

Training and Development
Technician Development Program

FOR THE GOVERNOR:

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Applicability. California National Guard Full-time Personnel Regulation (CNGFPR) applies to all California Army and Air National Guard technicians and to commanders, managers and supervisors (military or civilian) with authority or responsibility over technician personnel management.

Proponent and Exception Authority. The proponent of this handbook is the Joint Force Headquarters, J-1, Directorate for Human Resources. The proponent has authority to approve exceptions to this regulation when they are consistent with controlling laws and regulation.

Supplementation. Supplementation of this regulation is prohibited.

Suggested Improvements. Users of this regulation are invited to send comments and suggested improvements to Joint Force Headquarters, Directorate for Human Resources, 9800 Goethe Road, Sacramento, CA 95826-9101.

Distribution. Distribution of the regulation is Army - A and Air Force - F.

History. None

Summary. This regulation provides guidance regarding the technician training and development programs within the California National Guard. It replaces Chapter 9 of the California National Guard Technician Personnel Manual (TPM), issued March 2000.

Content (listed by paragraph number)

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1. Purpose.

This California National Guard Full-time Personnel Regulation (CNGFPR) establishes policy and guidance. The training and career development of the California National Guard Federal technician includes areas of self-development, orientation, on-the-job training, in-house or internal training, new equipment training, special training courses, management development, and personnel management. The Technician Development Program is designed to

insure mission readiness and increase the efficiency and economy of building and maintaining a skilled technician workforce to support the mission of the California National Guard.

2. References.

This CNGFPR 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 following: Title 5, United States Code, Chapter 41; Title 5, Code of Federal Regulations, Parts 410 and 412; OPM Training Policy Handbook; OPM Training Needs Assessment Handbook.

3. Training and Development Policy.

- a. Payment for the training of technicians will not be made after-the-fact. All training must be approved by the Directorate for Human Resources prior to class attendance.
- b. Supervisors, commanders and other management officials may direct a technician to attend a course of training necessary for the performance of the technician's position or necessary to the unit's mission. Disciplinary or adverse action may be imposed if such an order is not obeyed.
- c. Full opportunity, consistent with merit system principles, to participate in Training and Development (T&D) will be given to all full time permanent technicians who need such T&D and meet standards and requirements prescribed by law, executive order, or regulations. Opportunity to participate in T&D will be without regard to race, color, religion, gender, national origin, age or handicap.
- d. T&D must be related to technician duties and compatible military position.
- e. Excepted service technicians will wear the appropriate military uniform when attending courses, workshops, conferences, seminars or similar functions in a duty status, whether the function is held at a military or civilian facility.
- f. All technicians will assume the school house or facility hours of duty for training. If excess hours are required based on the training schedule, compensatory time may be earned. Homework assignments and study time are considered conditions of training and do not meet the definition for compensatory time earned during training.
- g. Managers and supervisors working in conjunction with the Employee Development Specialist (EDS) will establish an Individual Development Plan (IDP) for technicians hired below the full performance level.
- h. A Performance Improvement Plan (PIP) will be used for technicians rated unacceptable on performance appraisals. These will be initiated by the supervisor or manager in conjunction with the EDS and the Employee Relations Specialist in the HRO.

4. Responsibilities.

- a. The Directorate for Human Resources Responsibilities:
 - (1) Represent the Adjutant General on all assigned technician training matters.
 - (2) Process requests for training and document verification of completed training. The Directorate for Human Resources will forward the applications to the appropriate agency, obtain school quotas, and confirm course availability and acceptance.
 - (3) Develop a fiscal year training plan formulating and submitting input for California Army and Air National Guard training budgets based on training requirements identified by the units.
 - (4) Advise commanders, supervisors and managers on courses, resources, and procedures available to accomplish training. The Directorate for Human Resources will attempt to contract for training at a central work location when the need exists.
 - (5) Manage and process training and educational data and requirements in Defense Civilian Personnel Data System (DCPDS).
 - (6) Provide technician and military training histories on managers and supervisors at the request of the commander, manager or section supervisor.
- b. Commander, Manager, Supervisor Responsibilities:
 - (1) Submit a fiscal year forecast of unit training needs to the Directorate for Human Resources no later than 1 July of each year. The forecast will include the type of training desired, number of quotas desired, and in what quarter of the next fiscal year it is preferred. Specific dates of known classes are desirable.
 - (2) Encourage training programs to improve technician and military attributes and skills. The Employee Development Specialist in the Directorate for Human Resources has training course catalogs on hand for reference.
- c. Supervisor Responsibilities.
 - (1) Establish yearly training plans for technicians. The Technician Performance Appraisal Report may be used to determine training needs.

(2) Determine if training can be received on-the-job. When on-the-job training is not possible, training which is most economical, effective, and in support of overall mission priorities should be requested. Normally, first consideration will be given to military service schools, then government interagency courses (OPM, GSA, etc.), and finally non-government sources. The Directorate for Human Resources will assist in this determination.

d. Technician Responsibilities:

(1) Submit all requests for training on DD Form 1556 (Request, Authorization, Agreement and Certificate of Training). Requests for Training (DD Form 1556) must be submitted as soon as possible. Requests for Office of Personnel Management (OPM) courses, must reach the Directorate for Human Resources office at least **one month** prior to the scheduled class. Requests for Professional Education Center (PEC) courses must be submitted to the Directorate for Human Resources **90 days in advance**. Efforts will be made to process requests submitted late, but quotas cannot be guaranteed.

(2) Complete training as directed by supervisor.

(3) Book and verify reservation and itinerary for lodging and authorized travel to and from courses. Technicians must use the Government Travel Credit Card to purchase travel, lodging, and eligible TDY expenses.

(4) Complete and submit DD Form 1351-2, Travel Voucher or Subvoucher, to appropriate *travel pay office* for reimbursement upon return. DD Form 1351-2 is available at: <http://www.esgr.org/contents/forms/DD1351-2TravelVoucher.pdf>.

(5) Submit verification of training and course evaluation after completion of training to the Directorate of Human Resources. Upon completion of all courses, technicians must provide a copy of the Certificate of Training. When training certificates are not provided by the training agency, technicians will obtain and forward to the Directorate for Human Resources similar completion verifications. Failure to complete a government financed course without sufficient justification may result in payment of the course by the technician and may lead to disciplinary or adverse action.

5. Identification of Training Needs.

a. Managers and supervisors are responsible for identifying technician training needs based on observed work performance, project mission requirements and other factors that will have an impact on technician and unit effectiveness.

b. The Technician Training Plan should reflect immediate and future needs and be identified on the individual Technician Training Plan. Supervisors are encouraged to discuss desired training direction with their employees.

c. Managers and supervisors should consolidate training needs to simplify forecasting and ease of tracking completed training.

6. Training Programs.

a. Service Schools. A service school includes training that is conducted on a scheduled basis by the active military services at established schools on posts, camps, and bases. Usually, course attendance at a service school provides the graduate with an MOS, SSI, or AFSC. These courses are normally approved by the Directorate for Operations and Training and Wing Training Office. Technicians attend in an annual training status.

b. Courses of Instruction. Courses of instruction include all training programs conducted by government agencies or activities other than military service (e.g., OPM) and non-governmental training programs. The Directorate for Human Resources will announce OPM courses appropriate for technician attendance. Supervisors aware of other agency courses deemed necessary for technicians may request quotas through the Directorate for Human Resources. Requests must include sufficient justification, such as, cost savings, locations, or sole sources of specialized/technical skills.

7. Mandatory Training.

a. Supervisors of technician personnel must complete The Supervisors Development Course, presented by the Directorate for Human Resources, as soon as possible after appointment as supervisor.

b. National Guard internal review 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.

8. Continuing Service Agreement.

Continuing service agreements may be required for technicians attending training by, in, or through a non-government facility which exceeds \$1,000.00 for tuition, travel, per diem and materials. Technicians must agree to serve 2 years for \$1,000 - \$2500, and agree to serve 3 years for \$2,501 - \$5,000; for amounts more than \$5000 technicians

must agree to serve 5 years. If a technician leaves before the completion of service agreed upon he/she may be required to reimburse the California National Guard for the above expenses. The amount of reimbursement will be reduced on a pro-rated basis for the percentage of completion of obligated service.

9. DD Form 1556.

The DD Form 1556 is a multi-purpose form used for training requests and authorizations, continued service agreements, certification of reimbursable or cost shared expenses, certification of authorized expenditures, records of training, training evaluations and as an input form to Defense Civilian Personnel Data System (DCPDS). DD Form 1556 will be used as a source document for payments by the training VISA card. It will also be used to request, authorize, approve and certify payment for training expenses.

- a. Once complete, submit DD Form 1556 to HRO for approval and processing.
- b. DD Form 1556 is available at <http://www.cpms.osd.mil/dlamp/dd1556/DlampDD1556.pdf>