

## **GUIDANCE FOR REPORTING EXTERNAL TRAINING FUNDS**

Historically, the Office of Human Resources (HR) has budgeted for external training based on overall agency needs. In order to support agency goals which include aligning budgeting and financial management responsibility with decision making responsibility, a decision was made to decentralize budget formulation and execution of external training (NRC Form 368) funds. Decentralization of external training budget formulation began with FY 2002. Decentralization of external training budget execution began with FY 2001. However, HR will retain the budgeting and funding responsibility for certain training offered agency wide but externally provided such as the 4-week Federal Executive Institute Leadership for a Democratic Society program, the USDA Graduate School's Women's Executive Leadership Program (renamed the Executive Leadership Program for Mid-Level Employees), the Congressional Fellowship Program, and NRC and Its Environment.

During the last budget cycle, HR prepared the FY 2001 external training budget based on the most recent external training needs assessment. Individual offices will have the responsibility for preparing their own external training budget estimates for FY 2002 and 2003. Decentralized budgeting of external training is expected to provide each office with greater control over its resources used to achieve the NRC's performance goals. Identification of external training needs by offices as part of the budget formulation process will eliminate the need to conduct an external training needs survey at other times during the year.

### **Guidance**

The following guidance is provided for offices to use to develop budget estimates for external training (for FY 2003 and FY 2004) which each office will submit with its individual budget request.

Each office will identify the level of external training funding needed for the office for both FY 2003 and FY 2004. The training must be identified by strategic arena, prioritized, and appropriately justified, based on historical data, areas of increased emphasis, projections based on entry level hiring, relation to performance goals, and other relevant factors.

An office may want to group its external training request into categories that make sense for the office. These grouping categories do not need to correlate with existing NRC training curriculum areas, but the groupings should be done in a way that correlates with the office's role in achieving the NRC's performance goals. It is not intended that the groupings be an itemized listing of individual instances of planned external training but rather a roll up of individual instances into logical categories.

External training must be linked with a specific strategic arena which will benefit from the training and for which the office budgets resources. For this purpose, the strategic arenas are as follows:

Nuclear Reactor Safety, Nuclear Materials Safety, Nuclear Waste Safety (High Level Waste), Nuclear Waste Safety (Non-High Level Waste), International Nuclear Safety, and Management and Support. The appropriate arena should be determined based on the arena to which the employee reports his hours, rather than on the nature of the specific training course. Generally, offices should not assign grouping categories to strategic arenas for which the office has not budgeted resources in the past. Exceptions should be discussed in advance with your DPBA analyst. Subtotals for each of the strategic arenas must be provided at the bottom of the form.

A brief justification should be included in the fifth column regarding the relationship of each type of training to a performance goal. The justification must describe what will be accomplished with the resources; and provide sufficient detail to determine its link to a performance goal. This narrative will be incorporated into the FY 2003 budget. Offices must also provide their external training funding requests, along with the bases for the budget formulation, to HR with copies to OCFO. Offices must include any external training budget requests in the FY 2003 Budget submission (Attachment 5). The composite agency external training budget request will be discussed during the HR budget meetings.

**EXTERNAL TRAINING  
RESOURCE ASSESSMENT AND REQUEST  
FY 2003-2004**

**Office: Region III**

Description of Training	Strategic Arena	Estimated Resources Required (\$K)		Justification
		FY 2003	FY 2004	
1A. Required Qualification Training.	N/A	\$5	\$5	Mandatory Reactor and health physics/materials safety training.
1B. Essential Mission Training.		\$65	\$65	Essential training needed for handling reactor and materials safety issues. Also needed to sustain a high performing and diverse workforce, provide pro-active IT/IM services, and to employ innovative and sound business duties.
2. Maintain/Improve Skills		\$50	\$50	Training and education to maintain or improve employee skills for performance of current duties.
3. Future Skills Needs		\$30	\$30	Additional training to prepare employees to better meet the future needs of the NRC.
SUBTOTAL BY ARENA				
Nuclear Reactor Safety (NRS)	NRS	\$95	\$100	Note: Per guidance, all regional overhead FTE, travel, and external training is allocated between NRS, NMS and NWS arenas.
Nuclear Materials Safety (NMS)	NMS	\$35	\$35	
Nuclear Waste Safety (High Level Waste ) (NWS-HLW)	NWS	\$0	\$0	
Nuclear Waste Safety (Non-High Level Waste) (NWS-NHLW)	NWS	\$20	\$15	
International Nuclear Safety (INS)	INS	\$0	\$0	
Management and Support (M&S)	M&S	\$0	\$0	
Total		\$150	\$150	