

8-2. Tailored Training

a. Tailored training is any training that falls outside of "regularly scheduled," "off-the-shelf," or "priced the same for everyone." The following are indicators of tailored training:

- 1) Creating a new training course.
- 2) Adding terms and conditions to a regularly scheduled, COTS training event.
- 3) Taking an existing course and tailoring it to be agency-specific (e.g., mission, regulations, policies, personnel, etc.).
- 4) Materials and content are tailored specific to the agency.
- 5) Typically requires a detailed Statement of Work (SOW) and review/acceptance of deliverable.

b. If the Government has a need for tailored training or tailored training materials, the requirement must be placed on a Government contract by a warranted Contracting Officer. See DoD Charge Card Guidebook A.1.3. The GPC may be used as the payment method but not the procurement method. A CH must **never** sign any vendor written terms and conditions that would financially bind the Government without proper authority.

Parent topic: [Chapter 8 - Education, Training and Tuition Assistance](#)