

**DEPARTMENT OF COMMERCE  
OFFICE OF HUMAN RESOURCES MANAGEMENT**

**HUMAN RESOURCES (HR) BULLETIN #076, FY 08**

**SUBJECT:** How to Request Training and Development via the Commerce Learning Center (CLC)

**EFFECTIVE DATE:** December 10, 2007

**EXPIRATION DATE:** Effective until canceled or superseded

**PURPOSE:** The purpose of this HR Bulletin is to provide policy and guidance for DOC employees on how to use the web-based Commerce Learning Center (CLC) to initiate, approve, and record completed training using the online Request for Training process.

Training means the process of providing a planned, prepared, and coordinated program (i.e. developmental assignment, action learning task, or similar rotation-based learning intervention), course, curriculum, subject, system, or routine of instruction or education which will improve individual and organizational performance and assist in achieving the agency's mission and performance goals. This may include conferences when the conference purpose is educational or instructional, meets the definition of training, and more than half of the time is scheduled for a planned, organized, exchange of information between presenters and participants.

It is NOT a briefing designed to only convey information, and it is NOT a meeting designed only to discuss a subject for which the acquisition of skills is not the purpose of the meeting.

**BACKGROUND:** The U.S. Office of Personnel Management (OPM) issued a revised standard form 182 for the Authorization, Agreement and Certification of Training.

In the past, many bureaus developed their own forms and systems for requesting, approving, and documenting training. OPM has now withdrawn all delegations and waivers that allowed the use of other training forms. Since July 2007, the revised SF-182 Request for Training form has been the only approved format for requesting and approving training in all federal agencies. Henceforth, references to the Request for Training form refer to the electronic version of the SF-182.

**NEW REQUIREMENTS:** Effective December 10, 2007, Department of Commerce (DOC) employees will begin using the Commerce Learning Center to initiate, approve, and record completed training. This will ensure the required data elements of the new SF-182 are gathered for reporting purposes. This change is necessary to comply with a mandatory OPM directive to electronically report all completed training on a monthly basis beginning December 31, 2007. This directive specifies what training data DOC is required to report to OPM, and influences how DOC uses the Commerce Learning Center to manage and collect training information. The training codes are described in the OPM Guide to Human Resources Reporting - [Appendix A](#).

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The Commerce Learning Center provides DOC employees the capability to enter one system and manage all training data needed for reporting to OPM. Training to be reported using the Commerce Learning Center includes, but is not limited to, classroom training (on-site or off-site), e-learning courses, conferences and workshops, academic courses, developmental assignments, and professional certification programs.

**COVERAGE:** This HR Bulletin applies to all DOC employees.

Exceptions to this requirement include employees in remote locations, such as those stationed aboard ships, where filling out and filing training request forms online would be impractical. Such employees may continue to use OPM's SF-182 paper form to document their training activities until further notice.

Nothing in this Bulletin shall abrogate or override any collective bargaining agreement in effect on the date this Bulletin is issued. In offices or operating units where employees are represented by a labor organization accorded exclusive recognition, management is obligated to notify the labor organization of its intent to implement this Bulletin and negotiate in good faith on any procedures or appropriate arrangements for bargaining unit employees adversely affected.

**DEFINITIONS:** In order for DOC employees to have a common understanding of the terms used in the Commerce Learning Center, key definitions can be found in the [CLC Definitions](#) document.

**ROLES AND RESPONSIBILITIES:** Each DOC bureau is responsible for maintaining and reporting accurate training data. The [List of CLC Roles and Responsibilities](#) document details the tasks necessary to accomplish this. Each bureau must determine how best to allocate these tasks, consistent with its unique organizational resources and requirements. Bureaus may distribute the roles among multiple people, or consolidate them in a single person as appropriate. The governing consideration is to satisfy the requirement to maintain and report accurate training data via the Commerce Learning Center.

**BASIC PRINCIPLES:**

**Required Training Approvals:** The chain of supervisory and/or management approvals required to authorize training differs according to the policy and delegated authorities of an employee's office. Employees should follow the established procedures of their immediate office in determining how many levels of approval are necessary to authorize training.

**Online Learning During Duty Hours:** Online Learning during duty hours requires supervisory approval. This approval may be verbal or may require written signature approval according to the established procedures in an employee's office.

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**Online Learning During Non-Duty Hours:** The Commerce Learning Center provides access to online courses 24 hours a day, seven days a week. For self-development, employees may take unlimited online classes during non-duty hours. No prior supervisory approvals are required in this case. If an employee chooses to take a course during non-duty hours, there is no entitlement to time off or other compensation of any kind.

**PROCESS FOR REQUESTING AND RECORDING TRAINING:** There is a nine (9) step DOC process to initiate, approve, and record completed training and development.

1. The employee discusses options with the supervisor and obtains verbal approval.
2. The employee logs into the Commerce Learning Center to see if the event is listed. If the event is not listed in the Commerce Learning Center, the employee must ask the bureau's Learning Center Administrator, Training Administrator, or whoever is designated to serve in that role in the employee's organization to add that event to the Commerce Learning Center, including the appropriate codes for reporting the training information to OPM.
3. The employee initiates online enrollment by clicking on the **Enroll** button in the Commerce Learning Center. One of four workflows will begin the request for training:

**Workflow 1: Training requires SF-182 and funding:**

- Option 1: Attach SF-182 to system enrollment message; form is then filled by the requestor, forwarded to the supervisor, digitally approved by the supervisor, forwarded to other approvers by the supervisor, and submitted to the Training Administrator or designee.
- Option 2: Attach SF-182 to system enrollment message; form is then filled and printed by the requestor who obtains the necessary signatures and then faxes the completed SF-182 to the Training Administrator or designee.

**Workflow 2: Training does not require SF-182 but does require 1<sup>st</sup> line supervisory approval**

- Training Administrator uses Supervisor Approval function in system.
- Training Administrator checks "Supervisor Approval Required" when creating the event.

**Workflow 3: Training requires neither SF-182 nor written supervisory approval but does require approval by the Training Administrator/Instructor**

- Training Administrator does not check "Supervisor Approval Required" when creating the event.
- Training Administrator approves the enrollment.

**Workflow 4: Any training event that does not require funding or written approval by a supervisor or Training Administrator/Instructor prior to enrollment**

- Online courses
- Instructor-led training at no cost
- Automatic approval/enrollment

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4. If the event is not cost-free, the employee must get funding approval from the funds certifier for that office. The funds certifier must certify that the organization has funding available for the purpose of the proposed training.
5. The employee gets signature approval for the event from appropriate management levels in that office. The number and level of required approvals may vary according to the established procedures of different offices.
6. The employee completes the Commerce Learning Center online enrollment process or registers for an outside event (such as a conference).
7. The employee completes the event.
8. The employee submits evaluation and grades (if any) for the event.
  - a. Certificates of completion for online courses are automatically added to the employee's training history via the Commerce Learning Center.
  - b. Grades for courses not conducted online must be entered into the Commerce Learning Center manually by a Training Administrator or whoever has that responsibility in the employee's office.
9. The employee submits vouchers and receipts as necessary to document actual costs of the training event, including travel and per diem expenses.

**TRAINING INFORMATION FOR EMPLOYEES:** Additional training information is available in the OPM Training Policy Handbook.

**AUTHORITIES:**

The statutory authority for this Bulletin is Chapter 41 of Title 5, United States Code, "Government Employees Training Act (GETA)." This law created the framework for agencies to develop the knowledge, skills, and abilities of the federal workforce and to analyze, design, develop, implement, and evaluate training programs and systems.

The regulatory authority for this Bulletin is Chapter 410 of Title 5, Code of Federal Regulations.

**CONTACT INFORMATION:** CLC Support Contacts are available during normal business hours according to the local time zone.

*for* W. A. Jefferson 12-10-07  
**Approved for Release** Date  
Deborah A. Jefferson  
Director for Human Resources Management