

	<b>OFFICE OF MARINE AND AVIATION OPERATIONS</b>	POLICY 0802	VERSION 1.0
		EFFECTIVE DATE May 4, 2011	
	AUTHORIZED BY:	REVIEW DATE May 4, 2014	
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## BUDGET FOR TRAINING AND DEVELOPMENT

### 1. PURPOSE

1.1 This policy emphasizes the requirement outlined in the National Oceanic and Atmospheric Administration's (NOAA) Interim Employee Development and Training Policy.

1.1.1 A recent general control environment study/review identified an area of concern regarding training availability for Office of Marine and Aviation Operations (OMAO) employees by reserving appropriate funding for training needs of our staff.

A. As outlined above:

**"SECTION 6. RESOURCES.**

*.02 Funding. NOAA's goal is to devote a sum equal to at least 1.5 percent of its total annual salary and benefits budget to training and development activities. Registration fees, required study materials, travel costs and per-diem expenses incurred for the specific purpose of training count toward this total. Salary paid to employees while in training does not count toward this 1.5 percent goal, because participation in approved training is a work assignment."*

B. Note that 1.5 percent is the minimum goal.

### 2. SCOPE

2.1 This policy applies to all OMAO Supervisors.

### 3. POLICY

3.1 OMAO shall follow the requirements outlined in the NOAA Interim Employee Development and Training Policy, and ensure that a minimum of 1.5 percent shall be allocated for all employees.

### 4. GUIDANCE

Associated documents will provide guidance.

### 5. RESPONSIBILITIES

5.1 All Commanding Officers, Branch Chiefs, and Supervisors shall be responsible for ensuring that the appropriate percentage, at a minimum 1.5 percent for each employee, for training is included in spend plans.

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## 6. DEFINITIONS

No definitions are required for this policy.

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## 7. REFERENCES

NOAA Employee Development and Training Policy (Interim) – Revised March 2007  
[http://www.wfm.noaa.gov/pdfs/NOAA\\_TrainingPolicy\\_Interim.pdf](http://www.wfm.noaa.gov/pdfs/NOAA_TrainingPolicy_Interim.pdf)

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## 8. AUTHORITY

OMAO 0801, Category 0800 – Financial Management and Budget

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## 9. NOTES

Effect on Other Documents: None

Distribution: All HQ Division Chiefs, COs MOC-A/P, CPC

Document History:

<u>Version</u>	<u>Effective Date</u>	<u>Brief Description of Changes</u>
1.0	May 4, 2011	Initial Document