

STATE OF WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS
Office of The Adjutant General
Post Office Box 8111
Madison, Wisconsin 53708-8111

Human Resources
Regulation No. 400-1

1 November 2002

WING TECHNICIAN TRAINING

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Supersedes WING HRR 400-1, dated 1 January 1993.
1 November 2002

WING HRR 400-1

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1. PURPOSE

To provide information and guidance for the training and development of Wisconsin National Guard (WING) technicians. This plan will assist managers and supervisors in the effective accomplishment of employee training needs and the planned funding of training costs. This Human Resources Regulation (HRR) does not cover training policy related to an individual's military position.

2. POLICY

a. A training plan will be developed each year based upon training needs and budget constraints. Adjustments to the plan will be made resulting from changing training needs and available funds.

b. Program goals and objectives along with local requirements will serve as a basis for the development of the training plan.

c. Technicians will attend training in a technician status when training enhances the technician job performance more than their military duties. If the training is AFSC/MOS awarding or is required by regulation in the technicians military duty assignment, attendance will be in a military status. When the determination is not clear, the final decision rests with the Human Resources Management Office (HRO). Technicians will be advised of their responsibilities by the HRO when attending a military school in a technician status prior to departure.

3. RESPONSIBILITIES

a. Human Resources Management Office.

(1) Insure that technicians receive effective training to improve their knowledge, skills and abilities.

(2) Insure that technician training needs, training resources, and candidates are identified according to established goals and objectives that are consistent with equal employment opportunity principles.

(3) Authorize the training and development of technicians according to the guidance established in NGB Technician Personnel Regulation 400.

(4) Certify on all DD Form 1556 (Request Authorization, Agreement, Certification of Training, and Reimbursement) that the training meets all legal and regulatory requirements.

(5) Conduct an annual training survey to identify training needs of the Wisconsin National Guard. Identify courses applicable to both the ANG and ARNG that can be conducted jointly.

(6) Advise commanders, managers and supervisors on available training, available resources and procedures to accomplish training in the most effective manner including the use of Individual Development Plans (IDPs).

(7) Conduct a Supervisors Training Program.

(8) Maintain the State Upward Mobility Plan.

(9) Ensure that new technicians receive an orientation briefing per NGB TPR 400 (410.3 para 3.5g).

(10) Document and record all training course completions.

(11) Review and evaluate the effectiveness of training and document whether the training achieved the established objectives.

(12) Ensuring satisfactory completion of specific job related courses when required (i.e., NGPEC Courses).

(13) Responsible for assisting in scheduling remedial training, recovery of non-salary expenses, or disciplinary adverse action after notification of failure from a job related course (NGB TPR 400 (410.1) and NGB TPR 752).

(14) Perform cost comparison studies when appropriate to help determine the cost effectiveness of training.

(15) Represent the Adjutant General on assigned technician training matters.

(16) Providing assistance to managers, supervisors, and employees in regard to technician training.

b. Supervisors.

(1) Determine if the training can be accomplished first by on the job training, then internal resources, services schools, government inter-agency, and finally a non-government source.

(2) Insure that the results of Performance Appraisals are a basis for determining a need for training.

(3) Establish Individual Development Plans and Upward Mobility Plans as appropriate using current Performance Standards and Appraisals.

(a) Individual Development Plans (IDP's) will be established for each technician in a "trainee" position using their current performance standards as a base document. The IDP is a plan for providing the individual the knowledge, skills, abilities, and the experience needed to function at the target level (See App B, WING HRR 713-1). Forward a copy to WING-HR for file. In addition, an IDP should be attached to the SF 52 requesting promotion once the training has been completed and KSA's acquired.

(b) Upward Mobility Plans. Individual Development Plans are required for personnel participating in The Upward Mobility Program. See WING HRR 713-1.

(c) Individual Development Plans and Upward Mobility Plans are useful options for affirmative employment staffing.

(4) Submit all requests for training to the HRO for certification and approval in a timely manner.

(5) Insure that the evaluation is properly completed and returned within 3 weeks of course completion. This form is used to evaluate training received and may be a basis for recommending training to other technicians.

(6) Identify training needs early on and provide input to HRO as soon as needs are identified so that budgeting and scheduling can be

accomplished. In WI ANG, training needs must be routed to the HRO through the Air Commander and concerned.

(7) Encourage employee self development programs that will improve job skills.

(8) Insure that training is in support of mission priorities.

(9) Annotate training on the NGB Form 904-1, Supervisor's Record of Technician Employment.

c. Employees.

(1) Attend training that is necessary to the performance of the individuals position or is necessary for the mission of the National Guard (i.e., Professional Education Center).

(2) Satisfactory completion of required training.

4. PROCEDURES

a. Inventory of training needs. The inventory of training needs should relate specifically to performance and career appraisals, including requirements for training programs.

(1) Changes in mission, methods, and kinds of skills needed or anticipated should be considered.

(2) Attention should be given to on and off the job training in order to equip all employees with the knowledge, skills and abilities necessary to perform their job effectively.

b. Once training needs have been inventoried, they should be grouped into meaningful and manageable categories.

c. Resources. Insure resources are available for training.

d. Priorities. After training needs have been identified and categorized and resource requirements determined, total requirements must be evaluated

so that a plan can be established to ensure optimum training. Priorities should be based upon consideration of immediate needs in terms of mission requirements and training required by Higher Headquarters. Priorities will be coded using the following guidance:

(1) Priority 1 - Training that must be accomplished or it would have a direct adverse effect on the National Guard mission accomplishment. Training directed by NGB.

(2) Priority 2 - Training that is required to provide for systematic replacement of skilled technicians who will leave the technician work force and, if deferred beyond the training cycle, would have an adverse effect on mission accomplishment.

(3) Priority 3 - Training that is required for a technician who is performing at an adequate level of competence but will increase efficiency and productivity, and has a minimal effect on organization mission.

e. Documentation Self-Evaluation.

(1) An annual evaluation of fiscal year training and development activities will be performed by the HRO.

(2) The evaluation will serve as a basis for the next fiscal year plan.

5. INTER-AGENCY TRAINING

Inter-agency training - training available from other Federal agencies, including Office of Personnel Management (OPM), is to be used whenever it would result in:

- a. Better training;
- b. Improved service; or
- c. Savings to the government.

6. NON-GOVERNMENT TRAINING

a. Non-government training is training conducted by other than civilian or military personnel of the Federal government acting in their official capacities.

The most common sources of non-government training are colleges, universities, and private companies and consultants.

b. Before authorizing non-government training, the HRO must determine that:

(1) Existing programs within its own organization will not adequately meet the need; new programs cannot be established to meet the need effectively; and reasonable inquiry has failed to disclose the availability of suitable and adequate programs elsewhere in government; or

(2) Use of government facilities would be more expensive (because of distance, time, or other factors) than would use of non-government facilities.

c. Restrictions on Non-Government Training:

(1) Minimum continuous service: To be eligible for training through non-government facilities, an employee must have at least one year of current, continuous civilian service in the government. This requirement may be waived if the head of the agency determines that postponement of the training would be contrary to the public interest.

(2) One-year-in-ten limitation: An employee may receive no more than one year of non-government training during the first ten-year period of government service and in each ten-year period of service thereafter. Waivers to this limitation may be granted by the Office of Personnel Management. The following do not have to be counted against the one-year-in-ten limitation: training that does not exceed 40 hours within a single program; training provided by manufacturers as part of the service under the initial purchase or lease of their products; or training through correspondence courses.

(3) Academic degree restrictions: Training in a non-government facility may not be provided:

(a) For the purpose of providing an opportunity for an employee to obtain an academic degree in order to qualify for a particular position; or

(b) Solely for the purpose of obtaining an academic degree. This prohibition does not limit the agency's authority to assign employees to training in non-government facilities when the purpose of the training is to

develop those skills, abilities and knowledges which will best qualify them for the performance of official duties. If, in the accomplishment of this training,

an employee receives an academic degree, this may be considered as merely an incidental by-product of the training.

(4) Continued service agreement: Before an employee is assigned to training through a non-government facility, he or she must agree in writing to continue in the employment of the agency for an appropriate period of time. Generally, the minimum period is three times the length of the training. If the training involves no expense to the government other than the employee's pay, the employee is exempted from the requirement to execute a continued service agreement.

7. AUTHORIZED EXPENDITURES

Agencies may pay all or any part of the expense of authorized training. These expenditures include salary (but not premium pay), tuition, travel and per diem, and other expenses directly related to the training.

8. FACTORS FOR SELECTION

Supervisors and managers should consider the following factors when selecting from among those who might be trained:

- a. The relative degree of the employee's needs for training;
- b. The relative extent to which employee's knowledge, skills, attitudes, or performance are likely to be improved by training;
- c. The relative degree and length of time the agency expects to benefit from the employee's increased skills and abilities;
- d. Training opportunities previously afforded employees by the agency;
and
- e. The employee's own interest in and efforts to improve their work.

9. NATIONAL GUARD PROFESSIONAL EDUCATION CENTER TRAINING (PEC)

The Professional Education Center at Camp Joseph T. Robinson, N. Little Rock, AR conducts a number of courses designed to familiarize the technician with National Guard requirements of the job for which he/she was hired. Technicians holding positions for which a training course has been established, will normally be scheduled for, and complete the appropriate training within their first year of appointment. All travel orders for individuals attending a course at PEC will be prepared by the HRO. Travel arrangements will be accomplished by the individual.

10. APPLICATIONS FOR TRAINING OR DOCUMENTATION OF TRAINING

a. When a training requirement has been identified, the supervisor will request the employee attend training in technician status. Although some courses may require additional documentation, the Automated Training Request will be the basic document to request, evaluate, record and obligate funds for technician training. Assistance in completing the application may be obtained by contacting the Employee Development Specialist in the Human Resources Management Office. All travel orders for ARNG technician training will be prepared by the HRO.

b. WING-HR will record training completed in the individuals OPF and the Personnel System. Certificates of completion, diplomas will not be used to post the OPF.

c. Documenting Hazard Communication Training:

(1) The course completion will be documented in the Personnel System.

(2) Supervisors should document all training received by a technician on NGB Form 904-1 and the IDP if appropriate.

11. Specific prioritized training needs for the current FY are listed in Appendix E (Annual Training Plan).

Wisconsin, ATTN: WING-HR, Madison, WI 53708-8111.

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APPENDIX A (DD FORM 1556 INSTRUCTIONS)

1. DoD 1400.25-M (Civilian Personnel Manual) and TPR 400(410.1) require the use of the DD Form 1556 for requesting, authorizing, recording, evaluating, and approving the obligation of funds for all training provided to technicians in a technician status.

2. These instructions are in addition to those on the front of the 10 part carbon set version of the DD Form 1556. The 10 part form must be used for all government and non-government training except:

a. Any training procured under a separate legal contract for local presentation to more than one technician.

b. Locally developed and presented training programs for which there is no contract and no direct cost.

For these exceptions the single, cut-sheet version of the DD Form 1556 may be used.

3. Requirements for additional forms by other training offices, particularly NGB Forms 64, do not negate the regulatory requirement for a DD Form 1556 for technician training.

4. In addition to the information requested on the front of the 10 part carbon set of the DD Form 1556, include the following:

Section A - Trainee Information

Item A ARNG or ANG

B FY Self explanatory

C Check appropriate block

1 Self explanatory. Include Military Grade (Sex: M or F for PEC Courses)

6 Home Address required (for emergency notification)

7a Desired (for emergency notification)

10 ALL requested technician information is required (i.e., GS 344 09 01)

12 Mailing address of the appropriate unit

14 3E is required (except for competitive technicians)

15 The number of total training days attended that was sponsored by non-government source.

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Section B - Training Course Data

- 20 PART I - 20a. Purpose -
1. Program/mission change
 2. Result of new technology
 3. New work assignments
 4. Improve present performance
 5. Meet future staffing needs

6. Develop unavailable skills
7. Trade or craft apprenticeship
8. Orientation

20b. Type of Training.

1. Executive and management.
2. Supervisory.
3. Legal, Medical, Scientific or Engineering.
4. Administration and Analysis.
5. Specialty and Technical.
6. Clerical.
7. Trade or Craft.
8. Orientation

20c. Source.

1. PEC Training
2. Gvt Internal (Tng by NG not at PEC)
3. Gvt - Inter-agency
4. Non-Government designed for agency
5. Non-Government Short Term, Off the Shelf
6. Non-Government Short Term, State or Local

20d. 00. No special Program.

10. Executive Development.
20. Supervision.

20h. Priority. See para 4d of basic HRR 400-1.

- 20f. C Confidential
 S Secret
 TS Top Secret

Section C - Costs and Billing

24 thru 30

ANG ONLY. Enter appropriate cost information in the appropriate boxes. Signature of respective fiscal officer must be entered to certify availability of funds.

Section D - Approval

32 Signature of first line supervisor.
33 thru 34 HRO Use.

Reverse Side Reverse side of copy 1 and 8 of the 10 part carbon set DD Form 1556 Privacy Act Statement.

Employee's Agreement to Continue in Service: Item 38 must be completed in every single instance of non-government training in excess of 80 hours. Item 39 must be completed for every instance of training.

APPENDIX B (INDIVIDUAL DEVELOPMENT PLAN)

1. Objectives: To provide a systematic and planned means for a trainee to acquire skills knowledges, abilities, and experience to perform functions at the target level grade. This plan is required for all individuals in a "trainee" position. An IDP should be considered for all other positions, including those individuals performing at less than the fully acceptable level.

2. Flexibility Provisions: Supervisor will ensure all training is accomplished within the specified dates in the training plan. Adjustments can be made for emergency absences from duty and failure of the employee to progress in assigned tasks. These adjustments are deviations in time only, not training objectives.

3. Elements of Training Plan: The attached plan sets forth the training objectives, tasks in accomplishing objectives schedule of assignments, and hours of instruction.

These provisions are categorized under training and development methods: formal instruction, on-the-job training, and self-development (which can be a combination of academic study and off-duty developmental interests or any one of the two.)

It is the responsibility of the supervisor to consider all efforts of the trainee in his or her initiative toward developmental achievement. The training plan must include and document these efforts.

4. The IDP will be developed by the 1st line supervisor. The supervisor will consider the knowledge, skills, abilities, and experience needed at the target level. The supervisor will explain the requirements he/she must complete before being considered qualified for the target position. The employee and supervisor will sign the form. The IDP will be forwarded to WING-HR for certification. The IDP will be returned to the supervisor for reference and distribution to the employee.

5. After the employee has complied with the requirements of the IDP, the supervisor will certify the completion on the IDP and forward a copy to the HRO for files.

INDIVIDUAL DEVELOPMENT PLAN (send original to HRO for certification)

INDIVIDUAL DEVELOPMENT PLAN

NAME: _____ ORGANIZATION: _____

GRADE AND SERIES: _____ DUTY TITLE: _____

MAJOR DUTIES	KNOWLEDGE, SKILL, ABILITY REQUIRED	TRAINING PLANNED/ PROJECTED DATE/TYPE	DATE TRAINING ACCOMPLISH ED
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

WIARNG Form 36, Jan 93

ADDITIONAL REQUIREMENTS

REMARKS

Coordinate with HRO for a Unit Clerk Course.

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ADDITIONAL REQUIREMENTS

REMARKS

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APPENDIX C (SUPERVISORS ORIENTATION)

SUPERVISOR ORIENTATION PLAN

1. The purpose of the Supervisor Orientation is to provide a new supervisor with a basic background of his duties and responsibilities as soon as possible after appointment.
2. Formal basic supervisor training at the Human Resources Office may take place from 6-12 months or more after appointment. This orientation course will provide the individual with a working knowledge of his supervisory duties

early in their career. This information will increase their productivity early on and improve their chances of becoming a successful supervisor.

3. The orientation will be presented at the Human Resources Management Office (HRO) as soon as possible after appointment at a time agreed upon between the new supervisor and the HRO. The course will be developed and managed by the Employee Development Specialist (EDS). This person will update and schedule the supervisors course. The length of the course is approximately 8-9 hours. The orientation will consist of the supervisor meeting each HRO staff member and the staff member giving a brief explanation of what the staff members duties include and how it relates to the supervisor.

4. Method of Instruction:

- a. An informal presentation by each staff member of the HRO.
- b. Handouts of forms and regulations for the supervisors office and use.
- c. List of HRO contacts and brief description of duties of each staff member.

5. Coordination for an attendance date and the issue of an DD Form 1610 should be accomplished through the Employee Relations and Development Specialist.

Supervisor's Orientation

New Role of You as Supervisor

Understanding National Guard Full Time Support Programs

Significant Equal Employment Opportunity (EEO) Programs

Labor-Management Relations

Position Classification and Management

Staffing Responsibilities
Performance Management
Incentive Awards Program
Suggestion Program
Training and Employee Development
Compensation and Pay Administration
Work Schedule and Leave Administration
Workers' Compensation
Standards of Conduct
Technician Assistance Program
Discipline and Adverse Action
Voluntary and Non-Disciplinary Actions
Handling Technician Grievances, Appeals and Complaints
Supervisory Record Keeping
AGR Program Administration

APPENDIX D (BASIC SUPERVISOR'S COURSE)

1. The purpose of the Basic Supervisor's Course is to continue the formal supervisory training and expand the supervisor's knowledge of the National Guard Technician and AGR Programs.
2. The course will normally be presented quarterly at a central location within the State. The length of the course is approximately 40 hours in length.
3. Method of Instruction:
 - a. Formal presentations by trained Instructors or contracted instructors.

- b. Emphasis on the small group process.
 - c. HRO Staff will be present during their specific topic to answer questions that the Instructor is unable to.
 - d. Some after hours outside work is required.
4. Coordination for an attendance date and the issue of a DD Form 1610 should be accomplished through the Employee Development Specialist.

Basic Supervisor's Course

Course Administration
Structure and Functions of HRO
Labor-Management Relations
Managing Under the Labor Agreement
Position Management and Classification
Staffing Options and Administration
Competitive Selection Procedures
Training and Employee Development
Hours of Duty and Leave Administration
Performance Management and Performance Based Personnel Actions
Equal Employment and Affirmative Employment
Sexual Harassment
Pay Administration

CSRS/FERS
AGR Management
OWCP
Voluntary and Nondisciplinary Actions
How to Supervise People
Supervisory Record Keeping
Employee Programs
Discipline and Adverse Actions
Discipline Without Punishment
Do Right: Motivation

APPENDIX F (REQUIRED TRAINING)

The Government Employees Training Act of 1958 authorizes training of employees for the development of skills, knowledge, and abilities which best qualify them for performance of their official duties. Several courses are required by federal law, OPM, NGB and the Adjutant General for Wisconsin. The following is a list of these courses.

1. New Employees.
 - a. New Employee Briefing. For new employees prior to employment.
 - b. Many Position Descriptions (PDs) require new employees to attend a course of instruction. Supervisors should review the applicable PD and contact the Employee Development Specialist for additional guidance.

2. Supervisors.

a. OSHA Compliance Course for those individuals supervising Military Technicians.

b. Supervisor Orientation. As soon as possible after appointment for supervisors that supervise Military Technicians.

c. Supervisor Basic Course. Within six months of appointment.

3. Hazardous Communication. All personnel exposed to hazardous materials (WI Reg 385-12).

4. Government Auditing Standards. All audit personnel are required to complete the following courses within two (2) years of the date of appointment to an auditing position:

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<u>COURSE TITLE</u>	<u>HOURS</u>
Basic Internal Review	80
Intermediate Internal Review	72
Audit Report Writing	24
Computer Literacy	40
Introduction to ADP Auditing	40
Advanced ADP Auditing	24

After completing the mandatory six courses, audit personnel are required to complete eighty (80) hours of Continuing Professional Education (CPE) every two years on a Fiscal Year basis.

5. Contracting Personnel.

PURCHASING SERIES
PERSONNEL IN 1105 SERIES

Automated Info Sys Contracting CON 241 (Def Contr for Info Res/ ALMC-ZX)	PRE- AWARD	POST- AWARD	II
Systems Acquisition Contracting PMT 341 (Sys Acquisition for Contr Personnel/DSMC-34)	PRE- AWARD	POST- AWARD	II/III
Executive Pre-Award Contracting CON 311 (MDAC Executive/ALMC-B5)	PRE- AWARD		III
Executive Post-Award Contr Admin CON 321 (Contr Admin Executive/PPM-057)		POST- AWARD	III
Executive Contracting CON 301 (Def ACQ & Contr Executive SEMINAR/ER)	PRE-	POST-	III

LEVEL I = GS-05/07, E1/E7, Officer 01/03 LEVEL II = GS-09/12, E7/E9,
Officer 03/04 LEVEL III = GS-13/15, 04 and above

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6. Accounting Personnel. Incumbents and new hires should complete the following training within a two year period of assignment:

New Employee Orientation	NGB	3 days
Military Accounting Course (MAC)	USAFAC	4 wks & 2 days
Army Management Accounting & Analysis	USAFAC	2 weeks
Computer Literacy	AAA	5 days
Introduction to ADP Auditing	NGB	5 days

In addition to the above, each National Guard Accountant is to complete 40 hours of formal work related training each year.

