# Authorization, Agreement, and Certification of Training

| A. Agency code, agency sub-element and submitting office number | B. Request Status |
|---|---|
| | Select one |

## Section A – Trainee Information

| 1. Applicant's Name (*Last, First, Middle Initial*) | 2. Social Security Number *(###-##-####)* **(Agency Use Only)** | 3. Date of Birth (*Enter Date as yyyy-mm-dd*) **(Agency Use Only)** |
|---|---|---|
| | | |

| 4. Home Address (Optional) (*Number, Street, City, State, ZIP Code*) | 5. Home Telephone (Optional) (*Include Area Code*) | 6. Position Level *(See page 4 for additional instructions)* |
|---|---|---|
| | | |

| 7. Organization Mailing Address (*Branch-Division/Office/Bureau/Agency)* | 8. Office Telephone (*Include Area Code and Extension*) | 9. Work Email Address |
|---|---|---|
| | | |

| 10. Position Title | 11. Does applicant need special accommodation? | If yes, please describe the requirements below |
|---|---|---|
| | Select one | |

| 12. Type of Appointment | 13. Education Level *(See page 4 for additional instructions)* | 14. Pay Plan | 15. Series | 16. Grade | 17. Step |
|---|---|---|---|---|---|
| | Select one | | | | |

## Section B – Training Course Data

| 1a. Name and Mailing Address of Training Vendor *(No., Street, City, State, ZIP Code)* | 1.b Location of Training Site *(if different form 1a)* |
|---|---|
| | |

| 1c. Vendor Telephone Number | 1d. Vendor Email Address | 1e. Vendor website | 1f. Vendor Point-of-Contact *(POC)* |
|---|---|---|---|
| | | | |

| 2a. Course Title | 2b. Course Number Code | 3. Training Start Date (*Enter Date as yyyy-mm-dd)* | 4. Training End Date (*Enter Date as yyyy-mm-dd)* |
|---|---|---|---|
| | | | |

| 5. Training Duty Hours | 6. Training Non-Duty Hours | 7. Training Purpose Type *(See page 6 for additional instructions)* | 8. Training Type Code *(See page 6 for additional instructions)* |
|---|---|---|---|
| | | 01 | 01 - Training Program Area |

| 9. Training Sub Type Code *(See page 6 for additional instructions)* | 10. Training Delivery Type Code *(See page 8 for additional instructions)* | 11. Training Designation Type Code | 12. Training Credit | 13. Training Credit Type Code |
|---|---|---|---|---|
| 05 - Human Resources | 1 - Traditional Classroc | 05 - N/A | | 7 - Other |

| 14. Training Accreditation Indicator | 15. Continued Service Agreement Required Indicator **(Agency Use Only)** *(See page 8 for additional instructions)* | 16. Continued Service Agreement Expiration Date *(Enter date as yyyy-mm-dd)* | 17. Training Source Type Code (*See page 8 for additional instructions)* | 18. Individual or Group Training | 19. Student/ Membership ID |
|---|---|---|---|---|---|
| No | N/A | | 3 - Non-govern | Group | |

| 20. Skill Learning Objective | **21. Agency Use Only** *(For use by agency as needed)* |
|---|---|
| | |

## Section C – Costs and Billing Information

1. Direct Costs and Appropriation/Fund Chargeable

| Item | Amount | Appropriation Fund |
|---|---|---|
| a. Tuition and Fees | $ | |
| b. Books & Material Costs | $ | |
| **c. Total** | $ | |

2. Indirect Costs and Appropriation/Fund Chargeable

| Item | Amount | Appropriation Fund |
|---|---|---|
| a. Travel | $ | |
| b. Per Diem | $ | |
| **c. Total** | $ | |

| 3. Total Training Non-Government Contribution Cost | 6. Billing Instructions *(Furnish invoice to)* |
|---|---|
| 4. Document/Purchasing Order/Requisition Number | Marlene Lawson, HRDS<br>WYNG Human Resource Office<br>5410 Bishop Blvd<br>Cheyenne, WY 82009 |
| 5. 8-Digit Station Symbol *(Example: 12-34-5678)* | |

## Section D – Approvals

Complete the appropriate number of approvals your agency requires (e.g. first, second, and/or third level approval) before submission of this form to the Agency Training Office.

| | |
|---|---|
| 1a. Immediate Supervisor/First-line Supervisor (*Name and Title)* | |
| 1b. Telephone Number *(Include Area Code and Extension)* | 1c. Email Address |
| 1d. Signature | 1e. Date (*Enter Date as yyyy-mm-dd)* |
| 2a. Second-line Supervisor (*Name and Title)* | |
| 2b. Telephone Number *(Include Area Code and Extension)* | 2c. Email Address |
| 2d. Signature | 2e. Date (*Enter Date as yyyy-mm-dd)* |
| 3a Training Officer (*Name and Title)*<br>Marlene Lawson, HRDS | |
| 3b. Telephone Number *(Include Area Code and Extension)*<br>307-772-5026 | 3c. Email Address<br>marlene.l.lawson.civ@army.mil |
| 3d. Signature | 3e. Date (*Enter Date as yyyy-mm-dd)* |

## Section E – Approvals/Concurrence

To be completed by the nominating Agency Official authorized to approve or disapprove training requests.

| | |
|---|---|
| 1a. Authorizing Official *(Name and Title)* | |
| 1b. Telephone Number *(Include Area Code and Extension)* | 1c. Email Address |
| 1d. Signature | 1e. Date |

## Section F – Certification of Training Completion and Evaluation*

| | |
|---|---|
| 1a. Authorizing Official (*Name and Title)* | |
| 1b. Telephone Number *(Include Area Code and Extension)* | 1c. Email Address |
| 1d. Signature | 1e. Date |

Training Facility: Bills should be sent to office indicated in item C6. Please refer to number given in item C4 to assure prompt payment.

* Agency Certifying Officials are certifying the employee has completed the requirements for the training and an evaluation has been completed. The requirement to evaluate training is found in 5 CFR 410.202. The agency head shall evaluate training to determine how well it meets short and long-range program needs of the agency and the individual. The needs should be aligned with the strategic plan to strengthen and develop the performance and behavior of the individual whose positive results will impact the performance of the agency.

Print Form  Clear Form

# Privacy Act Statement

**Authority** – This information is being collected under the authority of 5 U.S.C. § 4115, a provision of The Government Employees Training Act.

**Purposes and Uses** – The primary purpose of the information collected is to document the approval and completion of employee training within an agency. This completed training information must be electronically provided to the Governmentwide system where it will become a part of the permanent employment record and subject to all published routine uses of that system of records. Information collected may also be provided to other agencies and to Congress upon request.

**Effects and Nondisclosure** – Providing the personal information requested, in paper form, is voluntary and at the agency's discretion. However, failure to provide this information electronically to the Governmentwide system may result in errors in processing and documenting the training you have completed.

**Information Regarding Disclosure of your Social Security Number (SSN) Under Public Law 93-579, Section 7(b)** – Solicitation of SSNs by the U.S. Office of Personnel Management (OPM) is authorized under provisions of the Executive Order 9397, dated November 22, 1943. However, agencies must also safeguard such Personally Identifiable Information (PII) when providing completed training information to the Governmentwide system. Employee SSNs will be used primarily to give proper recognition for completed training and to accumulate Governmentwide statistical data and information.

# Agency Training Electronic Reporting Instructions

## General Instructions:

1. You must complete all questions in sections A-E on the training application. In addition, your financial institution must complete Section F, Certification of Training Completion and Evaluation section.

2. Electronic Requirements - An agency should only submit data for completed training events for which all mandatory data elements have been recorded.

## Additional Instructions for Section A - Trainee Information:

6. ***Position Level*** - Select whether the employee's position level is one of the following:

   **6a.** ***Non-supervisory*** - Anyone who does not have supervisory/team leader responsibilities.

   **6b.** ***Supervisory*** - First-line supervisors who do not supervise other supervisors; typically, those who are responsible for an employee's performance appraisal or approval of their leave.

   **6c.** ***Manager*** - Those in management positions who typically supervise one or more supervisors.

   **6d.** ***Executive*** - Members of the Senior Executive Service (SES) or equivalent.

13. ***Education Level*** - Use the employee educational level codes listed below.

| Code | Short Description | Long Description (if applicable) |
|---|---|---|
| **1** | No formal education or some elementary school--did not complete | Elementary school means grades 1 through 8, or equivalent, not completed. |
| **2** | Elementary school completed--no high school | Grade 8 or equivalent completed. |
| **3** | Some high school--did not graduate | High school means grades 9 through 12, or equivalent. |
| **4** | High school graduate or certificate equivalency | N/A |
| **5** | Terminal occupational program--did not complete | Program extending beyond grade 12, usually no more than three years; designed to prepare students for immediate employment in an occupation or cluster of occupations; not designed as the equivalent of the first two or three years of a baccalaureate degree program. Includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job training. |
| **6** | Terminal occupational program--certificate of completion, diploma or equivalent | See code 5 above for definition of terminal occupational program. Two levels are recognized: (1) The technical and/or semi-professional level preparing technicians or semi-professional personnel in engineering and non-engineering fields; and (2) the craftsman/clerical level training artisans, skilled operators, and clerical workers. |
| **7** | Some college--less than one year | Less than 30 semester hours completed. |
| **8** | One year of college | 0-59 semester hours or 45-89 quarter hours completed. |
| **9** | Two years of college | 60-89 semester hours or 90-134 quarter hours completed. |
| **10** | Associate Degree | 2-year college degree program completed. |
| **11** | Three years of college | 90-119 semester hours or 135-179 quarter hours completed. |
| **12** | Four years of college | 120 or more semester hours or 180 or more quarter hours completed--no baccalaureate (Bachelor's) degree. |
| **13** | Bachelor’s Degree | Requires completion of at least four, but no more than five, years of academic work; includes a Bachelor's degree conferred in a cooperative business, industry, or Government to allow student to combine actual work experience with college studies. |

| Code | Short Description | Long Description (if applicable) |
|---|---|---|
| **14** | Post-Bachelor's | Some academic work beyond (at a higher level than) the Bachelor's degree but no additional higher degree. |
| **15** | First professional | Signifies the completion of academic requirements for selected professions that are based on programs requiring at least two academic years of previous college work for entrance and a total of at least six academic years of college work for completion, e.g., Dentistry (D.D.S. or D.M.D.), Law (LL. B. or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.). |
| **16** | Post-first professional | Some academic work beyond (at a higher level than) the first professional degree but no additional higher degree. |
| **17** | Master's degree | For liberal arts and sciences customarily granted upon successful completion of one (sometimes two) academic years beyond the Bachelor's degree. In professional fields, an advanced degree beyond the first professional but below the Ph.D., e.g., the LL.M.; M.S. in surgery following the M.D.; M.S.D., Master of Science in Dentistry; M.S.W., Master of Social Work, and MA, Master of Arts. |
| **18** | Post-Master's | Some academic work beyond (at a higher level than) the Master's degree but no additional higher degree. |
| **19** | Sixth-year degree | Includes such degrees as Advanced Certificate in Education, Advanced Master of Education, Advanced Graduate Certificate, Advanced Specialist in Education Certificate, Certificate of Advanced Graduate Study, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, and Licentiate in Sacred Theology. |
| **20** | Post-sixth year | Some academic work beyond (at a higher level than) the sixth-year degree but no additional higher degree. |
| **21** | Doctorate degree | Includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. (or equivalent) in any field. Does not include a Doctor's degree that is a first professional degree, per code 15. |
| **22** | Post-Doctorate | Work beyond the Doctorate. |

## Additional Instructions for Section B - Training Course Data:

7. ***Training Purpose Type*** - Select and insert the purpose for taking this course or program using the appropriate training purpose type code from the list below.

| Code | Short Description | Long Description (if applicable) |
|---|---|---|
| **01** | Program/Mission | Training to provide the knowledge, skills and abilities needed as a result of agency mission, policies, or procedures. |
| **02** | New Work Assignment | Training to acquire the knowledge, skills and abilities needed as a result of assignment to new duties and responsibilities when such training is not part of a planned, career development program (e.g., training provided to a staffing specialist who has been newly assigned to a position involving classification duties). |
| **03** | Improve/Maintain Present Performance | Training to provide the knowledge, skills and abilities needed to improve or maintain proficiency in present job. |
| **04** | Future Staffing Needs | Training to provide the knowledge, skills, and abilities needed to meet future staffing needs (e.g., to implement succession planning). |
| **05** | Develop Unavailable Skills | Training to acquire the knowledge, skills and abilities needed for fields of work for which the labor market cannot produce a sufficient number of trained candidates (e.g., air traffic controllers or Information Technology [IT] professionals). |
| **06** | Retention | Training/education used to address staffing issue of retaining an employee (e.g., academic degree training). |

9. ***Training Sub-Type Code*** - There are Sub-Type Categories for each of the three (3) different Training Type Codes. Select one (1) Sub-Type Category code that applies to the training type code you selected.

| Training Type Code | Training Sub Type Code | Competency |
|---|---|---|
| 01 - Training Program Area | 01 - Legal<br>Education or training in the concepts, principles, and theories, or techniques of law. | Technical |
| | 02 - Medical and Health<br>Education or training in the concepts, principles, and theories, or techniques of medicine or health sciences. | Technical |
| | 03 - Scientific<br>Education or training in the concepts, principles, and theories, or techniques of disciplines such as physical, biological, natural, and social sciences; education; mathematics or statistics. | Technical |
| | 04 - Engineering or Architecture<br>Education or training in the concepts, principles, and theories, or techniques of disciplines such as architecture and engineering. | Technical |
| | 05 - Human Resources<br>Education or training in the concepts, principles, and theories of such fields as Human Resources Management and/or Strategic Human Capital Management. | Human Resources |
| | 06 - Budget/Finance Business Administration<br>Education or training in the concepts, principles, and theories of business administration, accounting and finance. | Financial |
| | 07 - Planning and Analysis<br>Education or training in the concepts, principles, and theories of systems analysis; policy, program or management analysis; or planning, including strategic planning. | Technical |
| | 08 - Information Technology<br>Education and training in the concepts and application of all facets of Information Technology. | Technical |

| Training Type Code | Training Sub Type Code | Competency |
|---|---|---|
| 01 - Training Program Area *(continued)* | 09 - Project Management<br>Education and training in the concepts, principles, and theories necessary to plan, develop, and modify the management of products, services, or systems with regards to scope, resources, and time. | Technical |
| | 10 - Acquisition<br>Education or training in the concepts, principles, and theories or techniques related to acquiring and procuring goods and services for the government. | Financial |
| | 11 - Logistic Specialty<br>Training for professional skills of a specialized nature in the methods and techniques of such fields as supply, procurement, transportation, or air traffic control. | Technical |
| | 12 - Security<br>Training of a specialized nature in the methods and techniques of investigation in cybersecurity, physical security, personal security, and police science. | Technical |
| | 13 - Administration *(Non-supervisory administrative & program/project support)*<br>Training in skills used for administrative tasks associated with business/office management and program/project support. | Human Resources |
| | 14 - Trade and Craft<br>Training in the knowledge, skills, and abilities needed to perform and accomplish required tasks in trade and craft occupations (i.e. Carpentry, Plumbing, Electrical, etc.). | Technical |
| | 15 - Foreign Affairs<br>Training for professional skills of a specialized nature in the methods and techniques of such fields as foreign languages, foreign culture, intelligence (foreign affairs/intelligence), diplomacy, or strategic studies. | Technical |
| 02 - Developmental Training Area<br><br>Description: Formal developmental/training programs. | 20 - Supervisory Program/First-Line Supervisors<br>Development/training program which provides education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations); human behavior and motivation; diversity and inclusion; communication processes in supervision, work planning, scheduling, and review; and performance evaluation for first-line supervisors. | Leadership |
| | 21 - Management Program<br>Development/training program which provides mid-management level education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning organizing and controlling. (Supervisors of supervisors; GS-14/15 supervisors; GS-14/15 direct reports to SES). | Leadership |
| | 22 - Leadership/Manager/Pre-supervisory Development<br>Formal developmental program that provides mid-level and leadership training and development opportunities for supervisors and non-supervisors; which includes coursework that addresses skill areas such as Leadership/Management and Communication (e.g., written, oral and interpersonal). | Leadership |
| | 23 - SES Candidate Development<br>OPM-approved program to prepare potential SES members. | Leadership |
| | 24 - Executive Development<br>Continuing development for leaders above the GS-15 level. | Leadership |
| | 25 - Mentoring Program<br>Formal stand-alone program with established goals and measured outcomes. Open to all who qualify; protégées and mentors paired to facilitate compatibility, training and support provided, and company benefits directly. | Employee Development |
| | 26 - Coaching Program<br>Formal stand-alone program which provides ongoing partnership with an employee and coach that helps employee produce desired results in professional life. | Employee Development |

| Training Type Code | Training Sub Type Code | Competency |
|---|---|---|
| 03 - Basic Training Area<br><br>Description: Fundamental and/or required training programs. | 30 - Employee Orientation<br>Training of a general nature to provide an understanding of the organization and missions of the Federal Government, employing agency or activity, or a broad overview and understanding of matters of public policy. | Employee Development |
| | 31 - Adult Basic Education<br>Education or training to provide basic completeness in such subjects as remedial reading, grammar, arithmetic, lip reading or Braille. | Employee Development |
| | 32 - Federally Mandated Training<br>Mandatory training for all employees Governmentwide. This includes training mandated by federal statute or regulation; such as in the areas of computer security awareness (5 CFR 930.301-305), ethics (5 CFR 2638.703 and 704), or executives, managers, and supervisors (5 CFR Part 412). | **Federally Mandatory** |
| | 33 - Work-life<br>Training to promote work-life (e.g., health and wellness training, employee retirement/benefits training, etc.). | Human Resources |
| | 34 - Professional Skills<br>Training on non-technical skills related to employee performance such as communication, conflict resolution, emotional intelligence, organization, time management, etc. | Fundamental Skills |
| | 35 - Agency Required Training<br>Agency-specific training required by the agency and provided to Federal employees in order to achieve the goals and objectives of the Agency as needed. For example: agency training based on Inspector General's Audit; agency training aimed at improving individual's needs based on Performance Improvement Plan (PIP); agency training based on signing agreement between Union and Management.<br>**Note:** Unlike Federally mandated training, this type of training is not mandated by Federal statute for all Federal employees. | Agency Required |

### *10. Training Delivery Type Code*

| Code | Short Description | Long Description (if applicable) |
|---|---|---|
| **1** | Traditional Classroom (no technology) | Individual or multiple person led, face-to-face training. |
| **2** | On the Job | Formal methods/activities planned and structured to promote learning by doing; e.g., detail assignments/programs. |
| **3** | Technology Based | Methods mainly using technology, which may include tutorials embedded in software, CD ROM products, Web-based courses, and interactive media. |
| **4** | Conference/Workshop | An organized learning event which has an announced educational or instructional purpose; more than half the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in 5 U.S.C. 4110; content of the conference/retreat is germane to improving individual and/or organizational performance; and developmental benefits will be derived through the employee's attendance. |
| **5** | Blended | Training that requires two or more methods of delivery that must be completed in order to satisfy the educational requirements. |
| **6** | Correspondence | Self-study course material: Training provided via the assignment of non-interactive methods such as a book, document, regulation, or manual. |

**11.** ***Training Designation Type Code*** - Select and insert the appropriate training credit designation type code:

| Code | Short Description |
|---|---|
| **01** | Undergraduate Credit |
| **02** | Graduate Credit |
| **03** | Continuing Education Credit |
| **04** | Post Graduate Credit |
| **05** | N/A |

**13.** ***Training Credit Type Code*** - Select and insert the appropriate training credit designation type code **only** if "training credit" is greater than zero**:**

| Code | Short Description |
|---|---|
| **1** | Semester Hours |
| **2** | Quarter Hours |
| **3** | Continuing Education Unit |
| **4** | Professional Development Unit |
| **5** | Continuing Professional Education |
| **6** | Continuous Learning Points |
| **7** | Other |

**15.** ***Continued Service Agreement Required Indicator - (Agency response.)*** An agency may require an employee to enter into a continued service agreement (CSA) with the agency prior to authorization for training. According to 5 CFR 410.309, the head of the agency determines the requirements for CSA's. Typically, when an employee signs a CSA, an employee agrees to remain in the agency's service for a specified period of time after receipt of training. Indicate whether, or not, the employee signed an agreement to remain in the service of the agency for a specified amount of time as a condition of participating in the authorized training. Select Yes (Y), No (N) or non-applicable (N/A).

**17.** ***Training Source Type Code:***

| Code | Short Description | Long Description (if applicable) |
|---|---|---|
| **1** | Government Internal | Training provided by a Federal department, agency, or independent establishment for its own employees. |
| **2** | Government External | Training provided by an interagency training activity, or a Federal department, agency, or independent establishment other than the one which currently employs the trainee. |
| **3** | Non-government | Sources include commercial or industrial concern, educational institutions, professional societies or associations, or consultants or individuals who are not Government employees, (but are contracted to develop and/or provide training course or program.) |
| **4** | Government: State/Local | Training provided by a state, county, or municipal Government. Education provided by State-operated or other public educational institutions is reported as non-Government. |
| **5** | Foreign Governments and Organizations | Training provided by non-United States entities which may or may not be outside the United States. |