



Company / Division Name	Department of Commerce, International Trade Administration, Global Markets, Training & Development Branch	Product / Service	Administrative Support Services & Program Analyst Activities
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Prime	Thomas & Reed, LLC	Total Contract Value	\$392,704
Scope and Magnitude of Effort and Complexities	<p>Thomas & Reed, LLC (T&R) was awarded a contract to provide the Global Markets (GM) staff with the administrative support services as well as the management, processing, and tracking of various training program requisitions.</p> <p>Task Area A: Administrative Support Services</p> <p>Work with branch chief to report on staff’s daily work activities. Monitor branch general email inbox and SharePoint site and process Unit Training Accounts (UTA) requests. Manage tracking sheets to ensure GM offices are authorizing proper training. Process and administer training requests.</p> <p>Every week, we managed staff meeting agendas and Outlook calendars while coordinating meeting guest speaker. During meetings, we launch video conferencing tools and take minutes with a focus on deadlines set and items for the weekly activity report. The weekly activity report is created covering highlights from staff members and teams within T&D.</p> <p>We managed a Program Tracker for Training & Development Branch (T&D) for communications, contracts, and purchases with links to the branch’s Battle Plan.</p> <p>Key project activities include:</p> <ul style="list-style-type: none"> • Lead the 43 Member ITA/GM Training Advisory Council managing agendas, minutes, action items, and meeting logistics • Lead efforts to re-invent and improve meetings • Create SOPs project tasks including a list of SOPs & Videos on T&D’s SharePoint Page • Lead file management activities active, archives and destruction • Improve the format of the Quarterly Strategic Plan Reporting • Lead the updating and reporting of the T&D Battle Plan • Lead efforts to create the GM Employee Training Handbook for FY21 • Work with training policy coordinator on policy inventory, gaps, and updates 		



- Manage the training calendar and course catalog
- Develop a training population database
- Support development of training courses COVID Telework Training – Supervisors, Lead – COVID Telework Training – Non-Supervisors, and Project Management
- Serve as a backup for existing training courses New Commercial Officer Training Support, New Senior Commercial Officer Training Support, New Supervisory Training & 360 Assessments, and Commercial Specialist

Task Area B: Manage, Process & Obligate Training Requisitions (SF-182s)

The Unit Training Accounts (UTA) program provides training funds for staff to take local field-based training and professional development courses that are unique to their unit's needs.

Training requests must be pre-approved using a U.S. Office of Personnel Management (OPM) Standard Form 182 (SF-182) Training Authorization Request form. We with the processing of the SF-182 performing the following tasks:

- a. Review all requested training courses submitted by GM Regions/Units on SF-182 training forms for the following:
 - i. Meets UTA training requirements
 - ii. Ensure that the SF-182 form is filled out correctly, approved, and returned to the employee
 - iii. Ensure that the SF-182 form is saved to the UTA SharePoint site
- b. Develop & update the UTA Tracker Excel spreadsheet to monitor UTA usage from each GM Region/Unit, which includes:
 - i. Assign the next UTA project number
 - ii. Ensure each GM Region/Unit maintains their FY20 UTA Allotment
 - iii. Update the tracker with on the UTA's SharePoint site
- c. Assist employees to sign up for training courses once SF-182 approved
- d. Gather and maintain the employees' training completion certificates on the FY20 UTA SharePoint site
- e. Submit weekly status reports on training and funding activity
- f. Conduct weekly or bi-weekly calls with Region/Units to review UTA requests, address issues, provide status updates on training activity
- g. Work with the Chief Learning Officer to develop other performance improvement measures and arrange for training to support employees to maintain and improve their job skills