UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Strategic Human
Resources Policy
Division

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MEMORANDUM FOR HUMAN RESOURCE DIRECTORS

FROM: NANCY H. KICHAK
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STRATEGIC HUMAN RESOURCES POLICY

Subject: Guidance for SES Candidate Development Programs: "Grandfathering" Training

The Office of Personnel Management (OPM) has received numerous inquiries about the 80-hour training requirement for Senior Executive Service Candidate Development Programs (SES CDP) specified in 5 CFR 412.104(e)(1). Specifically, agencies request to apply leadership training towards the 80-hour interagency training requirement that recently selected SES CDP candidates attended, just prior to their selection into the program.

In response to these inquiries, OPM has provided the attached guidance. The goal of SES CDPs is to close competency gaps identified at the beginning of the program. If after all of the requirements are met, the candidate's competency gap(s) are not all addressed, the agency must provide training or other developmental opportunities (e.g., developmental assignments) to the candidate prior to OPM's Qualification Review Board certification. Ultimately, the agency must provide the appropriate development to address candidates' competency gap(s) so they can meet the Criterion B qualifications.

Any questions regarding this guidance should be sent to Julie Brill at Julie.Brill@opm.gov.

Attachment

"GRANDFATHERING" RECENTLY ATTENDED TRAINING

Candidates do have the option to count training they have recently attended (prior to the start of the program) towards the 80 hour interagency training requirement specified in 5 CFR 412.104(e)(1). Below are guidelines if a candidate wants to count previously attended training towards the 80 hour interagency training requirement:

A maximum of 40 hours of previously attended training **can be counted towards the 80 hour requirement.** Types of training include:

- Classroom training
- Training targeted to meet one or more Executive Core Qualifications (ECQs) the candidate is trying to develop
- Online training
- Graduate level courses in a degree program accredited by the U.S. Department of Education. Based on American Council for Education guidelines, 40 hours of instruction are equivalent to about 3 graduate semester hours.

The nature of the training must be interagency and/or multi-sector. This guideline can be met by providing one or more of the following documents:

- Syllabus of the training
- List of speakers
- Description of the types of participants including the participant's agency or organization, and

"Interagency" and "multi-sector" include state, local, and foreign governments as well as private sector and non-profit organizations.

The candidate must show evidence of course completion and the training must address one of the ECQs the candidate identified at the beginning of the program as needing development. Agencies must verify the candidate's completion of the training and ensure the training addressed the ECQs.

The training must have been completed within a 1 year period prior to selection. However, the training could have begun anytime before the 1 year period prior to selection.