

OFFICE OF HUMAN CAPITAL MANAGEMENT

GPR 3410.2

EMPLOYEE TASK-SPECIFIC, REQUIRED AND MANDATORY TRAINING REQUIREMENTS
Frequently Asked Questions

Q. What is GPR 3410.2, *Employee Task-Specific, Required and Mandatory Training Requirements*?

A. GPR 3410.2 establishes the process by which employee task-specific training requirements are identified, communicated, and documented when accomplished, as well as the advising of the relevance and importance of training to the achievement of the Center's mission. Goddard Space Flight Center (GSFC) employees are required to complete task-specific training, Agency/Center required training, and Federally-mandated training requirements necessary to perform their jobs. This procedure also specifies the consequences for not completing training requirements, and establishes the procedure for obtaining a deferment or waiver for required and mandatory training.

Q. Is GPR 3410.2 applicable to all civil servants?

A. Yes. The GPR 3410.2 is applicable to all GSFC civil servants.

Q. Is GPR 3410.2 applicable to contractors?

A. Contractor employees are expected to complete mandatory and required training to the extent specified in their contract. Consequences for non-completion of training are based on the policies of the contractor company.

Q. How do I find the published version of GPR 3410.2?

A. GPR 3410.2 can be found on GDMS website at <http://gdms.gsfc.nasa.gov/gdmsnew/home.jsp> under the Approved Directives Master List tab.

Q. What is the difference between mandatory and required training?

A. Mandatory training is required for all employees Government-wide and is mandated by Executive Orders, Government-wide Directives, federal statute or regulation. Required training is required by the Agency or Center and is provided to NASA employees in order to achieve the goals and objectives of the Agency or Center as needed.

Q. Who is responsible for overall oversight and compliance of required and/or mandatory training requirements for GSFC?

A. OHCM

Q. How will required and/or mandatory training requirements be communicated?

A. The OHCM will work with Functional Owners to communicate required and/or mandatory training requirements to the Center. Training requirements will also be put on employee learning plans in SATERN.

Q. How will completion of required and/or mandatory training be documented?

A. SATERN is used to document training history <https://satern.nasa.gov/elms/learner/login.jsp>.

Q. Will non completion of training be validated prior to disciplinary actions?

A. Yes, the OHCM will work closely with supervisors and employees to validate training completions.

Q. Will waivers be granted for mandatory or required training?

A. Waivers may be granted to persons whose tenure at GSFC is short term and whose departure is imminent therefore not taking required and mandatory training does not adversely impact job performance. Waivers for required and mandatory training may also be granted in other circumstances subject to approval by OHCM.

Q. What happens when training cannot be completed in the required timeframe?

A. Deferments for required and mandatory training may be granted to persons who are 1) in non-duty status for the duration of the training offerings or 2) on a detail and physically located off-site impeding the ability to take an instructor led class. All others must complete required and mandatory training as scheduled unless a waiver is granted.

Q. When should a request for a waiver or deferment for required and mandatory training be initiated?

A. Generally, within 5 business days of the training notification and at a minimum of 10 business days prior to the deadline.

Q. How do I initiate a request for waiver or deferment for required and mandatory training?

A. The employee must submit a written request to his/her immediate supervisor or his/her designee. If the supervisor concurs, the request will then be submitted in writing by the supervisor or his/her designee to the Center Training Officer for approval within five business days of the employee's requests.

Q. How long does it take for a request for a waiver or deferment for required and mandatory training to be processed?

A. The employee and supervisor will be notified within 5 business days.

Q. When do I need to comply with GPR 3410.2?

A. GPR 3410.2 was initially released in 1998. The most recent update, *GPR 3410.2I, Employee Task-Specific, Required and Mandatory Training Requirements* consolidated *GPR 3410.4, Required and Mandatory Training including Consequences for Non-Completion* and *3410.2H, Employee Competence and Quality Management Systems (QMS) Training* and was approved on October 27, 2011.

Q. What happens if I don't comply with GPR 3410.2?

A. Failure to comply with GPR 3410.2 may result in corrective disciplinary action, such as a written reprimand, suspension of up to 14 days or more, performance-based actions.

Q. Under what authority are disciplinary/adverse actions taken?

- A. Failure to complete mandatory or required training without an acceptable reason is misconduct. *Title 5 US Code Chapter 75 and Title 5 CFR Part 752*, provide the law and regulations, respectively, governing Federal government disciplinary and adverse actions.

Q. What is meant by progressive disciplinary/adverse action?

- A. Disciplinary or corrective actions beginning with a warning or reprimand and advancing to greater levels of discipline through to removal if necessary for continued failure to complete required training.

Q. Who will issue warnings and disciplinary letters?

- A. Warnings and all disciplinary and adverse actions will be issued by the immediate or 2nd-level supervisor as appropriate based upon the action taken.

Q. What is considered poor performance related to required training?

- A. Poor performance is any performance that falls below the “Meets” or “Fully Successful” level based upon the individual’s performance plan.

For example, in some cases an employee is required to complete training to maintain certification or license to perform functions of the position. If failure to complete such training, where it was within the employee’s control, results in inability to meet performance expectations, performance may be rated below Fully Successful.

Q. Who will determine whether performance is poor?

- A. The supervisor/rating official for a position will determine when performance is poor, i.e., does not “Meet” the standards identified in the performance plan.

Q. Who is considered a direct report?

- A. A direct report is an employee who is subject to administrative and other supervisory tasks, such as performance appraisals and disciplinary actions, by a specified supervisory employee.

Q. Who do I contact for additional information regarding consequences for not completing required and/or mandatory training?

- A. OHCM Performance and Worklife Dynamics Office at (301) 286-9218

Q. Where can I find the *GSFC 17-112 Employee Task-Specific Training Requirements Form*?

- A. The 17-112 Form can be found in GDMS at <https://gs279gdmsias.gsfc.nasa.gov/> under the Libraries tab in the Forms Master List.

Q. Where can I find FAQs on the *17-112 Employee Task-Specific Training Requirements Form*?

- A. FAQs on the *17-112 Employee Task-Specific Training Requirements Form* can be found on the OHCM website. Click on the *Supervisor Information* link.