

**Technician Personnel Regulation 400**

**Training and Development**

# **The Technician Human Resources Development Program**

**Departments of the Army and the Air Force  
National Guard Bureau  
Arlington, VA 22202-3231  
14 September 2007**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

TPR 400

The Technician Human Resources Development Program

This publication has been extensively revised. Listing crucial revisions in this section would prove to be lengthy, duplicative, and possibly misguide the reader. Therefore, the reader is advised to consult the specific text in this publication to discern the change from the previous edition, when and where necessary.

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\*TPR 400

## Training and Development

### The Technician Human Resources Development Program

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By Order of the Secretaries of the Army and the Air Force:

H STEVEN BLUM  
Lieutenant General, USA  
Chief, National Guard Bureau

Official:

GEORGE R. BROCK  
Chief, Plans and Policy Division

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**History.** This printing publishes a revision of TPR 400.

**Summary.** This revision standardizes the use of DD Form 1556 as the primary training request document, as the source document for funding training programs or purchases, and as the primary tool for input of training into the Defense Civilian Personnel Data System (DCPDS). This revision adds guidance on the use of compensatory time for employees attending training, the use of the Government Purchase Card (GPC) for training purposes, and the responsibility for use of the Individual Development Plan (IDP) and Performance Improvement Plan (PIP). This revision implements mandatory training requirements for supervisors and managers. This revision requires technicians attending military schools in technician status to adhere to all military customs and requirements for attendance at a military school. It also updates office symbols, acronyms, and references.

**Applicability.** This regulation applies to all Title 32 National Guard technicians employed by the Army National Guard (ARNG) and Air National Guard (ANG) in the various states and territories, as defined by 10 U.S.C. § 10216 & 10217.

**Proponent and exception authority.** The proponent of this regulation is the Chief, NGB-J1-TNL/HRD. The proponent has the authority to approve exceptions to this regulation when they are consistent with controlling law and regulation.

**Management Control Process.** This regulation does not contain management control provisions.

**Supplementation.** Supplementation of this regulation/instruction is authorized. One copy of any supplement will be provided to Chief, National Guard Bureau, ATTN: NGB- J1-TNL/HRD, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231.

**Suggested Improvements.** Users are invited to submit comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Chief, National Guard Bureau, ATTN: NGB-J1-TNL/HRD, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231.

Distribution. B.

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## **Chapter 1 Introduction**

### **1-1. Purpose**

This Technician Personnel Regulation (TPR) establishes responsibilities, policies, and procedures for the Human Resources Development (HRD) Program for National Guard technicians. Title 5, United States Code (U.S.C.) Chapter 41, and Title 5, Code of Federal Regulations (CFR), Parts 410 and 412, require issuance of regulations to prescribe the policies and responsibilities and the establishment of programs for training and development (T&D). This regulation meets those requirements and provides Adjutants General regulatory guidance to establish and operate the HRD program at state level.

### **1-2. References**

This TPR does not duplicate the provisions and rules in law or CFR. This regulation is not intended to stand-alone and must be used in conjunction with the references in appendix A

### **1-3. Explanation of abbreviations and terms**

Explanation of abbreviations and terms used in this regulation are in the glossary.

### **1-4. Responsibilities**

a. The Chief, National Guard Bureau (CNGB) serves as the strategic focal point in developing, managing, and integrating employment of National Guard capabilities of the Office of the Secretary of Defense, the Joint Staff, and the Departments of the Army and Air Force programs; acquires, distributes, and manages resources. Coordinates departmental policies and programs for the employment and use of National Guard Technicians under Section 709 of Title 32, United States Code, in accordance with the National Guard Bureau Charter.

b. NGB-J1 serves as the primary advisor to the CNGB on all personnel and manpower issues in the National Guard. Provides oversight and has primary responsibility to the CNGB on human resource technician program development, staffing, and execution of policies, plans and programs concerning technician employment.

c. The Office of Technician Personnel, NGB-J1-TN develops doctrine, policy, and strategy for the National Guard Technician HRD Program. In conjunction with ARM (Army Resources and Manpower) serves as NGB Program Manager for Army National Guard (ARNG) technician training funds. Also provides advisory services in all HRD areas; trains and orients new Human Resources Development (HRD) Specialists and designs, develops, and delivers Human Resource (HR) training.

d. The Adjutant General (TAG) establishes an effective Technician HRD Program that meets the statutory and regulatory requirements cited in the references in appendix A and includes the provisions of this TPR.

(1) Ensures that training funds are allocated to meet technician training and development requirements in accordance with priorities established by law and regulation.

(2) Establishes an effective system to provide coordinated line executive direction to HRD programs through an HRD committee, as explained in the glossary, or other acceptable means.

(3) Provides guidance to both the Army National Guard and the Air National Guard for Civilian Academic Degree Training and Student Loan Repayment Programs.

e. The Human Resources Officer (HRO):

(1) Provides guidance and direction for the Technician HRD Program and ensures that the program is designed and operated to meet the National Guard mission, policies of TAG, and the provisions of the TPR.

(2) Participates on the ANG Financial Management Resources Board and the ARNG Program Budget Advisory Committee (PBAC) to ensure that appropriate training funds are allocated to meet technician T&D requirements.

(3) Reviews the training portion of the ARNG State Operating Budget (SOB) to ensure that it contains appropriate justification and meets HRD and priority requirements.

f. The Human Resources Development Specialist (HRDS) administers the technician HRD program for the Human Resources Office and the TAG.

(1) Develops local policy and procedures in accordance with National Guard regulations or directives for the technician mission related training and the overall local HRD program.

(2) Reviews, compiles, and sets schedule for preparing local needs assessments; develops an annual technician HRD plan that includes provisions to meet mandatory training needs, as well as unexpected or unplanned training needs that may arise during the year.

(3) Develops, executes, and monitors the local training budget (including tuition, registration fees, travel for training and mission travel budget) maintains appropriate documentation of training requests and ensures obligation of funds in accordance with training priorities and annual funding plan (AFP). Justifies and defends the budget and recommends transfer of funds from other accounts or programs to meet high priority partially financed requirements.

(4) Establishes and maintains a system to manage course planning, scheduling of resources, advertising and publicizing training opportunities, registering, and documenting instances of training.

(5) Provides advice and assistance to managers and supervisors on HRD issues and career counseling to technicians regarding T&D opportunities.

(6) Monitors compliance with negotiated agreements of labor organizations relating to T&D.

(7) Manages and processes training and educational data and requirements in the DCPDS and Army Training Requirement and Resource System (ATRRS). This includes input of training completion in DCPDS. Updates professional licenses and credentials, and the cost to the National Guard in the DCPDS.

(8) Publicizes availability of training and self-development and, in conjunction with managers and supervisors, evaluates the effectiveness of completed training.

(9) Participates in the administrating of the upward mobility program and in developing retraining and career transitioning options for technicians.

(10) Develops, executes and monitors the Civilian Academic Degree Program and the Student Loan Repayment Program in compliance with NGB and the Office of Personnel Management (OPM) guidance.

(11) Establishes local policies for payment and reimbursement of certification fees, and professional memberships based on the needs of the state.

(12) Assists acquisition and contracting personnel in obtaining and documenting certifications and warrant levels in DCPDS as required by CFR, OPM and NGB guidance.

(13) Serves as a member of the ANG Financial Working Group and the ARNG PBAC.

(14) Serves as the state quota manager for the Professional Education Center (PEC) courses.

g. Managers and Supervisors.

(1) Determine T&D required for effective and efficient mission accomplishment.

(2) Identify T&D needs of their subordinates. Use the performance appraisal cycle to determine assigned employees training needs and jointly develop or update employee's Individual Development Plan (IDP).

(3) Identify Army and Air technicians to be nominated for management development and other training through procedures that afford equal opportunity to all, based on merit and need.

(4) Ensure that employees complete mandatory training and that employees are released to attend training as scheduled.

(5) Implement and execute the state HRD plan.

(6) Evaluate the effectiveness of completed training.

h. Training Coordinators (see glossary) coordinate HRD functions for managers and supervisors, assist with the implementation of the HRD program, and serve as liaisons with the HRDS.

i. Employees are responsible for self-development, applying and successfully completing authorized training, based on individual and organizational development plans. Ensure that education and training histories in their personnel records are updated and current to show developmental accomplishments.

(1) Share the benefits from the training activity with co-workers.

(2) Assist in training other employees.

(3) Maintain proficiency in job performance.

## Chapter 2

### Purpose and Priorities of the HRD Program

#### 2-1. Purpose

The Technician HRD Program:

a. Ensures mission readiness by providing technicians T&D activities and events to acquire the skills, knowledge, and abilities so they are best qualified to perform mission-related duties, and improve individual and organizational performance.

b. Increases the efficiency and economy of building and maintaining a skilled technician workforce to support the mission of the National Guard.

- c. Meets the T&D requirements of law, executive order, and regulations, cited in appendix A.

## 2-2. Priorities

To achieve and maintain the T&D levels necessary for tactical, operational, and strategic readiness consistent with guidance from the Office of the Chairman of the Joint Chiefs of Staff in CJCS Guide 3401. (Note: Position drives the “Priority” of training. It is possible that the same class could be a Priority 1 for one position and a Priority 3 for another depending upon full performance levels of each position).

a. Priority 1. This includes T&D that must be accomplished or it will have an adverse impact on the mission and/or will result in a violation of law. It includes mandatory T&D required by statute, presidential directive, CFR, DOD, NGB or state law. Training to ensure that all units are at appropriate level of readiness; training required for operational support, to include new equipment training and training needed for new programs; and training required by technicians for acceptable performance. Priority 1 training must be successfully completed within a specified time period, and meet one or more of the following criteria:

- (1) Performance based for employee position.
- (2) Training is essential for mission accomplishment. Training identified by memorandums of instructions, based on position held. Example: Letter NGB-ARH, Subject: Professional Education Center Mandatory Full Time.
- (3) Training is mandated by higher authority (law or Department of Defense) or is required for certification, health or safety reasons.
- (4) Training is mandated by the Assistant Secretary of the Army (Manpower and Reserve Affairs) as in ACTEDS Leader Development Core Course.
- (5) Training is essential, such as the functional intern training.
- (6) During a lapse in appropriations, T&D and personnel support are essential where failure to immediately conduct the training would create an imminent threat to life, property, or the national security.

b. Priority 2. This type of training promotes more efficient and timely accomplishment of mission requirements. It is recommended that training be specific, based on an approved training plan for enhancing performance results, and completed within a specified time period. The mission could still be completed without this training; however, there is a requirement of additional time and resources to meet the objectives of the mission.

c. Priority 3. All other T&D activities not included in Priorities 1 or 2. This would include career enhancing skills, management development (except statutory) and career broadening. This type of training provides standardized knowledge, skills and abilities across an occupation open to all individuals who have similar duties and responsibilities.

## 2-3. Policies

HRD policies promote program uniformity among all states and territories; address unique requirements of the National Guard and its technician workforce; and ensure adherence to federal laws and regulations.

a. Delegation of Authority. Consistent with the purpose and priorities of the HRD program and the requirements imposed by statutes and regulations, maximum authority for program execution, identification of T&D needs, and the selection of personnel for T&D will be delegated to line managers, supervisors, and HRDS.

b. Participation in T&D. Full opportunity, consistent with merit system principles, to participate in T&D will be given to every full time permanent technician who needs such T&D and meets standards and requirements prescribed by law, executive order, or regulations. Opportunity to participate in T&D activities will be without regard to race, color, religion, gender, national origin, age, handicap, or other irrelevant factors. Technicians will also continue to be given full opportunity to participate in training when they are on military administrative hold pending hearings, evaluations, or medical reviews to include the fitness assessment program. Consideration of the technician for training should also be evaluated on the ability of the technician to complete service agreement time, if applicable. Technicians will not personally profit financially nor be required to incur a financial loss as a result of participating in mandatory T&D.

(1) Indefinite status employees should have Priority 1 training needs included in their T&D plans for consideration. The Priority 2 and 3 identified needs will be considered on a case-by-case basis by the HRDS with budgetary constraints being the deciding factor.

(2) Temporary technicians are only considered for training in areas that are “critical” to improve job performance. This training should be cost and benefit justified or a statutory/regulatory training opportunity, and will be considered on a case-by-case basis by the HRDS with budgetary constraints being the deciding factor.

c. Relationship to Military Membership. Development of the technician workforce must consider the military nature of the Technician Program and requirement of 32 U.S.C. §709(d) for concurrent military membership and military grade by dual status technicians. The Technician HRD Program must balance T&D received by technicians in their military status with T&D opportunities and requirements of 5 CFR §§ 412.101, 412.102 (a) & (B) (1) (2), and 412.103 (a) (b) (c) (1) (2) (3).

d. Status of Technicians Attending Training. National Guard technicians will attend training in technician status when the training relates to their technician duties, when it consists of developmental courses primarily designed for civilian employees, or when such attendance is to develop them in their civilian/technician status. Technicians will attend training in military status that leads to the award of an AFSC or MOS; when training is a prerequisite for a military assignment; includes mandatory physical fitness assessment, drug testing, weigh-ins, or requires other military standards for the completion of the training or course.

e. Hours of Work. While in a training status as a technician, a technician's hours of work during training in technician status is determined by the training authority, school administration, rather than the technician's normal work schedule. When the training schedule is different from the regular work schedule established in the technician's workweek schedule, then the workweek will be adjusted accordingly. A day of training will reflect a duty day. If excess hours are required based on the training schedule or the schoolhouse administrator, compensatory time may be earned, with prior approval under most circumstances.

f. Compensatory Time. Claims of compensatory time based on length of duty day or homework must be supported by course office documents (e.g. school schedules, curriculum guides, course directives) and verified by school administrators. Homework assignments and additional study time or preparation outside of class assignments or preparation outside of class schedules are considered inherent conditions of training and do not meet the definition of compensatory time earned during training.

g. Military Uniform Requirements. Dual status technicians are required by law to wear the appropriate military uniform while performing duties as a technician. Accordingly, dual-status technicians will wear the military uniform while attending training in a duty status unless authorized to wear civilian attire by TAG, an official designated by TAG or an NGB functional manager.

h. Academic Degree Training. A technician may obtain an academic degree at government expense only as authorized by 5 U.S.C. § 4107. Authority is provided to the HRO of each state to implement a Civilian Academic Degree Training Program. Additionally, the authorization of expenditures pursuant to 5 U.S.C. §4109 of training funds for individual college or university courses needed for training is defined in 5 U.S.C. §4101(4).

i. Certifications. Payment and reimbursement for employees to obtain professional credentials, including expenses for professional accreditation, state imposed and professional licenses, professional certifications, testing for certifications and professional membership fees is authorized in accordance with 5 U.S.C. 4101, 4109, 5757, 5758 (a)(2)(1970), Comp General Decision B-185341; 55 Comp Gen. 759.

(1) Credentials mandated by federal or state law for full-time employment in specific positions are fully reimbursable.

(2) Expenses for credentials not mandated by federal or state law may be reimbursed IAW policy developed by the HRO.

(3) Employees receiving benefits must be in compliance with the merit system promotion requirements. Additionally, temporary employees and indefinite employees are not authorized payment or reimbursement under this guideline.

(4) Employees must have written approval prior to incurring the cost at government expense that funds will be available for reimbursement when the employee has successfully completed requirements. Payment for licenses and certifications, and renewals, will be done by reimbursement to the technician.

(5) Additional expenses associated with licenses and certifications are discretionary and continued payment is not an entitlement.

(6) Fees will not be paid out of training funds under any circumstances or for employees occupying or seeking to qualify for appointment to positions excepted from the competitive service because of the confidential, policy-determining, policy-making, or policy-advocating character of the position.

(7) Specific analysis of the cost benefit (enhances productivity, improves performance, maximizes recruitment opportunities, supports leadership development initiatives and career path improvements) for the payment or reimbursement should always take precedence and is also based on the availability of funds.

(8) First priority is to pay for expenses associated with licenses and certification required by appropriate local, state, or federal government authority to perform the work required by the employee's position. Expenses for professional credentials incurred prior to 1 October 2003 are ineligible for reimbursement.

j. Directing Technician to Attend T&D. Supervisors, commanders, and other management officials of the National Guard have the authority to direct a technician to attend a course of instruction that is necessary for the performance of the technician's duties or to the mission of the National Guard. A technician may raise issues of hardship or special need with the assignment, such as child or elder care. The special needs will be considered in determining the timing of assignments. After management officials review and give due consideration to the issues raised, the technician's refusal of a training assignment may lead to disciplinary or adverse action.

#### **2-4. Mandatory training**

a. Training for Supervisors. Supervisors of technician personnel must complete, as a minimum, the National Guard Technician Personnel Management Course within the first year of appointment. Supervisors will receive periodic refresher training at least every 3 years via the state HRO offices. This training specifically supports the unique regulations governing the management of National Guard full-time employees.

b. New Employees. Newly appointed technicians must complete a New Employee Orientation Course, as established by the Technician HRD Program in the state.

c. New Human Resources Officers (HRO). Newly appointed HRO's must complete the NGB-J1-TN orientation course for HRO's within one year of appointment to the position.

d. Individual Development Planning (IDP). Managers and supervisors working in conjunction with the HRDS will establish IDPs for technician positions. An IDP is required for technicians employed below the full journeyman (trainee) level. IDPs may need to be modified after identifying T&D needs of the employee. Managers and supervisors are encouraged to use IDPs for all employees newly assigned to include seasoned technicians.

e. National Guard Internal Review (IR). IR personnel must complete the following courses within two years of employment: Basic and Intermediate Internal Review Courses; Report Writing; Introduction to Information Systems Auditing; Computer Literacy; Computer Advanced Techniques; and Fraud Awareness and Reporting.

f. Acquisition and Contracting. Acquisition personnel are required to meet requirements outlined by the Defense Acquisition University (DAU) in compliance with DoD 5000.52. This training must be documented and entered into DCPDS to ensure that current authorization levels and certifications are granted.

g. Computer Security. State will determine what type of training is necessary for the specific media use within their organization. At a minimum, the training will identify employee's role and responsibility in computer security, and periodic computer security training required by the Computer Security Act of 1987, PL 100-235.

h. Miscellaneous Mandatory Training. There are other mandatory training requirements included but are not limited to, requirements within the local state or work environment, and include, but are not limited to items listed by the OPM Training Policy Handbook; periodic computer security training, ethics materials from 5 CFR § 2638.703(a) (1997), and initial skills training based on a needs assessment, or AFSC/MOS requirements as determined by the supervisor or the HRDS.

i. Performance Improvement Plan (PIP). A PIP is used for technicians rated below fully successful. The supervisor or manager, in conjunction with the HRDS and the HRO section responsible for performance appraisals, will initiate the PIP. A PIP is implemented in accordance with performance guidance in TPR 430, normally based on a 30 to 60 day improvement period. The PIP must include an outline detailing a training plan designed to bring the technician to a fully successful level. Training activities in the PIP are identified as being considered the most successful means for the impacted technician. Consider formal and informal training means (e.g. OJT with supervisor or designee; soft skill training that may have been a "Priority 2" consideration based on outcome of performance rating, may now be substantiated as a "Priority 1" level based on the state's training plan for funding capacity).

#### **2-5. Local Technician HRD Program**

Each state will develop and issue a policy directive, which must comply with this regulation (TPR 400) and the reference in appendix A. A copy of the policy directive will be provided to NGB-J1-TNL/HRD within 90 days of the implementation date of TPR 400.

a. Program Directive. The state HRD policy directive must address as a minimum:

- (1) Assignment of responsibilities and delegation of authority for HRD.
- (2) State HRD policies pertaining to technician education and training development.
- (3) Assessment and review of T&D needs.
- (4) Development of an annual HRD plan.
- (5) Procedures for evaluation of the effectiveness of training.

(6) Establishment of an HRD committee or a related effective system to provide coordinated line management direction to the HRD Program as described in the glossary.

b. Needs Assessment (Training Plan). A needs assessment will be established in each state in accordance with 5 U.S.C. § 4103 & 5 U. S. C. § 4418 and the OPM Training Needs Assessment Handbook. This forecast of organizational and individual T&D needs, serves as a basis for the state's annual HRD plan and future budget projections. Needs assessments must be conducted every year to establish training plans and budget projections.

c. Training Plan and Budget Projections. The State HRD Training and Budget Plan is published annually indicating short and long-term training needs. It is the result of the needs assessment and budget data and provides a road map for meeting HRD requirements within budget constraints for the fiscal year. The plan will be developed in conjunction with the HRD budget and must be in place by the beginning of the ensuing FY. It may be modified during the year to reflect changing HRD needs, priorities, and fiscal constraints. HRD plans must be reviewed and approved by TAG or designee to ensure that mission requirements are being accomplished. As a minimum, the plan will include:

(1) State HRD goals and objectives in terms of mission accomplishment, organizational needs, expected economies, and improved operations.

(2) Required training.

(3) The number of employees to be trained.

(4) Identification of training sources.

(5) Training cost estimates for each category of training, including travel and per diem, tuition, contractor fees, and other costs.

(6) A fiscal year schedule of in-house T&D courses.

(7) Compliance with EEO principles, including accommodation for handicapped employees.

(8) An annual evaluation to be used as a basis for planning and improving future training programs and to determine the extent to which training contributed to mission accomplishment and achieved efficiencies, economies, and organizational goals and objectives (see also CJCS Guide 3401).

## Chapter 3

### Budgeting and Funding for HRD

#### 3-1. Budgeting for HRD

a. Funding for ARNG Technician HRD. Funding will flow from NGB-ARM via normal funding processes with training to the state financial managers for distribution to the appropriate accounts. ANG training funding will be provided locally through the Wings and GSU's via The Department of the Air Force.

b. Budget Requirements. The HRDS will formulate, prioritize, and justify budget requirements and develop an annual financial plan for accomplishing technician T&D based on mission requirements, needs assessment, the HRD plan (see paragraph 2.5) and guidance issued by Army and Air comptrollers. The ANG portion will also be coordinated with or submitted to the ANG Financial Management Board and Air Commanders in accordance with locally established procedures. The ARNG portion will be provided for inclusion in the State Operating Budget (SOB).

c. Unfinanced Requirements. After NGB-ARM allocates states their initial funding, based on the budget submission for the fiscal year, any unfunded requirements will be addressed locally through PBAC (Army) and the Financial Working Groups (Air).

#### 3-2. HRD expenditure of funds

Technician training funds will be used only for or in support of the HRD training plan and budget projections. Payment and obligation of funds will be accomplished in accordance with fiscal accounting procedures in place, whether using NGB-ARM budget or local financial working groups (ANG) or PBAC (ARNG). The approval for technician training will not be made "after-the-fact." The HRDS must approve all T&D in advance and certify funds are available for both direct and indirect costs.

a. Government Purchase Card. HRDS must to be assigned as "Temporary Ordering Officer." Cardholders will have a monthly purchase limit of \$25,000. A single purchase amount cannot exceed \$2,500. Contact your USPFO, Purchasing and Contracting Office, to coordinate this process in accordance with and to ensure that procedures are followed for Government Purchase Card usage. This requirement is supported by the Federal Acquisition Rules (FAR).

b. Source Documentation for Training. The DD Form 1556 will be used in accordance with FAR requirements and completed prior to the training event. The form can also be used to pay for commercially available training for federal employees. The DD Form 1556 cannot be used to hire instructors, pay for supplies or training facilities.

c. Other Documentation. Other than when the DD 1556 is the only document accepted, the HRDS has the ability to establish a local process to ensure that the following occurs:

(1) Course Type – indicate course number (i.e. Unit Administration Course HRR-010).  
 (2) Training Event - travel dates identified, location of training and lodging/travel costs (i.e. NGPEC Report date 12 Sep – dates of training 13 – 24 Sep 2004; Lodging – No cost “Centrally funded,” travel – No cost “centrally funded.”

(3) Employee Concurrence and Supervisor Approval - this document should reflect the “Priority of training” and also be supported by the Training Plan or Financial/Budget Projection. (i.e. Employee email to supervisor, supervisor email to HRDS. HRDS validates Priority Training and endorses based on training plan for that specific FY.)

(4) Certifying authority is \$25,000 per training event. USPFO contracting personnel must certify training events exceeding the limit. Funds must be obligated prior to the beginning of training and before services are provided. All training will require a DD Form 1556 (Request for Training) as a funding source document, an invoice or statement from the provider and/or an agreement of services. All HRDS personnel should be issued the 25K single purchase limit training Government Purchase Card (GPC) and should use the card for payment whenever the vendor accepts the GPC. This requirement is supported by the Federal Acquisition Rules (FAR). The DD Form 1556 is no longer authorized as a payment voucher; however, it may be used as supporting documentation for requesting payment via the GPC charge or for payment through commercial accounts along with established procedures in the local USPFO. (Note: GPC general charges are limited to \$2,500 each event. Over \$2,500 requires documentation for cost analysis and comparison of at least three sources accompanied by the completion of the forms required by internal procedures and incur a fee charged to your training account.)

### 3-3. Other Expenses

Expenditures in lieu of contracting procedures to acquire training supplies/services are authorized under the following conditions.

a. The supplies or services are to be used exclusively for HRD purposes (in support of a course or training of an individual or groups). For example, books, instructional videotapes, pamphlets, refreshments etc., may be purchased with technician training funds. The DD Form 1556 or other acceptable means to document expenditures will be maintained for 5 years. DD Form 1556 may not be used to contract for a training facility. Contracts for training facilities must be initiated using normal contracting procedures.

b. The supplies or services are available to the general public or off-the-shelf and no modification or development is needed. If the supply/service must be modified for government use or is not available to the general public, normal contracting procedures must be used.

c. The cost of the supply does not exceed the micro-purchase dollar limitation established by the Federal Acquisition Regulation and the cost of the service for training does not exceed \$25,000.

d. If a technician fails to successfully complete a training course, The Adjutant General may initiate action to recover non-salary expenses and/or treat it as a disciplinary/adverse action depending upon the full circumstances. Consideration will be given to whether the technician was properly assisted in order to complete the training successfully and whether there is evidence of technician negligence in the case of uncompleted training. Under certain circumstances, fee recovery may be waived.

e. The HRDS will determine which expenses constitute necessary training expenses in accordance with the provisions of 5 U.S.C. §4109, and 5 CFR §410 Subpart d.

### 3-4. Centrally funded HRD activities

a. Designated HRD activities are funded and paid through fiscal procedures through ARNG or ANG NGB, or Departments of the Army or the Air Force centrally fund a small number of HRD activities. HQDA and USAF centrally fund a number of courses for civilian employees of their services, to include National Guard technicians.

b. The HRDS will publicize the availability of developmental training and assist managers and supervisors in identifying the developmental needs of the technician workforce. The HRDS will ensure that nominees for developmental courses meet all the prerequisites for attendance.

c. National Guard Professional Education Center (PEC) is a large contributor to this tuition free training for the full-time and traditional guard members supporting the state and federal mission. The Full-Time Support (FTS)

workforce, to include Dual and Non-Dual Status technicians and Active Guard/Reserve work force are required to attend. There are specific courses and timeframes the FTS work force need to attend and will be based on supplementary guidance regarding Priority 1 training needs.

## **Chapter 4**

### **Training Facilities and Documentation**

#### **4-1. Training and development using non-government facilities**

a. Authority. The authority under 5 U.S.C. §4105 is delegated from NGB-J1-TN to TAG and may be further delegated to the HRO or HRDS.

b. Continuing Service Agreements. Continuing service agreements (see 5 U.S.C. §4108) are required for all technicians attending training through Government or a non-Government facility (approved wording is located on the DD 1556) which exceeds 80 hours or exceeds a \$1,000.00 threshold regardless of time. Each \$1,000.00 will equate to the same as 2 weeks of training and will require a minimum of 6 weeks of continuing service. The states may at the discretion of the TAG establish additional time guidelines beyond the guidance of NGB-J1-TNB. The agreement included in the DD Form 1556 will be used to document the requirement.

c. Limitations. To comply with DoD Directive 1430.4 and DoD 1400.25M:

(1) The Chief, Benefits and Career Development Branch (NGB-J1-TNB) is designated to approve proposed assignment of technicians to training outside the United States.

(2) Any single instance of T&D or any single program of training costing more than \$100,000.00 must be submitted to NGB-J1-TNL/HRD for approval.

#### **4-2. Training and development at military service schools.**

The following statement will be placed on travel orders of technicians attending military service schools in technician status. *Training in a technician status is authorized under TPR 400.* Before technicians attend a military service school they must be advised that:

a. Military privileges may be limited (e.g., commissaries, open mess, exchange).

b. They must comply with policy in paragraph 2-3 g, regarding the wear of the military uniform.

c. Technicians attending military service schools in technician status need to meet the criteria in section 2-3d for that status. An on-the-job injury under this status is covered by the OWCP and its governing regulations. Technicians attending military service schools in military duty status need to meet the criteria in section 2-3 for that status. When technicians attend in either status, they will be expected to perform additional duties required of another class member.

d. They may be required to travel by military aircraft or other government transportation.

e. The use of government quarters is encouraged when available. If other lodgings are used as a personal choice when government lodging is available, then either lodging or per diem rates may be reduced to the cost of the government quarters.

#### **4-3. Professional credentials**

a. The National Defense Authorization Act for Fiscal Year 2002, Public Law 107-107, amending Title 5, U.S.C. 5757, permits agencies (DoD) to pay for expenses for employees to obtain and renew professional credentials, including expenses for professional accreditation, state-imposed and professional licenses, professional certifications, and examinations to obtain such credentials.

b. The Deputy Assistant Secretary of Defense (DASD), Civilian Personnel Policy, (CPP), has delegated the authority to implement and approve payment of expenses to obtain professional licenses and credentials to the National Guard Bureau (NGB). This approval authority is further delegated to the Adjutants General of all states, territories, and Commanding General of the District of Columbia, who may further delegate this approval authority in writing.

c. The authority may not be exercised on behalf of any employee occupying or seeking to qualify for appointment to any position that is excepted from the competitive service because of the confidential, policy-determining, policy-making, or policy-advocating character of the position [5 U.S.C. 5757].

#### **4-4. Academic degree training**

a. A technician may obtain an academic degree at government expense only as authorized by law and Federal regulations. The training should contribute significantly to meeting an identified state training need, or resolving an identified staffing problem. Conditions are prescribed at 5 U.S.C. 4107.

b. Degree payments or reimbursements must be authorized as part of a planned, systematic, and coordinated program of professional development endorsed by the Department of Defense. Under this authority, degree-granting institutions must be accredited unless accreditation standards do not exist or are not appropriate.

**4-5. Use of DD Form 1556**

a. Purpose. Streamline registration process is appropriate. Use of DD Form 1556 or a local format can be used as referenced in paragraph 3-2b. DD Form 1556 is a multi-purpose form used for training request and authorization, continued service agreement, certification of reimbursable or cost-shared expenses, certification of authorized expenditures, record of training, training evaluation, and as an input form to DCPDS. Upon completion of training of full-time personnel (Technician & AGR), certification should be forwarded to HRO-HRDS, and then a transaction is required for input to DCPDS to reflect a training history file on employee.

b. AGR Training. DD Form 1556 should also be used to document mandatory training requirements for AGR personnel when it must be entered into DCPDS, that is: supervisory, EEO, ethics or safety training. This will ensure that all required information is available to input the information. In addition, the HRDS should use the DD Form 1556 to document the expenditure of funds when using the training GPC to register AGR personnel for training. (Note: The funds for payment would be from a 2060 AGR account and not from the Technician Training account). This process streamlines registering several employees for the same training when they are attending in different statuses, and may provide for group discounts.

**Appendix A  
References**

**Section I**

**Required Publications**

This section contains no entries.

**Section II**

**Related Publications**

**AFI 36-401**

Employee Training and Development

**AFPD 36-4**

Air Force Training and Education

**Air Force Civilian Personnel School Course Catalog**

**Air Force Institute of Technology Professional Continuing Education Catalog**

**Army Center for Civilian Human Resource Management Course Catalog**

**AR 690-400**

Army Training Policies and Procedures

**CJCS Guide 3401**

CJCS Guide to the Chairman's Readiness System, 1 Oct 95

**Defense Acquisition University Catalog**

**DODD1430.4**

Civilian Employee Training

**DODM 7606. 7M**

Internal Audit Manual

**DOD Civilian Personnel, Joint Travel Regulations Volume 2**

**DOD 5000.52M**

Career Development Program for Acquisition Personnel.

**The Government Employees Training Act (GETA) of 1958, as amended**

**HQDA Catalog of Civilian Training, Education & Professional Development Opportunities**

**National Guard Professional Education Center Catalog of Schools**

**NGB Employee Development Handbook**

**OPM Seminars of the Management Development Centers**

**OPM Training Needs Assessment Handbook**

**OPM Training Policy Handbook, dated Jan 1994**

**USDA Graduate School Training Catalog**

**32 U.S.C. 709 Technicians**

Employment, Use, and Status

**Comptroller General Decisions**

The following Comptroller General decisions are applicable to the HRD program: 36 Comp. Gen. 795 (1957), 39 Comp. Gen. 119 (1959), 39 Comp. Gen. 140 (1959), 39 Comp. Gen. 320 (1959), 39 Comp. Gen. 453 (1959), 40 Comp. Gen. 714 (1961), 41 Comp. Gen. 477 (1962), 42 Comp. Gen. 673 (1963), 48 Comp. Gen. 185 (1968), 50 Comp. Gen. 519 (1971), 50 Comp. Gen. 759 (1976), Comp. Gen. 495 (1973), 55 Comp. Gen. 759 (1976), 61 Comp. Gen. 357 (1982), 65 Comp. Gen. 143 (1985), 65 Comp. Gen. 741, 743 (1986), 71 Comp. Gen. 120 (1991); Comp. Gen. B-148283 (Mar 29, 1962), Comp. Gen. B-160985 (Mar 17, 1967), Comp. Gen. B-165311 (Nov 12, 1968), Comp. Gen. B-185374 (Jul 29, 1976), Comp. Gen. B-190494 (May 8, 1978), Comp. Gen. B-188710 (Aug 21, 1979), Comp. Gen. B-210334 (Jul 14, 1983), Comp. Gen. B-223447 (Oct 10, 1986), Comp. Gen. B-233243 (Aug 3, 1989)

**Section III**

**Prescribed Forms**

This section contains no entries.

**Section IV**

**Referenced Forms**

**DD Form 1556**

Request, Authorization, Agreement, Certification of Training and Reimbursement

**Glossary**

**Section I  
Abbreviations**

**ACTEDS**

Army Civilian Training, Education and Development System

**AFP**

Annual Funding Plan

**AFSC**

Air Force Specialty Code

**AFTMS**

Air Force Training Management System

**ARM**

Army Resources and Manpower

**ANG**

Air National Guard

**ARNG**

Army National Guard

**ATRRS**

Army Training Requirement and Resource System

**CFR**

The Code of Federal Regulations

**CJCS**

Chairman of the Joint Chiefs of Staff

**CPM**

Civilian Personnel Manual

**DCPDS**

Defense Civilian Personnel Data System

**DFAS**

Defense Finance and Accounting Service

**DOD**

Department of Defense

**EEO**

Equal employment opportunity

**EO**

Executive Order

**FY**

Fiscal year

**GETA**

The Government Employees Training Act

**GPC**

Government Purchase Card

**GSA**

General Services Administration

**HQDA**

Headquarters, Department of the Army

**HR**

Human Resources

**HRD**

Human Resources Development

**HRDS**

Human Resources Development Specialist

**HRO**

Human Resources Office(r)

**IDP**

Individual Development Plan

**JTR**

Joint Travel Regulations

**MOS**

Military Occupational Specialty

**NGB**

National Guard Bureau

**OPM**

Office of Personnel Management

**OSD**

Office of the Secretary of Defense

**PBAC**

Program and Budget Advisory Committee

**PIP**

Performance improvement plan

**PL**

Public law

**SOB**

State operating budget

**TAG**

The Adjutant General

**TPR**

Technician Personnel Regulation

**T&D**

Training and Development

**USAF**

United States Air Force

**U.S.C.**

United States Code

**USPFO**

United States Property and Fiscal Officer

**Section II****Terms****Human Resource Development (HRD)**

HRD is an activity or a set of activities arranged to provide learning experiences for people. HRD provides a broad conceptual structure for T&D centered on organizational missions, processes, and activities. HRD includes training and education, as well as employee development and all types of organized learning experiences.

**Human Resource Development (HRD) Committee**

A method provided for in paragraph 3f, appendix D, DOD 1400.25M, to ensure coordinated line management direction to HRD programs. When used as the state's focal point for HRD requirements, the committee advises or makes decisions on statewide training needs and mission, plans, priorities, and funding, and evaluates effectiveness of the HRD program. HRD committees are chaired by senior managers and include the HRO or HRDS and members whose advice on HRD matters reflects sound management and fiscal philosophy and the command and management perspective on HRD. In addition to commanders or their representatives, other senior staff members with knowledge or ability to guide HRD decisions may be included.

**Technician**

Dual status and non-dual status technicians defined in 32 U.S.C. §709(e).

**Technician Human Resource Development (HRD) Program**

A program required by law, executive order, and regulations, cited in appendix A, to plan, develop, fund, execute, and evaluate T&D activities for National Guard technicians.

**Training**

In a generic sense, training is the process of imparting information to achieve changes in the participant's behavior. The statutory definition of training is in 5 U.S.C. §4101.

**Training Coordinator**

An individual designated by a manager or commander to assist one or more managers, commanders, or supervisors in carrying out their HRD responsibilities, in coordinating HRD activities, and in serving as a liaison with the HRDS.