

# Management Instruction

## Requesting and Approving Funds for Training

This management instruction (MI) documents the eBuy2 process and the elimination of PS Form 1782, *Training Request and Authorization*. This MI also establishes policy and procedures for:

1. Requesting and approving funds for training.
2. Certifying the availability of funds.
3. Committing funds for training.

The procedures in this MI apply to:

1. All Postal Service employees who request to attend training.
2. All managers and supervisors responsible for authorizing and funding training.

## Policy

It is Postal Service policy to provide employees with training and development opportunities consistent with operational requirements, occupational categories, and skill requirements.

When you purchase training with fees, you must use the electronic requisitioning process—eBuy2. The eBuy2 process is the Postal Service enterprise tool for ordering goods and services.

You are prohibited from using PS Form 1782, which was made obsolete effective October 22, 2009. We eliminated all references to the form from the *Employee and Labor Relations Manual (ELM) Chapter 7, Training and Development*, when we made the form obsolete.

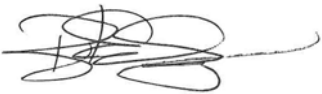
## Procedures

### Requesting Postal Training Courses

All Postal training courses are identified in the Learning Management System (LMS) course catalog. These internal training courses are delivered in one or more of the following ways:

1. Classroom.
2. Virtual.
3. Web-based or eLearning.
4. Static web-based.

If you are taking a course with fees, follow the eBuy2 steps below.

|   |                              |
|---|------------------------------|
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|  |                              |
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**Note:** In order to ensure SOX compliance for courses with fees, please verify that any eBuy2 requisition or procurement of training funds is approved in advance. eBuy2 processes are to take place prior to approval of the employee's training request within the LMS application.

Once an employee requests participation in training courses, either through the LMS by logging onto the Learning Portal or by contacting the local Postal Employee Development Center (PEDC) the following steps must be followed:

1. **eBuy2 Application:** The employee, supervisor, or manager submits an eBuy2 requisition with the following information:
  - Full name, **only**, of participant.
  - Course title, location, cost, and dates.
  - Justification for training.
  - Include the Manager, Learning Development & Diversity in the approval process if the employee is from the district.
2. **Human Capital Enterprise System (HCES) To Do List Application:** The manager selected in LMS approves the employee's request to attend training once the eBuy2 requisition is approved.
3. The employee attends training.
4. The training is paid using eTravel, purchase card, or journal voucher entry.

### **Requesting Nonpostal Training Courses**

Nonpostal training courses include all courses provided by an outside supplier. If the cost exceeds \$10,000 and/or the training has been customized for the Postal Service, then refer to Management Instruction EL-730-2010-2, *Submitting Requests for Purchases of Training Services*. The procedure to apply for funds for a nonpostal training course is as follows:

1. The employee requests approval from supervisor or manager to attend training provided by an external vendor.
2. The employee, supervisor, or manager submits an eBuy2 requisition with the following information:
  - Full name, **only**, of participant.
  - Course title, location, cost, and dates.
  - Name and address of supplier.
  - Justification for training.
  - Include the Manager, Learning Development & Diversity in the approval process if the employee is from the district.
3. Once the eBuy2 requisition is approved, the employee may attend training.

**Note:** If the supplier requests payment before class begins, refer to MI FM-610-2010-2, *Advance Payments* before making an advance payment, regardless of payment method or dollar amount. Once advance payment is approved, employees

may pay with their Purchase Cards. If that is not possible, the Headquarters, area, or district Purchase Card holder may pay the supplier.

4. When the employee completes training, and if no advance payment has been made, the invoice may be paid with the Purchase Card or individually billed travel card.

## University Courses and Degree Programs

The procedure to apply for funds for university courses or a degree program is as follows:

1. The course must be documented on the employee's Individual Development Plan.  
**Note:** The applicant must be an EAS or PCES employee with more than 18 months of service.
2. The employee must complete an eBuy2 requisition using the format described in Nonpostal Training Courses, step 2.  
**Note:** If an employee completes more than 5 college courses within 3 consecutive years, it will be determined that the employee is working toward the completion of an academic degree and must complete the approval process for degree programs. For further information see ELM 740, Nonpostal Training Policy or go to: [http://about.usps.com/manuals/elm/html/elmc7\\_012.htm](http://about.usps.com/manuals/elm/html/elmc7_012.htm).

## Resources

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- For information about the eBuy2 process and access to the eBuy2 application:
  1. Go to <http://blue.usps.gov>.
  2. In the left-hand column, under "Essential Links", click *eBuy/eBuy2*. The direct URL is [http://blue.usps.gov/purchase/eBuy2\\_home.htm](http://blue.usps.gov/purchase/eBuy2_home.htm).
- To review the "USPS eBuy2 User Guide – Basic Navigation," go to: [http://blue.usps.gov/purchase/\\_doc2/ebuy2\\_basic\\_navigation\\_guide\\_rev1.doc](http://blue.usps.gov/purchase/_doc2/ebuy2_basic_navigation_guide_rev1.doc).
- For information about the *Tuition Reimbursement Policy*:
  1. Go to <http://blue.usps.gov>.
  2. In the right-hand column under "Human Resources", go to "HR Home" click *Learning & Development*.
  3. Under "Nonpostal Training and Education Programs", click *Tuition Reimbursement Policy Memo CHRO.pdf*.  
The direct URL is <http://blue.usps.gov/humanresources/learning/eas/pdf/Tuition%20Reimbursement%20Policyonlhy.pdf>.

- The Employee Labor Relations Manual (ELM) Chapter 7, Training and Development provides information about Postal Service policy and procedures for training.
  1. Go to <http://blue.usps.gov>.
  2. In the left-hand column, under “Essential Links”, click *PolicyNet*.
  3. Select the tab labeled *Manuals*.
- The direct URL is  
<http://about.usps.com/manuals/elm/elmc7.pdf> or  
[http://about.usps.com/manuals/elm/html/elmc7\\_001.htm](http://about.usps.com/manuals/elm/html/elmc7_001.htm).