

EMPLOYEE TASK-SPECIFIC TRAINING REQUIREMENTS FORM

After completing and signing, supervisors are to maintain this form in the Employee Performance File (EPF).

EMPLOYEE’S NAME:

Supervisors: For all Civil Servant employees that are assigned or reassigned to a supervisor, only the **Task-Specific training requirements** for the employee must be documented on the form below. This form is to be maintained in the EPF (blue folder) in the *IDP/Training Related Information* section of the folder. Note that Task-Specific training is defined as all training, including safety training, required to acquire new skills or competencies, or enhance current skills or competencies necessary to perform the tasks of that position. Detailed definitions of terms are noted on page two of this form.

EMPLOYEE TASK-SPECIFIC TRAINING REQUIREMENTS					
REQUIRED TASK-SPECIFIC TRAINING	SUPERVISOR SIGNATURE	SUPV. CODE	DATE NOTIFIED EMPLOYEE	EMPLOYEE SIGNATURE	DATE COMPLETED
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
<p>Employees are notified of non task-specific, required and mandatory training requirements through Center announcements and/or the Agency’s Learning Management System, SATERN. Training completion history is maintained in SATERN for required and mandatory training requirements and is not required to be maintained on the 17-112 form. A list of non task-specific, required and mandatory training requirements is located on the Office of Human Capital Management website http://ohcm/.</p>					

EMPLOYEE TASK-SPECIFIC TRAINING REQUIREMENTS DEFINITIONS

- 1) **Administrative Officer (AO):** These are individuals in the Directorates that OHCM communicates training completions and non-completions which are to be communicated to their management officials.
- 2) **Employee Performance File (EPF):** A file maintained by the supervisor containing the current performance plan, prior performance ratings, training requirements, and associated information. An employee performance file containing the above-mentioned documents shall be maintained for each employee.
- 3) **Executive Development Plan (EDP):** A detailed guide of developmental experiences to help SES executives, through participation in short-term and longer-term experiences (e.g. training, conferences, or workshops), meet organizational needs for leadership, managerial improvement, and organizational results.
- 4) **Job Qualifications:** Education, training, and/or specialized experience which provides an individual with the necessary skills, knowledge, or credentials to perform the position's responsibilities.
- 5) **Mandatory Training:** Training that is required for all employees Government-wide. This training is mandated by Executive Orders, Government-wide Directives, federal statute or regulation, in areas such as computer security awareness; ethics; or executive, managerial, and supervisory training. As such, the Center may often have minimal authority in determining course content, structure or completion timeframes.
- 6) **Position Description:** A document that describes the knowledge, skills, and abilities needed for a specific job, as well as the position's major duties.
- 7) **Required and Mandatory Training Functional/Content Owners:** These are representatives for the Center organization with programmatic responsibility for particular required and/or mandatory training instances (e.g., the Office of Chief Counsel is the Functional/Content owner for the annual Ethics training requirement).
- 8) **Required Training:** Agency-or Center-specific training required of NASA's employees in order to achieve the goals and objectives of the Agency or Center.
- 9) **SATERN:** The System, Administration, Training and Educational Resource (SATERN) is the Agency's electronic Learning Management System in which on-line required and/or mandatory training is made available. Through SATERN, on-line courses may be accessed and completed, registration for instructor-led courses completed, and training history is maintained.
- 10) **Supervisor:** The individual accountable to management for the quality and quantity of work performed by direct reports which includes a range of duties and responsibilities for planning, organizing, assigning, and reviewing work and administering personnel matters and identifying training.
- 11) **Task-Specific Training:** All training needed to acquire new skills or competencies or enhance current skills or competencies necessary to perform the tasks of that position. Task-specific training supplements education and experience already possessed by the employee that meets personnel qualifications requirements for the position and is necessary to enable performance of specific tasks at the employees' current grade level or current assignment. The employees' supervisor, in collaboration with other organizations as applicable, identifies task-specific training when such training or certification is a requirement. Examples of Task-Specific Training include Electro-Static Discharge training and Laser Safety training.
- 12) **Training Officer:** The Center Training Officer is the responsible person for the functional management of GSFC training programs, which includes the assessment, design, development, conduct, and evaluation of the Center's training and development plans and programs. The Center Training Officer develops and administers the Center's policies and budget.