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### Guidelines for FMSAC Support to Employee Education

1. It is the policy of the FMSAC Career Service Panel to encourage FMSAC personnel to avail themselves of Agency-sponsored training programs or to engage in external self-improvement programs, as appropriate. FMSAC will consider requests for training within the framework of the basic authority granted the Agency under the Government Employees Training Act (GETA) and Headquarters Regulations. GETA, however, specifically prohibits the expenditure of federal funds for training which has the sole end purpose of obtaining a degree.

2. The FMSAC Career Service Panel will judge requests for training on the individual merits of each case. Such judgments, admittedly, are subjective but will be based on general criteria to facilitate a decision. These criteria are not all-inclusive and do not constitute a point system which will ensure approval if all or some are met.

- a) Is the request job-related with respect to present or future assignments;
- b) Is employee basically qualified for requested training;
- c) Is requested training necessary to improve performance;
- d) Will requestor sign an Agency training agreement;
- e) Are anticipated benefits consistent with costs;
- f) Has employee been involved in self-supported efforts in the past;
- g) Should the applicant be encouraged to use personal resources rather than public funds.

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3. Responsibility for approving full time academic training rests with the Deputy Director for Science and Technology. The prime criterion to be considered is the benefit that will accrue to the Agency by increasing the capabilities of the individual. In all cases, those individuals sponsored for academic training must be promising employees who have demonstrated potential for growth and development.

4. Coincidental with the consideration of each request based on the criteria outlined in paragraphs 2 and 3 above, the FMSAC Career Service Panel will have to weigh the impact that such a request may have on the efficiency of the requestor's immediate component and the office as a whole. Such factors as the following will also be considered:

- a) Can the employee schedule training during non-duty hours;
- b) If employee cannot schedule training during non-duty hours, can his component accommodate the requested training without reduction in efficiency or having to resort to overtime.