

Training Program For Federal Agencies

A new, major step in the area of in-service training for Federal Agencies has been announced. By direction of the President, Philip Young, Chairman of the Civil Service Commission, sent to all agencies the first overall statement of training policy, providing for the strengthening of existing in-Government training programs and the establishment of new ones, where needed. Up until now the lack of a forthright executive policy in support of such training has made some officials hesitant to carry out this important part of their responsibilities.

"I have therefore," said Young, "issued a statement strongly urging that agencies draft plans for employee training and development, and that agencies inventory their training needs and their progress in meeting them. This directive is issued as part of the President's program to provide strong executive leadership in personnel management."

The White House, Washington

Training and development of employees is an essential aid to efficient operation of the Federal service and to attainment of its program goals. It is therefore the policy of the executive branch to plan and provide for training and development of employees as an integral part of its responsibility for the effective conduct of its affairs.

The head of each department and agency shall:

formulate and maintain a systematic plan of action for the development,

training, and effective use of his manpower resources, including periodic inventory of training needs and of progress in meeting them.

stimulate and encourage employee development and training, both through individual self-improvement and through officially sponsored activities, to meet immediate and long-range service needs.

see that specific development and training opportunities are provided as required to help employees at all levels perform their work in the best known ways and adapt themselves to changing program needs.

make full use of existing training facilities and services within the Federal Government, including cooperation with and participation in appropriate interagency employee development and training activities.

The Civil Service Commission shall be available to provide consultation and clearinghouse services to agencies in the planning and organizing of employee development and training, and shall from time to time recommend to the heads of departments and agencies policies which will strengthen and improve such activities.

The Civil Service Commission shall obtain from the agencies such reports on their employee training activities as it may require to enable it to inform the President on current Federal civilian training practices.

By direction of the President.