

Training Request & Approval Process Job Aid

- I. Submitting training requests
 - a. Employee & supervisor
 - i. Employee meets with supervisor to discuss and agree upon training needs
 - ii. Employee identifies training and development opportunities; seeks supervisor's approval
 - b. Employee
 - i. Completes 182, including supporting documentation
 1. Print out of vendor info,
 - a. Including course/date/amount
 - b. EIN or DUNS
 - c. Method of registration
 2. Travel & per diem costs as provided by
 - a. <https://cpsearch.fas.gsa.gov/index.html>
 - b. <https://www.gsa.gov/travel/plan-book/per-diem-rates>
 3. Written justification for any costs that exceed per diem or city pair rates
 - a. See attached memo
 - c. Supervisor & TOD
 - i. Supervisor submits 182 & supporting documentation to TOD at TrainingRequests@hhs.gov
 - ii. TOD will acknowledge receipt within 1 business day
 - d. Approval Process
 - i. TOD
 1. TOD initiates internal tracking of the training request
 2. Reviews the request to:
 - a. Ensure the 182 is correctly completed
 - b. Identify best options to fulfill the training request
 - c. Document the request
 3. Submits the request to IMOD for payment and registration
 - ii. IMOD
 1. IMOD processes the request for payment, which may take up to 10 business days
 2. Verifies availability of funding
 - a. If funding is available – pays and registers employee for training
 - b. If funding is not available, notifies TOD
 3. Returns 182 to TOD
- II. Documenting & Tracking Training
 - a. TOD informs employee of training request status;
 - i. If approved
 1. Employee will receive a meeting invite for the date(s) of training, reminding the employee to attend and to provide TOD with proof of successful completion.
 2. Employee successfully completes training and provides the notification within 5 business days of completion.
 3. TOD enters completed training data in the LMS
 4. TOD returns completed package to employee's supervisor
 - ii. If not approved
 1. TOD will try to identify other options depending on reason for disapproval
 2. TOD will notify supervisory or employee?
 3. Encourage employee to consider recommended training options
 - b. TOD provides periodic reports for OHR directors on all requests: completions (successful and unsuccessful), incompletions, cancellations, and no-shows.