



The Director

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

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MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM: KATHERINE ARCHULETA
DIRECTOR 

Subject: OPM's Discontinuation of Issuing Memoranda regarding Whether Conferences Qualify as a Training Activity under 5 CFR 410.404

Effective immediately, the U.S. Office of Personnel Management (OPM) is discontinuing its practice of issuing memoranda regarding whether conferences qualify as a training activity in accordance with 5 CFR 410.404. OPM is discontinuing this practice to make clear that agencies are responsible for their employees' training and development as provided by the statute and regulations, 5 U.S.C. chapter 41 and 5 CFR Part 410. To determine whether an agency may sponsor an employee's attendance at a conference, the applicable regulation, 5 CFR 410.404, requires agencies to make the following determination:

Determining if a Conference is a Training Activity. Agencies may sponsor an employee's attendance at a conference as a developmental assignment under section 4110 of title 5, United States Code, when—

- (a) The announced purpose of the conference is educational or instructional;*
- (b) More than half of the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in section 4101 of title 5, United States Code;*
- (c) The content of the conference is germane to improving individual and/or organizational performance, and*
- (d) Development benefits will be derived through the employee's attendance.*

When making this determination, agencies should review the conference's agenda, session descriptions and additional information, as appropriate. **We encourage agencies to continue to consider professional training organizations and affinity groups as a source of training.** If you have questions regarding training, you should consult with your Chief Learning Officer or Training Officer for guidance.

cc: Human Resources Directors, Equal Employment Opportunity Directors, Chief Learning Officers, and Headquarters and Field Training Officers