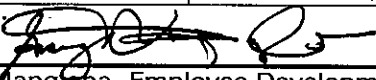
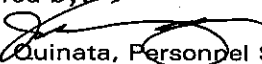
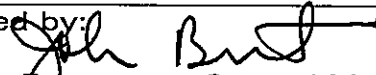


<p align="center">GUAM POWER AUTHORITY Standard Operating Procedure</p>	No: *SOP-117	Issued: 3/25/03
	Prepared by: 	
	Gregorio T. Mangiona, Employee Development Spec. III	
<p>Title: Training & Development</p> <p>Effective Date: 03/28/03</p>	Concurred by: 	
	Julie L. Quinata, Personnel Services Administrator	
		Approved by: 
		John M. Benavente, General Manager

1. PURPOSE

To provide training and development opportunities for all Authority employees.

2. POLICY

- A. The training and development of all GPA employees is an essential factor in achieving the mission of the Authority effectively and efficiently.
- B. All records of training performed on-island and/or abroad will be maintained by the Human Resources Division.
- C. The purpose of training and education is to help employees develop their abilities, aptitudes and skills as well as increase their knowledge in understanding and improving their attitude in the work environment.

3. RESPONSIBILITIES:

- A. The Personnel Services Administrator oversees training activities of the Authority:
 1. The Employee Development Specialists are responsible for; preparing and coordinating training topics, forming needs assessments and job analysis of the GPA employees.
 2. Providing training to the employees on a regularly scheduled basis.
 3. Reviewing and evaluating the result and effect of training on employees.

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4. Encouraging employees to participate on every training program scheduled.
- B. Each Division Manager is responsible for:
1. Making recommendations to the Personnel Services Administrator for specific and/or other training needs.
 2. Encouraging employees to participate in training programs.
 3. Submitting a "Record of Training" form within one week of completion of a training program to the Human Resources Division/Training & Development.
 4. All training, inclusive of tailgate training, on the job training, etc. must be recorded on the "Record of Training" form. This will assist the Authority in identifying the man-hours spent on the various training activities.
- C. Nominations for workshops or courses sponsored by the Department of Administration Division of Personnel Management, Training and Development must be submitted to the GPA Human Resources Division two weeks in advance of scheduled training date. This will ensure priority placement of GPA participants in the workshop.
- D. Employees participating in training courses or workshops off-island must secure the General Manager's approval. Arrangements for course payments, transportation, living costs, and per diem rates are coordinated by the administrative support staff of each respective division.
- E. Upon completion of all training activities either on-island or off-island, Division Managers must submit a copy of certificates or certification cards to the Human Resources Division/Training and Development within one week of completion of courses, or upon employee's return to work.

Distribution A, B, C & D.

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RECORD OF TRAINING

DIVISION/SECTION: _____

Employee Name	Course Title	Course Type (OJT, TAILGATE, CLASSROOM, etc.)	Location

Please submit to the Human Resources Division/Training & Development.

Training held by: _____
(Print: Name/Title)

(Signature)

Supervisor Approval: _____
(Signature)
Date: _____

Division Manager Concur: _____
(Signature)
Date: _____

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