

(SHADED AREA FOR OFFICE OF HUMAN RESOURCES USE ONLY)

		(1) RPA No.	
		(2) DATE ISSUED	(3) DATE REVISED
		(4) TIME BASE OF T&D	(5) LENGTH OF ASSIGNMENT MONTHS
		(6) EFFECTIVE DATE	(7) T&D COMPLETION DATE
(8) CURRENT DEPARTMENT, DIVISION, OFFICE/BRANCH AND/OR UNIT		(9) PARTICIPATING EMPLOYEE	
(10) T&D DEPARTMENT, DIVISION, OFFICE/BRANCH AND/OR UNIT		(11) CURRENT CLASSIFICATION	
(12) TRAINING AND DEVELOPMENT PLAN APPROVED BY Please Type and Sign Name Below		(13) T&D CLASSIFICATION AND ALTERNATE RANGE	
		(14) FIRST EVALUATION DATE	(15) SECOND EVALUATION DATE
PARTICIPATING EMPLOYEE (SIGNATURE)	DATE	(16A) PERMANENT STATUS IN PRESENT YES NO (16B) IF NO, IS THERE PERMANENT STATUS IN YES NO (16C) IS THERE ANOTHER T&D ASSIGNMENT YES NO (16D) IS T&D POSITION IN THE SAME CLASS YES NO (16E) IS SALARY DIFFERENTIAL BETWEEN T&D YES NO (16F) IF MORE THAN THREE STEPS, SUBSTANTIATE REASON:	
CURRENT SUPERVISOR (SIGNATURE)	DATE		
CURRENT OFFICE/BRANCH CHIEF (SIGNATURE)	DATE		
T&D SUPERVISOR (SIGNATURE - IF DIFFERENT THAN ABOVE)	DATE		
T&D OFFICE/BRANCH CHIEF (SIGNATURE - IF DIFFERENT THAN ABOVE)	DATE		
DGS PERSONNEL ANALYST (SIGNATURE)	DATE		
DGS OHR CHIEF OR PERSONNEL OFFICER (SIGNATURE)	DATE		
DGS EXAM ANALYST (SIGNATURE)	MQ APPROVAL – WHEN EXAM REQUIRED DATE		

(17) **TRAINING ASSIGNMENT INTENT**

BRIEFLY (1 OR 2 SENTENCES) DESCRIBE THE INTENT OF THE T&D

(18) **TRAINING TO BE ACCOMPLISHED/OBJECTIVE**

INDICATE THE DUTIES/RESPONSIBILITIES ASSIGNED AND THE TRAINING THAT WILL BE PROVIDED (USE SPACE BELOW AND ON SECOND PAGE)

This training assignment may be terminated by either the participant or the appointing power at any time. Promotional examinations and/or opportunities for the employee will not be jeopardized during the course of this assignment. No layoffs will be required as a result of this training assignment.

(19) **MODIFICATION OR TERMINATION OF TRAINING AND DEVELOPMENT ASSIGNMENT**

(19A) IF T&D IS MODIFIED OR TERMINATED EARLY, EXPLAIN

<p>(19B)</p> <p>I AM IN AGREEMENT WITH THE EXPLANATION INDICATED ABOVE</p> <p>YES NO</p>	<p>T&D SUPERVISOR (SIGNATURE)</p>	<p>DATE</p>
<p>I AM IN AGREEMENT WITH THE EXPLANATION INDICATED ABOVE</p> <p>YES NO</p>	<p>PARTICIPANT (SIGNATURE)</p>	<p>DATE</p>
<p>REVIEWED BY PERSONNEL ANALYST (SIGNATURE)</p>		<p>DATE</p>
