HRDG 4413 - Career Enhancement Program - Section C

Last Modified:

Subchapter 4413
Career Enhancement Program
Section C - Training and Performance

- Individual Training Plan
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Individual Training Plan

The supervisor and employee will develop an individual training plan (ITP) for the CEP within 30 days after placement in the position. This process is similar to the Departmental responsibility for Individual Development Plan (IDP) preparation. The difference would be the addition of receiving input from a personnel specialist as well as including more information than would be required for the normal IDP. The ITP is designed to ensure that the employee acquires the necessary knowledge and skills (in the case of employees with disabilities, also reasonable accommodations) to qualify for and successfully perform the duties of the target position. See **Section D** for specific guidance on preparation of the ITP.

Accelerated Training

Before permanent reassignment or promotion to a target position, trainees must make up the difference in the qualifications they bring to the program and the qualifications required in the OPM Qualification Standards Operating Manual--whether general experience, specialized experience, or both. The minimum education requirement (if any) also must be met. Training time may be credited at the rate of 1 month of training for 2 months of experience.

Example 1: If a target position requires 3 years of general experience, 1 ½ years of training time will be substituted for experience.

Example 2: If a target position requires 3 years of general experience and 1 year of specialized experience (a total of 4 years) and the employee has no creditable qualifying experience, he/she can substitute 2 full years of accelerated training (6 months of which must be specialized experience).

Types of Training	The ITP may include both formal and on-the-job training: **Formal training** - Participation in academic courses offered at local schools and colleges, or Government facilities. Courses relevant to the target position may be taken during or after working hours at Government expense. Premium pay for training is not permitted. **On-the-job training** - Assignment of responsible and productive work assignments under one or more supervisors or mentors. Assignments should include no less than 50 percent training time in the target area or closely related functions.
Evaluating Performance	New performance standards should be in place within 30 days of an employee's assignment into the CEP position. The supervisor will evaluate the participant's performance, provide appropriate feedback to the participant, and document the evaluation during normal periodic performance reviews. Approximately 30 days before completing the training period, the trainee's performance and potential for satisfactory performance in the target position will be recorded. This final evaluation will be the basis for permanent placement in the target job.

Termination of Training	Upon termination of training (e.g., if the participant fails to achieve adequately, does not apply him/herself adequately or properly, or for personal reasons) the participant will be returned, after due process, to the former position if it has not been filled, or to another position of similar duties, title, and grade. When the employee's qualifications are being evaluated for another position, training received while in the CEP will be credited on a month-for-month basis, not at the accelerated rate. If an employee has taken a voluntary change-to-lower grade, return to his/her former grade will be through regular merit promotion procedures. **Remember** - the participant must be made aware of these conditions immediately upon entering the CEP. If the employee fails to complete the CEP, he/she may be responsible for reimbursing the agency for non-government training expenses; however, management has the authority to waive this obligation. For more information, refer to the “Employee's Agreement to Continue in Service” portion of the SF-182, Request, Authorization, Agreement and Certification of Training, or call the appropriate training contact in Organizational and Professional Development.

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