


Approved for Release

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Date

**DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT**

HUMAN RESOURCES (HR) BULLETIN #103, FY09

SUBJECT: Policy and Guidance on Training for Non-Government Employees

EFFECTIVE DATE: Upon Release of this HR Bulletin

EXPIRATION DATE: Effective until canceled or superseded

BACKGROUND: Bureaus have inconsistently applied the training authority which grants limited access to on-line and traditional classroom training for contractors. The Office of Personnel Management's Training Policy Handbook provides guidance on training non-government employees which states the following: "Since contractors are selected for their expertise in a subject-area, contractors may only be trained in skills they are not required to bring to the job..." Bureaus, under the Department of Commerce, hire contractors based on the skill set which they possess that will aid in accomplishing a specific task. Therefore, the government is not authorized to pay for contractors to obtain additional training to enhance the skill set for which they were hired.

PURPOSE: The purpose of this HR Bulletin is to provide policy and guidance for the training of contractors hired by the Department of Commerce.

COVERAGE: This HR Bulletin applies to all contractors hired by the Department of Commerce and its bureaus.

DEFINITION: A contractor is a non-government employee who was hired with a specific skill set to accomplish an assigned task.

NEW REQUIREMENTS: Bureaus are authorized to allow contractors access to the Department's on-line and classroom training only in the event that the specific training is beyond the current skill set required to perform the assigned task. The Chief Training Officer for each bureau, in consultation with the Senior Bureau Procurement Official, will have the discretion to implement the policy established by the guidance in this bulletin. The Office of Human Resources Management will have Departmental oversight and enforcement of this bulletin.

To be authorized, the bureau must establish that the contractor must receive designated training to meet a knowledge or skill requirement specific to the organization/bureau. Contractors may

only be trained in rules, practices, procedures, and/or systems that are unique to the employing organization/bureau and essential to the performance of the Contractor's assigned duties (e.g., bureau computer security training). Bureaus must not directly provide contractors with professional development training or training to maintain or improve the technical skills for which they have been hired.

AUTHORITIES: The authority for training Contractors lies within the general authority of agencies to administer contracts. Training of Contractors is subject to the decision of the Senior Bureau Procurement Official.

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