



Program Statement

OPI: HRM/EDM
NUMBER: P3906.21
DATE: 1/24/2007
SUBJECT: Bureau Mandatory
Training Standards

1. **PURPOSE AND SCOPE.** This Program Statement announces Bureau Mandatory Training Standards for all positions within all disciplines. Mandatory standards will be issued annually by an Operations Memorandum.

The standards cover all Bureau employees, U.S. Public Health Service employees assigned to the Bureau, contractors, and volunteers in Bureau institutions. Inmate workers are not covered.

Standards apply to the Bureau position, **not** to the employee. For example, if an employee has personal credentials that require certain training, but that employee is in a Bureau position not requiring those credentials, the training is not a Bureau Mandatory Training Standard.

2. **PROGRAM OBJECTIVES.** The expected outcomes of this Program Statement are:

a. Bureau Mandatory Training Standards will be published annually and made available to all staff.

b. Bureau Mandatory Training Standards will be updated as needed and be appropriate to specific Bureau positions.

3. **DIRECTIVES AFFECTED**

a. **Directives Referenced**

P1221.66	Directives Management Manual (9/15/97)
P1600.08	Occupational Safety and Environmental Health (8/16/99)
P3000.02	Human Resource Management Manual (11/1/93)
P3713.22	Upward Mobility Program - Central Office (8/26/02)

P3906.18 Staff Mentoring Program (3/29/02)
P3932.08 Case Management Training and Reference Guide
(9/1/99)
P3932.09 Correctional Counselor Training and Reference
Guide (2/15/01)
P3933.03 Unit Secretary Training and Reference Guide
(6/25/98)
P4100.04 Bureau of Prisons Acquisitions (5/19/04)
P5180.04 Central Inmate Monitoring System (8/16/96)
P5300.20 Volunteers and Citizen Participation Program
Manual (6/1/99)
P5800.14 Inmate Systems Management Manual (5/30/06)
Master Agreement

4. STANDARDS REFERENCED

a. American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 3-4079-4089, 3-4351.

b. American Correctional Association 3rd Edition Standards for Adult Local Detention Facilities: 3-ALDF-1D-12 through ALDF-15, 3-ALDF-1D-18 and 19, 3-ALDF-1D-22, 3-ALDF-4E-24.

5. RESPONSIBILITIES

Assistant Directors will ensure that each of their components establishes Mandatory Training Standards for all positions within their disciplines or areas of responsibility.

Components process their Mandatory Training Standards through the Training and Staff Development Branch (TSDB), Central Office.

Each component coordinates additions, removals, or modifications to the standards through TSDB through a **BP-S776, Change Request to Mandatory Training Standards**.

TSDB certifies the standards and establishes a data listing through annual issuance of an Operations Memorandum (OM). While TSDB issues and updates the OM, each component is responsible for providing TSDB with its Training Standard information.

Once standards have been established, TSDB issues the OM listing all Bureau Mandatory Training Standards by discipline. The OM is updated at least once a year or as deemed necessary by the Assistant Director, HRMD. Per the Master Agreement, Article 3, any changes are forwarded to the National Union for review.

Any Mandatory Training Standard created before a scheduled update of the OM must still be processed through TSDB for approval, denial, or alternative options by the requesting Assistant Director and the Assistant Director, HRMD. The new standard is included in the next update.

The OM provides information regarding the funding of each Training Standard.

Course codes must be used exclusively unless specific instructions are provided by TSDB.

The effective date of each standard is shown in the OM. If a date is not specified, the OM date is the effective date.

Note: Employees in positions prior to the creation and effective date (as shown in the OM) of a Mandatory Training Standard are not required to meet the standard.

6. ROLE OF TSDB

Bureau Mandatory Training Standards are processed through TSDB, which is responsible for:

- Establishing/updating a yearly OM listing all Bureau Mandatory Training Standards.
- Listing cost responsibilities.
- Establishing an effective data base and other pertinent information.

7. WAIVERS AND TEMPORARY EXEMPTIONS

Information on waivers and temporary exemptions to Bureau Mandatory Training Standards is described in the Program Statement "Employee Development Manual" and is updated by TSDB when necessary.

8. REQUESTING CHANGES TO MANDATORY TRAINING STANDARDS

The Bureau has established procedures for requesting changes to mandatory training - classroom-based, self-study, distance learning, computerized learning, video productions, etc. (This includes changes to existing mandatory training as well as establishment of training not previously offered at a Training Center or off-site location).

National Program Level Code 21N1 supports extensive training activities, ranging from residential-based programs to local institution programs. To effectively monitor and evaluate the

use of training funds and the results of these programs, a consistent method of development and review exists.

Any person coordinating training programs conducted with 21N1 funds must ensure compliance with this policy. Specifically, discipline project managers, institution ESM's, regional ESA's, and Training Center Directors must meet these requirements in their program areas.

Procedures for requesting a change are:

- The requestor completes a **BP-S776, Change Request to Mandatory Standards** form and cover memo requesting training to be administered by the Management & Specialty Training Center (MSTC) or Staff Training Academy (STA). The BP-S776 and cover memo are forwarded to TSDB, with a copy to the respective Training Center, where the request is evaluated. A comprehensive justification of the training need and a fiscal impact statement must be included.
- The Training Center Director prepares and submits evaluations, recommendations, or alternatives to the Deputy Assistant Director, HRMD, for review.
- The Deputy Assistant Director, HRMD, approves, denies, or provides alternative(s) for the proposal.
- For approved training, the Training Center Director assigns a training center contact person to work with the requestor. That person facilitates the process, clarifies issues, develops strategies, assists in developing lesson plans, and, in general, provides expertise on training matters.
- Approved training is reviewed annually by Training Center staff to determine any continuing need for it. The Training Center Director or designee assists with cost analysis if needed.
- If the need still exists, but alternative delivery strategies are available, Training Center staff work with subject matter experts to make appropriate adjustments.

Designated discipline project managers ensure these minimum procedures are in place to monitor use of Cost Center 21N1 funds:

- The project manager completes an assessment to determine training needs for the discipline (required for all established programs). Changes in eligibility or significant curriculum changes may trigger the need to file a new Request for Training Assistance. Changes in fiscal impact may also require new processing.

- Using this assessment, a training plan is developed reflecting realistic training goals for the project code, including a cost analysis. Training plans are sent to the National Training Controller and Training Programs Manager at MSTC for consolidation by May 31 of each year. The Controller submits the consolidated package to the Deputy Assistant Director, HRMD.

/s/
Harley G. Lappin
Director