC or the cost is above the threshold (\$25,000) per training request. Split disbursements are not authorized for GPC purchases and all proposed vendors must be able to allocate all invoices and transactions by individual requests.

b. Submit GPC NLT 30 days prior to the requested training date. Requests requiring the payment of tuition or registration fees require additional processing time. If time allows, all training requests submitted under the 30-day deadline will be actioned.

c. Officials and NG Employees of the United States Government cannot over-obligate, over-disburse, obligate in advance of appropriations, or accept voluntary services. NG Employees may not make verbal or written obligations with vendors. Doing so can create an unauthorized commitment resulting in a ratification and potentially an Anti-Deficiency Act (ADA) violation. All ADA disciplinary actions are provided in 31 USC, sections 1350 and 1519, which can carry penalties and/or a fine of not more than \$5,000 and/or imprisonment for not more than two years.

9. Please direct questions to Mrs. Brittney Newberry, Human Resource Development Supervisor, at (614) 336-7453, Ms. Rebecca Malone, Human Resource Development Specialist, at (614) 336-7055 or SFC Alisha Bowen, Management Analyst at (614) 336-7257. Send email inquiries to HRD at ng.oh.oharnq.list.ngoh-j1-hro-training@mail.mil.

FOR THE ADJUTANT GENERAL:



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