



Goddard Procedures and Guidelines

DIRECTIVE NO. GPG 3410.2A
EFFECTIVE DATE: October 6, 1998
EXPIRATION DATE: October 6, 2003

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Responsible Office: 110/Office of Human resources

Title: EMPLOYEE TRAINING AND QUALIFICATION

Preface

P1. PURPOSE

This procedure establishes the process for identifying and meeting employee training and qualification requirements.

P2. APPLICABILITY

This procedure applies to all Goddard Space Flight Center (GSFC) organizations involved in the products and processes covered by the scope of the GSFC Quality Management System.

P3. AUTHORITY

NPD 8730.3, NASA Quality Management System Policy (ISO 9000)

P4. REFERENCES

- a. X-118, The OPM Qualifications Standards Handbook
- b. GSFC Annual Calendar of On-Site Training
- c. Rating Schedules for Aerospace Technology Positions

P5. CANCELLATION

GPG 3410.2, Employee Training and Qualification

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Procedure

1. DEFINITIONS

- a. Training - The process of providing knowledge and skills to employees to better enable them to support and improve individual and organizational effectiveness. Training may include on-the-job training (OJT), job-specific training such as a series of instructions or proficiency demonstrations leading to qualification, or general training such as a single training course, academic instruction, developmental assignment or conference.
- b. Employee Training Record - This is a permanent record, maintained by the Office of Human Resources (OHR), which documents an employee's training sponsored by NASA.
- c. On-the-job training - Non-classroom training that focuses on performing tasks to build skill proficiency. OJT is done under the guidance of someone experienced and fully qualified in that job or task.
- d. Personnel Qualifications - Training or competencies which provide an individual the necessary skills, knowledge, or credentials to perform their position responsibilities.
- e. Position Description - The document that describes the knowledge, skills, and abilities needed for a specific job, as well as the position's major duties.
- f. Qualification - Qualification is the formal process (also known as certification) that leads to an objective evaluation approval of a person's knowledge, skills, and competence to perform a function in comparison to established criteria. Qualifying organizations have specific authority to perform such evaluations and grant qualification.
- g. Supervisor - The Supervisor is accountable to management for the quantity and quality of work performed and for assuring efficient and economical work operations. The Supervisor's functions include a range of duties and responsibilities for planning, organizing, assigning and reviewing work; administering personnel matters; and dealing effectively with employees and union representatives on employee-management concerns.

2. IMPLEMENTATION

2.1 Identifying Employee Qualification Requirements

2.1.1 The Office of Human Resources (OHR) shall: ensure that new hires possess the qualifications such as education, experience, and professional credentials which meet the requirements specified by position descriptions, the OPM Qualifications Standards Handbook, and the Rating Schedules for Aerospace Technology Positions; and maintain position descriptions for all employees in partnership with line management.

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2.1.2 Supervisors shall: ensure that only qualified employees perform work; review employee position descriptions at least annually and update them as required; maintain records related to each employee's job/skill-related experience; and ensure that appropriate employee training is scheduled and documented.

2.2 Identifying Employee Training and Qualification Resource Requirements

2.2.1 The OHR shall assess training needs for the Center; define training objectives, develop training materials, and establish training courses in conjunction with the end users of the training. The OHR shall prepare, advocate, and manage the Center's financial and budget resources for GSFC's training program. The OHR shall prepare training budget estimates for the Center's training requirements, allocate resources, track and account for resources expended, and manage GSFC's training facility. Furthermore, the OHR shall provide training to supervisors on how to complete the tasks detailed in 2.2.3. This shall include training on the Employee Performance Communication System and on Personnel Management Practices and Procedures.

2.2.2 Directorates shall respond to OHR calls for employee training course requirements during training needs assessments.

2.2.3 Supervisors shall: define training and qualification requirements for each employee position; identify the knowledge, skills, and abilities required to perform specific tasks and analyze each task to determine the need for training and qualifications; identify special processes requiring qualification; develop training plans for employees that address gaps between current and required knowledge as well as skills and competencies needed to perform assigned tasks; communicate their employees' training requirements to the OHR; and ensure that, when appropriate, qualifying instructors for those tasks or processes requiring qualification are designated.

The Supervisor shall document new training and qualification needs in each employee's performance plan as needed.

2.3 Providing Employee Training and Qualification

2.3.1 The OHR shall ensure that the training programs and qualification courses necessary for the performance of all tasks are provided, whether by the OHR itself or by the supervisor.

2.3.2 Supervisors shall ensure that employees receive the required training and qualification and do so within the applicable time requirements. Supervisors are responsible for providing any training sponsored by NASA and obtained without the use of training funds (e.g., training provided by a software manufacturer and included at no additional cost with the purchase of its software). Furthermore, supervisors are responsible for initiating the documentation of such training.

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2.4 Maintaining Training and Qualification Records

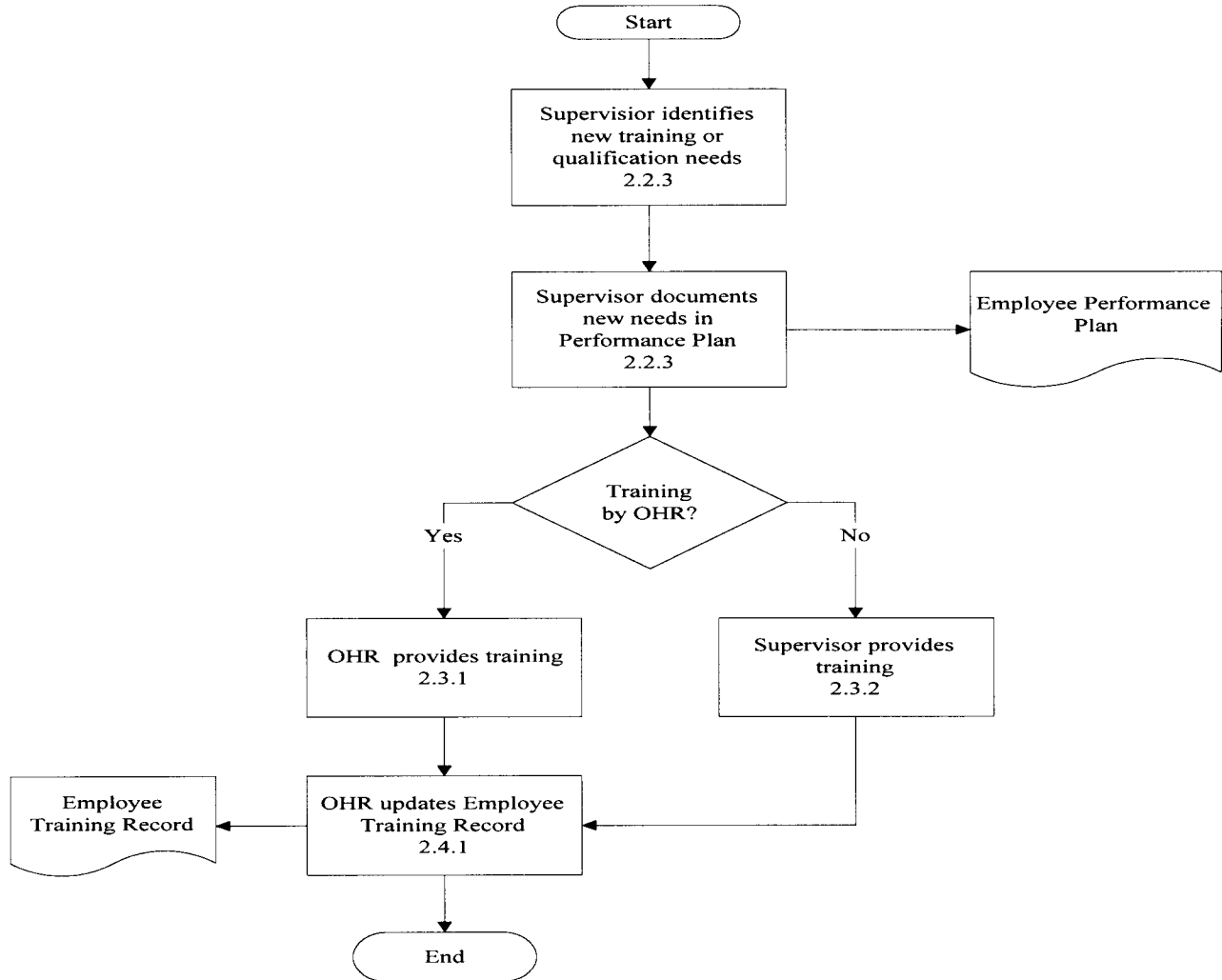
2.4.1 The OHR shall update the employee training record, which includes all training sponsored by NASA. The employee training record will be maintained in the OHR in accordance with The Privacy Act and NASA System of Records, Special Personnel Records (10SPER).

3. RECORDS

Employee Training Record, detailing all training sponsored by NASA that the employee has completed. The record includes course titles, dates, hours, cost, source of training, and course grade (if academic). (Maintained by OHR).

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Employee Training and Qualification Flowchart



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CHANGE HISTORY LOG

Revision	Date	Description of Changes
Baseline	8/12/98	
A	10/6/98	Header and footer format changes. Redefined Employee training record (1b). Added last two sentences to 2.2.1. Added last two sentences to 2.3.2. Expanded description of Record (3.)