

# Acquisition of Training

## Purpose and Applicability

Provide guidance on the procurement of training beyond guidance provided in Department of the Interior Acquisition Policy Release (DIAPR) 2010-04.

## Related Policy, Guidance and Additional Information

[DIAPR 2010-24, "Procurement of Training"](#)

This AOP page supersedes Policy and Procedure Memorandum (PPM) 2011-02, "USGS Training Officer Definition".

## Discussion

Government charge cards with the purchase business line may be used to pay course tuition costs up to the [micropurchase threshold](#) purchase limit for supplies. The costs of conferences or meetings which are developmental assignments, and meet the criteria outlined in 5 CFR 410.404, may also be paid with a Government charge card with the purchase business line. Regardless of method of payment, the law requires that training information (course title, cost, number of hours, dates, and other details) be documented. Instructions for supervisors to document employee attendance of non DOI LEARN catalog courses are found at [http://www.usgs.gov/humancapital/ecd/ecd\\_trainingdoi.html](http://www.usgs.gov/humancapital/ecd/ecd_trainingdoi.html). The [SF 182](#) Training Authorization may still be used as an obligating document.

According to the Office of Personnel Management (OPM) [Training Policy Handbook](#), "Agencies may use an authorized training form to procure and certify payment of training expenses through Government or non-Government facilities. The form is certified by training officials and supervisors instead of the Contracting Officer under a procedure negotiated by the two offices and addressed in the agency's administrative directives. *Comp. Gen. B-210334 (July 14, 1983).*"

The OPM Training Policy Handbook allows Training Officers to approve commercial off-the-shelf training sessions. However, "When an agency training course or program requires new design and development, the authorized Contracting Officer contracts for the service on behalf of and as requested by the responsible training or management official."

"Training Officer" or "Training Official" is hereby defined as the USGS Strategic Employee Development Consultant or designee within the Office of Organizational and Employee Development. This individual is required to follow the directives in the OPM Training Policy Handbook and DIAPR 2010-24 to approve training for an amount up to, but not exceeding, the [simplified acquisition threshold](#).