PS3906.16 EMPLOYEE DEVELOPMENT MANUAL

U.S. Department of Justice
Federal Bureau of Prisons

Program

Statement

OPI: HRM
NUMBER: 3906.16
DATE: March 21, 1997
SUBJECT: Employee Development Manual

1. PURPOSE AND SCOPE. To establish comprehensive training requirements from entry level through management, specify training management responsibilities, and provide employees with ready access to training requirements.

The Employee Development Manual incorporates training requirements currently found in a number of other Program Statements and Manuals. Prior Program Statements recognized the minimum training necessary for entry level for each job title.

2. PROGRAM OBJECTIVES. The expected results of this program are:

a. Employees, from entry level through management, will receive the comprehensive training needed for their current positions, as well as for professional growth and advancement.

b. Specified mandatory training for employees will be scheduled and accomplished.

c. Employee Development Management Departments will be organized and adapted to meet the needs of the Bureau and its staff, and employee development responsibilities will be clearly delineated.

d. Mentoring and Career Enhancement opportunities will be available to employees.

3. DIRECTIVES AFFECTED

a. Directive Rescinded

PS 3906.12 Employee Development Manual (08/14/92)

b. Directives Referenced

PS 1600.07 Occupational Safety and Environmental Health (05/30/96)
PS 3000.02 Human Resource Management Manual (11/01/93)
PS 3713.18 Upward Mobility Program (09/04/96)
PS 3906.13 Staff Mentoring Program (01/18/95)
PS 3932.05 Case Management Training and Reference Guide (05/10/96)
PS 3932.06 Correctional Counselor Training and Reference Guide (03/05/97)
PS 3933.02 Unit Secretary Training and Reference Guide (05/10/96)
PS 4100.03 Bureau of Prisons Acquisitions (09/16/96)
PS 5180.04 Central Inmate Monitoring System (08/16/96)
PS 5300.16 Volunteers and Citizen Participation Program Manual (10/14/94)
PS 5800.07 Inmate Systems Management Manual (12/24/91)

4. STANDARDS REFERENCED

a. American Correctional Association Foundation/Core Standards for Adult Correctional Institutions: FC2-4007, FC2-4008, FC2-4009, FC2-4010, FC2-4011, FC2-4076, C2-4041, C2-4042, C2-4045, C2-4046, C2-4047, C2-4048, C2-4049, C2-4050.

b. American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: 3-4070, 3-4071, 3-4079, 3-4080, 3-4081, 3-4082, 3-4083, 3-4084, 3-4085, 3-4086, 3-4087, 3-4088, 3-4089, 3-4351.

c. American Correctional Association Foundation/Core Standards for Adult Local Detention Facilities: FC2-5008, FC2-5080, C2-5063, C2-5064, C2-5069, C2-5070, C2-5071, C2-5072, C2-7073, C2-5074, C2-5075.

d. American Correctional Association 3rd Edition Standards for Adult Local Detention Facilities: 3-ALDF-1D-01, 1D-11, 1D-12, 1D-13, 1D-14, 1D-15, 1D-16, 1D-17, 1D-18, 1D-19, 1D-24.

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Kathleen M. Hawk
Director

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CHAPTER 1

TRAINING STANDARDS

1. POLICY. The Bureau shall maintain mandatory standards for each employee's position with regard to training and development. These standards cover all Bureau employees, U.S. Public Health Service employees attached to the Bureau, and contractors and volunteers in Bureau institutions. Training standards shall apply to the position encumbered by an employee, not to the employee. If an employee holds personal credentials which require certain training, but that employee encumbers a position not requiring that training, the training shall not be considered mandatory.

2. RESPONSIBILITIES

a. Central Office

(1) Training Standards shall be issued by the Human Resource Management Division.

(2) Other disciplines establish training requirements for their employees through Program Statements. Unless requirements are coordinated through HRMD for inclusion in this Program Statement, the Branch or Specialty area issuing the policy shall conduct, fund, and ensure compliance of the training.

(3) The Assistant Director, Human Resource Management Division, approves cancellations or postponements for scheduled participants in the Introductory Correctional Training (ICT) at the Staff Training Academy (STA), Glynco, Georgia.

b. Regional Director

- Approves/disapproves cancellations or postponements for scheduled participants attending specialty training center courses. The training center and the respective institution are notified of the decision.

- Approves/disapproves waivers to the mandatory training standards.

- Reviews all requests for postponements to Introduction to Correctional Techniques and forwards them to the Assistant Director, Human Resource Management Division for approval.

c. Wardens

- Shall determine which staff [or the order in which staff] will receive cardiopulmonary resuscitation (CPR)

training, the method used, and the funding source. CPR training is required for any correctional personnel who have to respond to health-related situations.

- Shall ensure that participation selection for non-mandated training is done according to the merit process.

- Requests waivers of mandatory training and cancellations of training center courses from the Regional Director.

d. Employee Development Manager (EDM)

- Shall ensure that mandatory training nominations are forwarded to the appropriate Training Center or training coordinator.

- Shall ensure there are enough certified instructors to meet any local training programs' needs that require national training and certified instructors.

e. Individual Department Heads and Supervisors

- Department Heads shall ensure that staff attend and complete mandated and scheduled training.

- Department Heads and supervisors shall specify via the needs assessment, any training requirements for their departments since policy may provide for mandatory training not addressed in this manual.

- All supervisors are responsible for designing, monitoring and completing on-the-job training requirements for their employees. The EDM is only responsible for crediting the training record when OJT has been completed.

f. Instructors

- When the program content is technical, local "subject matter experts" (e.g., Safety Manager, RHM) shall develop the lesson plan and instruct appropriate staff.

- Self-defense, Firearms, Disturbance Control, Introduction to Supervision, Instructor Skills, Side Handle Baton, and Hostage Negotiations all have nationally trained certified instructors at each institution.

3. STANDARDS. Employee Development's training standards are listed in Chapter 1 of this Manual. Unless specified, all programs not funded by the Central Office, will be funded from local and regional training budgets. Course Codes for programs specified in this Manual shall be used exclusively for these programs, unless other specific instructions are provided by the HRM Division.

The effective date of each standard is shown in parentheses. If a date is not specified, the date of this Program Statement is the effective date. Any employee covered by the standard who was in that category prior to implementation shall not be required to meet the standard.

4. INSTITUTION TRAINING

a. Institution Familiarization (51001). Each new permanent Bureau employee, temporary employee with an established conversion date to a permanent appointment, and U.S. Public Health Service (PHS) employee must successfully complete the standard IF curriculum in the “Institution Familiarization” Part I program within the first 40 hours of employment and “Institution Familiarization” Part II Program (20 hours) must be completed within the first six months of employment.

b. Temporary Less Than Full Time/Volunteer/Contract. Each new temporary employee in other than a full-time position and providing direct services and having contact with inmates must complete four hours of training as outlined in the Volunteer and Citizen Participation Program Statement. This training shall be administered by the institution Volunteer Coordinator.

5. ORIENTATION TRAINING

a. New Employee Orientation (11077). Each new staff member entering a position not at an institution (i.e., Central Office, Regional Office, Community Corrections, Training Center, Product Support Center Staff) shall receive at least eight hours of Bureau and site-specific orientation within the first 40 hours of duty. (9-7-90)

b. Training for Transferring Employees (51055). Each employee transferring into an institution or Central or Regional Office from another Bureau worksite must complete eight hours of "Institution Orientation" within the first 40 hours of duty. (4-6-87)

6. ACADEMY TRAINING

a. Introductory Correctional Training (ICT) (51259). Each new permanent or temporary employee with an established permanent appointment conversion date with the Bureau or PHS, and former

employees who are reinstated with a three-year (or more) break in Bureau service, must successfully complete the 120-hour ICT.

Regional or Central Office employees assigned to an institution for more than 90 days must successfully complete Institution Familiarization Parts I and II and Introduction to Correctional Techniques. This ICT training must begin no later than the 60th day after entry into the permanent position.

For Central and Regional Office and Training Center Employees, training is optional and will be on a space-available basis. However, these employees must begin the course within 60 days of reporting for duty in an institution. This 60-day requirement may be extended only in accordance with the provisions for approval of training waivers as detailed within this Manual.

b. Pass/Fail Policy. It is essential that all staff working in a correctional environment be proficient in the knowledge, skills, and abilities (KSA's) needed for correctional work. Proficiency shall be defined as the successful completion of ICT as a condition of employment for all employees covered under 5 U.S.C. 8331(20). "Successful completion" is defined as an acceptable level of performance in four components:

(1) Firearms scores of 126 out of 180 points with the 9MM handgun., 21 out of 30 hits with the M-16 carbine and 5 out of 5 hits with the shotgun,

(2) Self-defense score of 20 points or better out of 28 (70%),

(3) Achieve 70 percent on the written test of job knowledge, and

(4) Physical Abilities Test (PAT):

- Dummy Drag: Drag a 75 lb. Dummy three minutes continuous for a minimum of 694 ft.
- Climb and grasp: Maximum 7 seconds
- Obstacle course: Maximum 58 seconds
- Run & Cuff: 1/4 mile and apply handcuff within 2 minutes 35 seconds
- Stair climb: Participant with a 20 lb. Weight belt will climb up and down 108 steps within 45 seconds.

The applicant must complete all five test components to pass. If an individual curriculum required fails to receive a passing composite score based on his or her performance on the five test components (PAT) on the first attempt, he or she will have one more opportunity to pass. An individual will be retested on all five components. Retesting will normally take place within 24 hours.

Physicians, dentists, and chaplains may waive the firearms portion.

Except as otherwise provided by applicable law or regulation, or as otherwise expressly provided herein, a new employee covered under 5 U.S.C. 8331(20) who does not successfully complete all four areas will fail ICT and, his or her conditional employment with the Bureau will be terminated.

Employees failing ICT shall not be retained via waiver or hired as a temporary appointment. Rehiring is prohibited for at least a two-year period.

Qualified persons with disabilities shall also be required to successfully complete ICT as a condition of employment for a position covered under 5 U.S.C. 8331(20). A "qualified person with a disability" is one who can, with or without reasonable accommodation, perform the essential functions of the position, including successful completion of ICT.

The HRM in consultation with the appropriate Associate Warden, shall screen any employee with temporary medical conditions (i.e., injury, illness, pregnancy, etc.) and request a waiver from training from the Assistant Director, Human Resource Management Division until he/she has recovered. The final determination of whether a medical condition is temporary or permanent, and whether a waiver from training will be granted shall be made based upon a physician's assessment.

c. Processing Student Failures. Any student who does not attain a passing score in all four areas will be verbally notified by the Staff Training Academy (STA) staff immediately after the failing grade is determined. The Director, STA, shall notify the Warden of the sending facility of students who do not pass. A failed employee must return to the sending institution for formal termination. The STA shall furnish the sending institution's Human Resource Manager sufficient documentation to serve as a basis for termination.

d. Honor Graduate. Any employee who achieves outstanding proficiency and demonstrates professionalism and motivation shall be recognized as an Honor Student. To achieve Honor Graduate status, a student must achieve:

(1) An academic score of 95 percent or higher.

(2) A self-defense score of 27 out of 28 points or more.

(3) 171 out of 180 hits on target shooting with the 9 mm handgun, 28 out of 30 hits with the M-16 rifle, and 5 out of 5 hits with the shotgun.

(4) A satisfactory evaluation in motivation/ professionalism as assessed by the class coordinator and the instructional team during the training period, as measured through:

- Ability to communicate (written/oral) and cooperate effectively with others.
- Acceptable levels of knowledge demonstrated during practical exercises and role-play scenarios.
- Classroom participation.
- Classroom demeanor.
- Proper wearing of uniform.

The student may appeal the decision to withhold Honor Graduate status due to an unsatisfactory report in the motivation/ professionalism category by writing to the Deputy Assistant Director, Human Resource Management Division, within 30 calendar days after graduation.

7. ANNUAL TRAINING. Core Annual Training topics are determined by Executive Staff each year. Core topics shall include any regulatory requirements (ACA, Bureau, DOJ, Executive Order) as well as Bureau specific issues. Each facility must provide the core topics in addition to topics identified locally during that fiscal year. All staff who have returned from ICT prior to October 1 are required to complete annual training. (51009) (2/7/80).

Each fiscal year, every institution employee (including PHS staff) shall receive 40 hours training. Regional or Central Office employees assigned to an institution for more than 90 days shall complete the same curriculum.

Central Office, Regional Office, Community Corrections, Product Support Center and Training Center staff must complete 16 hours of training annually, including the core annual training topics for the fiscal year, with the exception of firearms and self-defense. (9/7/90)

8. SCHEDULING PROCEDURES

a. As soon as the entry date for a new employee is available, the EDM shall notify the Regional Employee Development Administrator (EDA) of the following:

(1) Employee's name
(2) EOD Bureau
(3) Position title
(4) SSN
(5) Gender of employee
(6) Institution
(7) Smoking/Non Smoking preference

b. The scheduling coordinator at the STA will schedule students in order of position entry. In case of personal or institution emergency, the EDM will inform the EDA to justify any delay in the training.

c. To receive a waiver of the 60-day time requirement for Introduction to Correctional Techniques, the Warden must forward a request to the Assistant Director, Human Resource Management Division, through the Regional Director.

d. Any specialty training cancellations or postponements must be initiated by the Warden to the Regional Director for approval. After approval, an electronic mail message notification will be sent by the Regional Director to the Training Center Director with a copy to the institution.

9. EXCEPTIONS. Because Mandatory Training Standards are policy requirements, the only exceptions for not attending the training are:

- An employee has previously completed any required course.
- Documented medical reasons from a physician (firearms and self-defense during Annual Training).

Any exception to any standard, except ICT, shall be permitted only through written justification submitted by the Warden to the Regional Director.

An employee's participation in required Safety courses may be exempted at the Warden's request and upon approval of the Central Office Safety Administrator. Any request must include the employee's certification from comparable training within the past three years.

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COMMUNITY CORRECTIONS

ALL STAFF

Each new Community Corrections staff member shall complete:

Community Corrections Orientation (51158) (16 hours) within two weeks (developed by each CCM office). Training may be accomplished via orientation packet and other means. It may be developed by the respective CCRAs in conjunction with the Regional Office. Because of the large number of community corrections locations, all documentation and lesson plans developed by each CCM office shall be forwarded to the respective Employee Development Administrator upon completion (8/14/92).

Each new employee entering a community corrections position, with no prior community corrections experience, shall complete:

- Community Corrections Cross Development Series (51165) within four months of entry (8/14/92).

MANAGEMENT CENTER ADMINISTRATORS

Each new Management Center Administrator, either prior to or upon entry into the position, must complete:

- Community Corrections Managers Specialty Training (51277) within 12 months (8/14/92).

COMMUNITY CORRECTIONS CONTRACT OVERSIGHT SPECIALIST

Each new Community Corrections Contract Oversight Specialist, either prior to or upon entry into the position, must complete:

- CC Contract Oversight Specialty (53011) training within 24 months (8/14/92).

REGIONAL COMMUNITY CORRECTIONS INMATE SYSTEMS SPECIALIST

Each new Community Corrections Inmate Systems Specialist must complete within six months:

- Principles of Sentence Computation (51285)(MSTC funded) (8/14/92).

REGIONAL COMMUNITY CORRECTIONS SAFETY SPECIALIST

Each new Regional Community Corrections Safety Specialist must complete within 12 months:

- NFPA Life Safety Code Seminar (14016) (Central Office Safety funded) (8/14/92).

- Electrical Standards, OSHA (14086) (Central Office Safety funded) (8/14/92).

COMMUNITY CORRECTIONS LEGAL TECHNICIAN/LEGAL INSTRUMENTS EXAMINER

Each new Community Corrections Legal Technician must complete within nine months:

- Principles of Sentence Computation Training (51285) (MSTC funded).

COMPUTER SERVICES

COMPUTER SERVICES MANAGER

Each new Computer Services Manager will complete the following training within nine months of appointment if not completed previously:

- Instructor Skills Training (11017)(Local Course) (10/25/96).

COMPUTER SERVICES SPECIALIST

Each new Computer Services Specialist shall complete the following training within nine months of appointment if not completed previously:

- Instructor Skills Training (11017) (Local Course) (8/14/92).

REGIONAL COMPUTER SERVICES ADMINISTRATOR

Each new Regional Computer Services Administrator shall complete the following training within nine months of appointment if not completed previously:

- Instructor Skills Training (11017) (Local Course) (8/14/92).

CORRECTIONAL SERVICES

SECURITY OFFICER/ASST. SECURITY OFFICER

- Security Officer Training (51310) within 12 month of entry (MSTC funded) (8/14/92).

Prerequisite:

- Completion of an Accredited Locksmithing Correspondence Course within six months of entry.

SPECIAL INVESTIGATIVE AGENT

Each Special Investigative Agent, either prior to or upon entry into the position, must:

- Acquire or maintain Inmate Discipline Certification (51145) within six months (24 hours) (2 yr recert) (8/14/92).

LIEUTENANT GS-9

- Acquire and maintain Inmate Discipline Certification (51145) within six months (2 yr recert) (10/9/91).

- New Lieutenants Training within six months (MSTC Funded) (51162) (1/1/91).

LIEUTENANT GS-11

- Acquire or maintain Inmate Discipline Certification (51145) within six months (2 yr recert) (8/14/92).

- New Lieutenants Training within six months unless previously completed (MSTC Funded) (51162) (1/1/91).

- Advanced Lieutenants Training (60002) within six months of appointment (MSTC Funded) (2/7/80).

CAPTAIN

Each Captain, either prior to or upon entry into the position, will complete, in addition to the requirements of GS-11 Lieutenant:

- Acquire or maintain Inmate Discipline Certification (51145) within six months (2 yr recert) (8/14/92).

- New Captains Training (60037) within nine months (MSTC Funded) (8/14/92).

- DHO Training within 12 months (51155)(MSTC funded) (8/14/92).

DISCIPLINARY HEARING OFFICER

DISCIPLINARY HEARING OFFICER/ADMINISTRATOR

Each new Disciplinary Hearing Officer (DHO) and Disciplinary Hearing Administrator (DHA) must complete:

- DHO Training (51155) prior to entry into the position. Certification must be completed before hearing cases (MSTC Funded) (8/14/92).

- Acquire or maintain Inmate Discipline Certification (51145) within six months (2 yr recert) (8/14/92).

EDUCATION/RECREATION

TEACHER

Each new Teacher must complete:

- Teacher Development Training within nine months. (20025) (MSTC funded) (36 Hours).

SPECIAL EDUCATION/READING TEACHER

Each new Special Education/Reading Teacher must complete:

- Special Education/Reading Teachers Training within 18 months (20109) (MSTC Funded) (36 hours).

RECREATION/SPORTS SPECIALIST

Each new Recreation/Sports Specialist must complete:

- Recreation/Sports Development Training within 18 months (20108) MSTC Funded) (36 hours).

ASSISTANT SUPERVISOR OF EDUCATION

Each new Assistant Supervisor of Education must complete:

- Education/Recreation Management Training (20038) within nine months (MSTC funded) (11/10/94).

SUPERVISOR OF EDUCATION

Each new Supervisor of Education must complete:

- Education/Recreation Management Training (20038) within 12 months (MSTC funded) (10/13/93).

ASSISTANT SUPERVISOR OF RECREATION

Each new Assistant Supervisor of Recreation must complete:

- Education/Recreation Management Training (20038) within 12 months (MSTC funded) (10/13/93).

SUPERVISOR OF RECREATION

Each new Supervisor of Recreation must complete within 12 months:

- Education/Recreation Management Training (20038) (MSTC funded) (10/13/93).

EMPLOYEE DEVELOPMENT

EMPLOYEE DEVELOPMENT SPECIALIST

Each Employee Development Specialist and Trainee, either prior to or upon entry into the position, must complete:

- Employee Development on-the-job Training (11058) (480 hours), under the guidance of the EDM, within 12 months (8/14/92) (See Chapter 5).
- Employee Development Cross-Development Course (11052), within two months of appointment (8/14/92).

EMPLOYEE DEVELOPMENT MANAGER

Each new Employee Development Manager, either prior to or upon entry into the position, must complete:

- Employee Development Cross Development Course (11052) within two months (8/14/92).
- Employee Development Training (11004) within nine months of appointment (MSTC Funded) (2-7-80).
- Instructor Skills Training (T4T)(11001) or equivalent within nine months of appointment (MSTC Funded) (8/14/92).

STAFF TRAINING ACADEMY/CENTER STAFF

INSTRUCTOR STAFF

Each new full-time Instructor shall complete within four months:

- Instructor Skills (T4T) Training (11001) or equivalent. (8/14/92) (MSTC Funded) (8/14/92).

EXECUTIVE STAFF

ASSOCIATE WARDEN/EQUIVALENT

Each new Associate Warden/equivalent must complete:

- New Associate Wardens Training (62046) within 12 months (MSTC Funded). (8/14/92)
- A minimum of four Cross Development courses in the first year after entry.

NEW WARDEN/EQUIVALENT

Each new Warden shall complete:

- New Wardens Training (51161) within 12 months (Central Office Funded).

- New Wardens with Federal Prison Industries responsibility (or current Wardens who are assigned to a facility with a UNICOR operation) shall participate in "Issues and Indicators for New Wardens" (8/14/92).

FACILITIES

FACILITIES ASSISTANT/ENGINEERING TECHNICIAN

Each new Facilities Assistant/Engineering Technician shall complete:

- Facilities Computer Management Systems Training (41312), within 12 months of entry (MSTC funded) (10/13/93; formerly Total Maintenance System Computer (9-7-90).

PROJECT REPRESENTATIVE

Each new Project Representative shall complete:

- Project Representative Distributed Learning Course (31195) (80 Hours) (within three months) (02/15/95).

- Contracting Officers Technical Representative Training self-study course (COTR) (13248) (within 12 months) (8/14/92).

FACILITIES MANAGER

Each new Facilities Manager shall complete:

- Facilities Computer Management Systems Training (41312) within 12 months (MSTC funded) (9/7/90).

- Facilities Cross Development Series course (31032) must be completed before attending Facilities Management Training (8/14/92).

- Facilities Management Training (MSTC funded) (60017) (10/13/93).

- Contracting Officers Technical Representative Training self-study course(13248) within six months (8/14/92).

- NFPA 101 Life Safety Code Seminar (14016) training within 12 months, if not previously completed (8/14/92) (Central Office funded).

FINANCIAL MANAGEMENT

ACCOUNTING TECHNICIAN (excluding UNICOR and Food Service)

Each Accounting Technician must complete:

- Basic Financial Management-Deposit Fund (13255) training within nine months of entry to position (Central Office Trust Fund Funded) (8/14/92).

- Accounting Technician Training (13124) within 12 months of entry to position (NFTC Funded) (4/6/87).

INMATE TELEPHONE SYSTEM TECHNICIAN

Each Inmate Telephone System Technician must complete:

- Inmate Telephone System/Inventory Control Training (13270) within six months of entry to the position. Institutions using Accounting Technicians to perform these duties may nominate only one Accounting Technician per fiscal year (Central Office Trust Fund Funding) (11/10/94).

ACCOUNTING SUPERVISOR (excluding UNICOR)

Each Accounting Supervisor must complete:

- Cash Management Training (13259) within 12 months of entry to position (Central Office Financial Management funded) (10/13/93).

BUDGET ANALYST (560 and 561 job series)(excluding UNICOR)

Each new Budget Analyst must complete:

- Budget Analyst Training (13122) within nine months of entry to position (NFTC funded) (8/14/92).

- Advanced Budget Analyst Training (13257) no sooner than six months after the completion of Budget Analyst Training (13122) (Central Office Budget Execution funded)(8/14/92).

MATERIAL HANDLER SUPERVISOR (excluding UNICOR and Food Service)

Each new Material Handler Supervisor must complete:

- Basic Financial Management-Trust Fund (13130) Training within nine months of entry to position (Central Office Trust Fund Funded) (8/14/92).

WAREHOUSE WORKER LEADER/SUPERVISOR (excluding UNICOR and Food Service)

Each new Warehouse Worker Leader/Foreman must complete:

- Basic Financial Management-Trust Fund (13130) within ninemonths of entry to position (Central Office Trust Fund Funded) (8/14/92).

INVENTORY MANAGEMENT SPECIALIST (excluding UNICOR and Food Service)

Each new Inventory Management Specialist must complete:

- Inventory Management Specialist Training (13237) within nine months of entry into position (NFTC Funded) (4/1/92).

- Inventory Management Specialists must meet the requirements for Level I Contracting Officers. See Contacting Officer requirements (11/10/94).

- Basic Procurement (13046) within six months of entry to position (MSTC funded) (11/10/94).

TRUST FUND SUPERVISOR

Each new Trust Fund Supervisor must complete:

- Trust Fund Supervisor Training (13269) within nine months of entry to position (Central Office Trust Fund funded) (Formerly System Supervisor Training, 13166, 10/13/93).

CONTRACT SPECIALIST/CONTRACTING OFFICER (excluding UNICOR)

Each Contract Specialist and Contracting Officer must complete:

- Basic Procurement (13046) within 12 months of entry to position (NFTC Funded) (8/14/92).

MEETING LEVEL I, II, and III

Bureau sponsored Procurement courses that satisfy the training requirements for Level I, II, and III Contracting Officers include:

- Basic Procurement (Level I) (13046) (NFTC funded)

- Construction Contracting (Level II) (13028) (NFTC funded)

- Advanced Procrmt/Contract Administration (Level II) (13271) (NFTC funded)

- Adv Procrmnt/Non Personal Services (Level III)(13272)(NFTC funded)

ASSISTANT DEPARTMENT HEAD (excluding UNICOR)

Each new Supervisory Contract Specialist, Budget and Accounting Officer, and Trust Fund Supervisor in Financial Management must complete the following (if not previously completed):

- Advanced Financial Supervisors Training (13232) within 12 months of entry to position. (NFTC funded) (10/13/93)

FOOD SERVICE

Employees scheduled to attend Basic Correctional Food Preparation, Intermediate Correctional Food Management, Food Service Computer Training, and Basic Food Administrator Training at the Food Management Training Center shall be sent a copy of the Food Service Self-Study Module, along with instructions for course completion, six weeks prior to training.

The student is to complete each section of the module, then take the learning quiz. Satisfactory completion of a Certest shall be monitored by the EDM. When the student successfully completes all sections of the module, the EDM will document the employee's training record. Attendance at the Training Center is contingent upon the module's successful completion.

All Food Service training offered at the MSTC is funded by the Management & Specialty Training Center.

PERMANENT FOOD SERVICE ADMINISTRATIVE CLERK

Each permanent Food Service Administrative Clerk must complete:

- Food Service Computer Program Training (32021) within six months of entry (9/7/90).

Prerequisite:

- Self-Study/Food Service Series I (11146)(40 hours) module (6/10/93).

NOTE: Participant shall be allotted 40 hours of training at the institution. Training time will be scheduled by the EDM and the FSA and shall be in no less than four-hour increments to complete the entire module.

COOK SUPERVISOR

Each permanent Cook Supervisor must complete:

- Basic Correctional Food Preparation and Standards (32002) within nine months (4/6/87).

Prerequisite:

- Self-Study/Food Service Series II (11145)(40 hours) module (6/10/93).

NOTE: Participant shall be allotted the appropriate number of hours of training at the institution. Training time will be scheduled by the EDM and the FSA and shall be in no less than four-hour increments to complete the entire module.

- Health and Nutrition Training (22193) within 18 months of entry (8/14/92).

DIET TECHNICIAN

Each permanent Diet Technician must complete:

- Basic Correctional Food Preparation and Standards (32002) within nine months of entry (4/6/87).

Prerequisite:

- Self-Study/Food Service Series II (11145) (40 hours) (6/10/93).

NOTE: Participant shall be allotted the appropriate number of hours of training at the institution. Training time will be scheduled by the EDM and the FSA and shall be in no less than four-hour increments to complete the entire module.

- Health and Nutrition Training (22193) within 18 months of entry (8/14/92).

ASSISTANT FOOD SERVICE ADMINISTRATOR/ASSISTANT FSA TRAINEE

Each permanent Assistant Food Service Administrator must complete:

- Basic Correctional Food Preparation and Standards (32002) within nine months of entry (4/6/87).

Each new Assistant FSA and Assistant FSA Trainee shall complete:

- Intermediate Correctional Food Management (32024) within nine months of entry (2/7/80).

Prerequisite:

- Self-Study/Food Service Series I (11146) (40 hours) (6/10/93).

NOTE: Participant shall be allotted the appropriate number of hours of training at the institution. Training time will be scheduled by the EDM and the FSA and shall be in no less than four-hour increments to complete the entire module.

- Food Service Computer Program Training(32021) within 12 months (9/7/90).

Prerequisite:

- Self-Study/Food Service Series I (11146) (40 hours) module (6/10/93).

NOTE: If the Assistant Food Service Administrator has not attended Intermediate Food Management Training, he/she must complete the above module. Participant will be allotted 40 hours of training at the institution. Training time will be scheduled by the EDM and the FSA and shall be in no less than four-hour increments to complete the entire module.

- Health and Nutrition Training (22193) within 18 months of entry (8/14/92).

FOOD SERVICE ADMINISTRATOR

Each permanent Food Service Administrator must complete:

- Basic Correctional Food Preparation and Standards (32002) course within nine months of entry.

- Intermediate Correctional Food Management (32024) course within nine months (Central Office Funded) (2/7/80).

Each new Food Service Administrator must complete:

- Food Service Computer Program Training (32021) within 12 months of entry (6/10/93).

Prerequisite:

- Self-Study/Food Service Series I (11146) (40 hours) module (6/10/93).

NOTE: Participant will be allotted the appropriate number of hours of training at the institution. Training time will be scheduled by the EDM and the FSA and shall be in no less than four-hour increments to complete the entire module.

- Health and Nutrition Training (22193) Program within 12 months of entry (9/7/90).

- Basic Food Administrator Training (32045) within six months of entry (6/10/93).

Prerequisite:

- Self-Study/Food Service Series I (11146) (40 hours) module (6/10/93).

NOTE: Participant shall be allotted the appropriate number of hours of training at the institution. The EDM and FSA shall schedule training time which shall be in no less than four-hour increments to complete the entire module.

HEALTH SYSTEMS

NURSE

Each new Registered Nurse, either prior to or upon entry into the position, must complete:

- CPR Training (22223) within 12 months, and maintain certification (8/14/92).

PHYSICIAN ASSISTANT/MLP

Each new Physician Assistant/MLP, either prior to or upon entry into the position, must complete:

- CPR Training (22223) within 12 months and maintain certification (8/14/92).

PHYSICIAN

Each new Physician, either prior to or upon entry into the position, must complete:

- CPR Training (22223) within 12 months, and maintain certification (8/14/92).

DENTIST

Each new Dentist, either prior to or upon entry into the position, must complete:

- CPR Training (22223) within 12 months and maintain certification (8/14/92).

CLINICAL DIRECTOR

Each new Clinical Director, either prior to or upon entry into the position, must complete:

- CPR Training (22223) within 12 months and maintain certification (Clinical Staff Only) (8/14/92).

ASSISTANT HEALTH SERVICES ADMINISTRATOR

Each Assistant Health Services Administrator must complete:

- Health Services Administrator Training (22158), within 24 months of entry (3/2/92) (Central Office Funded).

HEALTH SERVICES ADMINISTRATOR

Each Health Services Administrator, either prior to or upon entry into the position, must complete:

- Health Services Administrator Training (22158) within 12 months of entry (3/2/92) (Central Office Funded).

PSYCHIATRIST

Each Psychiatrist, either prior to or upon entry into the position, must complete:

- CPR Training (22223) within 12 months and maintain certification (8/14/92).

HUMAN RESOURCE MANAGEMENT

HUMAN RESOURCE MANAGER/ASSISTANT/SPECIALIST

Must complete within 12 months of appointment (Central Office Funded):

- The four-week Human Resource Training Program (8/14/92) in the following areas (or equivalent OPM training)(MSTC Courses):

  a. Staffing (10157)
  b. Position Classification (10056)
  c. Employee Benefits and Retirement Computation (10147)
  d. Labor-Management Relations and Adverse Actions (10021)

HRS who function as Security Specialists should be waived from the above training until he/she is functioning in those areas. Security Specialists must also complete:

  e. Personnel Security Training (10205) (11/10/94)
  f. Pre-Employment Interview Training (10133) (11/10/94)

- Correspondence courses on (EDAO Courses) (HRM Funded):

  a. Government Pay Setting (name change from Pay Administration) (10183) (9/7/90)
  b. Equal Employment Opportunity (14201) (9/7/90)
  c. Processing Personnel Actions (10074) (8/14/92)

INMATE SYSTEMS

INMATE SYSTEMS OFFICER

Each Inmate Systems Officer must complete:

- Inmate Systems Officer Basic Training within 18 months (51299) (8/14/92) (MSTC funded).

LEGAL TECHNICIAN/LEGAL INSTRUMENT EXAMINER

Each **Institution, Regional, and Central Office** Legal Technician/Legal Instrument Examiner must complete:

- Principles of Sentence Computation (51285) within 18 months of entry into Legal Technician position (courses 21083, 40055, and 51007 must be completed first) (MSTC funded) (8/14/92).

INMATE SYSTEMS MANAGEMENT (ISM) SUPERVISOR

Each Inmate Systems Management Supervisor must complete:

- Inmate Systems Officer Basic Training (51299) within 12 months (MSTC funded) (8/14/92).
- Inmate Systems Supervisor Training (40088)(MSTC funded) (9/7/90).
- Principles of Sentence Computation (51285)(MSTC funded) (9/15/95).

ASSISTANT INMATE SYSTEMS MANAGER

Each Assistant ISM must complete:

- Principles of Sentence Computation (51285) (MSTC funded) (8/14/92).
- Management Training for Inmate Systems (21105) (MSTC funded) (6/10/93).

INMATE SYSTEMS MANAGEMENT TRAINEE

Each ISM Trainee should be nominated for the following, but selection for the training will be on a space available basis:

- Principles of Sentence Computation (51285)MSTC funded) (2/01/97).
- Management Training for Inmate Systems (21105) (MSTC funded) (2/01/97).

- Inmate Systems Officer Basic Training (51299)(MSTC funded) (2/01/97).

- Inmate Systems Supervisor Training (40088)(MSTC funded) (2/01/97).

NOTE: **CENTRAL OFFICE & REGIONAL INMATE SYSTEMS SPECIALIST** MUST COMPLETE THE SAME MANDATORY TRAINING AS THE INMATE SYSTEMS SUPERVISOR AND ASST. INMATE SYSTEMS MANAGER WITHIN 24 MONTHS.

INMATE SYSTEMS MANAGER

Each Inmate Systems Manager will complete, in addition to the requirements for the Assistant Inmate Systems Manager if not completed previously, either prior to or upon entry:

- Principles of Sentence Computation (51285) within six months (MSTC funded) (8/14/92).

- Management Training for Inmate Systems (21105) (MSTC funded) (6/10/93).

LEGAL SERVICES

ATTORNEY

Each new Attorney, either prior to or upon entry into the position, must complete:

- New Attorney Training (21074) within 12 months of entry (8/14/92).

PSYCHOLOGY SERVICES

PSYCHOLOGIST

Each new Psychologist must complete:

- New Psychologist Training (24150) within nine months of entry (MSTC funded) (8/14/92).

CHIEF PSYCHOLOGIST

Each new Chief Psychologist must complete:

- New Psychologist Training (24150) within nine months, if not completed previously (MSTC funded) (8/14/92).

DRUG ABUSE PROGRAM COORDINATORS

All staff who coordinate drug abuse treatment within their institution shall complete:

- Drug Abuse Program Coordinators Orientation (24551) (24 hours) (Central Office funded) (11/10/94)

DRUG ABUSE TREATMENT SPECIALISTS

All Drug Abuse Treatment Specialists shall complete within 12 months:

- Drug Abuse Treatment Specialists Basic Counseling Skills (24552) (24 hours) (Central Office Funded) (11/10/94).

- Drug Abuse Treatment Specialists Group Counseling Skills (24553) (24 hours) (Central Office funded) (11/10/94).

REGIONAL/CENTRAL OFFICE AND TRAINING CENTER STAFF

PROGRAM REVIEWER

Each Program Reviewer, either prior to or upon entry into the position (Central Office Funded), must complete:

- Program Review and Management Control Training (Reviewers) (40003) (8/14/92).

RELIGIOUS SERVICES

CHAPLAIN

Each new Chaplain, either prior to or upon entry into the position, must complete:

- Chaplaincy Cross Development Course (24148) within six months of entry (8/14/92).

- New Chaplains Training (24073) within 12 months of entry (MSTC funded) (8/14/92).

SAFETY

The five-week Safety Management Program consists of the following curriculum titles, course codes and matching hours. This information is for keying purposes only!

Weeks 1 and 2, Safety Management 1

10104	OSHA for Federal Personnel	12 hours
24526	Communications and Human Relations	8 hours
14001	Safety Course	12 hours
14084	Hazardous Waste Management	40 hours
53203	Hazardous Materials, Welding, Compressed Gases,	8 hours

Weeks 3 and 4, Safety Management 2

14016	NFPA Life Safety Code Seminar	24 hours
14001	Safety Course	8 hours
14133	Introduction to Industrial Hygiene	8 hours
14086	Electrical Standards Training	12 hours
14139	OSHA/Lockout - Tagout (Electrical)	4 hours
14062	Machinery & Machine Guarding Standards	24 hours

Week 5, Safety Management 3

14115	Asbestos Worker/Supervisor Training	40 hours

SAFETY SPECIALIST/SAFETY TRAINEE

Each new Safety Specialist and Safety Trainee must complete the following training within 18 months of entry:

- Instructor Skills Training (11017) (Locally conducted course) (8/14/92).

FEDERAL PRISON INDUSTRIES (UNICOR)

ALL NEW UNICOR SUPERVISORS

Each new Factory Manager/General Foreman/Business Manager/Superintendent of Industries must complete:

- Federal Prison Industries Cross Development Course (30044), either prior to or within the first three months of entry (8/14/92).

FACTORY MANAGER/BUSINESS MANAGER

Each new Factory Manager and Business Manager must complete:

- Self/Study Factory Managers (30205) (40 hours).

PRODUCTION SUPERVISOR/PRODUCTION FOREMEN

Each new Production Supervisor and Production Foreman must complete within the first four months on the job:

- Self Study/Production Supervisors (30203) (40 hours).

QUALITY ASSURANCE MANAGER

Each new Quality Production Supervisor must complete within the first four months on the job:

- Self-Study/Quality Assurance Managers (30204) (40 hours).

UNIT MANAGEMENT

CASE MANAGER/CASE MANAGER TRAINEE

Each new Case Manager/Case Manager Trainee, either prior to or upon entry into the position, must complete:

- Unit Discipline Committee (UDC) Certification Self Study (51002) within 90 days (no recertification).

NOTE: Total training keyed for the Case Management OJT (24082) is not to exceed 480 hours. This means if you are keying each segment of the OJT separately, it can not surpass 480 hours.

CORRECTIONAL COUNSELOR

Each new Correctional Counselor will complete in accordance with the Program Statement on Correctional Counselor Training and Reference Guide, either prior to or upon entry into the position:

- Unit Discipline Committee (UDC) Certification Self Study (51002) (12 hours) within three months of appointment (8/14/92) (no recertification).

UNIT MANAGER

Each new Unit Manager, either prior to or upon entry into the position, must complete:

- Case Management Cross Development Course (24012), either prior to or within the first two months on job, for Unit Managers not previously serving as Case Managers (9/7/90).

- Unit Discipline Committee (UDC) Certification Self Study (51002) within three months (8/14/92) (no recert).

CASE MANAGEMENT COORDINATOR

The Case Management Coordinator must complete:

- Case Management Coordinator Training (Annual)(T4T) (37004) (24 hours) (Central Office funded - CPD) (10/13/93).

COLLATERAL DUTY STANDARDS

BUS CREW MEMBERS

All staff assigned to an over-the-road bus crew must complete the following:

- Bus Officers Training (36002) (8/14/92) (STA Funded)

Prerequisites:

- Successful completion of Basic Prisoner Transportation - Armed (36011) (24 hours) (07/29/94).

- Local bus driving and Commercial Driver License requirements as specified in the Prisoner Transportation Manual.

All staff assigned to a bus crew must re-qualify with all firearms used on the bus. Re-qualification intervals are specified in other sections of this manual.

CERTIFIED INSTRUCTORS

The following courses which are taught at institutions are nationally standardized and must be taught by a certified instructor:

1) Firearms (51020).
2) Self-Defense Training (51038).
3) Disturbance Control (51058).
4) Introduction to Supervision (60011).
5) Instructor Skills T4T Training (11001).
6) Hostage Survival Skills (51024).
7) Side Handle Baton (51309) (10/13/93).

Upon selection, each instructor shall be nominated for the appropriate instructor skills course. After completing the appropriate instructor skills course, each instructor must instruct once each 12 months to maintain certification, with the exception of the following programs, which require formal recertification:

1) T4T Firearms (11012).
2) T4T Self-Defense (11008).
3) T4T Disturbance Control (11020).
4) T4T Side Handle Baton (51307).
5) T4T Use of Force Team Technique (51323).

The EDM and the Lead Instructor will recertify instructors locally in accordance with Chapter 4 of this Manual.

LEAD INSTRUCTORS

Lead Instructor candidates must successfully complete the T4T Certification program at the Staff Training Academy or alternate sites before attending the Lead Instructor Training (10/13/93).

The Lead Instructor must successfully complete the recertification program at the Staff Training Academy every three years or as courses are updated or changes are made in the course content (10/13/93).

- Lead Disturbance Control Instructor Training (51174)
- Lead Firearms Instructor Training (11013)
- Lead Self-defense Instructor Training (11160)
- Lead Use of Force Team Techniques Instructor Training 51323)

CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE

Personnel serving as a Contracting Officer's Technical Representative must receive the following training:

- Contracting Officer's Technical Representative (COTR) (13248) self study training. Individuals must complete this 16-hour course prior to appointment as a COTR (8/14/92).
- Procurement Integrity (13239) (three hours) Training (8/14/92).

DISTURBANCE CONTROL SQUAD MEMBER

Annually, each member of a disturbance control squad must complete 16 hours of Disturbance Control Training (51058) (4/6/87).

ESCORT DUTY (ARMED AND UNARMED)

All staff selected to the escort cadre will receive the following prior to participating in an escort:

- Basic Prisoner Transportation - Armed (36011) (24 hours) prior to participating in armed escorted trips (07/29/94)

Basic Prisoner Transportation is a pass/fail course with mandatory academic and performance standards. Successful completion of this training qualifies the individual as a member of the institution's escort cadre.

Those employees previously attending Armed Escort, Bus Operations, or Witsec Escort Training at the STA at Glynco, Georgia, Marana, Arizona, or Artesia, New Mexico, will maintain their qualification and are not required to take this training.

Successful completion of local Basic Prisoner Transportation, Armed (36011) training authorizes the employee to carry the required 9MM pistol on armed escort duties. All escort staff must be certified with any weapon used during an armed escort.

NOTE: This requirement fully applies to Low - Maximum security level institutions. Minimum security facilities are exempt from the firearms portion of this program if armed escorts are not occurring. Then, training should be coded as Basic Prisoner Transportation - Unarmed, (36010) (12 hours) (7/29/94).

Published curriculum must be utilized when conducting this training.

EQUAL EMPLOYMENT OPPORTUNITY COUNSELOR

Each new Equal Employment Opportunity Counselor must complete:

- EEO Counselor Training BOP (12001), prior to providing counseling services (MSTC Funded) (10-27-83).

SIDE HANDLE BATON

- All Correctional Officers at institutions utilizing the PR-24 Baton will receive training in use of the baton, by certified instructor, prior to being assigned to a perimeter patrol post.

Other institution staff may be certified at the discretion of the Warden.

HOSTAGE NEGOTIATIONS TEAM

The Warden, at all institutions except Federal Prison Camps and low security FCIs without SORT, shall designate three to five members of the Hostage Negotiations Team - team leader, primary & secondary negotiator, recorder, and a mental health expert - to receive the following training at the MSTC and train the remaining team members in the institution during the monthly training sessions. Team members must complete:

- Hostage Negotiation Team Training (51023) (MSTC Funded) (10/13/93).

- Hostage Negotiations (Monthly) Training (51300) (four hours)(8/14/92).

SPECIAL OPERATIONS RESPONSE TEAM (SORT)

- Monthly, each member of a Special Operations Response Team (SORT) must complete eight hours of SORT Training (50011) (8/14/92).

ANNUAL FIREARMS QUALIFICATION STANDARDS

The standards listed below specify minimum requirements for annual institution-based firearms familiarization and qualification.

9MM PISTOL, minimum requirement 126 points out of possible 180 points

ROUNDS FIRED	TARGET	DISTANCE	TIME
STAGE ONE			
2 (from holster)	Transtar II	3 Yards	6 seconds
2 (high cover)	Transtar II	3 Yards	3 seconds
2 (high cover)	Transtar II	3 Yards	3 seconds
STAGE TWO			
2 (from holster)	Transtar II	7 Yards	8 seconds
2 (high cover)	Transtar II	7 Yards	4 seconds
4 (high cover)	Transtar II (emergency reload)	7 Yards	15 seconds
2 (high cover)	Transtar II	7 Yards	4 seconds
2 (high cover)	Transtar II	7 Yards	4 seconds
STAGE THREE			
3 (from holster)	Transtar II	15 Yards	10 seconds
2 (high cover)	Transtar II	15 Yards	5 seconds
1 (high cover)	Transtar II	15 Yards	3 seconds
STAGE FOUR			
2 (from holster)	Transtar II (strong side barricade)	15 Yards	8 seconds
2 (aimed in)	Transtar II (support barricade)	15 Yards	5 seconds
2 (aimed in)	Transtar II (strong side barricade)	15 Yards	5 seconds

ROUNDS FIRED	TARGET	DISTANCE	TIME
STAGE FIVE			
6 (from holster) (3 rds. right side barricade/magazine exchange/3 rds. left side barricade)	Transtar II	25 Yards	35 seconds

COLT SUB-MACHINE GUN (9MM/SMG)**, minimum requirement 21 Hits out of 30 shots.

30	Transtar I	50 Yards	N/A
30	Transtar II	100 Yards (5 ring only)	N/A

M-16A2 RIFLE/CARBINE (.223), minimum requirement 21 Hits out of 30 shots.

30	Transtar I	50 Yards	N/A
30	Transtar II	100 Yards (5 ring only)	N/A

.12 GAUGE SHOTGUN, minimum requirement 5 Hits out of 5 shots

5	Life size silhouette	25 Yards	N/A

Stun Gun, Federal 203A Gas Gun with Zuriel Adapter (Lieutenants Only)

5	Life size silhouette	7 Yards	N/A

**** COLT SUB-MACHINE GUN (SMG) FAMILIARIZATION AND QUALIFICATION ARE REQUIRED ONLY AT INSTITUTIONS AUTHORIZED TO USE THIS WEAPON.**

NOTE: To ensure safety during firearms training, all staff should wear proper attire. The following is suggested:

a. Long-sleeved shirt with the top button secured.
b. A ball cap.
c. Shooting glasses. If a staff member has prescription glasses, he/she will be required to wear side panels.
d. Hearing Protection. Inner hearing protection is highly recommended to be worn in conjunction with the outer hearing protection. However, outer hearing protection is mandatory.

Firearms safety and Bureau firearms policy must be reviewed at every re-qualification. A ratio of one line instructor per four shooters is strongly recommended. The institution EDM must maintain accurate firearms qualification records for review by auditors. The Captain will be provided with a list of employees who meet the standards for each weapon, to include that the staff member has demonstrated safe weapons handling skills.

The Captain shall not authorize the issuance of a weapon, or place an employee on a post requiring the use of firearms who has not met the firearms qualification and safety standards.
If any Physician, Dentist, or Chaplain waives the firearms segment of the ICT, alternative training will be substituted.

For those electing to waive the firearms segment of Annual Institution Training, alternative training may be substituted.

SEMIAUTOMATIC PISTOLS
GENERAL INFORMATION

The Bureau uses several different types of semiautomatic pistols. These pistols use either a double-action-only trigger (DAO), or a double-action trigger (Double/Single) that can be set double-action for the first trigger pull and single-action thereafter. The use of a semi-automatic pistol that has a Double/Single trigger action requires that the staff member receive additional training to ensure the safe operation of this type of weapon system.

Currently, the Bureau uses three basic manufacturers:

< The Smith & Wesson model 659 or 459 and the updated version Model 5906 or 5904. These pistols use a double/single action with an ambidextrous safety. In this Manual, these will be referred to as “S&W”.

< Some institution Special Operations Response Teams have purchased Sig Sauers model P-228K. These weapons use a double/single trigger with a decocker. In this Manual, these weapons will be referred to as “Sig’s”.
The only semiautomatic pistol currently on contract is the Ruger P93DAO (double action only). These weapons have no manually operated safeties. In this Manual, it will be referred to as the “Ruger”.

< Very few Smith and Wesson Model 5946 (double action only) pistols were purchased. These pistols will be treated as a Ruger for the purposes of this Manual.

NOTE: S&W model numbers use a “4" to indicate the finish is blued and a “6" to indicate the finish is stainless steel. Therefore, models 459/659 (second generation) and 5904/5906 (third generation) are identical pistols except the finish is different.

A certified firearms instructor shall conduct all qualification and re-qualification in accordance with Bureau policy and lesson plans. Re-qualification intervals are determined by the **specific firearm used**, not by the type of duty being performed.

All pistols that are **Double/Single Action** will require the staff member to re-qualify **quarterly.**

All pistols that are **Double Action Only (DAO)** will require the staff member to re-qualify **annually**.

QUALIFICATION REQUIREMENTS SEMIAUTOMATIC PISTOL: BUS CREWS, ESCORT TEAMS, AND SORT

INITIAL QUALIFICATION - Initial qualification with the semiautomatic pistol can be obtained through successfully completing a Staff Training Academy specialty course or the successful completion of the pistol portion of Basic Prisoner Transportation Course.

Individuals previously qualified on the semiautomatic pistol by a certified firearms instructor can maintain that certification by meeting the re-qualification standards detailed below.

RE-QUALIFICATION FOR BUS CREWS, ESCORT TEAMS, FIREARMS INSTRUCTORS, AND SORT

Firearms safety and the current Firearms and Badges Program Statement must be reviewed prior to every re-qualification.

A ratio of one firing line instructor per four shooters is strongly recommended.

Bus crew, armed escort, and SORT re-qualification consists of the Practical Pistol Course (PPC) for the semiautomatic pistol. The PPC course of fire is provided by certified firearms instructors. (60 rounds total, minimum 225 of a possible 300 points to qualify).

SPECIAL NOTE: Marksmanship fundamentals with the semiautomatic pistol are no less important than marksmanship with the revolver. However, safe handling of the semiautomatic pistol requires more dexterity than the revolver. For the purpose of range safety and duty-carry safety, sufficient time must be allocated to allow proper training.

OTHER TRAINING

ASBESTOS ABATEMENT (14115)

The following training is required for designated staff at BOP facilities known to have asbestos. State programs may require additional training. Training must be obtained from a nationally recognized provider such as Georgia Tech, Kansas State, American Wall and Ceiling Industry (AWCI), or other comparable provider meeting a state program requirement (10/13/93).

a. Supervisors (40 hours):

1. Safety Managers, Specialists, and Trainees.
2. Facility Managers, Chief of Utilities, or General Foreman.
3. Selected Project Representative.
4. Regional Safety Administrators.

b. Workers (24 hours):

1. All staff required to provide emergency repair and general day-to-day maintenance of asbestos-containing material.

2. This may include an electrician and a plumber and may require more than two individuals, depending on the institution's age and the asbestos-containing material's condition.

COST CENTER MANAGEMENT (UNICOR Optional)

Staff designated as cost center managers who have not previously completed the "Financial Training for Management Staff" course, must complete Cost Center Management Training (13003) within six months of appointment. Department Heads, Assistant Department Heads may also enroll in course at their option.

VOLUNTEER TRAINING

Contract Employee training requirements are covered in the Program Statement pertaining to Volunteers and Citizen Participation and the responsibility of the Program Coordinator.

INTRODUCTION TO SUPERVISION

Employees in the following positions are required to complete the Introduction to Supervision course within nine months of entry into position unless previously completed:(60011)(64 hours)(MSTC Funded)

COMMUNITY CORRECTIONS

Community Corrections Manager (8/14/82)(12 months)
Management Center Administrator (8/14/82)(12 months)

INSTITUTIONS

Special Investigative Supervisor (if in supervisory capacity)(8/14/82)
Lieutenant GS 9 & GS 11 (9/29/82)
Captain (9/29/82)
Asst. Supervisor of Education (9/29/82)
Supervisor of Education (9/29/82)
Asst. Supervisor of Recreation (9/29/82)
Supervisor of Recreation (9/29/82)(9/29/82)
Employee Development Manager (9/29/82)
Executive Assistant (8/14/92)
Associate Warden/Asst. Camp Superintendent/Equivalent (9/29/82)
Warden/Equivalent (9/29/82)
General Foreman/Chief of Utilities (9/29/82)
Facilities Manager (9/29/82)
Accounting Supervisor (excluding UNICOR)(9/29/82)
Contracting Officer (excluding UNICOR)(9/29/82)
Asst. Department Head (excluding UNICOR)(9/29/82)
Supervisory Contract Specialist (excluding UNICOR)(9/29/82)
Budget and Accounting Officer (excluding UNICOR)(9/29/82)
Trust Fund Supervisor (excluding UNICOR)(9/29/82)
Controller (9/29/82)
Asst. Food Service Administrator & Trainee (9/29/82)
Food Service Administrator (9/29/82)

Clinical Director (9/29/82)
Asst. Health Service Administrator (9/29/82)
Health Service Administrator (9/29/82)
Asst. Human Resource Manager (9/29/82)
Human Resource Manager (9/29/82)
ISM Supervisor (9/29/82)
ISM Manager (9/29/82)
Asst. ISM Manager (9/29/82)
Attorney (if in supervisory capacity)(8/14/82)
Chief Psychologist (9/29/82)
Supervisory Chaplain (10/13/93)
Safety Manager (if in supervisory capacity)(9/29/82)
Security officer (if in supervisory capacity)(1/1/93)
Asst, Safety Manager (if in supervisory capacity)(9/29/82)
UNICOR Supervisors (8/14/92)
Unit Managers (8/14/82)

REGIONAL/CENTRAL OFFICE/TRAINING CENTER STAFF

Managers (8/14/92)
Supervisors (8/14/92)

CORE SKILLS MANAGEMENT TRAINING (61162)(MSTC FUNDED)

Employees in the following positions are require to complete the Core Skills Management Training course within nine months of entry into position, unless previously completed:(61162)(64 hours)

Community Corrections Manager (Community Corrections)(8/14/92)
Management Center Administrator (Community Corrections)(10/13/93)
Captain (8/14/92)
Supervisor of Education (8/14/92)
Employee Development Manager (8/14/92)
Facilities Manager (8/14/92)
Controller (8/14/92)
Food Service Administrator (8/14/92)
Health Services Administrator (8/14/92)
Human Resource Manager (8/14/92)
Inmate Systems Manager (8/14/92)
Chief Psychologist (10/13/93)
Supervisory Chaplain (10/13/93)
Safety Manager (10/13/93)
Factory Manager/Business Manager(UNICOR)(10/13/93)
Unit Manager (8/14/92)
Case Management Coordinator (8/14/92)
Computer Services Manager(Supervisory only)(10/25/96)

CROSS DEVELOPMENT COURSES

A new Associate Warden shall complete any four courses within 12 months of appointment. The courses are to be selected on the basis of discussion with the Warden (5/92).

GS-13 and above managers must complete at least one course within the first year in the new position.

WORKING WITH FEMALE OFFENDERS

All staff assigned to work for the first time (initial appointment or transfer) in an institution housing female offenders will complete Working Successfully with Female Offenders Training within two weeks (51302) (16 hours) (10/13/93).

CHAPTER 2

EMPLOYEE DEVELOPMENT

1. ORGANIZATION. This Chapter encompasses training initiatives which prescribe policies related to Employee Development using the following tools:

a. Career Enhancement/Employee Development/Mentoring

b. Cross Development Self Study Series

2. APPLICATION. This Chapter's provisions apply to all institutions and organizational components of the Bureau of Prisons including Federal Prison Industries (UNICOR).

3. CAREER ENHANCEMENT/MENTORING

a. Background. Career Enhancement process helps the Bureau as well as the employee by preparing staff to assume positions of increased responsibility. The process also helps an employee who seeks to become more effective in their current position or who desires to assist others in their development.

Performance standards hold supervisors and managers responsible for assisting employees in career development. Employee Development staff will assist with career guidance techniques, assessment and development tools, and guidelines concerning staff development.

b. Roles and Responsibilities

(1) Each employee is accountable for the their own development. In the Career Enhancement Process employees must:

- set their own realistic career goals,
- accurately assess their current skills,
- receive feedback from others, and
- improve skills needed for job effectiveness.

Employees must recognize that involvement in this program does not guarantee their selection for a new position.

(2) Each supervisor or manager is accountable for the development of employees. Supervisors and Managers also can provide resources to assist employees in career development. The resources which supervisors and managers can provide include:

- allow time away from current duties to participate in other developmental activities,

- provide opportunities to serve in acting roles, and

- structure work assignments to provide exposure to new aspects of work.

(3) Employees participating in Career Enhancement activities are responsible for understanding the appropriate uses and limitations of development activities which may occur outside normal duty hours. Employees are not required to attend these programs after their normal work shift has been completed.

(4) Program participants are encouraged to make use of the Upward Mobility Program as provided in the Program Statement on the Upward Mobility Program.

(5) The Employee Development Manager is responsible for coordinating mentoring activities. Refer to the Program Statement on Staff Mentoring Program for further information.

c. Staff Development. In some cases, an employee may wish to volunteer personal time to participate in career enhancement activities. Program participants are responsible for ensuring that development activities comply with the Fair Labor Standards Act (FLSA).

There are no required procedures for implementation of career enhancement activities. Employee Development Managers shall provide options and guide employees through any activity agreed upon. At a minimum each Employee Development office will maintain the following career development tools.

4. CROSS DEVELOPMENT SELF-STUDY SERIES

a. Purpose. The cross development courses are designed to provide cross-training to Assistant Department Heads, Department Heads, and Associate Wardens in areas outside their specific discipline. The courses are not designed to provide mastery or technical training to specialists within a particular department. The overall approach is to provide Associate Warden level staff with sufficient general knowledge to manage disciplines outside their area of expertise. The courses may also be used by other staff to become familiar with another discipline to which they are contemplating a career change.

To effectively supervise a broad range of areas, one must possess a basic knowledge of each diverse function that makes up an institution. Additionally, the Federal Bureau of Prisons' rapid expansion necessitates accelerated training programs for the development of mid-level managers.

The Cross Development Self-Study Series may be administered locally and enable staff to participate and progress in the training at their own pace with a cost savings to the agency.

b. Candidates. Staff targeted for this program are primarily those who wish to be considered for Department Head and Associate Warden positions. The courses are not restricted to Assistant Department Heads, Department Heads, or Associate Wardens, but priority should be given to these positions.

A new Associate Warden shall complete any four courses within 12 months of appointment to Associate Warden. The courses are to be selected on the basis of a joint discussion with the Warden and the participating Associate Warden. Issues for consideration shall balance the Associate Warden's developmental needs and the institution's organizational needs. Associate Wardens selected within three months of this Manual's issue date, and all selected after the issue date, shall fulfill this requirement. GS-13 and above managers must complete at least one module within the first year in the new position.

c. Responsibilities. The following actions are required to support the program:

(1) The Director of the Management and Specialty Training Center (MSTC) will ensure appropriate courses are developed, annually updated, and distributed to institutions, Regional and Central Offices, and Training Center Sites.

(2) The Director, MSTC will ensure periodic status reports are sent to Employee Development Managers. The updates will include instructions for disposal of outdated manuals, shipping/distribution dates, and guidance on appropriate course utilization.

(3) Central Office Branch Chiefs will ensure that the Cross Development course for their respective discipline is reviewed and updated annually. Reviews and updates will be accomplished in concert with the Director, MSTC.

(4) The Course Monitor shall be from a corps of discipline experts. The Course Monitor will conduct a discussion at the beginning of the course to cover course expectations and to establish reasonable (60-90 days) time-frames for program completion.

d. Course Completion. When each course is completed, the employee will take a computer based test on the subject matter. A final interview will be conducted by the Course Monitor to determine whether objectives were met and/or if further training is indicated.

(1) Employee Development Managers shall ensure course completion data (40 hours credit)(including all previously completed courses) is entered into the NFC/TRAI System.

(2) The completion of course activities must be verified by the applicable Department Head (or designee) when the activity requires the employee to meet with staff of a specified department, observe a process or participate in a function. For all other activities, the monitor will be the verifying official.

(3) Completion information will be provided to the Executive Staff (via the Preference Profile System/NFC) at their regular bi-monthly meeting and shall be one of the criteria utilized to determine promotion potential.

Course Codes for Cross Development Courses

Case Management	24012
Religious Services	24148
Community Corrections	51165
Correctional Services	51066
Education	20090
Employee Development	11052
Facilities	31032
Financial Management	13199
Food Service	32011
Health Services	22098
Human Resource	10181
ISM	21099
Program Review	11127
Psychology Services	24198
Safety	14045
UNICOR	30044

CHAPTER 3

EMPLOYEE DEVELOPMENT PLANNING

1. **GOALS**. Training and other performance improvement initiatives shall be designed to meet the organization's goals and mission to include promoting, providing, and coordinating staff development.

2. **APPLICATION**. This chapter's provisions apply to all Bureau components including Federal Prison Industries (FPI).

3. **OVERVIEW**. An Annual Training Needs Assessment will be conducted based on needs driven by strategic planning, new technology, organizational goals/mission, mandatory training and performance improvement. After the training budget allotment is known, the Annual Training Needs Assessment will be employed to develop the Annual Training Plan (ATP).

4. **ANNUAL TRAINING NEEDS ASSESSMENT**. The Annual Training Needs Assessment will be conducted locally on an individual, departmental, and organizational level. Documentation is required to reflect the needs assessment process and support the Annual Training Plan. The Employee Development Manager (EDM) will determine the type of documentation to be utilized (forms/memoranda requesting Individual and Departmental Training Needs Assessment). In addition, the EDM will determine the method of collection and maintenance of this information.

5. **ANNUAL TRAINING PLAN (ATP) FUNDING**. After the training budget allotment is known, the Annual Training Needs Assessment will result in the development of the Annual Training Plan.

A budget formula shall establish appropriate figures for each region and institution. The exact dollar amounts will vary each year, but the formula will generally be based on an amount for each employee and additional add-on funds (per employee) based on the following criteria:

a. All Institutions. Funding will be allotted by the Central Office based on per capita, not a preliminary plan. Institutions will manage their training budget locally.

(1) Base dollar amount per supervisor/manager.
(2) Base dollar amount per each employee.

Institutions Where Add-Ons Apply

(3) Added dollar amount based on facility type (i.e., Medical, Administrative, Metropolitan Correctional Center, or other facilities).

(4) Added dollar amount for employees working at a location 50 miles or more from a city of 100,000 + population.
(5) Added dollar amount per employee for those working at a facility more than 50 miles from another Bureau facility.

b. Ammunition Formula. In addition, the ammunition formula is based on the following criteria:

(1) Base dollar amount per employee for firearms training as outlined in Mandatory Training Standards.

(2) Base dollar amount per institution for SORT firearms training.

(3) Additional dollar amount for each Lieutenant at low and minimum custody levels for Armed Escort Training. Additional dollar amount for each Lieutenant and Senior Officer Specialist at administrative, medium, and high custody levels for Armed Escort Training.

6. **ANNUAL TRAINING PLAN (ATP)**. Based on the approved training budget allotment, Departmental Training Needs Assessment combined with organizational needs will be used to develop the Annual Training Plan. The local ATP will consist of training and development activities that will support the organization's goals and mission by improving employee effectiveness and efficiency. The plan must be reviewed and approved by the Training Committee with the final approving authority being the Chief Executive Officer. A courtesy copy of the approved plan will be submitted to the appropriate location (ex. institutions will submit a copy to their Regional Employee Development Administrator).

The Annual Training plan will be a "working" document that will reflect all changes, updates, replacements, and accomplishments of planned training. The EDM will adjust the plan throughout the year as training is completed, staff changes occur, and decisions are made by the Training Committee that affect the organization's training activities and budget. The plan will be reviewed for compliance by Program Review.

7. **RESPONSIBILITIES**

a. Employee

(1) Employee assesses his/her aptitudes, strengths, and weaknesses to determine interest, development, and advancement.

b. Immediate Supervisor/Manager

(1) Meet with each employee each year to determine individual needs assessments, prioritize, and reach a consensus regarding the employee's training/development needs. For assistance, refer recommendations made on the employee's Performance Appraisal to the EDM.

(2) Information gathered by the supervisor shall be forwarded to the Department Head for inclusion in the comprehensive Department Training Needs Assessment.

b. Department Head/Regional Office Administrator/Training Center Director/Central Office Section Chief

(1) Assess critical needs within the department by assessing the impact the training/development activities will have on the employee, department, and institution/office.

(2) Discuss with employees and supervisors their training and development needs in relation to departmental goals, program review findings, inter-institutional/office ideas, etc.

(3) Submit a Department Training Needs Assessment(TNA) to the EDM. Each training activity must be prioritized by the Department Head, Administrator, Director, or Section Chief (with input from the EDM/EDA when necessary).

(4) Submit the Department Training Needs Assessment(TNA) to the EDM/EDA.

c. Employee Development Manager

(1) Obtain plans, including specific justifications, from each department in the institution, administrative office, or Training Center.

(2) Draft the local ATP, using all Department TNA's along with other data relating to training. The ATP should be reviewed by the Training Committee and submitted to the Warden for approval within 30 days of receiving notice of funding allocation for the upcoming fiscal year.

(3) The local ATP for the Central Office should be submitted to the Deputy Assistant Director, Human Resource Management.

(4) Submit the approved local ATP to the EDA within two

weeks of Warden's approval.

(5) Adjust the local ATP, in conjunction with the Training Committee, during the fiscal year to reflect any changes in the training plan or budget.

d. Regional Employee Development Administrator (EDA)

(1) Each EDA shall develop the local Regional Office Training and Development Plan for regional office staff and Community Corrections field personnel. Requests for regional conferences shall be funded by the requesting discipline or by the Regional Director - training funds shall not be used.

(2) Each EDA shall develop a Regional ATP.

e. National-Level Offices

(1) EDA's, Training Center Directors, Program Managers, etc., will be notified as soon as possible of the approved training/development budget.

CHAPTER 4

PROGRAM ADMINISTRATION

1. BACKGROUND. This policy establishes a consistent method of administrative operation in all Employee Development offices and provides an efficient organizational structure. The administrative procedures in this Chapter describe the minimum management and documentation systems necessary to create a historical base for office information.

2. TRAINING COMMITTEE. A Training Committee shall exist in all institutions (Regional Offices, Central Office, and training centers excluded) and function under the following criteria:

a. Membership. The Committee is to be chaired by the Employee Development Manager and include, at least Associate Wardens and Superintendent of Industries.

b. Meetings. Meetings will be held at least quarterly unless other acceptable arrangements are made for approving and/or reviewing training:

(1) Continually review the annual training plan and training budget.
(2) Review and prioritize needs assessment to formulate the annual training plan and training budget.
(3) Review and prioritize training requests received by the EDM.

c. Documentation. The meeting shall be announced to all department heads and executive staff. Minutes for each meeting shall reflect:

- Committee discussion and decisions,
- Status of the training budget, and
- Review of the annual training plan.

The minutes shall be signed by the Warden and available to all staff. Minutes shall be maintained for five years.

3. RECORD KEEPING. The Employee Development Office shall keep documents in this section on file for five years unless otherwise specified.

a. Nomination/Cancellation Files. Nominations will be kept on file until training is completed or canceled. Requests for cancellation of an employee's participation in Training Center programs (Wardens request and Regional Director's approving memo) shall be kept on file.

b. Program Evaluations. Evaluations shall be maintained for at least 25 percent of participants in internal programs of four hours' duration or longer, and for at least 50 percent of participants in all vendor-offered courses. These documents shall be kept for one year after the program's conclusion.

c. Training Records. Training records shall be produced based on necessity (e.g., job application, employee request). When an employee transfers, the historical record and the current NFC record should be sent to the receiving institution. Determinations regarding mandatory training must be made within 30 days after the employee arrives at the new institution. Training records must be filed in the employee's Official Personnel File when the employee leaves the agency.

d. Training Authorization/Certification/Documentation. The EDM is only required to key training instances of eight hours or more, unless it is a mandatory requirement consisting of less than eight hours. If the mandatory training is less than eight hours, the EDM will key the actual hours trained. The EDM shall ensure that all creditable training instances are recorded on the employee's training record at least quarterly, and in a consistent manner:

(1) All course codes will be verified for accuracy and appropriateness prior to data entry.

(2) An obligating form (Training Authorization SF-182, travel authorization, credit card document) will be prepared on all external training involving expenditures.

In all other instances it is not necessary to print a hard copy SF-182. Some form of input document shall be used and filed to initiate and certify training completion - sign-in sheets, schedules, memorandums, or any document authorizing the training and containing the required keying information. Since the TRAI system allows direct input and holds documents in a suspense file, training instances can be keyed at any stage.

(3) Files containing the input documentation will be maintained.

(4) The TDN Report will be printed upon completion of keying to verify accuracy.

e. New Employee Documentation. The following documentation, produced from the Institution Familiarization and Introduction to Correctional Techniques Programs, shall be available on all new employees:

(1) Copy of IF schedule/agenda,
(2) Participant progress record & performance evaluation (IF-1 & IF-2),
(3) Course Evaluation, and
(4) Glynco evaluation.

f. Annual Training. The following documentation shall be retained as a record of annual training:

(1) Agenda,
(2) Sign-in sheets,
(3) Dated TRAI Employee Roster,
(4) Medical exemptions,
(5) Firearms certification sheets (for institutions only),
(6) Lesson plans, and
(7) Firearms Certification Memo (for institutions only).

g. Program Review. Operational and program reviews of the Employee Development office will be maintained until the next program review is completed.

h. Budget Information. Each Employee Development office shall maintain a budget monitoring system documenting all phases of budget management. This file shall also include all property management documentation and reflect progress or changes in the annual training plan.

i. Other Administrative Records. The following files are to be maintained for routine office functions:

(1) Correspondence files

(2) Strategic Planning documentation

(3) Meeting minutes

(4) Current Employee Development Program Statements, Operations Memoranda, Institution Supplements, and Supplements relevant to training, FPM Chapter 410, and ACA Standards, Program/Operational Review files, Lesson Plans for all locally conducted training, Budget files, Cancellation/Nomination files, Training Documentation files, Annual Training files and Institution Familiarization files.

4. TRAINING OPPORTUNITY ANNOUNCEMENTS (TOA)

a. Use. A TOA shall be required for all locally developed programs for which participants have not been identified by mandatory standards, through needs assessment or other internal means. Criteria for determining whether a TOA should be used to select participants depends on who has training oversight responsibility. If a training requirement exists, a TOA will be

used. Otherwise a collateral-duty position shall be announced through Human Resource (e.g., firearms instructor training is the EDM's responsibility and requires an announcement, while Human Resource would announce a special emphasis program manager through a collateral-duty vacancy announcement).

b. Publication. A Training Opportunity Announcement form (BP-177(39))(or computer facsimile) shall be used for all training offerings for which participants will be competitively selected. The announcement is published by the Employee Development Office and posted in areas of high visibility to employees for at least 14 working days. A copy is provided to the Union in accordance with the Master Agreement. The following format shall be used:

(1) Date of Publication,
(2) Title of course/position being offered,
(3) Number of vacancies to be filled,
(4) Closing date of the announcement,
(5) Date and location of the training,
(6) Description of the training,
(7) Eligibility group/qualifications required,
(8) Application procedures, and
(9) An impact statement regarding promotion potential.

If special circumstances are warranted or further clarification is needed, additional information can be added. For continual or recurring training, TOA’s may be posted on an open-continuous basis and selections made when necessary. Open-continuous TOA’s shall be closed out each fiscal year and re-announced.

c. Application. Employees will submit a memorandum stating their interest in the training and the relevance to their work. If required by the TOA, employees must document their qualifications.

d. Processing. After the closing date, the file shall be submitted to the Warden for selection. Accuracy of this file is imperative as it documents competitive consideration of all applications. The Warden is the final decision authority on all TOA’s. The following documentation must be included in the file and maintained for five years.

(1) A memorandum documents official selection. The EDM shall prepare the document for the Warden (or designee) indicating, in alphabetical order, which applications are eligible for selection. The document must allow the Warden to make a obvious mark by the name of the employee(s) being selected and provide a space for his/her signature,

(2) A copy of the TOA, and

(3) All applications

e. Notification. After the selection is made, the EDM notifies the employee's supervisor, who notifies the employee. The EDM will follow-up with written notification to the employee on selection or non-selection.

5. CERTIFIED INSTRUCTORS. The following procedures shall be used to announce, select, and train certified instructors:

a. Positions. These positions are identified in the Training Standards as collateral-duty, certified instructors:

(1) Firearms Instructor
(2) Self-Defense Instructor
(3) Disturbance Control Instructor
(4) Introduction to Supervision Instructor
(5) Instructor Skills Training Instructor(EDM only)
(6) Hostage Survival Skills Instructor
(7) Side Handle Baton (Limited)
(8) Escort Training Officer

Each institution must select at least two instructors for each specialty program area.

b. Announcement/Selection. A TOA shall be used to select certified instructors, following procedures outlined previously in this chapter (The EDM or Training Committee shall provide input to the Warden if requested).

c. Qualification Requirements for Selection. Qualification requirements shall be included in the TOA. Applicants must demonstrate these qualifications to be considered:

(1) Have completed the probationary employment year (unless waived by the Warden).
(2) Agree to all conditions stated in section 4 (C), Application, above.
(3) Be physically capable of performing the duties of instructor.
(4) Maintain at least a "fully successful" performance evaluation in their current year.
(5) Be able to communicate clearly both orally and in writing and willing to instruct.

d. Conditions of Selection/Certification. The following conditions apply to employees selected as certified instructors and will be included on the TOA:

(1) The employee must attend the national certification training program, provided by the appropriate Training Center, at the first opportunity.

(2) The employee shall be available to teach the course as necessary to meet the institution training needs.

(3) The employee must meet the duties of the instructor position for at least three years after certification. A Certified Instructor's Willingness to Train Memorandum is completed with the application; certification follows the employee to future duty stations.

e. Instructor Skills. The EDM/EDS shall conduct at least one two-hour Instructor Skills course annually for all instructors who will be used to provide training. At this training, the EDM/EDS will familiarize instructors with any/all new course material.

6. RECERTIFICATION. The Bureau shall recertify instructors as follows:

a. Positions. The following programs require recertification:

(1) Firearms
(2) Self-Defense
(3) Disturbance Control
(4) Side Handle Baton

Instructors in the remaining course areas will recertify only as changes are made in the course content.

b. Procedures for Recertification. Due to the high liability factor inherent in training, the following recertification procedures shall be used. Recertification for instructor positions shall occur every 24 months. The EDM and the Lead Instructor (specified below) shall conduct recertification at the institution. In the interim, the instructor must instruct the course at least every 12 months. The EDM and Lead Instructor shall observe the instructor in the areas of technique, safety, group interaction, and instruction skills, at least every 24 months. The Specialty Instructor Evaluation form documents the recertification results. Recommendation for or against recertification of instructors who have met this standard shall be made to the Warden through the EDM. If an instructor does not meet training requirements or the institution's training needs, the EDM shall recommend retraining or removal to the Warden. The Warden is the final approving official and the EDM will maintain approval/disapproval documentation.

c. Lead Instructor. The Lead Instructor is the EDM's subject matter expert in the specialty area. At a minimum, Lead Instructors recertify other instructors. A Lead Instructor in each specialty program will be appointed by the Warden, with input from the EDM. Criteria in selecting a lead instructor include:

(1) knowledge and years of experience in the specialty area,
(2) instruction ability, and
(3) effectiveness in working with local staff, including peers.

The Lead Instructors must attend recertification at the STA every three years and assist the EDM in the local recertification of other specialty instructors.

7. NOMINATION/CANCELLATION PROCEDURES. Procedures for nominations to MSTC/STA courses are as follows:

- Form 24's will be submitted to the MSTC for all courses listed on the quarterly report.

- Nominations for ICT classes will be forwarded to the respective EDA for submission to STA.

- Request for EDAO correspondence courses will be submitted via electronic or written memorandum. Multiple nominees can be submitted on one memorandum for each course.

- For classes conducted by the MSTC/STA or Central Office but not listed on the Quarterly Report, a memorandum will be issued by the responsible discipline/coordinator outlining the nomination procedures to be used.

- Nominations for Artesia classes will be forwarded to the respective Regional EDA via memorandum (electronic or written).

Requests for cancellation of specialty training are approved by the participant's Regional Director or Assistant Director (or designee), who notifies the Director of the MSTC by Electronic or written memorandum. A copy shall also be sent to the EDM. When cancellation is due to resignation, termination, reassignment or promotion, the CEO or designee shall forward the memorandum notice of cancellation (via electronic or written format) to the Training Center. Requests to remove a participant from an in-progress class shall follow the same procedure as stated above.

8. EDM RESPONSIBILITIES. The EDM performs the following functions:

a. Program Oversight. The EDM oversees all training programs resulting in training credit. This includes, at least in part, performing and documenting the following procedures:

(1) Preparing and processing training announcements
(2) Developing or reviewing lesson plans and learning objectives
(3) Initiating vendor selection/bid information
(4) Assisting vendor/instructors with transportation and accommodations
(5) Obtaining and organizing materials
(6) Preparing the site for training
(7) Verifying attendance
(8) Conducting course evaluation
(9) Recording training credit

b. Training Standards. As specified in Chapter 1, training shall be provided for designated positions. The EDM ensures that mandatory training is either completed or a timely nomination is made to the Training Center. In addition, the EDM shall track nomination and completion dates. Reasons for failing to meet a mandatory requirement will also be documented.

c. Continuing Professional Education/Other Nominations. The EDM oversees the following portion of the CPE training process:

! Ensure training credit is documented.

d. Procedures for Requesting 45U Funds for Contracting Courses.

! Ensure training credit is documented.

e. Firearms Certification. The EDM shall publish a list of employees qualified to work armed posts based on firearms certification criteria. The list is published annually or as changes occur and distributed to the Captain, the Lieutenants' office, and Armory. The list must be filed with the Annual Training documentation.

f. Voluntary Training. To allow for more frequent and varied training opportunities, training may be offered outside regular working hours. The EDM is responsible for ensuring the following if training occurs during off-duty hours:

(1) At no time can an employee be mandated to attend these training sessions.

(2) Voluntary training offered during an employee's non-duty time is not compensable as work. Employees should not be placed in a situation where they would feel obligated to respond to work-related requirements. The

only exception would be an emergency, declared by the Warden, when the employee is ordered to report for work.

(3) If training required by management is offered during off-duty hours, it is also offered during regular duty hours. Employees are notified of the option, or their scheduled work hours are adjusted.

g. Public Health Service Employees. Because no data tracking system exists on PHS employees, the EDM shall keep a record of completed training, such as sign-in sheets, class files or 182. PHS employees may mail a copy of their completed training forms (SF-182 or Form 18) to the Division of Commissioned Personnel, Rockville, Maryland, for inclusion in their personnel records.

h. Staff Training Library/Computer Lab. The EDM ensures that informative and developmental materials are available for staff use.

9. BUDGET (CENTRAL OFFICE, TRAINING CENTERS). This section establishes procedures and standards for requesting training and training assistance from the Management Services Branch, Human Resource Management Division, Management and Specialty Training Center, and the Staff Training Academy.

These procedures will apply to both mandatory and special needs programs and include classroom-based, self-study, distance, computerized learning initiatives, and video production.

Cost Center 838 supports an extensive amount of training activity ranging from residential based programs to local institution programs. In order to effectively monitor and evaluate the use of training funds and the results produced by these programs, a consistent method of development and review must exist. This policy will establish guidelines for various Employee Development components to follow in developing, evaluating and documenting training programs which use training funds.

a. Responsibility. Any person coordinating training programs conducted with Cost Center 838 funds is responsible for ensuring compliance with this policy. Specifically, Discipline Project Managers, institution EDMs, regional EDAs and Training Center Directors are responsible for meeting these requirements within their program areas.

The Senior Deputy Assistant Director, Human Resource Management Division, is responsible for the annual review of Training and Development Plans as they relate to funding requirements and quarterly review of Training Plans Discipline Project Managers submit.

b. Requirements

(1) Discipline Project Managers. Designated Discipline Project Managers will ensure the following minimum procedures are in place to monitor the use of 838 funds:

(a) The Project Manager shall complete an assessment to determine training needs for the discipline (required for all established programs).

(b) Using this assessment, a training plan shall be developed reflecting realistic training goals to be completed for the project code. The training plans are then sent to the MSTC Controller for consolidation by May 31. The controller will then submit the consolidated package to the Senior Deputy Assistant Director, HRMD.

(c) Documentation of course expenditures shall be submitted to the Senior Deputy Assistant Director, HRM on a quarterly basis.

(2) Training Assistance/Funding Approval from Training Centers. The Senior Deputy Assistant Director of the HRMD, has overall responsibility for approving requests for training and training assistance. The Directors of MSTC and STA have the responsibility for implementing approved requests. The scope of this policy does not include training assistance visits paid for by the requesting party or programs costing less than $5,000.

The following procedures will be used to request these programs:

(a) After review, requests are forwarded to the applicable training center director for implementation consideration.

(b) Each request will be reviewed at the MSTC or STA by a Training Request Committee, chaired by the MSTC Assistant Director for Programs or the Deputy Director of the STA.

(c) The committee shall use a standardized decision matrix to weigh the information supplied on the initial training request form.

(d) Within 10 working days, the committee chair shall provide the training center director with a written synopsis of the Committee's recommendations. Recommendations include whether

training is the appropriate intervention, suggested developmental and delivery strategies, and projected costs.

(e) The training center director shall review and forward his/her recommendation to the Senior Deputy Assistant Director of HRMD. Total time of review and processing at the training center shall not exceed 15 working days.

(f) The Senior Deputy Assistant Director for HRMD will notify the requestor of the final decision. Responses to training requests shall be processed within a total of 25 work days.

CERTIFIED INSTRUCTORS
WILLINGNESS TO TRAIN

UNITED STATES GOVERNMENT MEMORANDUM

DATE:

FROM:

TO: CHIEF EXECUTIVE OFFICER

SUBJ: WILLINGNESS TO TRAIN

This is to advise that should I be selected as _____ _____ Instructor, I understand that I will be required to successfully complete a specialty instructors training course.

Upon completion of that course, I will be willing to teach, upon request, those skills when required for a period of at least three years.

_____ _____
APPLICANT DATE

_____ _____
EMPLOYEE DEVELOPMENT MANAGER DATE

MEMORANDUM FOR SENIOR DEPUTY ASSISTANT DIRECTOR
HUMAN RESOURCE MANAGEMENT DIVISION

FROM:

SUBJECT: **Request for Training Assistance**

RE: _____

RISK: What is the greatest possible risk or problem that may occur if training did not occur? Consider the following issues when responding:

Critical Program Review findings, critical GAO findings, possible staff suspensions or firings, program or discipline failure, staff or inmate fatality, negative public relations or image, finding of "significant concern" by the Executive Staff or law suits.

RESPONSE:

VALUE: What value does this training have for the individual, institution or discipline? Consider the following issues when responding:

Is this course critical for job performance? Is it continuing education? Is it career enhancing or career development in nature?

RESPONSE:

QUALITY CONTROL: How much quality control will the delivery of the material require? Consider the following issues when responding:

Level of learner control needed, environmental controls needed, will the program be computer based, video driven or have a teleconference module? Is it instructor led, facilitator led, include simulations or role-plays?

RESPONSE:

AGENCY SUPPORT: What indicator(s) led you to believe training is actually needed? Consider the following issues when responding:

Site applicable laws, Program Statements or rules, Executive Order, Executive Staff mandate, organizational needs assessment(s) program review indicators, training standards, new equipment or procedures coming on-line (with date of implementation).

RESPONSE:

CONTENT: How easy is the material to learn? Does it change often or stay the same over an extended period of time? Consider the following issues when responding:

How long will it take to learn the material? Is the proposed material/procedure consistent from Region to Region? Does it remain virtually unchanged over time?

RESPONSE:

RESOURCES NEEDED: (What is needed to assess, develop and deliver the program?) Consider the following when responding:

technical equipment, training site, instructor(s) or facilitator, skill development (needs assessments, program design, delivery skills)

RESPONSE:

cc: Director, MSTC (or)
Director, STA

CHAPTER 5

EMPLOYEE DEVELOPMENT TRAINING

1. PURPOSE. To establish the Bureau's development program for staff occupying Employee Development Specialist/Manager positions, to structure a systematic process for developing Employee Development staff, and to ensure that all employees occupying these positions gain exposure to all areas of employee development operations.

2. BACKGROUND. The Bureau has developed this Employee Development Training Plan to ensure trained staff are able to fill Employee Development positions as they become available, staff advancing to these positions shall receive specialized training within Employee Development Management to prepare them to manage their roles effectively.

3. EMPLOYEE DEVELOPMENT TRAINING PLAN

a. Initiation. The EDM or EDA will initiate an Employee Development Training Plan (EDTP) whenever a new EDS/EDM enters into an employee development position. This will ensure timely completion of the EDTP (approximately 18 months). It will be the manager's or administrator's responsibility to ensure the employee successfully completes all areas of this plan. This responsibility should not be delegated below the EDM level.

b. Plan Content. Each section of the Development Plan shall consist of the following:

(1) Objective(s),
(2) Reading Assignment(s),
(3) Feedback, and
(4) Tasks.

c. Monitoring. EDAs are responsible for tracking progress and completions of any EDTP within their regions.

d. Required Courses. Nominations for formal Bureau courses should be sent to appropriate training centers when the employee is selected. Since these courses are only offered at specified times, it may increase the time in which the employee completes this whole process.

(1) Formal Courses:

(a) Employee Development Training (11004)(mandatory only for EDM)

(b) Instructor Skills Training T4T (11001)

(2) In-House Courses:

(a) Employee Development Cross Development Course (11052) (40 hours)

(b) NFC/TRAI Training (41392) (Coordinated by EDA for the designated regional resource staff to conduct) (minimum eight hours)

e. Cross Development Training. The Employee Development Cross Development Series is to be used as the ED employee completes each section. The EDTP parallels the series. The employee should rotate until all sections are completed. The sequence for completing the EDTP shall be left to the manager or administrator's discretion except for the Introduction section which can be completed within a few weeks and must be completed first. Occasionally, the employee may work on more than one section at a time depending on the level of training activities at the employee's location. When the series is completed, documentation in the individual training record will signify the Development Plan's completion.

f. Directives Reading. The employee must read and become familiar with all Bureau directives on which the employee will be conducting staff training. After the readings, time should be spent with the EDM or EDA to demonstrate the employee's understanding and interpretation of the policies. This assures the manager that the employee is ready to proceed to the tasks. The manager will assign the tasks and, upon satisfactory completion, shall certify completion at the end of the Employee Development Training Plan.

g. Documentation. When individual courses, such as the Employee Development Workshop and TRAI/FOCUS training, are completed, the employee's training record shall be updated. General activities should be keyed to OJT/Employee Development (11058). A total of 640 hours is appropriate for this program.

EMPLOYEE DEVELOPMENT TRAINING PLAN

INTRODUCTION TO EMPLOYEE DEVELOPMENT

1. Objectives

a. To provide the employee with a general understanding of policies and how these policies are then implemented to meet the Bureau's needs.

b. To inform the employee of his/her new responsibilities regarding employee development issues within the Master Agreement.

c. To provide the employee with a basic understanding of the Cross Development Series.

2. Reading Assignments

a. 5 CFR, Part 410 & 412

b. Master Agreement

(1) Article 21, Training
(2) Article 23, Upward Mobility

c. Employee Development Manual

3. Feedback. When the reading assignments are completed, the employee is to provide feedback to the manager or administrator relating his/her understanding and interpretation of the readings.

4. Tasks

a. Obtain from the EDA a list of all current Operations Memorandums designating Employee Development responsibilities.

b. Complete Chapter 1, Employee Development Cross Development Course.

PLANNING AND BUDGET FUNCTIONS

TRAINING COMMITTEE

1. Objectives

a. To provide the employee with the working knowledge concerning Training Committee functions.

b. To provide the employee with experience to prepare for and conduct Training Committee meetings.

2. Reading Assignments

a. Employee Development Manual, Chapters 1 and 4

b. Institution Supplement on Training Committee (If applicable at the employee's location)

3. Feedback. The employee explains to the manager or administrator an understanding and interpretation of the policies for the Training Committee.

4. Tasks

a. Complete Employee Development Cross Development Course, Chapter 2, Section 1.

b. Observe at least one meeting prior to conducting the tasks in c, d, and e below.

c. Prepare agenda, training requests, and department report for meetings.

d. Chair at least one meeting.

e. Prepare, obtain approval, and distribute minutes for meetings.

TRAINING AUTHORIZATION FORMS

1. Objectives

a. To provide the employee with the knowledge of the Request, Authorization, Agreement and Certification of Training Form (Standard Form 182) uses.

b. To complete properly an SF-182.

c. To apply the different variations of the training authorization form (SF-182) (OPM forms, locally generated WordPerfect 182 or WAN 182) to training activities.

d. To inform the employee where to obtain the different variations of the form.

2. Feedback. Employee provides understanding of the form to the manager or administrator.

3. Tasks

a. Complete Employee Development Cross Development Course, Chapter 2, Section 4, Training Authorization Forms.

b. Complete and process training authorization forms for the Employee Development Office using the appropriate variation.

c. Send, via WAN, (form 13 or 18) all appropriate training requests to Training Services Section for approval.

d. Complete an actual or mock order form for all training authorization forms through appropriate channels at your location.

BUDGET AND PROPERTY MANAGEMENT

1. Objectives

a. To provide the employee with the knowledge and ability to act as a Cost Center Manager.

b. To provide the employee with the knowledge and ability to act as an Accountable Property Officer.

2. Reading Assignments This section requires extensive readings which should not be read at one time. The employee may do the readings and feedback sessions prior to the task.

a. Employee Development Manual, Chapter 3, Employee Development Planning.

b. Program Statement, Accounting Management Manual Chapters, Cost Accounting.

c. Program Statement, Budget Execution Manual, Budget and Property Management.

d. Program Statement on BOP Acquisitions, Request for Purchase Authorizations, Year End Procurement, and Service Contracts.

e. Program Statement on Property Management.

3. Feedback. Relate understanding to manager or administrator as appropriate.

4. Tasks

a. Complete Employee Development Cross Development Course, Chapter 2.

b. Review budget tracking system.

c. Enter all expenditures/gains to include VISA card purchases & SF-182 forms to verify balance with EDM budget and Business Office.

d. Complete and submit Request For Purchase (Form BP-101(41).

e. Attend with Employee Development Manager any scheduled budget meetings to defend all unobligated and obligated (Annual Training Plan) funds.

f. Conduct and compare property inventory with EDM and Inventory Management Specialist.

g. Properly file and distribute all forms regarding budget activities.

NEEDS ASSESSMENT

1. Objectives

a. To provide the employee with the policies regarding Needs Assessment.

b. To provide hands-on experience in conducting Needs Assessments for meeting individual, departmental and organizational goals.

c. To have the employee understand the relationship between Needs Assessments and Annual Training Plans.

2. Reading Assignments

a. Employee Development, Program Review Guidelines

b. Employee Development Manual, Chapter 1, Required Training

c. Bureau of Prisons' Goals (Strategic Planning)

d. Institution Goals

3. Feedback. Relate understanding and interpretation to the manager or administrator.

4. Tasks

a. Complete Employee Development Cross Development Course, Chapter 2, Section 2.

b. Use Chapter 1, Training Standards, Employee Development Manual, to identify the mandatory training needs of institution staff.

c. Assist at least three Department Heads with their departmental needs assessment.

d. Assist the manager with the Annual Needs Assessment compilation.

e. Complete a needs assessment for all Employee Development staff.

f. Complete an analysis of institution/departmental goals in meeting overall agency-wide goals and report the findings to the Employee Development Manager or Administrator.

ANNUAL TRAINING PLAN

1. Objectives

a. To provide the employee with the knowledge of all information available regarding the development and monitoring process for the Annual Training Plan in regard to the budget.

b. To enable the employee to incorporate the needs assessments into the Annual Training Plan.

c. To provide the employee with hands-on experience in developing an Annual Training Plan.

2. Reading Assignments

a. Employee Development Manual, Chapter 2, Employee Development

b. Employee Development Manual, Chapter 4, Planning

3. Feedback. As appropriate the employee will relate understanding and interpretation of readings to the manager or administrator.

4. Tasks

a. Complete Employee Development Cross Development Course, Chapter 2, Section 3, Training Plan.

b. Using the Needs Assessment data assist the EDM in compiling the draft annual training plan.

c. Attend the Training Committee meeting which addresses the Annual Training Plan.

d. Assist the EDM with completing the annual budget request forms based on the Annual Training Plan data.

e. Assist the EDM with completing the final draft.

f. Monitor all training requirements, using the current Annual Training Plan, concerning the plan's completion and report findings to the Employee Development Manager or Administrator.

g. Analyze, using the current budget status, future training costs as reflected in the current Annual Training Plan and report findings to the Employee Development Manager.

COORDINATE, DEVELOP, AND IMPLEMENT STAFF TRAINING PROGRAMS

PROGRAM DEVELOPMENT

1. Objectives

a. To provide the employee with hands-on experience in developing programs for staff training.

b. To provide the employee with the knowledge of and ability to utilize various methods necessary in this process.

2. Reading Assignments. These reading assignments may be read prior to completing the task.

a. Current Program Review Guidelines for Human Resource Management.

b. Review of ACA Guidelines as they apply to Employee Development and any others assigned locally.

c. Employee Development Manual, Chapter 1, Required Training.

3. Feedback. As appropriate, the employee will relate understanding and interpretation of readings.

4. Tasks

a. Complete Employee Development Cross Development Course:

(1) Chapter 3 Coordinating Training Programs
(2) Chapter 4 Quality Control of Training Programs
(3) Chapter 5 Conducting Training

b. Research programs (outside or in-house) available to address needs identified in the Annual Needs Assessment and present suggestions to the EDM.

c. Track staff enrolled in Cross Development Course and prepare a monthly status report.

d. Develop at least three lesson plans using overheads, flip charts, hand-outs, video tapes, etc.

e. Prepare and submit nominations to all Training Centers.

f. Conduct an Internal Review of two major areas within Employee Development using Program Review and ACA guidelines and report findings to the Employee Development Manager or Administrator.

g. Develop and process Training Opportunity Announcements. (Review Employee Development Cross Development, Chapter 5).

INSTITUTION FAMILIARIZATION

1. Objectives

a. To coordinate an Institution Familiarization (IF) class.

b. To provide experience in lesson plan development and conducting a training session.

c. To provide experience in training course evaluation.

2. Reading Assignments

a. Review Instructor Manual, IF, and

b. Review Participant Manual, IF.

3. Feedback. Relate understanding and interpretation to the Employee Development Manager or Administrator.

4. Tasks

a. Observe at least two complete 40-80 hour classes.

b. Coordinate at least three IF classes entirely (i.e. scheduling, preparing the books, monitoring the class, etc).

c. Teach two portions of three different IF programs.

d. Identify participants from HRM, requests slots for the STA, through proper channels, and coordinate attendance to ICT by probationary staff.

e. Review all course evaluations and report solutions to the EDM or EDA on any problem areas identified or suggested improvements.

ANNUAL AND INSTRUCTOR SKILLS TRAINING

1. Objectives

a. To provide the employee with an understanding of the purposes for Annual and Instructor Skills Training.

b. To provide the employee with the knowledge concerning steps involved in preparing for Annual and Instructor Skills Training.

c. To provide the employee with hands-on experience in developing these two major training events.

2. Reading Assignments

a. Current Operations Memorandum on Annual Training, Core Curriculum

b. Employee Development Manual, Chapter 1, Training Standards

3. Feedback. Relate understanding and interpretation to Employee Development Manager or Administrator.

4. Tasks

a. Complete Employee Development Cross Development Course, Chapter 3, Sections 2 and 3, Annual Training and Instructor Skills Training.

b. Assist with developing a schedule of topics to be covered including mandatory and elective topics.

c. Attend a Training Committee meeting regarding Annual Training.

d. Present the Instructor Skills class to all non-certified instructors (If trainee has not attended formal T-4-T course then should only assist).

e. Assist with preparation of training area, hand-out materials, training aids, etc.

f. Assist with scheduling staff and monitoring attendance for both Annual and Instructor Skills Training.

g. Collect all lesson plans and file accordingly.

h. Develop evaluation method(s) for both events.

TRACKING STAFF TRAINING AND RECORD KEEPING

***** THE TRAINEE SHOULD RECEIVE TRAI/FOCUS TRAINING PRIOR TO COMPLETING THIS PORTION OF THE DEVELOPMENT PLAN. *****

1. Objectives

a. To provide the employee with the experience of entering completed training into TRAI.

b. To be able to send and retrieve messages via BOPNet GroupWise WAN.

c. To develop organizational skills by conducting all office filing, by hard copy as well as electronic (computer) files.

2. Reading Assignments

a. TRAI Manual

3. Feedback. Relate understanding and interpretation to Employee Development Manager or Administrator.

4. Tasks

a. Read Employee Development Cross Development, Chapter 6.

b. Document completion of all training instances into TRAI.

c. Retrieve Individual Training Records as necessary.

d. Retrieve various reports using TRAI/FOCUS to track training standards.

e. Send messages using WAN.

f. Retrieve incoming messages from WAN.

g. Complete Employee Development Department filing including:

(1) Training Authorizations,
(2) Evaluations,
(3) Purchase Requests,
(4) Training Center(s) Information,
(5) Correspondence,
(6) Directive and Operations Memoranda, and
(7) Lesson Plans.

MENTORING

1. Objectives

a. To provide the trainee with a basic understanding of the Mentoring Program.

2. Reading Assignments

a. Program Statement on Staff Mentoring Program
b. Employee Development Program Review Guidelines

3. Feedback. Discuss with the Employee Development Manager or Administrator an understanding and interpretation of the above policies.

4. Tasks. For a three-month period the employee should be involved in all aspects of Mentoring Program:

a. Complete Employee Development Cross Development course, Chapter 7.

b. Work with the EDM/EDS in three Mentoring/Protege orientation sessions.

c. Establish Mentoring files.

d. Prepare a presentation to promote/explain the program in individual department meetings, at Staff Recall, or Roll Calls.

EMPLOYEE DEVELOPMENT TRAINING PLAN

Beginning
Employee's Name: _____ **Title:** _____
Date: _____

Certification of Completion
The Employee Development Manager or Administrator signs below after employee's successful completion of the section tasks.

	Signature/Title	**Date**
PLANNING AND BUDGET FUNCTIONS		
INTRODUCTION TO EMPLOYEE DEVELOPMENT	_____	_____
TRAINING COMMITTEE	_____	_____
TRAINING AUTHORIZATION FORMS	_____	_____
BUDGET AND PROPERTY MANAGEMENT	_____	_____
NEEDS ASSESSMENT	_____	_____
ANNUAL TRAINING PLAN	_____	_____
COORDINATE, DEVELOP AND IMPLEMENT STAFF TRAINING PROGRAMS		
PROGRAM DEVELOPMENT	_____	_____
INSTITUTION FAMILIARIZATION	_____	_____
ANNUAL (CORE) AND INSTRUCTOR SKILLS TRAINING	_____	_____
TRACKING STAFF TRAINING AND RECORD KEEPING	_____	_____
MENTORING PROGRAM	_____	_____

Completed _____ _____ _____
EDS/EDM Signature **Title** **Date**

_____ _____ _____
EDM/EDA Signature **Title** **Date**