

# Electronic Training Request System (ETRS) Training Types and Needs Job Aid

The MyEnroll.com Electronic Training Request System (ETRS) has been updated with some additional new required fields from the Authorization Agreement and Certification of Training Form (SF-182) to meet U.S. Office of Personnel Management requirements. If you have any questions regarding the definitions or how to complete these new fields please refer to the information below, and there is also a sample of the new screen for "Training Types and Need" below.

## Sample of the Screen for Training Types and Needs

The screenshot displays the MyEnroll.com Electronic Training Request System (ETRS) interface. The browser window title is "Benefit Allocation System - Microsoft Internet Explorer". The address bar shows "https://www.basusa.com/web\_projects/PTemplate/index.htm". The page header includes the "BAS" logo and "MyEnroll.com" branding. The navigation bar shows "Employees" and "Training" tabs, with "Training" selected. The main heading is "Training Module - Training Types & Needs". Below this, there are fields for "Employee:" and "Employer:". A sidebar on the left contains a "Training Menu" with links: "Request & Manage Training", "Supervisor's Processing", "Administrator's Processing", "PLA Manager Home", and "Super User Management Page". The main content area contains a form with various fields and dropdown menus:

Department ID#	1456
Position Level	Non-supervisory
Need Special Accommodation	No
Type of Appointment	Career
Training Purpose Type	Improve/Maintain Present Performance
Delivery Type Code	On the Job
Designation Type Code	Other
Designation Other	Books and supplies
Training Credit	3 <input type="checkbox"/> Not Applicable
Credit Type Code	Other
Credit Type Other	Books No Credits
Accreditation Indicator	Unknown
Source of Training	Government Internal
Education Level	08 - One year college <input type="button" value="Select"/>
Training Sub-Type Code	34 - Soft Skills <input type="button" value="Select"/>
Training Type Code	03 - Basic Training Area <input type="button" value="Select"/>
Type of Development	Compliance <input type="button" value="Select"/>
Program Code	37000 - Receivership Litigation <input type="button" value="Select"/>

At the bottom of the page, there is a copyright notice: "©1999-2008 Benefit Allocation Systems Inc. All rights reserved". The taskbar at the bottom shows the Windows Start button, several open applications, and the system clock indicating 1:41 PM.

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**Department ID#** - defaults to employees department ID that is in the CHRIS HR system.

**Position Level** - Select whether the employee's position level is one of the following:

- **Non supervisory** - Anyone who does not have supervisory/team leader responsibilities.
- **Supervisory** - First line supervisors who do not supervise other supervisors; typically those who are responsible for an employee's performance appraisal or approval of their leave.
- **Manager** - Those in management positions who typically supervise one or more supervisors.
- **Executive** - Member of the Executive Service (ES) or equivalent.

**Does Applicant Need Special Accommodations?** - Indicate "Yes" or "No". If the applicant is in need of special arrangements (brailing, taping, interpreters, facility accessibility, etc), describe the requirements in the space provided under Accommodation Description.

**Type of Appointment** – Select the appropriate type of appointment, and refer to U.S. Office of Personnel Management topical index for additional information on these types of appointments: <http://www.opm.gov/topics.asp>

- Career Conditional (CC)
- Career (C)
- Temporary (Temp.)

**Training Purpose Type** – select the purpose for taking this course or program using the appropriate training purpose type code.

- **Program/Mission** – Training to provide knowledge, skills and abilities needed as a result of agency mission, policies or procedures.
- **New Work Assignment** - Training to acquire the knowledge, skills and abilities needed as a result of assignment to new duties and responsibilities when such training is not part of a planned, career development program (e.g., training provided to a staffing specialist who has been newly assigned to a position involving classification duties).

- **Improve/Maintain Present Performance** -Training to provide the knowledge, skills and abilities needed to improve or maintain proficiency in present job.
- **Future Staffing Needs** - Training to provide the knowledge, skills, and abilities needed to meet future staffing needs (e.g., to implement succession planning).
- **Develop Unavailable Skills** - Training to acquire the knowledge, skills and abilities needed for fields of work for which the labor market cannot produce a sufficient number of trained candidates (e.g., air traffic controllers or Information Technology (IT) professionals).
- **Retention** - Training/education used to address staffing issue of retaining an employee (e.g., academic degree training).

**Delivery Type Code** – Select the appropriate response from the choices:

- **On the Job** - Formal methods/activities planned and structured to promote learning by doing; e.g., detail assignments/programs.
- **Technology Based** - Methods mainly using technology, which may include tutorials embedded in software, CD ROM products, Web-based courses, and interactive media.
- **Traditional Classroom (no technology)** - Individual or multiple person led, face-to-face training.
- **Conference/workshop** -An organized learning event which has an announced educational or instructional purpose; more than half the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in 5 U.S.C. 4110; content of the conference/retreat is germane to improving individual and/or organizational performance; and developmental benefits will be derived through the employee's attendance.
- **Blended** - Training that requires two or more methods of delivery that must be completed in order to satisfy the educational requirements
- **Correspondence**- Self-study course material: Training provided via the assignment of non-interactive methods such as a book, document, regulation, or manual.

**Designation Type Code** - Select the appropriate response from the choices:

- Undergraduate Credit
- Graduate Credit
- Continuing Education
- Post Graduate Credit
- Other – Select "other" if none of the other selections are appropriate.
- N/A – select "N/A" for not applicable if this is not applicable to your training (i.e., purchase of books)

**Training Credit** – Complete Amount of academic credit hours earned by employee for completed training (e.g., 0, 1, 1.5, 3, etc.). Type in the number of credits received – if none are received type in "0"

**Credit Type Code** – Select the appropriate response – what type of credit do you receive for this training – if any?

- Semester Hours
- Quarter Hours
- Continuing Education Units
- Other – Select "other" if none of the other selections are appropriate.
- N/A – select "N/A" for not applicable – if this is not applicable to your training (i.e., purchase of books)

**Accreditation Indicator** – Select “Yes” or “No” to note if the training institution is accredited or not.

Select – "N/A" – for not applicable (e.g. – employee is using PLA funds to purchase books)

Select – "unknown" – if you do not know if the school is accredited or not.

**Source of Training** – Select the appropriate response from the choices:

- **Government Internal** - Training provided by a Federal department, agency, or independent establishment for its own employees.
- **Government External** - Training provided by an interagency training activity, or a Federal department, agency, or independent establishment other than the one which currently employs the trainee.

- **Non-government** - Sources include commercial or industrial concern, educational institutions, professional societies or associations, or consultants or individuals who are not Government employees, (but are contracted to develop and/or provide training course or program.)
- **Government State/Local** - Training provided by a state, county, or municipal Government. Education provided by State-operated or other public educational institutions is reported as non-Government.
- **Foreign Governments and Organizations** – Training provided by non United States entities which may or may not be outside the United States.

**Education Level** - Use the employee educational level codes listed below to select the appropriate response:

Code	Description
1	No formal education or some elementary school--did not complete - Elementary school means grades 1 through 8, or equivalent, not completed.
2	Elementary school completed--no high school - Grade 8 or equivalent completed.
3	Some high school--did not graduate - High school means grades 9 through 12, or equivalent.
4	High school graduate or certificate of equivalency
5	Terminal occupational program--did not complete - Program extending beyond grade 12, usually no more than three years; designed to prepare students for immediate employment in an occupation or cluster of occupations; not designed as the equivalent of the first two or three years of a baccularate degree program. Includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job training.
6	Terminal occupational program--certificate of completion, diploma or equivalent - See code 5 above for definition of terminal occupational program. Two levels are recognized: (1) The technical and/or semi-professional level preparing technicians or semiprofessional personnel in engineering and nonengineering fields; and (2) the craftsman/clerical level training artisans, skilled operators, and clerical workers.

- 7            Some college--less than one year - Less than 30 semester hours completed.
- 8            One year college - 0-59 semester hours or 45-89 quarter hours completed.
- 9            Two years college - 60-89 semester hours or 90-134 quarter hours completed.
- 10           Associate Degree -2-year college degree program completed
- 11           Three years college - 90-119 semester hours or 135-179 quarter hours completed.
- 12           Four years college - 120 or more semester hours or 180 or more quarter hours completed--no baccalarate (Bachelor's) degree.
- 13           Bachelor's Degree - Requires completion of at least four, but no more than five, years of academic work; includes Bachelor's degree conferred in a cooperative business, industry, or Government to allow student to combine actual work experience with college studies.
- 14           Post-Bachelor's -Some academic work beyond (at a higher level than) the Bachelor's degree but no additional higher degree.
- 15           First professional - Signifies the completion of academic requirements for selected professions that are based on programs requiring at least two academic years of previous college work for entrance and a total of at least six academic years of college work for completion, e.g., Dentistry (D.D.S. or D.M.D.), Law (LL. B. or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.).
- 16           Post-first professional - Some academic work beyond (at a higher level than) the first professional degree but no additional higher degree.
- 17           Master's degree - For liberal arts and sciences customarily granted upon successful completion of one (sometimes two) academic years beyond the Bachelor's degree. In professional fields, an advanced degree beyond the first professional but below the Ph.D., e.g., the LL.M.; M.S. in surgery following the M.D.; M.S.D., Master

of Science in Dentistry; M.S.W., Master of Social Work, and MA, Master of Arts.

- 18 Post-Master's - Some academic work beyond (at a higher level than) the Master's degree but no additional higher degree.
- 19 Sixth-year degree - Includes such degrees as Advanced Certificate in Education, Advanced Master of Education, Advanced Graduate Certificate, Advanced Specialist in Education Certificate, Certificate of Advanced Graduate Study, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, and Licentiate in Sacred Theology.
- 20 Post-sixth year - Some academic work beyond (at a higher level than) the sixth-year degree but no additional higher degree.
- 21 Doctorate degree- Includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. (or equivalent) in any field. Does not include a Doctor's degree that is a first professional degree, per code 15.
- 22 Post-Doctorate - Work beyond the Doctorate.

**Training Sub-Type Code** - Select one sub-type category from the listing that applies to your specific training event:

**01 – Legal** - Education or training in the concepts, principles, and theories, or techniques of law.

**02 - Medical and Health** - Education or training in the concepts, principles, and theories, or techniques of medicine.

**03 – Scientific** - Education or training in the concepts, principles, and theories, or techniques of disciplines such as the physical, biological, natural, and social sciences; education; economics; mathematics; or statistics.

**04 - Engineering or Architecture** - Education or training in the concepts, principles, and theories, or techniques of disciplines such as architecture and engineering.

**05 - Human Resources** - Education or training in the concepts, principles, and theories of such fields as: public administration, personnel training, equal



employment opportunity, human resources policy analysis, succession planning, performance management, classification, and staffing.

**06 - Budget/Finance Business Administration** - Education or training in the concepts, principles, and theories of business administration, accounts payable and receivable, auditing and internal control, and cash management.

**07 - Planning and Analysis** - Education or training in the concepts, principles, and theories of systems analysis; policy, program or management analysis; or planning, including strategic planning.

**08 - Information Technology** - Education and training in the concepts and application of data and the processing thereof; e.g., the automatic acquisition, storage, manipulation (including transformation), management, system analysis, movement, control, display, switching, interchange, transmission or reception of data, computer security and the development and use of the hardware, software, firmware, and procedures associated with this processing. This training type does not include any IT training on agency proprietary systems.

**09 - Project Management** - Education and training in the concepts, principles, and theories necessary to develop, modify, or enhance a product, service, or system which is constrained by the relationships among scope, resources, and time.

**10 – Acquisition** - Education or training in the concepts, principles, and theories or techniques related to the 1102 occupation, e.g., procurement, contracting.

**11 - Logistic Specialty** - Training for professional skills of a specialized nature in the methods and techniques of such fields as supply, procurement, transportation, or air traffic control.

**12 – Security** - Training of a specialized nature in the methods and techniques of investigation, physical security, personal security, and police science.

**13 - Clerical (Non-supervisory clerical/administrative)** – Training in skills such as office management, typing, shorthand, computer operating, letter writing, telephone techniques; or word processing.

**14 – Trade and Craft** - Training in the knowledge, skills, and abilities needed in such fields as electronic equipment installation, maintenance, or repair; tool and die making; welding, and carpentry.

**15 - Foreign Affairs** - Training for professional skills of a specialized nature in the methods and techniques of such fields as foreign languages, foreign culture, diplomacy, or strategic studies.

**16 - Leadership/Manager/Communications Courses** - Training that addresses skill areas such as Leadership/Management and Communication (e.g., written, oral and interpersonal) coursework.

**20 – Pre-supervisory Program** - Development/training program for non-supervisors.

**21 - Supervisory Program** - Development/training program which provides education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations); human behavior and motivation; communication processes in supervision, work planning, scheduling, and review; and performance evaluation for first-line supervisors.

**22 - Management Program** - Development/training program which provides mid-management level education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning organizing and controlling. (Supervisors of supervisors; GS-14/15 supervisors; GS-14/15 direct reports to SES).

**23 - Leadership Development Program** - Formal developmental program that provides leadership training and development opportunities.

**24 - SES Candidate Development** - OPM-approved program to prepare potential SES members.

**25 - Executive Development** - Continuing development for leaders above the GS-15 level.

**26 - Mentoring Program** - Formal stand-alone program with established goals and measured outcomes. Open to all who qualify; protégées and mentors paired to facilitate compatibility, training and support provided, and company benefits directly.

**27 - Coaching Program** - Formal stand-alone program which provides ongoing partnership with an employee and coach that helps employee produce desired results in professional life.

**30 – Employee Orientation** - Training of a general nature to provide an understanding of the organization and missions of the Federal Government, employing agency or activity, or a broad overview and understanding of matters of public policy.

**31 - Adult Basic Education** - Education or training to provide basic completeness in such subjects as remedial reading, grammar, arithmetic, lip reading or Braille.

**32 - Federally Mandated Training** - Mandatory training for all employees Government-wide. This includes training mandated by federal statute or regulation; such as in the areas of computer security awareness (5 CFR 930.301-305), ethics (5 CFR 2638.703 and 704), or executives, managers, and supervisors (5 CFR Part 412).

**33 - Work-life** - Training to promote work-life (e.g., health and wellness training, employee retirement/benefits training, etc).

**34 - Soft Skills** - Training involving development of employee's ability to relate to others (e.g., customer service, dealing with difficult people, etc).

**35 - Agency Required Training** - Agency specific training required by the agency and provided to Federal employees in order to achieve the goals and objectives of the Agency as needed. For example: agency training based on Inspector General's Audit; agency training aimed at improving individual's needs based on Performance Improvement Plan (PIP); agency training based on signing agreement between Union and Management.

**Training Type Code** – The system automatically completes this answer based upon the selection you make Training Type Sub Code.

**Type of Development** – Mark the types of development that apply to this training request from the list below:

- Accounting/Finance
- BSA/ALM
- Compliance
- Leadership
- Oral Communication
- Risk Management
- Technology
- Writing
- Administration
- Capital Markets
- Community & Consumer Affairs
- Legal
- Resolution and Receivership
- Time Management
- Trust
- Other – if you note other complete explain "other" in the box below.

**Program Code** – Select the appropriate Program Code from the listing – normally this is the code you use when completing your time and attendance data.