

ASAP News - Return To Work Training

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Recently the M&E ASAP program has received several reports involving AMTs signing for work while unaware that their training/qualifications had dropped off their IDQ after returning to work from a leave of absence or time off payroll. One of the requirements found in the GPM is that the returning employee's Manager must ensure that the training/qualifications required for the employee to perform his or her duties are placed back in the IDQ record prior to assigning any of those tasks.

GPM 19-02 states:

4. *The manager that gains a new, transferred, or re-hired (including those returning from extended leave or a reduction in force) employee, is responsible for:*
 - *Establishing and/or bringing that employee's EPR (Employee Profile Record) (OFC (office code), STA, BRA) up to date.*
 - *Advising M&E Training if, after employees arrive, training records are not available in their ETR.*
 - *Completing the "Maintenance Employee Return to Work" form 8402 ([Ref. Figure 4](#) below). The manager must ensure that the employee's qualifications are displayed in IDQ and that the employee is made aware of his/her qualifications and required training status. Copy of completed Form 8402 to be retained in local employee personnel file.*



It is important for all employees to be aware that in addition to completing the 8402 form, the employee does have responsibility to ensure that the training/qualifications are present and current in their IDQ prior to performing those tasks which require them. If by chance the SABRE RES codes are not able to be accessed, or the password is expired, one can always access their record online, in JETNET. Remember to review your qualifications on a periodic basis to ensure your qualifications exist and are current, especially when assigned a task which you have not performed. Once you sign for the work done, you, and only you, are responsible for its outcome.