DOE F 1325.8
(3/02)

United States Government **Department of Energy**

Oak Ridge Office

memorandum

DATE: April 1, 2010

REPLY TO
ATTN OF: AD443: Brant

SUBJECT: **OAK RIDGE OFFICE POLICY ON EDUCATIONAL REIMBURSEMENT**

TO: All ORO Employees

The Oak Ridge Office (ORO) recognizes the positive value of providing financial assistance to employees who choose to improve their knowledge, skills and abilities through higher education courses. In order to ensure consistency and equity in educational opportunities, criteria governing the authorization of educational courses must be applied by all supervisors and authorizing officials.

The following criteria shall govern supervisory authorizations for education course requests by employees:

1. Funds for such training must be available within the training budget.

2. In the course of conducting the employee's performance appraisal and job counseling, the supervisor has agreed on the **relevance of courses selected to the DOE mission**. (An employee's reasons for requesting any course which appears to be extraneous should be clearly understood by the supervisor, who must decide on actual relevance before authorizing the course.)

3. Academic training shall not be approved **solely** for the purpose of assisting an employee in obtaining a degree.

4. The employee understands that there are no guarantees or promises of promotion or new assignments as a result of his or her efforts.

5. Academic courses must be taken for credit, not audit.

6. The employee understands that he or she will pay the educational costs and will not be entitled to reimbursement for educational costs if the academic courses are not passed with at least a grade of "C" for undergraduate courses, grade of "B" for graduate level courses, or "passed" if offered only on a pass/fail basis.

Electronic training request forms must be received and approved by Human Capital Assessment Group **BEFORE** the employee registers for an education course and **BEFORE** a training session begins. This is mandatory to ensure funds are available and obligated, per Government regulations. Just as ORO employees cannot travel without approved travel authorizations, they cannot attend training or education courses without approved training requests.

If you have any questions, please contact Butch Brant at (865) 576-4087 or Missy Seiber at (865) 576-3925.

Butch Brant

Butch Brant
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Human Capital Assessment Group