

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON 25, D. C.

April 25, 1960

DEPARTMENTAL CIRCULAR NO. 1050

TO: HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

SUBJECT: GOVERNMENT EMPLOYEES TRAINING ACT--ANNUAL REPORTS

1. The Government Employees Training Act requires departments and agencies to submit annual reports to the Commission on programs and plans for both in-service and out-service training of employees. The reports, prepared on a fiscal year basis, are to be submitted as consolidated documents which include all field organization information. This fiscal year's report is due in the Commission not later than September 1, 1960.

2. With one addition (see item 3 below), the full content to be included in the training report is given in Section 39.207 of the Commission's regulations (FPM T-1-13). Briefly, the information called for in the regulations is as follows:

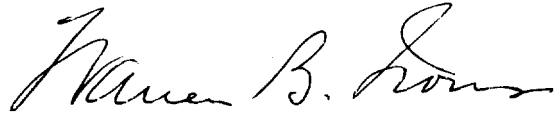
- a. Departmental training policies and overall program. (Note: Agencies which are reporting for the second time may restrict information on this question to major changes in policy, shifts in program emphasis, and other significant developments.)
- b. The value of training and the extent to which economies and improved operations have resulted.
- c. Estimated expenditures for training in non-Governmental facilities.
- d. All employees (other than students participating in work-study programs) receiving non-Government training in excess of 120 days, and contributions or awards, incident to training, received from non-Government organizations.

This information should be reported on Standard Forms 10 and 11, respectively. The Forms are now stocked and available from all depots of the Federal Supply Service, General Services Administration.

- e. Any employees failing to fulfill their obligations under Section 11 of the Act, together with reasons for the failure, and action taken by the Government.

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3. In addition to the information required by Section 39.207, all reports should include explanatory material on how training needs were assessed, and how these needs were met.
4. You need not repeat in this report information submitted on executive selection, training and development which is being obtained at the request of the President. (See our Departmental Circular No. 1045 issued March 21, 1960.)
5. In the Washington, D. C., metropolitan area, inquiries about the training report should be directed to the Program Systems and Instructions Division, U. S. Civil Service Commission, Washington 25, D. C. (Telephone: Code 129, extension 3144). Elsewhere, inquiries should be directed to the appropriate regional or branch office of the Commission.



Warren B. Irons
Executive Director

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