Training-Type Code	Training-Type Code	Training-Type Code
01	**02**	**03**
Training Program Area *Functional or specialized training*	**Developmental Training Program Area** *Formal development*	**Basic Training Area** *Fundamental and/or required training*
Sub-Codes (Must be 01-19)	**Sub-Codes (20-29)**	**Sub-Codes (30-39)**

01
Legal
Concepts, principles, theories, or techniques of law.

02
Medical & Health
Concepts, principles, theories, or techniques of medicine.

03
Scientific
Concepts, principles, theories, or techniques of disciplines such as the physical, biological, natural, social sciences; education; economics; mathematics; or statistics.

04
Engineering & Architecture
Concepts, principles, theories, or techniques of such as architecture and engineering.

05
Human Resources
Concepts, principles, theories of such fields as public administration; personnel; training; equal employment opportunity; human resources policy analysis; succession planning; performance management; classification; and staffing.

06
Budget/Finance Business Administration
Concepts, principles, theories of business administration, accounts payable and receivable; auditing and internal control; and cash management.

07
Planning & Analysis
Concepts, principles, theories of systems analysis; policy, program or management analysis; or planning, including strategic planning.

08
Information Technology
Concepts and application of data and dating-processing; i.e., the automatic acquisition, storage, manipulation (including transformation), management, system analysis, movement, control, display, switching, transmission or reception of data, computer security and the development and use of the hardware, software, firmware, and procedures associated with this processing.
Does not include any IT training on Agency proprietary system.

09
Project Management
Concepts, principles, theories necessary to develop, modify, or enhance a product, service, or system which is constrained by the relationships among scope, resources, and time.

10
Acquisition
Concepts, principles, theories or techniques related to the 1102 occupation.

11
Logistic Specialty
Training for professional skills of a specialized nature in methods and techniques of such fields as supply, procurement, transportation, or air traffic control.

12
Safety & Security
Specialized training in the methods and techniques of investigation, physical security, personal security, and police science.

13
Clerical (Non-supervisory clerical/administrative)
Training in skills such as office management, typing, shorthand, computer operating, letter writing, telephone techniques, or word processing.

14
Trade & Craft
Knowledge, skills, and abilities needed in such fields as electronic equipment installation, maintenance, or repair; tool and die making; welding, and carpentry.

15
Foreign Affairs
Training for professional skills of a specialized nature in the methods and techniques of such fields as foreign languages, foreign culture, diplomacy, strategic studies.

16
Leadership/Manager/Communications Courses
Addresses skill areas such as Leadership/Management and Communication (i.e., written, oral and interpersonal) coursework.

17, 18 & 19
Reserved for future use

20
Pre-supervisory Program
Development/training program for non-supervisors

21
Supervisory Program
Education or training in supervisory and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations); human behavior and motivation, communication processes in supervision, work planning, scheduling, and review; and performance evaluation for first line supervisors.

22
Management Program
Mid-management level education or training in concepts, principles, and theories of subjects such as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning organizing and controlling. (Supervisors of supervisors; GS-14/15 supervisors; GS-14/15 direct reports to SES)

23
Leadership Development Program
Formal developmental program that provide leadership training and development opportunities.

24
SES Candidate Development
OPM-approved program to prepare potential SES members

25
Executive Development
Continuing development for leaders above the GS-15 level

26
Mentoring Program
Formal standalone program with established goals, measured outcomes, access open to all who qualify, protégés and mentors paired to facilitate compatibility, training and support provided, company benefits directly.

27
Coaching Program
Formal standalone which provides ongoing partnership with an employee and coach that helps employee produce desired results in professional lives.

28 & 29
Reserved for future use

30
Employee Orientation
General training to provide an understanding of the organization and missions the Federal Government, or the employing Agency or activity, or a broad overview and understanding of matters of public policy.

31
Adult Basic Education
Provides basic completeness in such subjects as remedial reading, grammar, arithmetic, lip reading or Braille.

32
Mandated Training
Mandatory training for all employees Government wide. Includes training required by law and/or regulation; such as ethics, information system awareness, safety or health.

33
Work-life
Promotes worklife (e.g., health and wellness training, employee retirement/benefits training, etc).

34
Soft Skills
Develops employees' ability to relate to others (i.e., customer service, effective communication, dealing with difficult people, etc.).

35
Agency Specific
Agency specific required training that is not addressed in Training Program Type 01. This training type does include IT training on Agency proprietary system.

36, 37, 38 & 39
Reserved for future use