

CD20-OWI-017

Revision E

EFFECTIVE DATE: June 2, 2004

ORGANIZATIONAL ISSUANCE

CD20

EMPLOYEE AND ORGANIZATIONAL DEVELOPMENT DEPARTMENT PROCESSES

APPROVING
AUTHORITY

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
Tricia Kennedy	Manager of EODD	CD20	6/2/04

CHECK THE MASTER LIST-
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

CD20		
Employee and Organizational Development Department Processes	CD20-OWI-017	Revision: E
	Date: June 2, 2004	Page 2 of 16

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		05/22/02	This document replaces CD20-OWI-001 due to Department restructure and changes in processes.
Revision	A	10/22/02	Document revised to incorporate changes and additions in Department processes.
Revision	B	4/14/03	Document revised to incorporate changes and additions in Department processes.
Revision	C	5/27/03	Document revised to incorporate editing changes.
Revision	D	9/15/03	ASRI definition was added.
Revision	E	6/2/04	Changes/additions to the Self-Study Learning Center flow diagram.

CD20		
Employee and Organizational Development Department Processes	CD20-OWI-017	Revision: E
	Date: June 2, 2004	Page 3 of 16

1. PURPOSE

This Organizational Work Instruction (OWI) establishes instructions for managing the identification and delivery of necessary training to meet the requirements of Marshall Management Manual, MPD 1280.1. The purpose of the OWI is to document the processes by which the Employee and Organizational Development Department (EODD) provides training and organizational development programs for MSFC personnel performing services directly affecting quality.

2. APPLICABILITY

This OWI applies to MSFC personnel participating in training or organizational development.

3. APPLICABLE DOCUMENTS

MPD 1280.1 Marshall Management Manual (MMM)

NPG 1441.1 Records Retention Schedules

4. DEFINITIONS

4.1 AdminSTAR. The automated training database system, which provides online training history and the Individual Development Plan (IDP). This system is password protected.

4.2 ASRI. AI Signal Research, Inc.

4.3 Contractor. Vendor or Consultant.

4.4 Customer/Learner. Employee requesting services.

4.5 E-Learning. Interactive online training programs.

4.6 Electronic Meeting System (EMS). A collaborative computer mechanism used in meetings for brainstorming and feedback.

4.7 Employee And Organizational Development Department Deputy Manager. The person who assists in managing the Employee and Organizational Development Department.

4.8 Employee And Organizational Development Department Manager. The person who manages the Employee and Organizational Development Department.

CD20		
Employee and Organizational Development Department Processes	CD20-OWI-017	Revision: E
	Date: June 2, 2004	Page 4 of 16

4.9 Full-Time Study (FTS) Program. A program that provides an opportunity for employees to pursue job-related graduate courses for credit as full-time students at an appropriate college or university.

4.10 Office of Chief Financial Officer (CFO). The office that obligates and disburses training funds.

4.11 Organizational Development (OD) Team. The team, which assesses and develops individual/organizational effectiveness.

4.12 Self Study Learning Center (SSLC)/Marshall Institute (MI). The learning resources center, located in Building 4200, Room G13.

4.13 Training Consultant (TC). The person(s) designated to design and develop specialized training courses; assess and analyze organizations' training and developmental needs.

4.14 Training Operations (TO) Team. The team that provides technical information, logistical support, purchasing, computer support and the operation of a learning center and classrooms in conjunction with the OD and TC teams' missions.

5. INSTRUCTIONS

See attached flow charts.

6. NOTES

None.

7. SAFETY PRECAUTIONS AND WARNING NOTES

None.

8. APPENDICES, DATA, REPORTS, AND FORMS

MSFC Form 59	Request For Approval Of Training
MSFC Form 3702	Resume For Marshall Space Flight Center-Sponsored Full-Time Study Program
MSFC Form 3611	Checklist For Honorary Awards, Fellowships and Other Personnel Development Opportunities

CD20		
Employee and Organizational Development Department Processes	CD20-OWI-017	Revision: E
	Date: June 2, 2004	Page 5 of 16

MSFC Form 1265 Authorization To Attend A Technical
Conference Or Other Outside Professional
Meeting

MSFC Form 2059 Training Program Evaluation

9. RECORDS

MSFC Form 59, course roster and course evaluations will be retained in accordance with NPG 1441.1, Records Retention Schedule.

10. TOOLS, EQUIPMENT, AND MATERIALS

None.

11. PERSONNEL TRAINING AND CERTIFICATION

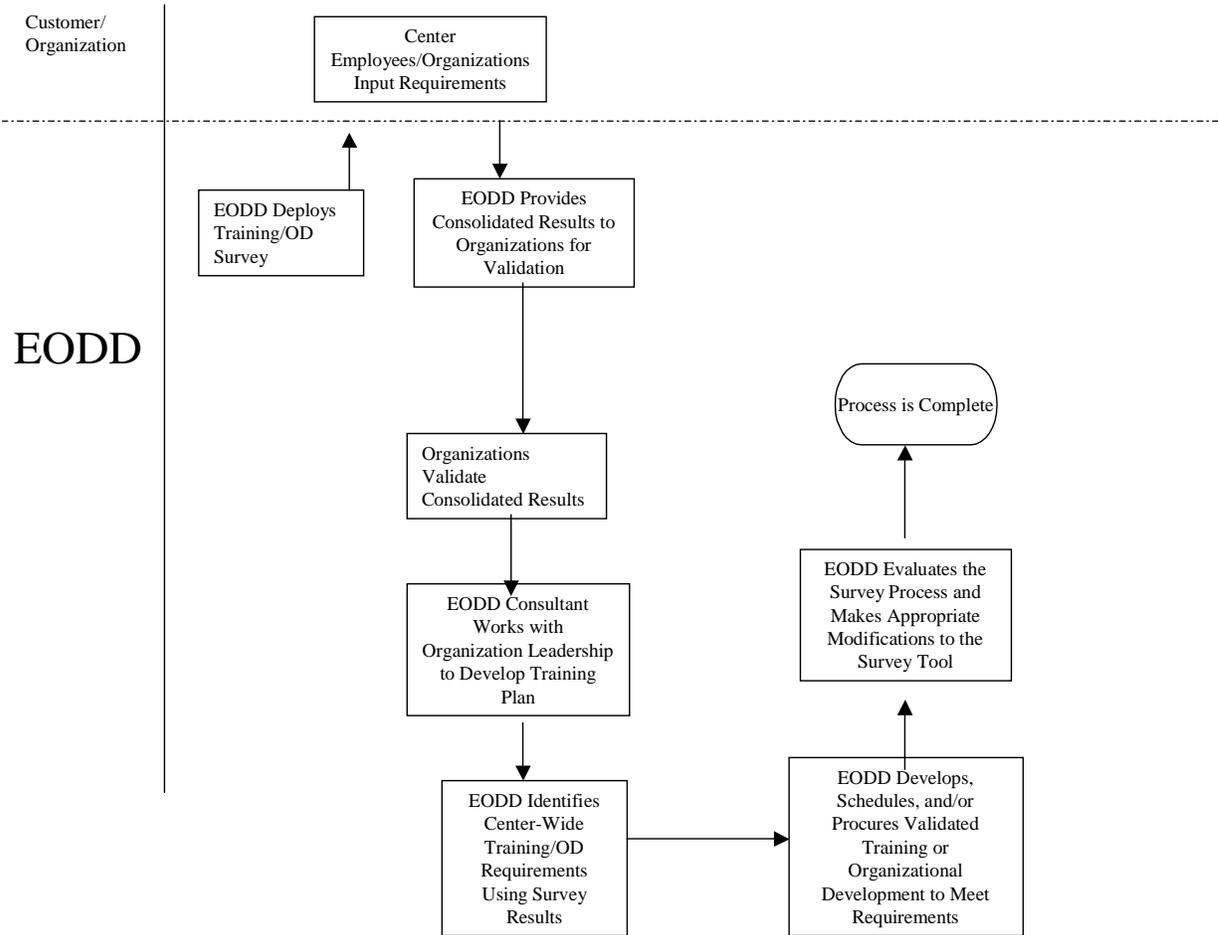
None.

12. FLOW DIAGRAM

See attached.

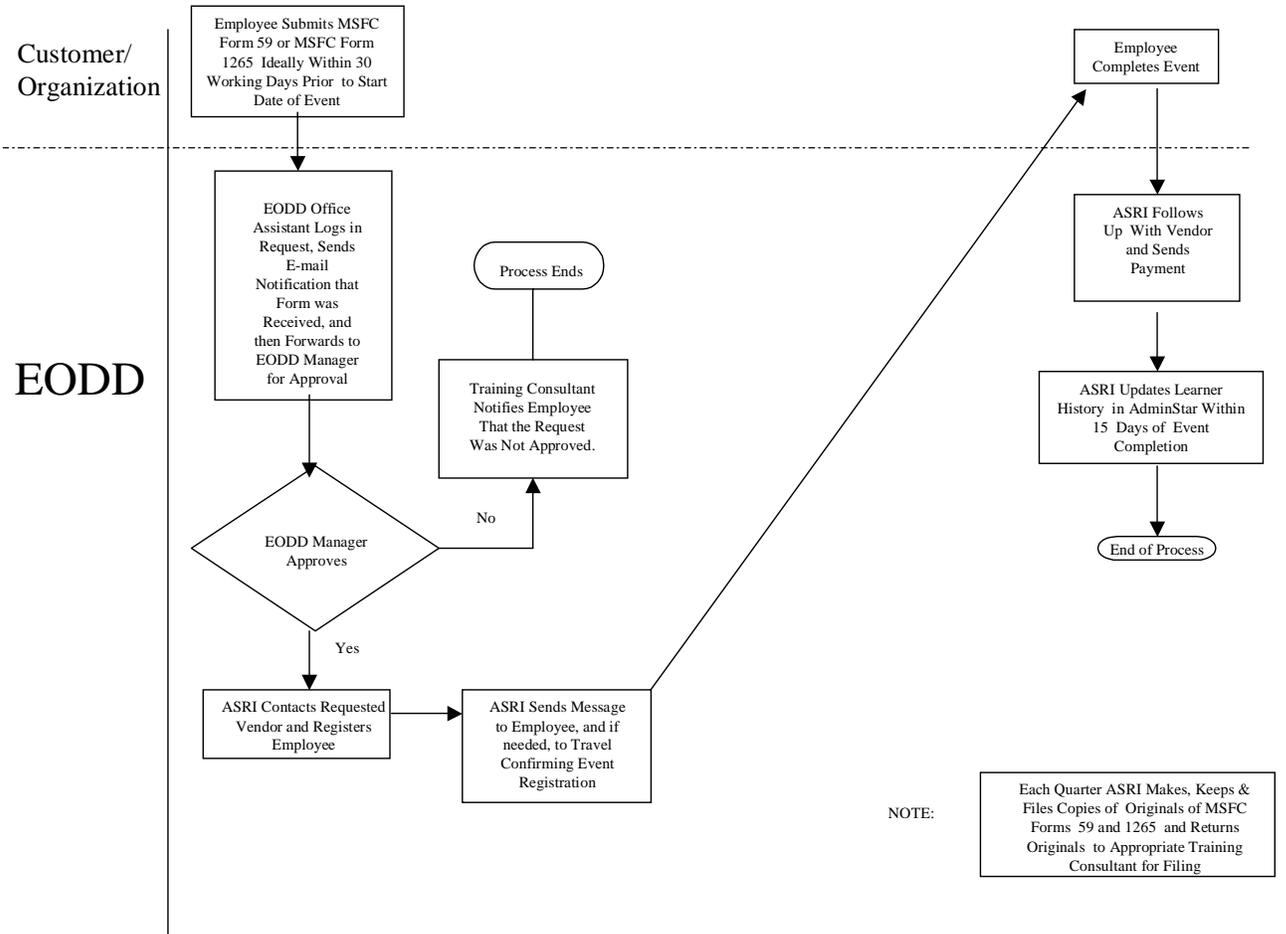
CD20		
Employee and Organizational Development Department Processes	CD20-OWI-017	Revision: E
	Date: June 2, 2004	Page 6 of 16

Training/Organizational Development Survey

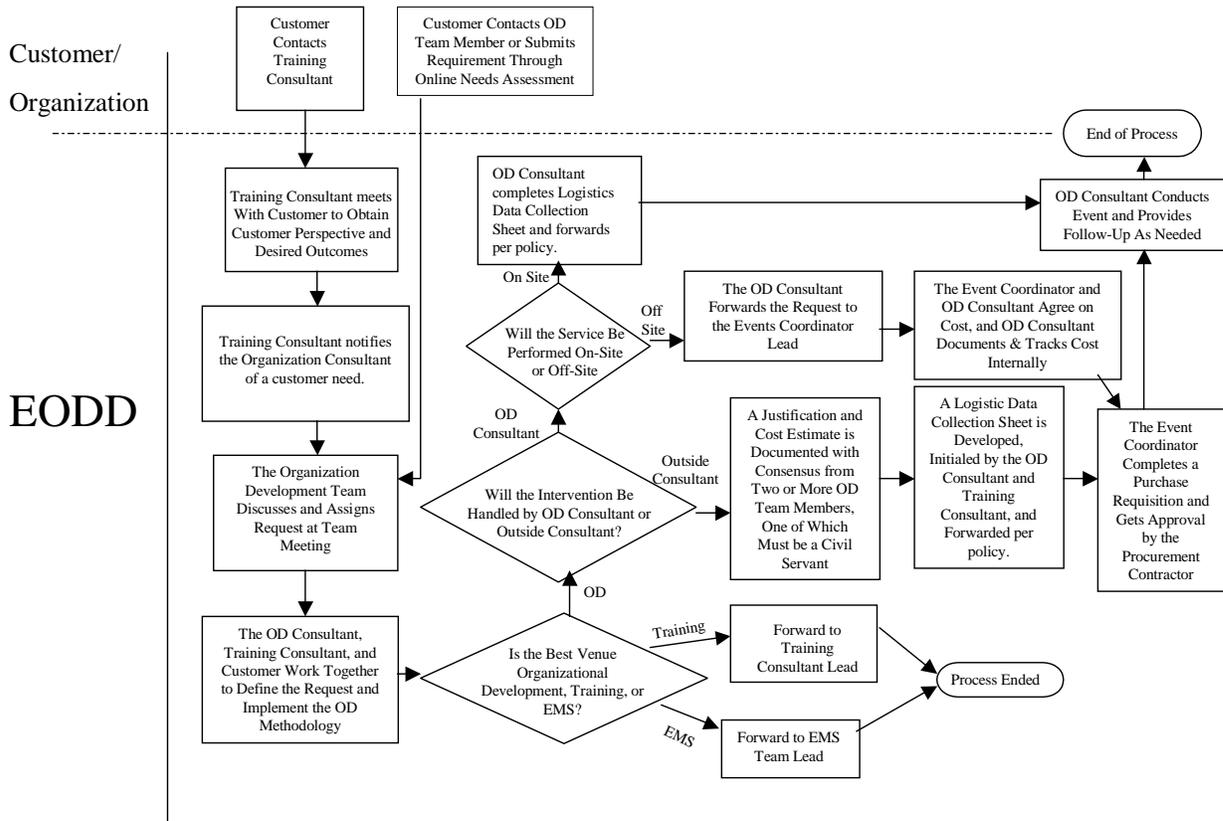


CD20		
Employee and Organizational Development Department Processes	CD20-OWI-017	Revision: E
	Date: June 2, 2004	Page 7 of 16

Individual Requests (Training/Conference)

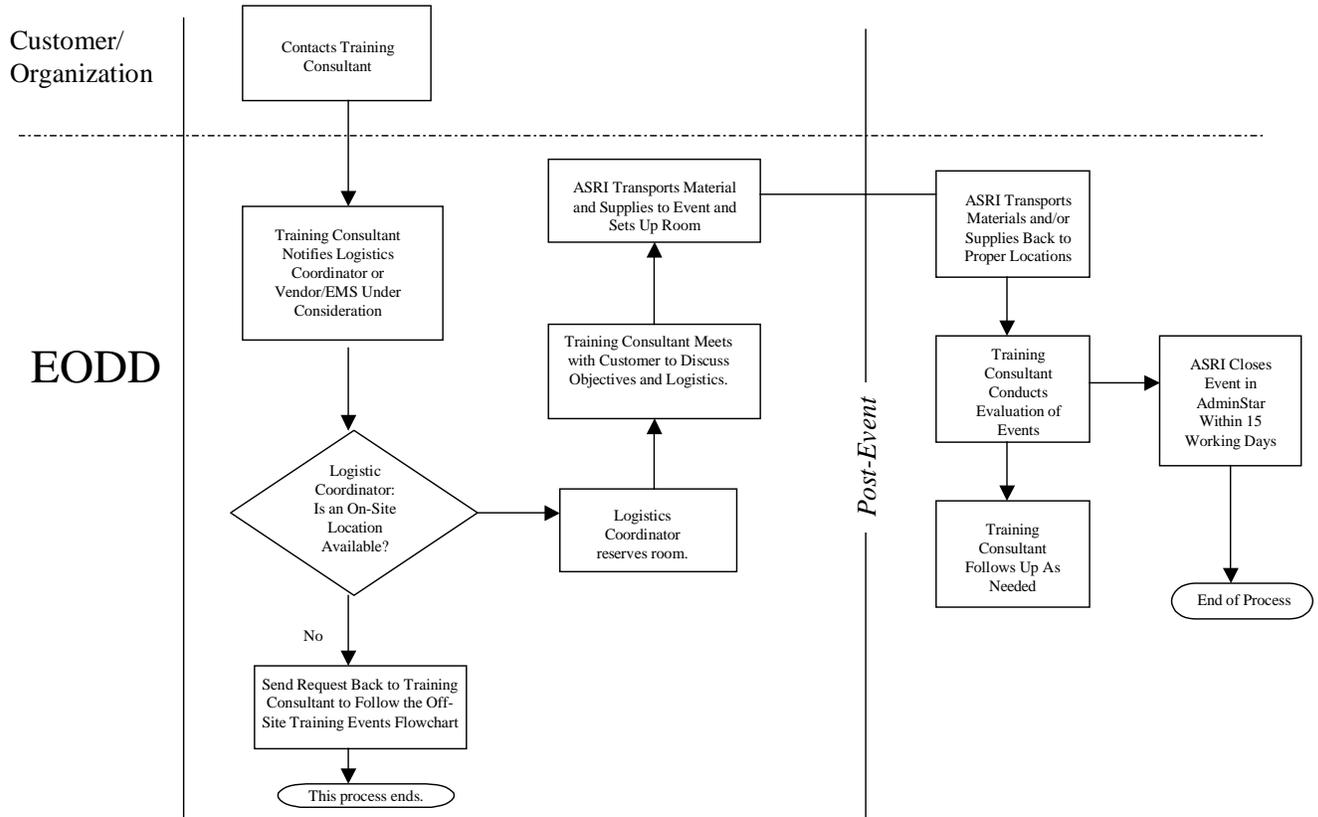


Organizational Development Events

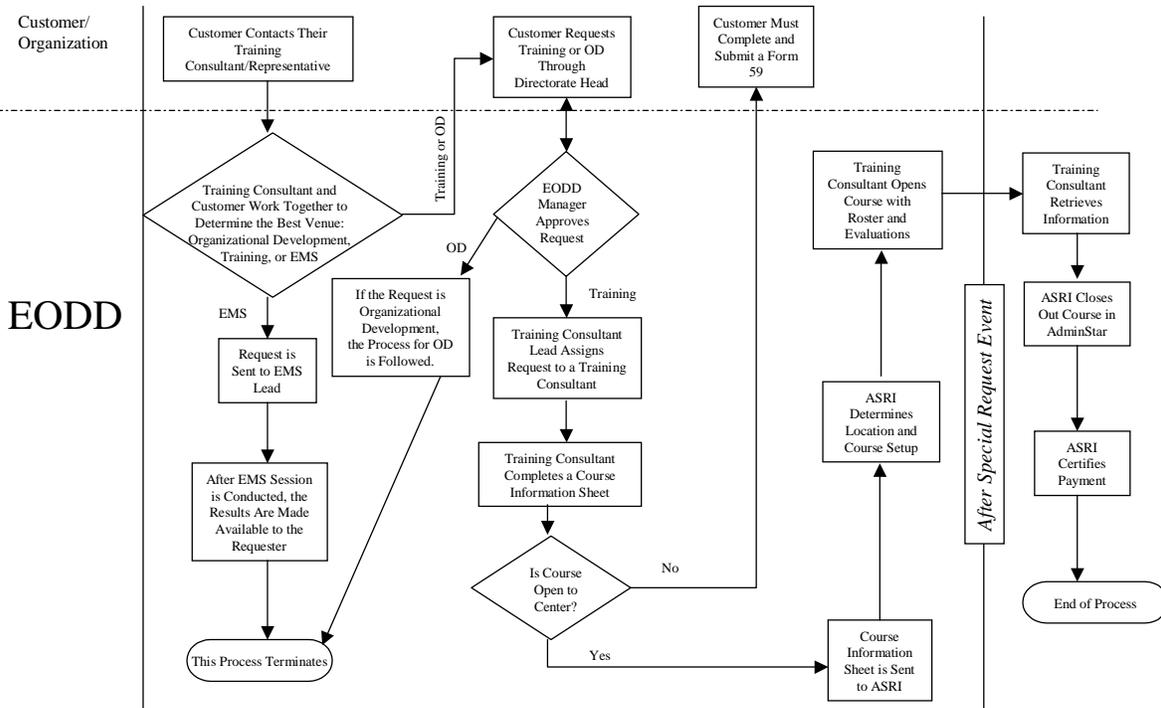


CD20		
Employee and Organizational Development Department Processes	CD20-OWI-017	Revision: E
	Date: June 2, 2004	Page 9 of 16

On-Site Training Events

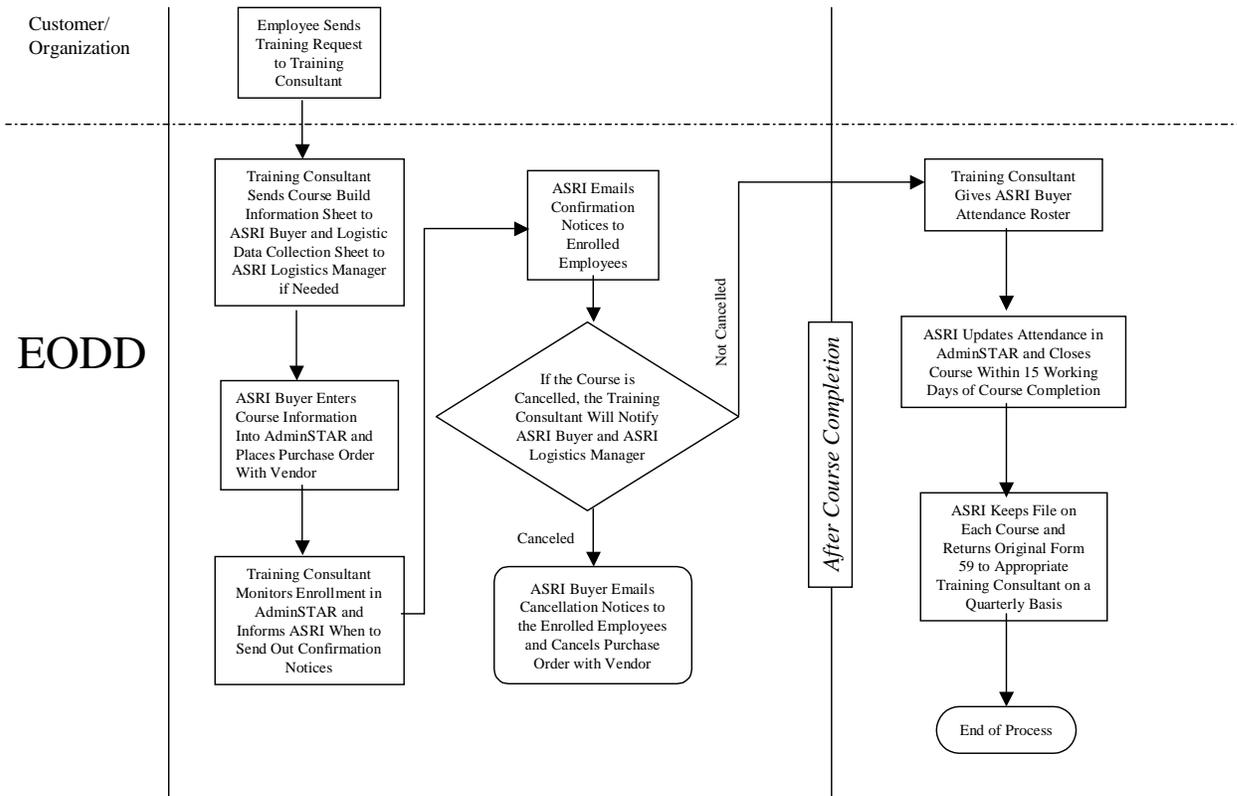


Special Request



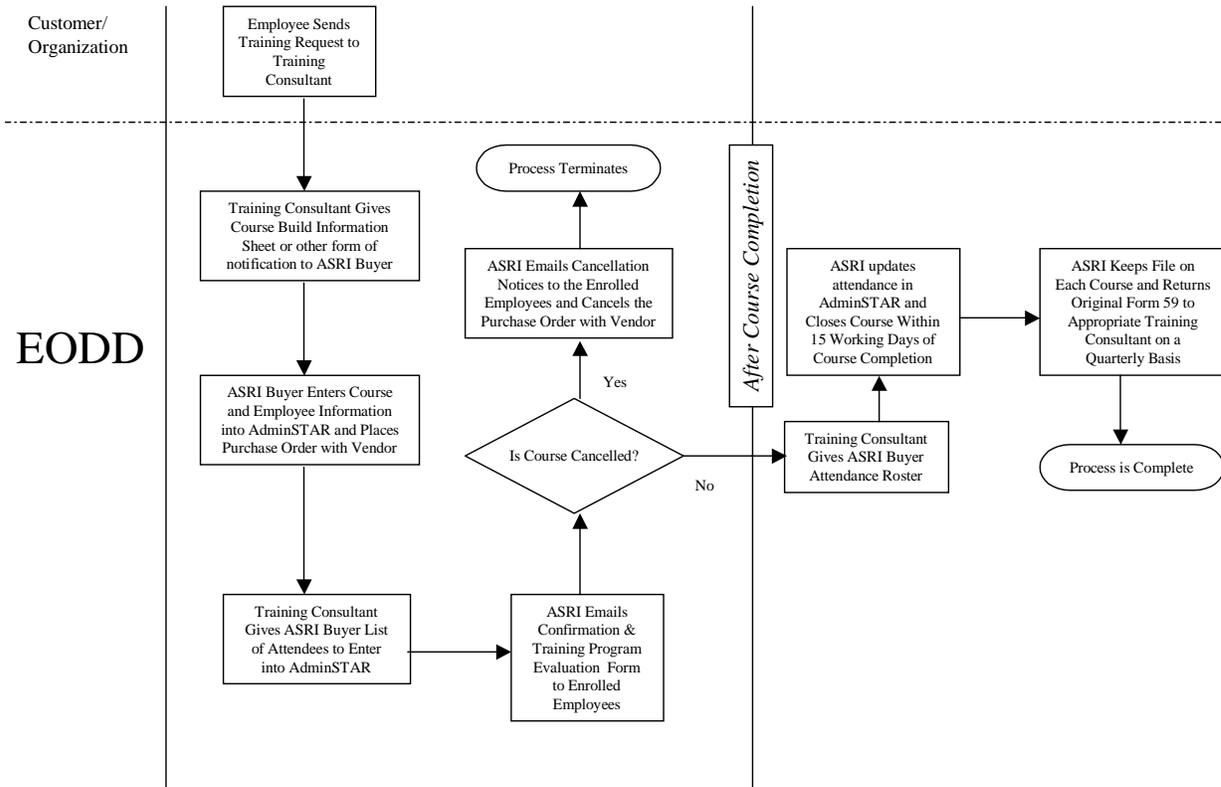
CD20		
Employee and Organizational Development Department Processes	CD20-OWI-017	Revision: E
	Date: June 2, 2004	Page 11 of 16

Training Purchases For Self Enrolled Classes



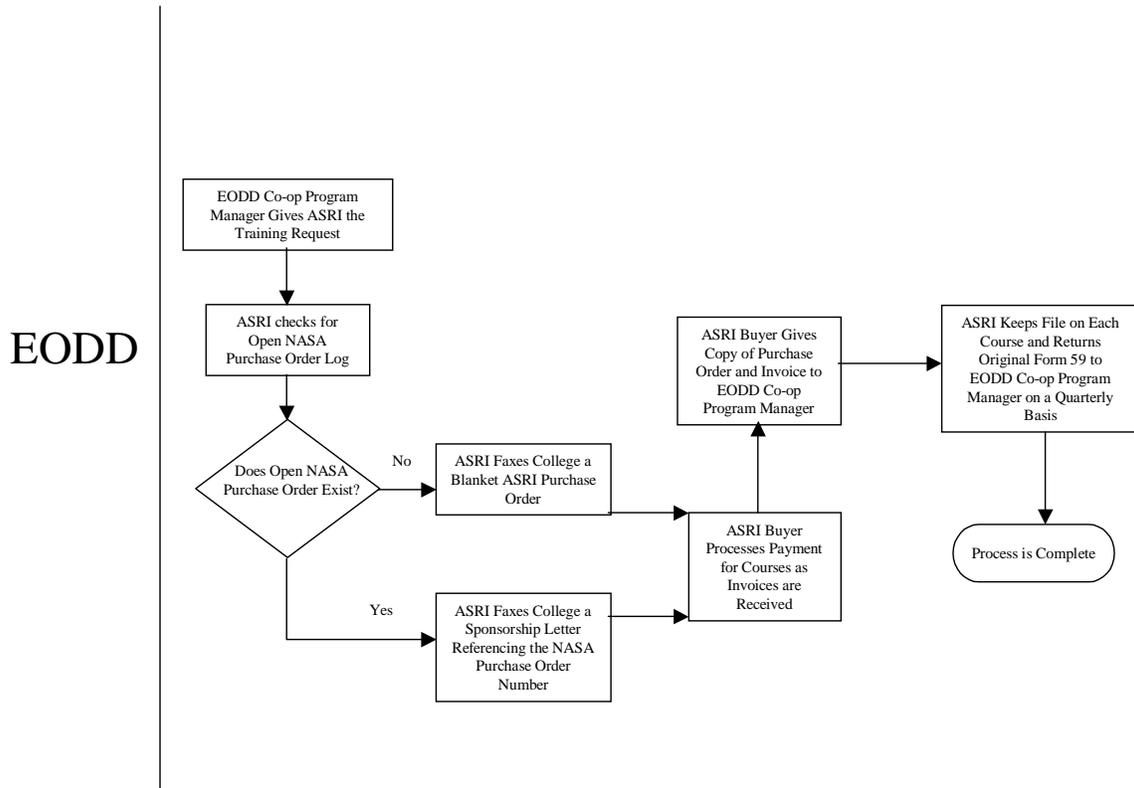
CD20		
Employee and Organizational Development Department Processes	CD20-OWI-017	Revision: E
	Date: June 2, 2004	Page 12 of 16

On-Site Training Purchases For Non Self-Enrolled Classes



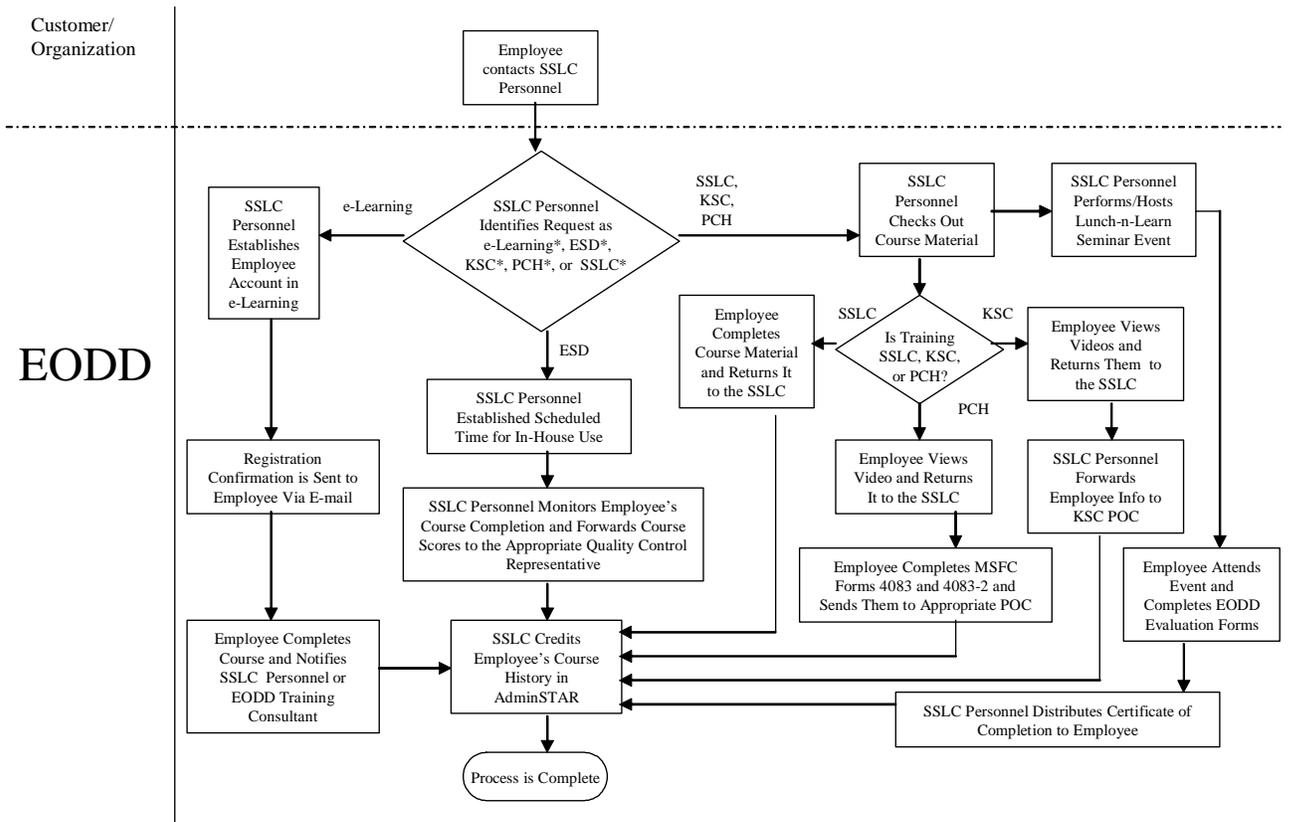
CD20		
Employee and Organizational Development Department Processes	CD20-OWI-017	Revision: E
	Date: June 2, 2004	Page 13 of 16

Training Purchases For Co-Op Study



CD20		
Employee and Organizational Development Department Processes	CD20-OWI-017	Revision: E
	Date: June 2, 2004	Page 14 of 16

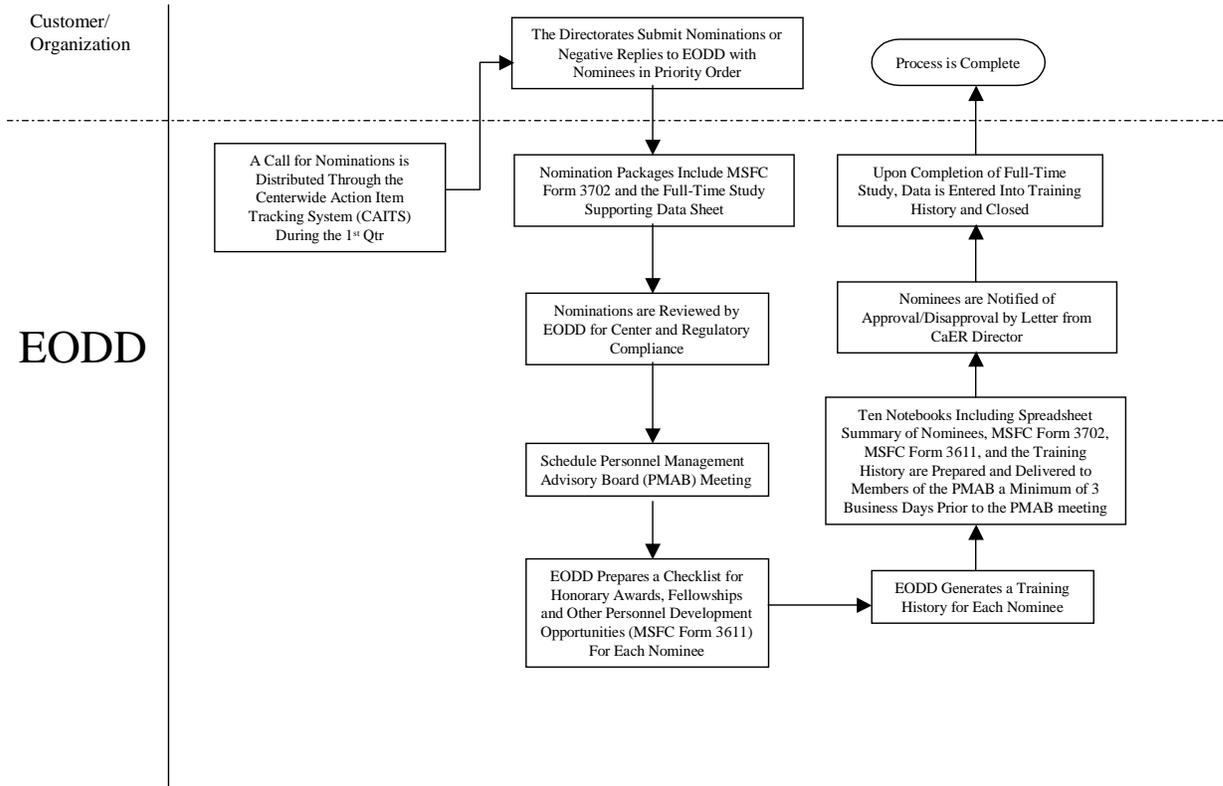
Self-Study Learning Center



- *E-Learning – MSFC on-line Learning Resource
- *ESD – Electrostatic Discharge Certification Training
- *KSC – Kennedy Space Center Unescorted Access Badging
- *PCH – Program Critical Hardware Orientation Training
- *SSLC – Self-Study Learning Center Resources

CD20		
Employee and Organizational Development Department Processes	CD20-OWI-017	Revision: E
	Date: June 2, 2004	Page 15 of 16

Approval For Full-Time Study



Training Purchases For Part-Time and Full-Time Study

