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Personnel

UPDATING CIVILIAN PERSONNEL TRAINING HISTORY

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This instruction implements AFPD 36-4, *Civilian Personnel Education and Training*. It establishes procedures for implementing policy for inputting course completion certificates into the employee Training History Area (THA) system record. The THA is used to record information about training/developmental activities. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61/afirms/afirms>. It applies to all Appropriated Fund Employees assigned to Maxwell-Gunter AFB.

SUMMARY OF CHANGES

This revision: Updated organizations and addresses.

1. Background: The purpose of this instruction is to establish local policy in prescribing the procedures and methodology to use in determining the criteria for completion certificates, which qualify to be entered into the employee system record by the Civilian Training Management Office.

2. Procedures:

2.1. Non-mandatory training completion certificates 10 years old or older will only be coded for the system record if the training is 120 hours or more in length or part of a formal training program. Subsequently, for training certificates 10 years or older but less than 120 hours in length and deemed necessary for update into the employee THA, the Employee Development Specialist (EDS) will coordinate with a personnel specialist and employee's supervisor prior to making a determination to deny a specific training history occurrence update.

2.1.1. Training completion certificates under 8 hours must be mandatory training courses to be coded for system input e.g., EEO 2000, Ethics, etc.

2.1.2. Self-Development Courses applicable to the employee's current position or career progression will be coded for system record input under the same guidelines. Self-Development Courses include, but is not limited to such courses as correspondence, professional military education, training seminars, etc.

2.1.3. Certificates received without the required information (as described in Attachment 2) will be returned to the employee with guidance for resubmission.

3. Responsibilities:

3.1. The Maxwell Support Division Civilian Training Management Office is responsible for inputting all training completion certificates into the employee THA.

3.1.1. The Employee Development Specialist's (EDS) responsibility to ensure the completion certificates are processed and input into the employee THA.

3.1.2. The EDS, using the attached checklist, will ensure all procedures for coding completion certificates are followed.

4. Adopted Forms: AF Form 847, *Recommendation for Change of Publication*.

KRIS D. BEASLEY
Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-4, *Civilian Personnel Education and Training*

Abbreviations and Acronyms

EDS—Employee Development Specialist

THA—Training History Area

Attachment 2

EXAMPLE REQUEST FOR TRAINING COMPLETION CREDIT

(Letterhead)

MEMORANDUM FOR MR. ANDREW K. HARRIS

FROM: Civilian Training Manager
20 N Pine Street
Maxwell AFB AL 36112-6110

SUBJECT: Request for Training Completion Credit

1. We cannot complete your recent request for adding training completion certificates to your system record on the attached certificates. Please provide the information as indicated below:

_____ Please provide the start date and completion date of the course.

_____ Please provide the number of classroom hours for the course.

_____ Your social security number must accompany your request.

_____ The attached training documents/certificate(s) are returned because they are 10 years old or older and under 120 classroom hours.

_____ The attached training documents/certificate(s) are returned because they are under 8 hours and are not considered mandatory training.

_____ The attached training documents/certificates are returned because they are not considered job related or career development.

_____ Other: _____

2. If you have questions, please call your servicing Employee Development Specialist at DSN 493-6240.

DAVID B. SMITH
Civilian Training Manager