

NETPDTC INSTRUCTION 12410.3

Subj: WORK FORCE DEVELOPMENT AND TRAINING

Ref: (a) CPI 410
(b) CPI 412
(c) DODINST 5000.58, "Defense Acquisition Work Force"
(d) OPNAV 1500.56A, "Military Training"
(e) NETPDTCINST 7400.1 of 31 Aug 99
(f) UNSECDEF (P&R) memo of 25 Sept 98
(g) Commander Naval Supply Systems Command 4226.1 Ser
21C4/9066 SA 99-17 letter of 23 Feb 99

Encl: (1) Civilian Leadership Development Competencies
(2) Individual Development Plan
(3) Individual Leadership Development Plan (CLD)
(4) Statement of Understanding
(5) Request for Training, DD Form 1556-1 and Completion
Instructions
(6) Tuition-Free Training Request
(7) Training Source Determination
(8) Sole Source Justification
(9) Class Roster

1. Purpose. To establish policies, responsibilities, and procedures for identifying, requesting, conducting, and evaluating the developmental and training requirements of civilian and military employees through government and non-government sources; and for meeting those needs in compliance with references (a) through (d). The procedures contained in this instruction apply to all Naval Education and Training Professional Development and Technology Center (NETPDTC) activities.

2. Cancellation. NETPMSAINST 12410.3

3. Revision. Since this is a major revision, marginal rotations are not annotated. This instruction should be read in its entirety.

4. Policy. Career development and training of employees are essential to developing and maintaining a competent and effective work force capable of carrying out the mission of the activity. It is the policy of the Department of the Navy and NETPDTC to plan and provide for the career development and training of civilian and military employees for the accomplishment of the Navy's mission.

5. Objectives. The objectives for work force development are:

a. To provide employees with the basic skills and knowledge to perform their jobs.

b. To achieve and maintain a high level of employee performance.

c. To improve the operating efficiency of the command.

d. To encourage, motivate, and assist employees in self-development efforts, and foster a sense of individual responsibility and participation.

e. To develop individual competencies to meet present and future mission requirements.

6. Scope. This program encompasses the total area of civilian and military employee development as outlined in references (a) through (d).

7. Responsibilities

a. Commanding Officer. Ensures the command has a well-trained work force able to meet the challenges of present and future missions.

b. Department Directors/Special Assistants

(1) Maintain an efficient and effective work force capable of carrying out the assigned mission.

(2) Identify professional and technical competencies associated with their work units.

(3) Approve and disapprove all employee development.

c. Managers/Supervisors

(1) Prepare Position Development Plans (PDPs) for each position in their work units, using civilian leadership competency requirements outlined in enclosure (1), and technical competency requirements, developed with Department Directors/Special Assistants.

(2) Identify employee job skill performance shortfall(s) in the present job and future mission requirements, and develop an Individual Development Plan (IDP) or Individual Leadership Development Plan (ILDP used for CLD Program) to eliminate these shortfalls. The IDP or ILDP should be completed annually or more frequently as required. Enclosures (2) and (3) provide blank and sample IDP and ILDP forms.

(3) Encourage employees to broaden their career opportunities through self-development activities.

(4) Provide on-the-job training and instruction for employees as assigned or required.

(5) Monitor and provide an accurate and timely assessment of the development and training progress of employees.

(6) Coordinate with the NETPDTC Work Force Development and Management Office (N832) in planning, organizing, conducting, and/or evaluating training programs.

d. NETPDTC Work Force Development and Management Office (N832)

(1) Provide assistance and guidance in planning, organizing, conducting, and evaluating employee development and training plans/programs.

(2) Identify, consolidate, obtain, and evaluate development and training needs for command professional competency requirements (and technical competencies as required).
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(3) Ensure that development and training activities meet regulatory requirements.

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(4) Work with the command military training officer and other cognizant mandatory training personnel to identify command training requirements.

(5) Establish and publish a Command Training Plan, identifying scheduled mandatory and professional development training.

(6) Maintain liaison with local, state, and federal agencies regarding employee career development.

(7) Maintain database of employee training and provide statistical data for command evaluation.

(8) Prepare and provide training source analyses for technical competencies.

(9) Provide record of completed training to proper authority.

(10) Process and certify all Requests for Training (DD Form 1556-1).

(11) Certify training invoices for payment for all NETPDTC personnel.

e. Employees

(1) Communicate career development and training needs to management as soon as need is identified and during their annual development review process.

(2) Actively participate in meeting identified development and training needs.

(3) Seek self-development opportunities and provide information to management as requested.

(4) Apply the skills, knowledge, and abilities acquired through development and training activities to their work situation.

(5) Share newly acquired skills, knowledge, and abilities with both working team members and the NETPDTC team as a whole.

(6) Consult with the Work Force Development and Management Office (N832) when assistance is needed.

8. General Requirements.

a. Development/training on government time or after hours will be allowed when the training contributes to the performance of the employee in his/her current position, current and future command mission requirements, or the requirements for such training has been directed by management.

b. Development/training may be through the formal classroom, meetings, seminars, on-the-job, distance learning, etc. Development/training needs should be identified in the annual IDP; however, emerging requirements will be addressed as needed.

c. The processes for selecting employees to receive training will be structured so as to ensure every employee is given fair and equitable consideration without regard to age, race, sex, color, religion, national origin, handicap, or any other factor related to the need for training.

d. Development/training of personnel will be governed by priority requirements, as listed below:

(1) Priority 1: Essential to one or more of the following elements:

- (a) Mission accomplishment
- (b) Eliminating job skills performance shortfalls
- (c) Legal, regulatory, higher authority, or command directed

(2) Priority 2: Part of a training agreement for career progression; i.e., career ladder, upward mobility.

(3) Priority 3: Supporting overall present or future NETPDTC mission requirements.

e. Professional Development at Colleges and Universities.

(1) Professional development education and training via college courses should be scheduled after command core hours insofar as possible.

(2) If the course is not available after hours, the employee should request N832 research if other training sources are available.

(3) If no other source is available, the employee may request accommodation, documenting the reason, to take advantage of the command's credit hours policy, gliding schedule, and liberal leave policy covered in reference (e). The request will be submitted via the chain of command to the Department Director or Special Assistant for review.

(4) Only under unusual circumstances will college or university attendance be permitted for the convenience of the employee when such education is available outside of command core hours. The request will be submitted via the chain of command to the Department Director or Special Assistant for review. If the Department Director or Special Assistant recommends approval, the request is forwarded to the Executive Officer for review and approval/disapproval.

(5) If this college course is Priority 1 and management directed, attendance and travel time will be treated as regular Duty Off Station (DOS).

f. Tuition Assistance

(1) The employee should have an approved Request for Training, DD1556-1, prior to registering for a college course. In addition, the employee must sign a "Statement of Understanding", enclosure (4) regarding prepayment. The training must be mission related to qualify for payment. Up to 100% of tuition, books, and lab fees are payable, if the employee receives a "C" or better final grade.

(2) Colleges or universities that will accept a DD1556-1 in lieu of payment will be paid via government credit card upon submission of an invoice to N832. If a college or university will not accept the government credit card for payment or the DD1556-1, the employee may be required to submit payment at registration and request reimbursement from the government.

(3) Upon completion of the course, the employee must submit copies of official grade notification, along with copies of receipts if prepaid, to N832.

9. General Prohibitions

a. An employee will not receive development/training when one or more of the following conditions exist:

(1) Using a non-government source if development/training is available within the government (at a lesser cost) when needed.

(2) Provides an unfair advantage for promotion; however, can be provided to individual already selected for a promotion to a position requiring specialized development/training.

(3) Provides a civilian employee with an opportunity to qualify for a position with degree requirements except as noted in reference (c).

(4) Solely provides a civilian employee with an opportunity to obtain a degree; however, a degree may be a "by-product" of development/training. This does not apply to the military Tuition Assistance/Navy College Program.

(5) When a substantial part of a non-government source's activities are devoted to propaganda or political campaign activities.

(6) When a facility discriminates because of race, religion, color, sex, or national origin.

(7) When not approved by the command.

b. A civilian employee may not receive development/training through non-government sources lasting in excess of one year, during any 10-year period of civilian service in the government except as noted in reference (a).

10. Procedures. Development or training needs begins with the identification of professional and technical competencies required for maximum effectiveness in a position; then reviewing the employee's competency levels; and, identifying the competency differences ("gap") between them.

a. Development/training needs will be based on:

(1) Competency differences between the employee in the position against those identified for the position.

(2) Skills, knowledge, and abilities under development as part of an individual and/or formal career progression program leading to a specified target position; i.e., upward mobility, worker trainees, upgrade training, career-ladder positions, supervisory development, etc.

(3) New competency requirements in the present position brought about by changes in organization, mission, technology, or equipment, or operational problems associated with performance shortfalls; i.e., certification, new equipment, refresher training, etc.

(4) Development/training requirements required by regulation; i.e., orientation, TQL, safety, EEO, etc.

b. Supervisors and/or Team Leaders will develop a Individual Development Plan or Individual Leadership Development Plan (CLD participants) for each employee. IDPs will be developed at the end of the performance rating cycle (30 Apr) and submitted to N832 no later than 30 May of each year. Mid-year reviews of the IDPs will be conducted in October and any revisions should be submitted to N832 by 30 October.

(1) The IDP/ILDP will contain identified employee job/leadership skills performance shortfall(s) in the present job and future mission requirements.

(2) The IDP/ILDP may also include a plan for rotating the employee to a position that will provide an opportunity for on-the-job training at the same grade and in the trade or series to which assigned. In addition, self-development activities for the achievement of career goals may be addressed.

(3) Supervisors are responsible to ensure developmental activities and training are scheduled and accomplished. They also review and update the IDP/ILDP when required or at least annually, and advise the employee of progress toward career goals.

c. Information regarding employee development and training needs should be documented and forwarded through the chain-of-command for review, approval, and consolidation. The consolidated development and training needs (not the individual plans) are forwarded to N832, where the NETPDTC Command Training Plan will be formulated for approval by the Commanding Officer.

d. Once the CTP is approved, N832 will take action to schedule as much of the plan that financial constraints and workload will allow within command priorities.

e. Training requests will be submitted in one of the following formats:

(1) A Request, Authorization, Agreement, Certification of Training and Reimbursement, DD1556-1, indicating the justification for training. Enclosure (5) provides copies of blank and sample DD1556-1s, along with instructions for completion of the DD1556-1.

(2) A Tuition-Free Training Request/Record Form for no-cost courses [enclosure (6)].

f. Training request requirements:

(1) Training must be certified as being job or mission related by the requesting supervisor in the appropriate section on the form.

(2) All training requests will be sent through the employee's chain of command for approval and submitted to N832. DD1556-1's will be forwarded to the Comptroller for approval. Training Requests will be forwarded to the Employee Development Division, HRO Pensacola. Requests that do not meet regulatory requirements will be returned to the supervisor with the reason for disapproval noted.

(3) N832 shall receive the training request 30 days before the start date of the class for processing and certification of regulatory compliance.

(4) For any training occurrence over \$2000 (individual cost or total 1556 cost), a Training Source Determination must be attached. The determination must have at least three sources

addressing the following factors: Cost, timeliness, quality, source availability (i.e., sole source). Enclosure (7) provides a blank and a sample Training Source Determination. Enclosure (8) provides a sample Sole Source Justification. Any command training occurrence that exceeds \$25,000 must be advertised and competitively bid through the Naval Air Station Pensacola Contracting Department.

(5) NETPDTC personnel shall not commit themselves or the command for training through any source until final approval has been given. N832 and HRO Pensacola will process the request and make final commitment with the training source after command approval.

11. Payment of Requests for Training, DD1556-1.

a. References (f) and (g) directs the Government-wide Commercial Purchase Card (GCPC) be used as the method of payment for all commercial training requests using the DD1556-1 valued at or below \$25,000.

b. The Training GCPC for NETPDTC will be retained and authorized by the Command Training Coordinator, N832. Command personnel are not authorized to use their department GCPC for any training procurement (via a DD1556-1 or DD2276). Verification of invoices for payment will reside in N832.

It is the responsibility of department coordinators to notify N832 of any changes and/or cancellations to the DD1556-1. Funds will not be obligated until approval by the command training coordinator (N832) has been obtained.

12. Failure to Complete Training Courses. An individual who fails to complete a training course or does not receive a satisfactory grade because of misconduct or failure to attend may be required to reimburse the Government for the costs of the training. This policy is conveyed to the employee up front when the employee signs and submits Enclosure (4), the Statement of Understanding, along with the Request for Training, DD1556-1. These costs may include travel and per diem expenses, as well as tuition, books, and other training-related costs. The Executive Officer will determine what costs, if any, and to what extent reimbursement is required.

13. Reporting and Records

a. Training of one hour or longer will be reported to the NETPDTC Work Force Development and Management Office through the use of DD Form 1556, Tuition-Free form, or a class roster, [enclosure (9)], for posting to individual training records and meeting reporting requirements.

b. Employees will provide copies of certificates, grades, or other evidence of course completion for all off-site training and distance learning courses to the supervisor for forwarding to N832. N832 will forward these documents to HRO for inclusion in the employee service record.

14. Forms. The DD1556-1, Request, Authorization, Agreement, Certification of Training and Reimbursement, is the form authorized for use by NETPDTC employees for procuring training through government or non-government sources. The Tuition-Free Training Request/Record, NETPDTC 12410/24 is used for local no-cost training. All training related forms may be obtained through individual activity supply channels or on the command information web site - Civilian Recognition, Employee Services, and Training (CREST)- <http://www.cnet.navy.mil/crest> under "Training" and "Forms".

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Distribution: (NETPDTCINST 5216.1B)
List I, IA, & II

