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UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON 25, D. C.

July , 1956  
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DEPARTMENTAL CIRCULAR NO. 962, SUPPLEMENT NO. 1

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

SUBJECT: GOVERNMENT EMPLOYEES TRAINING ACT (P.L. 85-507) - Review of Training Needs

Section 5 of the Government Employees Training Act directs each agency head to review his agency's training needs and requirements within 90 days and at least every three years thereafter and to make available to the Commission, upon request, the information so obtained.

Review and determination of training needs is thus recognized as an agency management responsibility. Neither the law nor the Civil Service Commission prescribes what kind of review you are to make or how you are to go about it. You should make the kind of review which will best meet your own unique management requirements and which will provide the soundest basis for planning the training programs which you are directed to establish.

Some of you who already have need survey systems in operation undoubtedly have adequate and current information available right now. Others may have to begin now to make special studies to determine what your needs are. Some general guides for surveying training needs are given, for whatever assistance they may be to you, in the attachments to this circular. More detailed suggestions about specific methods can be found in Assessing and Reporting Training Needs and Progress, Personnel Methods Series No. 3, available from the Superintendent of Documents, Government Printing Office, for thirty cents.

The Commission will not prescribe the specific data to be obtained in your reviews of training needs, nor will it ask you to submit special reports of your findings in these initial reviews. The information we require in drafting regulations can be obtained, we believe, from your 1956 training reports; from our inspectors' reports on your training activities; and from your oral recommendations to us in the meetings which have been scheduled to discuss operations under the law. Our inspection teams will continue to look for evidence of realistic appraisal of training needs and for relationship of training given to these needs, but this will be handled on an installation-by-installation basis as a part of our normal inspection processes.

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In Washington, inquiries concerning this supplement may be directed to the Program Planning Division, Code 129, Extension 3355 (dial-through). In the field, inquiries should be addressed to the appropriate regional or branch office of the Commission.

Federal activities which have specific questions about how this act will be implemented within their own agencies should get in touch with their headquarters offices.

Warren B. Irons  
Executive Director

Attachment