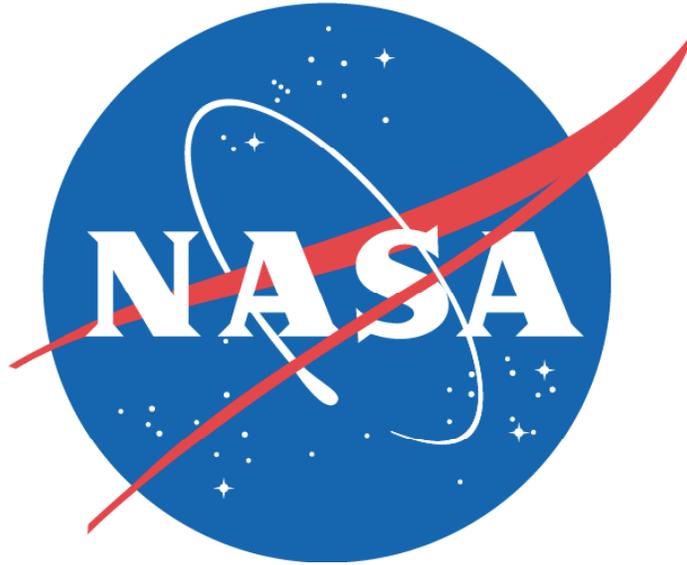


Responsible Office: FT/Training and Development Division

Subject: Formulation, Analysis, and Implementation of Agencywide Training Policy



Formulation, Analysis, and Implementation of Agencywide Training Policy

Office Work Instruction

Original Approved by: _____

Vicki A. Novak
Associate Administrator
Office of Human Resources and Education

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DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/</u> <u>Revision/</u> <u>Canceled)</u>	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		December 10, 1999	
Revision	A	April 17, 2000	As a result of NCR 375, Sections 5 and 6 have been modified by clarifying appropriate procedures.
Revision	B	May 17, 2000	Clarification of procedure Step 6.2 to reference NPD 3410 was added.

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1. **Purpose**

The purpose of this HQ OWI is to establish and define the steps to be followed when the Training and Development Division is required to react to External Data that may influence Agencywide training policy.

The Director of the Training and Development Division is responsible for maintaining this document. The controlled version resides on the World Wide Web (WWW) via the ISO 9000 document library at <http://hqiso9000.hq.nasa.gov>.

2. **Scope and Applicability**

This OWI covers Formulation, Analysis, and Implementation of Agencywide Training Policy performed in Code FT. It outlines the steps for Code FT personnel to follow to react to External Data that may influence Agencywide training policy. The formal process for creating policy through the directive system is covered in the *Code F Agency Policy Formulation and Approval Process OWI*.

3. **Definitions**

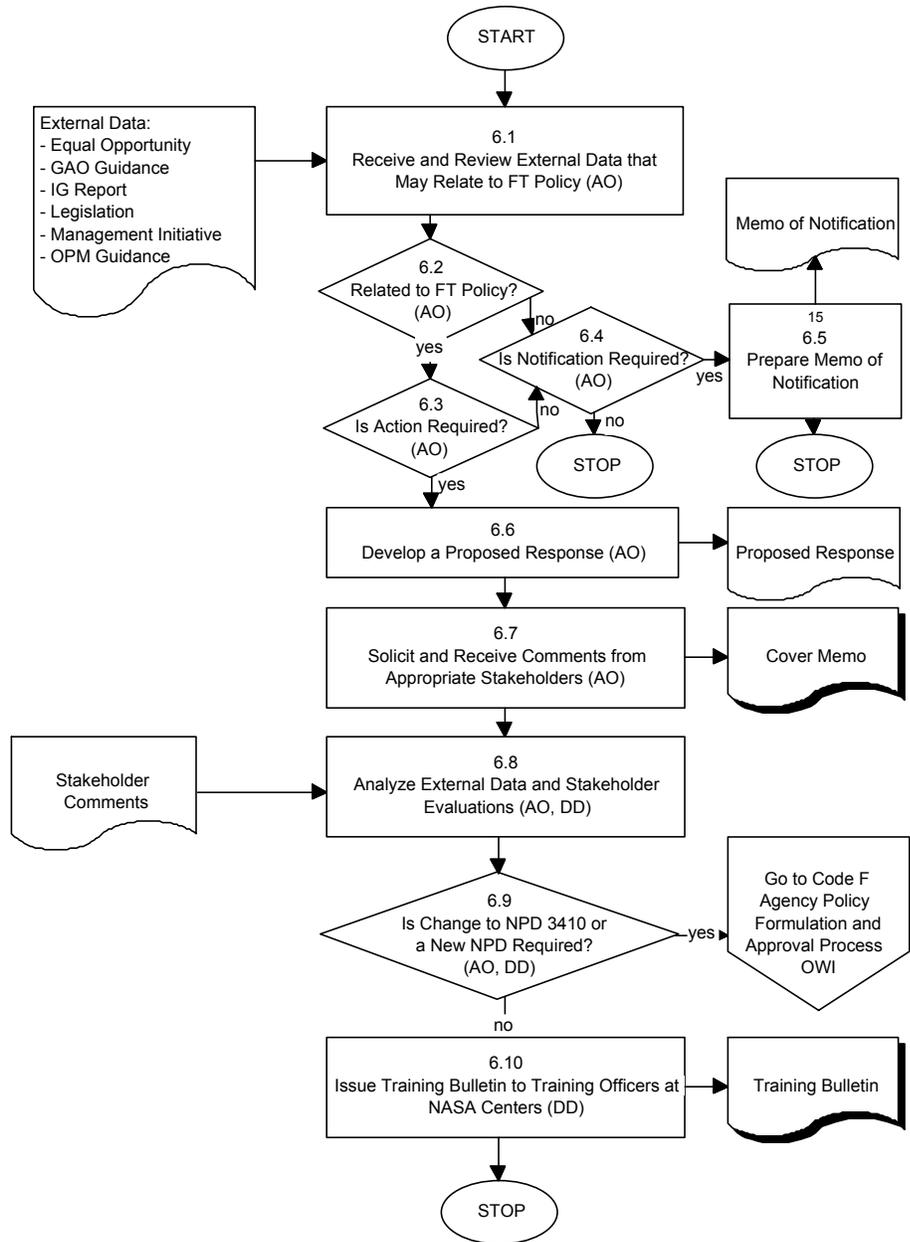
- | | | |
|-----|-------------------|---|
| 3.1 | DD | Division Director – The individual who reviews External Data that may influence Agencywide training policy; and who formulates, analyzes, and implements a response. |
| 3.2 | AO | Action Officer – The individual who receives External Data and makes a determination on whether it relates to Agencywide training policy. The DD assigns AO responsibility. |
| 3.3 | CC | Correspondence Clerk – The individual who manages the quality records (cover memos and training bulletins). |
| 3.4 | Training Bulletin | A memorandum issued by the DD to communicate training policy decision to implementers for implementation. |

4. **References**

- | | | |
|-----|-----------------|---|
| 4.1 | NHB 1101.3 | NASA Organization Handbook |
| 4.2 | NPD 3410.2 | NASA Employee and Organizational Development |
| 4.3 | HQOWI 1410-F004 | Code F Agency Policy Formulation and Approval Process OWI |

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5. Flowchart



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6. Procedure

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1	AO	<p>The AO receives External Data (<i>e.g.</i>, a report, a directive, or a memorandum) from time to time that may relate to Agencywide training policy. The sources of these data cannot be determined in advance. A representative list for the purposes of this OWI includes the Equal Opportunity Office, the General Accounting Office, the Inspector General, the Congress of the United States, the Office of Personnel Management, and other NASA offices.</p> <p>The AO reviews the External Data to determine whether it is related to FT policy and whether action is required.</p>
6.2	AO	<p>If the External Data is related to Agencywide training policy, as defined in NPD 3410.2, then go to step 6.3; otherwise go to step 6.4.</p>
6.3	AO	<p>If the External Data requires action, then go to step 6.6; otherwise go to step 6.4.</p>
6.4	AO	<p>Is a notification of inaction required? If yes, go to step 6.5; otherwise Stop.</p>
6.5	AO	<p>The AO notifies the initiator that no action is forthcoming. Stop.</p>
6.6	AO	<p>The AO formulates a Proposed Response to the External Data and reviews the Proposed Response with the DD.</p>
6.7	AO	<p>Based upon the subject matter, the AO then identifies, chooses, and contacts a set of stakeholders to review and evaluate the External Data and the Proposed Response. Stakeholder comments are sought, not for approval, but to ensure that a broad range of opinions is considered. The stakeholders include Agency training officers or other NASA officials who have a direct involvement in agency training programs. The AO prepares a Cover Memo that records the title, subject, date, and distribution for the review.</p>

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- 6.8 AO, DD The AO and the DD analyze the External Data and any stakeholder evaluations and determine whether a change to NPD 3410 is required or whether a new NPD is required. The decision regarding propriety of utilizing, changing, or developing an NPD or issuing a Training Bulletin will depend upon such factors as the content/subject matter of the External Data, the nature of the input from stakeholders, the urgency of the subject matter, and the need for formalized control of the process as an NPD or Training Bulletin.
- 6.9 AO, DD If a change to NPD 3410 is required or a new NPD is required, then refer to the Code F Agency Policy Formulation and Approval Process OWI. Otherwise, go to step 6.10.
- 6.10 AO, DD The AO prepares, and the DD reviews, approves, and issues a Training Bulletin to the Training Officers at the NASA Centers. The Training Bulletin is then installed on the NASA Training and Development Division worldwide web site. The CC insures that the training bulletin has a unique number, a title, and an issue date. The CC assigns training bulletin numbers, which are in two parts. The first part is the four-digit year. The second part is a three-digit sequence number that specifies the natural order of occurrence of the document during the year. For example, the first document in the year 2010 will have the number 2010-001, and the second document will have the number 2010-002.

7. Quality Records

Record Identification	Owner	Location	Record Media:	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
Cover Memo	DD	Code FT File	Hard Copy	Schedule 1, Item 72A	Permanent
Training Bulletin	DD	Code FT File	Electronic Copy	Schedule 1, Item 72A	Permanent