

## Instructions for Agency Training Cost Data Collection

---

Contact: Monique Dilworth, (202) 395-9146, [Monique L. Dilworth@omb.eop.gov](mailto:Monique.L.Dilworth@omb.eop.gov)

### ***What is the purpose of this information?***

As referenced in OMB Circular A-11, Section 25.5, agency training cost data will be collected (refer to [http://www.whitehouse.gov/omb/circulars/a11/current\\_year/s25.pdf](http://www.whitehouse.gov/omb/circulars/a11/current_year/s25.pdf)). This information will be used to assess and summarize agency data on resources invested in training activities. The data requested will provide an overview of the investment being made to address current skill gaps and anticipate developmental needs so that Federal employees may meet mission-critical goals across the Government. This information will be compiled and provided to the Deputy Director for Management, the Director of the Office of Personnel Management, and the President's Management Council.

### ***What agencies need to report?***

All agencies with more than 2,500 employees should report.

### ***When is this information due to OMB?***

When the agency budget requests are submitted to OMB.

### ***How will this information be displayed in the President's Budget?***

At this time, there are no plans to display agency training costs in the President's Budget.

### ***How do I prepare the exhibit?***

Table 1 – Provide FY 2005 through FY 2007 funding information for each agency budget account. (Note: The agency budget accounts should be the same ones used for MAX.) This funding information should be broken out by the “type of training” (see definition below). Agencies should involve their Training or Human Capital Officers in the development of these data. The following major cost elements should be included in the cost estimates: 1) vendors/ consultant fees, 2) materials, 3) salaries of training staff, 4) travel & per diems, 5) technology and equipment, 6) facilities. Participant salaries should **not** be included in the cost estimates.

Table 2 – Agencies should indicate the cost elements that are included in the funding information provided in Table 1 by placing an “X” in the appropriate box.

### ***What are the definitions for “Type of Training”***

Executive - Planned development, class work, and formal coaching in the principles and practices of leadership, and in leading strategic-level planning, organizing and controlling.

Management - Planned development, class work, and formal coaching in the concepts, principles, and practice of technical subjects, e.g. public policy formulation, quantitative approaches to management; or advanced education in planning, organizing and controlling work systems or other people.

Supervisory- Planned development, class work, and formal coaching in the principles, policies, and practices of allocating and managing the work of a unit; and in supervising and developing other people.

Skills Training- Planned development, class work, and formal coaching that develops critical knowledge and skill in a particular occupation or field of expertise: for instance, HR specialist or personnel, budget analyst or finance, attorney or law, etc; or critical personal knowledge and skill for working professionals : for instance, communication, facilitating groups, career planning, etc.

Other Training – Any other training provided by the agency, such as that in support of agency mission, but not included in the categories above.

As noted above, participant salaries should **not** be included in the cost estimates that are provided in response to this BDR.