

Subchapter 5. Training Through Non-Government Facilities

5-9. Extended Training Through Non-Government Facilities

All operating administrations and the Office of the Secretary (OST) should review Federal Personnel Manual System Supplement 410-1, Model Control System for Long-Term Training, when considering the use of long-term training as defined below. That document, prepared by the Office of Management and Budget, provides valuable guidance to help make the best use of training resources.

a. Definition of long-term training. Long-term training is off-the-job training (other than in apprentice, cooperative education, management intern programs, and other programs undertaken under the provisions of an Office of Personnel Management training agreement) to which an employee is assigned on a full-time basis, consisting of more than 120 consecutive training days, and which may be accomplished in either Government or non-Government facilities.

b. Policy. Long-term training is used when comprehensive training and developmental assignments are more appropriate to the training objective than assignments of short duration. It is the intent to provide long-term education and training (over 120 days) to employees of demonstrated potential so that the Department of Transportation (DOT) will be able to keep abreast of management, technical, and scientific developments. The merit principle of Federal employment shall be reflected in the equitable availability of long-term training opportunities to eligible employees regardless of race, religion, color, nationality, or sex.

c. Eligibility criteria. The following criteria are provided for use as guides in determining the eligibility of candidates for long-term training:

- (1) A career appointment as a minimum of service—3 years of consecutive civilian service is usually a necessary condition to a career appointment.
 - (2) Appreciable work experience with DOT to give sufficient time for the employee to demonstrate higher capabilities, and for management to assess potential in the context of the functional needs of the Department.
 - (3) Relevance of the proposed course of instruction to the mission objectives of the operating administration.
 - (4) Evidence of the candidate's aptitude to undertake and complete successfully the course of instruction.
- d. Objectives.** Long-term training and education is one approach to keeping the work force abreast of management, scientific, and technical advancements in various areas of specialization. The needs for comprehensive developmental opportunities are expressed in the following specific objectives:
- (1) To update an employee's knowledge where there has been an appreciable lapse of time since the initial academic preparation for employment and subsequent in-service training;
 - (2) To provide a technically oriented employee with tools of management when job responsibilities have or will become predominately managerial in nature;
 - (3) To expand an employee's knowledge and background within his or her occupational speciality whether in a technical or nontechnical position by providing an opportunity to learn about significant developments or breakthroughs as they pertain to the mission of the activity;
 - (4) To acquire knowledge of some aspects of another occupation as they relate to an employee's present occupation where responsibilities tend to be interdisciplinary or multidisciplinary in nature; and
 - (5) To provide for educational opportunities stressing motivational and human relations factors that contribute to effective technical and managerial competence.

e. Announcement of opportunities. As descriptive materials relating to various long-term training programs are received from sponsoring organizations, they will be forwarded by the Director of Personnel, OST, with appropriate instructions regarding nomination procedures. Should there be any questions relating to any long-term training programs, they should be directed to the Executive Personnel and Training Division, M-13.

f. Payment of expenses. Any organization nominating an employee for a long-term education or fellowship program accepts the responsibility for payment of the nominee's salary, as well as all necessary travel, per diem, and educational expenses involved in the program.