	DEPARTMENT OF PUBLIC SAFETY DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: JUN 24 2008	POLICY NO.: ADM.04A.02
		SUPERSEDES (Policy No. & Date): ADM.04A.02 of 10/9/95	
	SUBJECT: PREPARATION AND PROCESSING OF TRAINING REQUESTS		Page 1 of 6

1.0 PURPOSE

To provide guidelines for all Department personnel regarding the preparation and processing of Out-Service Training Request (OSTR's) and other training requests.

2.0 REFERENCES AND DEFINITIONS

.1 References

- a. Hawaii Administrative Rules Manual, Title 3, Department of Accounting and General Services, Chapter 10, Travel Rules.
- b. Letter-Request from George Sumner, Director, Department of Public Safety (PSD) to Alfred Lardizabal, Director, Department of Personnel Services (DPS), requesting authority to process and approve OSTR's of PSD, November 23, 1990.
- c. Inter-Gency Memorandum from Sharon Miyashiro, Director, DPS to George Sumner, Director, PSD granting permanent authority to the Department to process and approve its own OSTR's, August 30, 1991.

.2 Definitions

- a. Training: Sessions or classes conducted to introduce or increase employee job skills.
- b. Workshops/Meetings: Sessions for the purpose of discussing work objectives and concerns, or for employee's professional development.
- c. Department of Human Resource Development (DHRD): This Department was formerly the Department of Personnel Services.
- d. Out-Service Training Request (OSTR): Form used to control and monitor training not offered and sponsored by DHRD where costs are involved. If training does not require state funds, OSTR is not required.
- e. Management Information Systems for Training (MIST). This is used to register employees for classes where DHRD is handling registration.

PSD P & PM	SUBJECT: PREPARATION AND PROCESSING OF TRAINING REQUESTS	POLICY NO.: ADM.04A.02
		EFFECTIVE DATE: JUN 24 2008
		Page 2 of 6

- f. Other Training Requests: Training sponsored and/or conducted by DHRD, the Division of Occupational Safety and Health (DOSH) of the Department of Labor and Industrial Relations, the Computer Academy or other state offices or private consultants.

3.0 POLICY

- .1 Where appropriate, Department employees shall be provided with high quality, job-related, competency-based training opportunities designed to develop and improve job knowledge and skills in order to enhance job performance and provide opportunity for advancement.
- .2 Training and Staff Development (TSD) shall be responsible for disseminating appropriate training opportunities to employees. Training opportunities available elsewhere must be forwarded to TSD for review and consideration. No division shall send out training announcements to Department employees without consulting with TSD.
- .3 Employees training requests shall be processed in accordance with the procedures of this policy. Training requests not properly and completely filled out will be returned to the originating office for action. Under this circumstance, TSD will not be responsible for delays in processing and/or registration. This also applies to requests received late by TSD.
- .4 TSD will not be responsible for training requests submitted for processing after-the-fact.

4.0 RESPONSIBILITIES

- .1 Trainee
 - a. Attends approved training as scheduled. Informs immediate supervisor at least five (5) working days before class schedule if unable to attend.
- .2 Immediate Supervisor
 - a. Reviews staff's training request to ensure appropriateness of training in relation to trainee's job responsibilities.
 - b. Recommends staff to training by signing off on space provided in specific training request forms.

PSD P & PM	SUBJECT: PREPARATION AND PROCESSING OF TRAINING REQUESTS	POLICY NO.: ADM.04A.02
		EFFECTIVE DATE: JUN 24 2008
		Page 3 of 6

- c. Notifies his manager of the request as needed.
- d. Informs TSD in writing, at least three (3) working days before class schedule, of the following circumstances:
 - 1. Inability of the employee to attend scheduled training. If the reason is emergency, must inform TSD by phone. Failure to inform TSD will subject the requesting office to pay for the associated training fee(s).
 - 2. Any changes on names of attendees. This is necessary for accuracy of training records.

.3 Training and Staff Development

- a. Reviews all training requests for appropriateness to employee's job responsibilities; consults with endorsing supervisor as needed.
- b. Determines which training will be funded by TSD based on certain criteria i.e., training is mandatory for specific type of personnel; training is needed but Department is unable to offer training due to inadequacy of instructor; training is for skills enhancement based on technological advances.
- c. Obtains approval/disapproval of all OSTR's by appropriate signatory(ies).
- d. Approves/disapproves all requests for DHRD sponsored classes including those sponsored and conducted by other state agencies and offices.
- e. Informs requesting supervisor of approval or disapproval of training request. If TSD is paying for training, registration and payment associated fee is handled by TSD, otherwise, the requesting office is responsible.

.4 Deputy Director for Administration

- a. On recommendation of TSD, approves/disapproves all OSTR's and memo-requests for inter-island travel of Department personnel if training requires travel.

.5 Director

- a. Ensures the Department's full compliance with this Policy and Procedures.

PSD P & PM	SUBJECT: PREPARATION AND PROCESSING OF TRAINING REQUESTS	POLICY NO.: ADM.04A.02
		EFFECTIVE DATE: JUN 24 2008
		Page 4 of 6

- b. Approves/disapproves all out-of-state OSTR's of Department employees.
- c. Approves/disapproves OSTR's of Deputy Directors including travel requests when needed.

5.0 PROCEDURES

To ensure proper handling of all types of training requests, the following general guidelines are established for the preparation and processing of all Departmental requests for training:

.1 Out-Service Training Request (OSTR)

- a. When to Use. OSTR's are used when requesting attendance to training that is:
 - 1. Sponsored and conducted by private companies;
 - 2. Sponsored and/or conducted by the Department where cost is involved to pay for consultant fees;
 - 3. Sponsored by the Department or other state agencies where inter-island travel is necessary to attend training.
- b. Form to Use. OSTR's are recorded in DHRD Form 411 (see Attachment A).
- c. Preparation and Processing Procedures. For detailed procedures on the preparation and processing of OSTR's, refer to Attachment B.
- d. Other Documents Needed. In addition to DHRD Form 411, a memo request for travel must be attached to the completed OSTR if attendance to training involves travel (see Attachment C for the sample format). Training that is held on Oahu and attended by employees on Oahu do not require the IOM travel request. Similarly, training held on Maui, Kauai, Kona or the Big Island and attended by Department employees from those islands do not necessitate the generation of an OSTR.

PSD P & PM	SUBJECT: PREPARATION AND PROCESSING OF TRAINING REQUESTS	POLICY NO.: ADM.04A.02
		EFFECTIVE DATE: JUN 24 2008
		Page 5 of 6

.2 Other Training Requests

a. When to Use. These are used to request attendance to the following types of training:

1. DHRD sponsored and conducted training including seminars and conferences sponsored and/or conducted by other state agencies and organizations.
2. DHRD sponsored courses held by the community colleges of the University of Hawaii system.
3. DHRD sponsored training conducted by private consultants including computer courses conducted by the Computer Training Academy.

b. Forms to Use.

1. DHRD sponsored and conducted training including seminars and conferences sponsored and/or conducted by other state agencies and organizations. Requests of this type are recorded in the PSD Form 1050. Refer to Attachment D.
2. DHRD sponsored courses held at the community colleges. Requests of this type are recorded in DHRD Form 410. Refer to Attachment E.
3. Training conducted by private consultants including computer courses conducted by the Computer Training Academy. Requests of these types are recorded in DHRD Form 410. Refer to Attachment E.

c. Preparation and Processing Procedures.

1. DHRD sponsored and conducted training including seminars/workshops by other state agencies and organizations. Refer to Attachment F.
2. DHRD sponsored training conducted by the community colleges. Refer to Attachment G.
3. DHRD sponsored training conducted by private consultants. Refer to Attachment H.

PSD P & PM	SUBJECT: PREPARATION AND PROCESSING OF TRAINING REQUESTS	POLICY NO.: ADM.04A.02
		EFFECTIVE DATE: JUN 24 2008
		Page 6 of 6


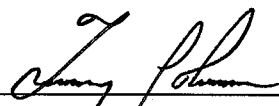
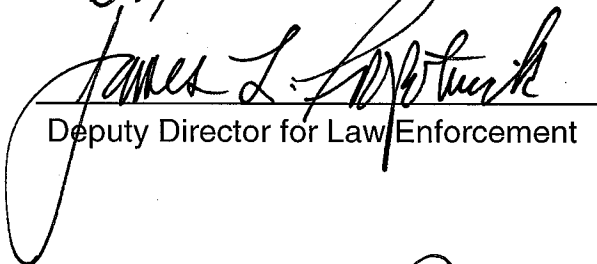

6.0 CONFIDENTIALITY

All information collected on completed forms is treated as "confidential" and must be safeguarded from unauthorized public access.

7.0 SCOPE

This policy applies to all employees within the Department.

APPROVAL RECOMMENDED:

 _____ Deputy Director for Administration	<u>6/6/08</u> _____ Date
 _____ Deputy Director for Corrections	<u>6/18/08</u> _____ Date
 _____ Deputy Director for Law Enforcement	<u>6-19-08</u> _____ Date
APPROVED:  _____ Director	<u>6/24/08</u> _____ Date

REQUEST FOR APPROVAL OF OUT-SERVICE TRAINING
(Submit in duplicate)

Department _____

Date _____

Part I To be filled in by requesting authority

1. (a) Name of training sponsor	(b) Where training will be given (name of site, city and state).	2. Accredited trn? <input type="checkbox"/> yes <input type="checkbox"/> no
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3. Title of course _____

4. Length of course (hrs)	5. No. of hours of training on government time	Date training scheduled to begin _____ end _____
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7. Trainees

Name(s)	Position title(s)	B.U.	Section or unit
(List may be attached)			

8. Cost to Department

Item	Program cost (registration, tuition, etc.)	Per diem	Air transportation	Ground transportation	Justify and list other expenses	Total
Per trainee						
Total						

9. Course Content: Attach one copy of course description, registration information and itinerary of trainee(s).

Note: Use back of form or separate sheet if further explanation of entries is necessary.

10. State reason(s) why it is essential for trainee(s) to participate in the above program.

Signature of requesting authority

Sig. of dept. head or auth. rep.

Part II Department of Human Resources Development

This request is hereby approved for _____ person(s)

Disapproved Approved with changes

Date _____

For the Director
Department of Human Resources Development

PREPARATION AND PROCESSING OF OUT-SERVICE TRAINING REQUEST
(OSTRS)

I. Preparation Procedures

1. The requestor fills out the following information on DHRD Form 411:

Request Date
Name of Training Sponsor
Location of Training
Whether Training is Accredited or Not
Title of Course
Length of Course
Number of Training Hours on Government Time
Date of Training (month, date, year)
Trainee's Name and Social Security Number
Official position Title (spell out)
Bargaining Unit
Section/Branch
Program Cost (registration, tuition)
Per Diem
Air Transportation
Ground Transportation
Other Expenses (excess lodging, parking)
Total (add horizontal and vertical)
Reason(s) for attendance

2. All pertinent information regarding the training or seminar (course description, registration information, training order, memorandum) shall be attached to the completed OSTR.
3. An Inter-Office Memorandum (IOM) Travel Request must be generated if attendance to training involves travel. Refer to Attachment C for the sample. The memo is to be attached to the completed OSTR and course information.
4. The completed training request must be endorsed by immediate supervisor and forwarded to TSD at least 15 working days before training for in-state training and 25 working days for out-of-state. The requestor keeps a copy of documents noting the date of submission to TSD.

II. Guidelines in preparing the request form/documents

1. Prepare only one (1) original copy of the OSTR form.
2. Only one (1) OSTR is required under the following situations:
 - a. If more than one employee from the same facility/office are attending the same training.
 - b. If same training is being attended by employees in the outer-island facilities/offices.
 - c. If the same training is attended by employees from both Oahu and the neighbor islands facilities and offices, separate OSTRs shall be completed.
3. If training is TSD generated and/or conducted, TSD shall prepare the OSTR and IOM and attach list of trainees, as well.
4. Changes after approval:
 - a. The original OSTR shall be amended under the following circumstances:
 - (1) Change in participant names
 - (2) Change in cost – if excess lodging cost or per diem is more than 10% of the estimated amount stated in the original OSTR/
 - b. An OSTR shall not be amended under the following circumstances:
 - (1) Changes in date or location
 - (2) Increases over approved costs that are not greater than 10% and increases over approved per diem is not greater than one-quarter day. For out-of-state travel, however, amendment is not necessary if increases over approved per diem are not greater than one-half day.
 - c. Indicate “Amendment” on top right-hand corner of the amended OSTR.
 - d. A copy of the originally approved OSTR must be attached to the amended copy.
5. If travel is intra-state, the travel request shall be addressed to the Deputy Director for Administration (DEP-A). For Deputy Directors, the IOM shall be addressed to the Director.

6. For out-of-state training, travel requests of department employees are addressed to the Director.

III. Processing Procedures

1. The requesting employee submits completed OSTR and accompanying documents to TSD within allowable time.
2. TSD reviews OSTR for completeness and accuracy of information and verifies for appropriateness of training and determines funding source. Forwards OSTR with recommendation to DEP-A.
3. DEP-A approves/disapproves OSTR. Disapproved requests including reason(s) for denial shall be returned to the originator. For approved OSTRs, TSD will phone originating (funding) office for registration purposes and forwards original copy fee payment processing.
4. If training is TSD-funded, registration and bill payment will be taken care of by TSD. A copy of approved OSTR will be forwarded to requesting office where TSD handled funding.

Inter-Office
MEMORANDUM

DEPARTMENT OF PUBLIC SAFETY

No. _____

Suspense: _____

(Request Date)

TO: David Festerling, DEP-A

THROUGH: May Price, ASO

FROM: (Requesting Office)

SUBJECT: REQUEST FOR INTER-ISLAND (OUT-OF-STATE) TRAVEL

Person(s) Traveling:

Destination:

Dates of Travel:

Purpose of Trip:

Itinerary:

Estimated Cost:

- Airfare:
- Per Diem:
- Program Fee:
- Parking:
- Ground Transportation:
- Other Expenses:
- Total:

Source of Funds:

“This travel has been determined to be essential and necessary for the protection of life and safety and for the continued provision of mandatory services to the public.”

RECOMMENDED/NOT RECOMMENDED: APPROVED/DISAPPROVED

May Price, ASO Date

DEP-A Date

ATTACHMENT D

State of Hawaii
Department of Public Safety

NOMINATION TO ATTEND DHRD TRAINING
AND OTHER STATE SEMINARS/CONFERENCES

Branch/Division: _____ Contact person: _____ Phone: _____

Course Title: _____ Course Code: _____

Course Date/Time: _____ Session Number: _____ Course Year: _____

Name	Position Title	SSN	BU

Justification: _____

Requesting Authority

Printed Name: _____

Position Title: _____

Signature: _____

Date: _____

Approved/Disapproved: _____

Date: _____

Entered into MIST by: _____

Date: _____

**State of Hawaii
Department of Human Resources Development Sponsored Courses
Registration Form 410**

Course Title: _____ Course Date/Time: _____

Course Provider: _____ Course/Session No. (if applicable) _____

Course Location /Campus: _____ Fee \$ _____

Course Provider's Address:

Registrant's Department Information:

Dept. Name/Address:

Contact Person: _____ Phone: _____ P.O.: _____

Contact Person's E-mail _____ FAX No.: _____

Instructions:

- 1) List only **one** class and session per form.
- 2) List participants **in order of priority**.
- 3) Mail this registration form directly to the course provider or departmental personnel office (if applicable). Enrollment is on first come, first served basis.
- 4) Persons who have **special needs** (e.g. sign language interpreter, large print materials, mobility devices, etc.) should note this on the Form 410 and submit it **no later than 10 working days prior** to the start of class.

Name/s (Last, First, M.I.)	E-mail Address	Title	Division	Phone No.

I have determined that this training is appropriate for the position(s) listed above.

Signature of Division Supervisor: _____ Date: _____

Signature of Dept. Head or authorized rep.: _____ Date: _____

CLASS LOCATION CODES

Class Location	Location Address
Hilo	
HI HaCC	Hawaii Community College
HI HaCCc1c	Hawaii Community College, Computer Learning Ctr, Bldg 380, Hilo
HI Air	Hilo International Airport conference rm, Hilo
HI ArmRCtr	Army Reserve Center, 470 W. Lanikaula Street, Hilo
HI BIWC	Big Island Workplace Connection (BIWC), 1990 Kinooole St., #102, Hilo
HI Schultz Siding	Hawaii Schultz Siding, 630E Lanikaula St., Hilo (NEW)
HI SOB Hilo	State Office Building, conference rooms, Hilo
HI UPWHilo	UPW conference room, 362 E. Lanikaula St, Hilo
Kona	
KoAirP Kona	Keahole-Kona International Airport, Conference Room, Kona
Old KonaAirP	Old Kona Airport Pavilion, 75-548 Kuakini Highway, Kona
Ko HaCC	Hawaii Community College, Kona (location to be determined)
Ko RoyalKonaResort	Royal Kona Resort, 75-5852 Alii Drive, Kailua-Kona
Kauai	
Ka KaCC OCET MC	Kauai Comm College, Main Campus, OCET Trng Lab, 3-1901 Kaunualii Hwy, Lihue
Ka KaCC OCET 1	Kauai Comm College, Classroom 1 (NEW)
Ka KaCC OCET 2	Kauai Comm College, Computer Lab (NEW)
Ka KaCC OCET MP	Kauai Comm College, Multipurpose Room (NEW)
Ka KaCCPAC	Kauai Comm College, Performing Arts Center, 3-1901 Kaunualii Hwy, Lihue
Ka KaCCOCET WS	Kauai Comm College, Westside, 9935 Kaunualii Hwy, Suite A, Waimea
Ka CC TBA	Kauai Comm College, To be announced
Ka Lihue Air	Lihue International Airport Mezzanine conference rm, Lihue
Ka Moikeha	Moikeha Building, conference rooms, 4444 Rice Street, Lihue
Ka SBCR	State Building, conference rooms, 3060 Eiwa Street, Lihue
Ka UPW	Kauai UPW conference room, 4211 Rice Street, Lihue
Ka Westside Lab	Kauai Westside Lab, 9935 Kaunualii Hwy, Suite A, Waimea,
Maui	
Ma CD Cty Bldg	Maui Civil Defense Emergency Operations Ctr, County Bldg, 200 S. High St, Wailuku
Ma SOB DAGS	Maui State Office Building, State Office Building, DAGS Conf Rm, 54 High St, Wailuku (NEW)
Ma DOT Hwy	DOT Hwys Division, conference room, 650 Palapala Drive, Kahului
Ma MaCC	Maui Comm College, Lailima, Room 225, 310 Kaahumanu Avenue, Kahului
Ma UPW	Maui UPW conference room, 841 Kolu Street, Wailuku
Mo SOBCR	Molokai State Office Building conference room, 45 Makaena Place, Kaunakakai
LA ArprtCR	Lanai Airport Conference Room
Oahu	
CTA Airport Campus	550 Paiea Street, Honolulu
Oa Aloha ST	Aloha Stadium, Hospitality Room, 99-500 Salt Lake Boulevard, Honolulu
OaDOT Kakoi	Dept of Transportation, Highways Division Oahu District conference room, 727 Kakoi Street, Honolulu
Oa HonAirInter, 7 th Floor	Honolulu International Airport, Inter-island Terminal, Conference Rm, 7 th Flr, Honolulu
Oa KCCkaula	Kapiolani Comm College, Kauila Bldg, various rms, 4303 Diamond Head Road
Oa KCCmano	Kapiolani Comm College, Manono Bldg; various rms, 4303 Diamond Head. Road
Oa LCCce202	Leeward Comm College, Community Svcs Bldg (Ewa portables), 96-045 Ala Ike Street, Pearl City

Oa CapCtr rm 303
Oa StCapAu
Oa SOT
Oa Kapolei St Bldg
Oa UHM Ca Ctr

ICSD Computer Lab, Capitol Center Bldg, 1177 Alakea Street, rm 303, Honolulu
Hawaii State Capitol, Basement Auditorium, 415 S. Beretania Street, Honolulu
State Office Tower (Leiopapa A Kamehameha) various rooms, 235 S. Beretania Street
Kakuhihewa State Bldg., 601 Kamokila Blvd, Kapolei
University of Hawaii at Manoa, Campus Center, various rooms, 2465 Campus Road

ATTACHMENT F

PREPARATION AND PROCESSING PROCEDURES FOR DHRD SPONSORED AND CONDUCTED TRAINING

I. Preparation Procedures

A. Requesting Office:

1. Completes the following areas on PSD Form 1050

Branch/Division
Contact Person (requesting office)
Phone Number (requesting office)
Course Title
Course Code
Session Date
Course Number
Course Year
Name(s) of trainee (list in order of priority)
Official Position Title (spell out)
Bargaining Unit
Justification of Attendance

2. The completed form must be endorsed by the employee's immediate supervisor by signing on the space "Requested by:" in the form.
3. Makes an office copy of the completed training request noting date of submission to TSD.

II. Processing Procedures

A. Requesting Office:

1. Submits the completed form to TSD no later than fifteen (15) working days before class schedule.

B. Training and Staff Development (TSD) Office

1. Reviews for correctness and completeness of information on the form including signature of endorsing official.
2. Determines appropriateness of training for recommended employee in consultation with immediate supervisor as needed.

3. Approves/disapproves attendance and/or funding.
4. Registers recommended names on the Management System for Training (MIST).
5. Notifies requesting office of the action done on the request including additional instruction.
6. Processes payment of associated fees.
7. Files copy of approved request.

ATTACHMENT G

PREPARATION AND PROCESSING PROCEDURES FOR DHRD SPONSORED TRAINING CONDUCTED AT COMMUNITY COLLEGES, UNIVERSITY OF HAWAII (U.H.) SYSTEM

I. Preparation Procedures

A. Requesting Office:

1. Completes the following information on the DHRD Form 410:

- Course Title
- Course Date/Time (not request preparation date)
- Course Provider
- Course/Session Number
- Course Location/Campus
- Fee
- Course Provider's Address
- Department/Address
- Contact Person/Phone
- Trainee(s) name listed in order of priority
- E-mail Address
- Official Position Title (spell out)
- Division/Branch
- Phone (trainee's)

2. Immediate supervisor signs off on space on the form.
3. Signature of Department Head of authorized representative.
4. Makes a copy of training request and note date of submission to TSD.

II. Processing Procedures

A. Requesting Office:

1. Submits the completed form to TSD no later than fifteen (15) working days before class schedule.

B. Training and Staff Development (TSD) Office

1. Reviews for correctness and completeness of information on the form including signature of recommending official.

2. Determines appropriateness of training for recommended employee in consultation with immediate supervisor as needed.
3. Approves/disapproves attendance and/or funding for requested training.
4. Registers for required classes.
5. Informs requesting office of action taken on request including additional instruction.
6. Handles the payment of associated training fees.
7. Keeps copy of training request.

ATTACHMENT H

PREPARATION AND PROCESSING PROCEDURES FOR DHRD SPONSORED TRAINING COURSES CONDUCTED BY PRIVATE CONSULTANTS

I. Preparation Procedures

A. Requesting Office:

1. Completes the following information on the DHRD Form 410:

- Course Title
- Course Date/Time (not request preparation date)
- Course Provider
- Course/Session Number
- Course Location/Campus
- Fee
- Course Provider's Address
- Department/Address
- Contact Person/Phone
- Trainee(s) name listed in order of priority
- E-mail Address
- Official Position Title (spell out)
- Division/Branch
- Phone (trainee's)

2. Immediate supervisor signs off on space on the form.
3. Signature of Department Head of authorized representative.
4. Makes a copy of training request and note date of submission to TSD.

II. Processing Procedures

A. Requesting Office:

1. Submits the completed form to TSD no later than fifteen (15) working days before class schedule.

B. Training and Staff Development (TSD) Office

1. Reviews for correctness and completeness of information on the form and stamps receipt date of training request.

2. Reviews each request for correctness of information and completeness of supporting documents.
3. Approves/disapproves training request.
4. Cuts a purchase order for the training fee.
5. Registers recommended trainees fro indicated class(es).
6. Sends written confirmation of attendance and funding approval to the requesting office.

III. Pre/Post Training Procedures

A. Requesting Office:

1. Ensures that recommended trainee attends approved training.
2. Submits to TSD a copy of any certificate (if provided) received in connection with the trainee's attendance to training.
3. Informs TSD, before class schedule, the inability of a confirmed trainee to attend scheduled class.

B. Training and Staff Development Office

1. Processes payment of applicable training fee upon receipt of an invoice from the training provider.
2. Keeps a copy of approved training request.
3. Files any training certificate submitted.