

**HUMAN RESOURCES SERVICE CENTER
PACIFIC**

EMPLOYEE DEVELOPMENT DESK GUIDE



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BACKGROUND

Since October 1996, the Human Resources Service Center, Pacific has provided centralized personnel services to the Navy/Marine Corps, and some Department of Defense organizations in Hawaii as well as Japan, Okinawa and Guam. It is a Department of Navy Mission Funded activity headed by a Director who reports to the Director, Human Resources Operations center in Arlington, Virginia. It jointly manages the human resources function with Human Resources Offices under the management control of individual commands and activities.

Advisory Services

- Advise activity personnel on all training matters.
- Research training issues
- Participate on activity training committees
- Conduct briefings on training issues
- Review/revise activity instructions
- Certify and process DD Form 1556

Review for legal, regulatory,
and policy compliance
Review for suitability of course
Review for best source

Workforce Development

- Workforce analysis
- Training needs determination
- Determination of methods to meet needs
- Individual Development Plans
- Activity Training Plans
- Organization development
- Special Development Programs

OJT, career Interns, DAWIA
Probationary Supervisors
VRA, Upward Mobility
SCEP, Student Volunteer

Purchase and Manage Training Courses

- Conduct Vendor research
- Review vendor proposals
- Present proposals for technical review
- Make recommendations for selection
- Ensure legal compliance
- Handle logistical arrangements
- Publicize courses
- Serve as Registrar

Evaluate Training

- Organization
- Programs
- Methods
- Instructors
- Lesson plans
- Instructional materials

Operate Training Center

- Three classrooms
- One HRM automation room
- Once small conference room
- Self-development Library

Maintain Training Records

- Input records into DCPDS
- Provide standard and tailored reports

STAFF

Telephone: (808) 671-1643

Training Director	Ext.	200
Employee Development Specialist		201
Employee Development Specialist		202
Employee Development Specialist		203
Employee Development Specialist		206
Employee Development Specialist		207
Employee Development Assistant		208
Employee Development Assistant		209
Employee Development Clerk		210

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HUMAN RESOURCES SERVICE CENTER PACIFIC

EMPLOYEE DEVELOPMENT DESK GUIDE

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CHAPTER 1

COMNAVREGHIINST 12000.1C CH-3 Chapter 5 Employee Training and Development

COMNAVREGHIINST 12000.1C CH-3
CHAPTER 5

EMPLOYEE TRAINING AND DEVELOPMENT

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CHAPTER 5

EMPLOYEE TRAINING AND DEVELOPMENT

SECTION 501 POLICY AND ORGANIZATION

1. Purpose. This section establishes policy and the organization for administration of civilian employee education, training and development programs for employees of activities serviced by the Human Resources Office, Commander, Navy Region Hawaii (HRO COMNAVREG HI) and the Human Resources Service Center, Pacific (HRSC PACIFIC).

2. Policya. General

(1) Training shall be provided to improve employee performance and organizational productivity and to contribute to organizational economy, efficiency, and the attainment of mission goals and objectives. Employees will be encouraged to pursue self-development activities consistent with work requirements and priorities. Training needs shall be reviewed periodically and at least annually in conjunction with the performance appraisal process. Proven learning practices and techniques will be employed to meet identified present and long-range priority training needs.

(2) Effective use shall be made of internal training facilities consistent with required cost-benefit comparisons. Interagency (Government) and non-Government facilities may also be used when determined to be more cost-effective than comparable Department of the Navy or Department of Defense facilities. Joint use shall be made of DOD training facilities, when feasible. Availability, timeliness, quality, geographical proximity, competency, and cost-effectiveness are to be considered when evaluating the relative ability of potential sources or facilities to meet a training need.

(3) Training shall be integrated with other human resources management and activity operations and functions and shall involve line management in systematically determining and approving training and development needs.

(4) The Activity Training Plan (ATP) process will be used to identify, plan, program, and meet civilian training and development needs. All civilian training approved at the start of the fiscal year planning cycle shall be incorporated into a written ATP. The ATP must be approved by the activity head (or officially designated senior management official) prior to its implementation. The ATP must include identification of all related training costs, including subsistence, per diem, transportation, tuition, and fees. Flexibility shall be exercised to meet changing conditions or requirements during the ATP period of coverage.

(5) Reasonable effort should be undertaken to train and develop employees who are adversely affected as a result of reorganizations or reductions-in-force.

(6) The following priority system will be used in planning, funding, and authorizing training:

(a) Priority One - Essential. Training that must be accomplished during the immediate training cycle or it will have an adverse mission effect.

(b) Priority Two - Needed. Training required for systematic replacement of skilled employees through career management or other work force development programs. Deferment would have an adverse mission effect over an intermediate term.

(c) Priority Three - Useful. Training designed to increase the efficiency and productivity of employees who perform adequately. Deferment beyond the immediate training cycle would have little immediate adverse mission effect but would preclude or delay improving present mission accomplishment.

(7) There shall be no prohibited discrimination in planning, conducting, or selecting for training and development. Selection for training (whether individually focused or part of a formal program) designed to facilitate civilian employee upward progression, provide a part of qualification requirements, or enhance specific opportunity for advancement shall be consistent with established competitive selection requirements of governing merit promotion programs. Training designed to assure effective performance of official permanent, collateral, or ad hoc EEO duties will be provided to management and supervisory officials, counselors, and investigators.

(8) Reasonable accommodation shall be provided to handicapped Department of the Navy civilian employees attending training.

(9) Training data collection and reporting requirements shall be complied with.

b. Objectives. Following are legitimate objectives for civilian training activities:

(1) Improving employee performance of current duties;

(2) Providing a means for systematically developing employee skills to meet current and future manpower skills needs;

(3) Providing opportunities for development of high-potential employees;

(4) Providing employees with the necessary competencies to meet changes in organizational policy, mission, technology, structure or equipment;

(5) Maintaining "state-of-the-art" specialized proficiencies; and

(6) Assisting with the planned upward mobility of lower-level employees.

c. Responsibilities

(1) Activity Heads. Activity heads are responsible for establishing and maintaining civilian employee education, training, development, and career staffing programs consistent with policy and instructions contained in CFR, CPM, and CPI 410, other applicable directives, and requirements imposed by headquarters commands, systems commands and/or major claimants through:

- (a) identification and determination of both broad and specific training and development needs of the work force;
- (b) establishment of an Activity Training Committee or some other effective means to advise, assist, plan, coordinate and evaluate activity training programs;
- (c) planning, programming and budgeting for training and development activities;
- (d) formulation of Annual Training Plans in accordance with established policies and procedures,
- (e) establishment, operation, and maintenance of training programs to meet these needs;
- (f) evaluation of training received by the work force; and
- (g) preparation and submission of records and reports of all training received by employees.

(2) Supervisors. All supervisors are responsible for developing employee competence needed in carrying out the work of the organizational unit by:

- (a) keeping abreast of local policies and objectives of employee training and development;
- (b) developing an understanding and appreciation among employees of the significance of continual growth in job competence and professional advancement;
- (c) building a work climate in which employees will enthusiastically put forth their best efforts and which will stimulate breadth of view, receptivity to new ideas, and a readiness to learn;
- (d) initiating and conducting a training needs assessment for each subordinate employee annually in conjunction with the performance appraisal process and documenting identified training needs;

(e) planning, developing and conducting, or otherwise making available on-the-job and off-the-job training opportunities that will best serve the needs of the organization and the vocational interests and objectives of the individual;

(f) assuring that the skills and knowledge acquired in off-the-job training are put to use when the employee returns to the job;

(g) evaluating the effectiveness of training and development efforts in terms of increased job competency and efficiency of operations; and

(h) providing job-related training and development counseling to their employees at least annually, in conjunction with the performance appraisal process, in order to help subordinates to attain full competency in the performance of official duties;

(i) submitting required records and reports of all training received by employees within the organizational unit.

(3) Employees. All employees are responsible for:

(a) helping to define their own training needs in relation to current and future job requirements;

(b) fulfilling their obligations with respect to the execution of career plans;

(c) successfully completing assigned training efforts;

(d) applying the knowledge, skills and abilities acquired through training to the work situation and passing on the knowledge, skills and abilities to other employees needing such information;

(e) fulfilling any agreements to continue in service;

(f) pursuing a program of self-development that may include correspondence courses, the reading of job-related articles, books, and magazines, and participating in after-hours training and education programs; and

(g) reporting any job-related self-development activities to their supervisors for appropriate documentation in official records.

4). Employee Development Officers. Employee Development Officers at HRSC PACIFIC shall serve as the primary advisors to activity heads in managing and administering activity training and development programs. As primary advisors to activity heads, the Employee Development Officers are responsible for:

(a) advising and assisting line managers/supervisors in:

1. identifying operational conditions that could be improved by training;

2. preparing and implementing individual and group training and development plans;

3. designing and conducting learning experiences to meet identified training needs and requirements;

4. researching and arranging for vendors to meet identified needs;

(b) working with and through activity training committees and key management officials in promoting clear understanding of the policy and objectives of Federal/Navy employee training and development;

(c) coordinating, reviewing and administering all employee training and development programs in a manner that will best satisfy identified training needs and advance the contribution of all employees in the attainment of the activity's objectives and goals;

(d) keeping abreast of research findings, current trends, developments and available resources and materials in the training field for possible application to activities' programs;

(e) initiating contacts with cooperating agencies, colleges, universities, and other training facilities in matters relating to curriculum, instructors, schedules, registration, and other matters;

(f) providing for the dissemination of information concerning training and development opportunities;

(g) arranging for or coordinating training courses, seminars, conferences and similar efforts when such training can be done effectively or economically to meet the needs of serviced activities;

(h) providing management and employees with education, training and development advice and assistance;

(i) evaluating training efforts in terms of effectiveness in meeting activity training needs and recommending corrective action as appropriate; and

(j) serving as the processing center for official training records of all activity personnel receiving training and being the submitting office for the Employee Development Subsystem of the Defense Civilian Personnel Data System.

d. Participation by Military Personnel in Civilian Training Programs

(1) Military personnel may attend civilian training programs when the training is related to their present duty assignments and they:

(a) Have direct or indirect supervisory responsibilities over civilian employees;
or

(b) Are assigned to perform essentially civilian duties for an extended period of time (at least 30 days), and for which there is no comparable military training available; or

(c) Are officially assigned to a regularly scheduled, on-site civilian training course at no additional cost to the Government. Attendance at nonsupervisory civilian training courses by military personnel must be on a space-available basis only. Military personnel shall not displace civilian employees in civilian training courses.

(2) Participation by military personnel in career education and training by, in, or through non-Government facilities must be approved and funded under appropriate military training authorities or authority OTHER than the Government Employees Training Act. Nonduty military education is supported out of military support funding sources or (for industrially funded activities) chargeable to the appropriate industrial fund provided it is job-related (refer to NAVCOMPT Manual Section 074703, paragraph D).

3. Organization for Employee Training and Development

a. Employee Development Officers, HRSC PACIFIC. Operational training support to activities comes from the employee development specialists in the Training Department at HRSC PACIFIC. These employee development specialists are assigned to specific activities for which they function as each activity's Employee Development Officer, serving as the principal advisor to the head of the activity on all employee development matters. Each of these Employee Development Officers is solely responsible for providing all of the professional training support and assistance that may be required and serve as the primary point of contact between the activity and the Training Department, HRSC PACIFIC.

b. Training Committees. Activities are encouraged to establish training advisory and decision-making committees to develop internal training policy and procedures, review the Activity Training Plan, facilitate the nomination and selection processes, determine priority funding, and authorize employees for high-cost training and development (e.g., executive and management development, long-term training and rotational development assignments). These committees may also serve a key role in assessing overall program effectiveness and projecting future work force skill requirements and developmental needs. A training committee is normally chaired by a senior management official (e.g., executive officer or equivalent) and serves as an advisory body to the activity commanding officer. Following is the suggested composition for training committees:

- (1) Senior managers from major activity departments and functions;
- (2) Appropriate employee representatives, and
- (3) Representatives from the accounting and budget offices.

The Employee Development Officer from HRSC PACIFIC serves as the technical advisor to the Committee. Recommendations arising from these committees are normally submitted to the activity head for approval. In selected cases where the Committee composition is made up of senior activity management officials, the body may be delegated decision-making authority by the activity head.

c. Activity Training Coordinators. Activities may find it useful or necessary to designate training coordinators where management priorities or the frequency and/or specialized nature of activity training needs dictate. Coordinators may coordinate internal administrative processes and procedures involving employee development and training, serve as a general liaison with the HRSC PACIFIC Employee Development Officer, coordinate internal processing of DD Forms 1556, conduct training need surveys, distribute course announcements, or perform other necessary assistant-level tasks. Functions performed by training coordinators need to be fully coordinated with the activity's Employee Development Officer so as to promote the effectiveness of training programs and procedures and compliance with applicable law, regulations, policies, and directives. The duties of the Training Coordinator may also be incorporated in the duties of a Civilian Personnel Liaison.

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SECTION 502 PLANNING FOR TRAINING

1. Introduction. Navy policy requires heads of activities to determine the training needs of individual employees under their jurisdiction at least annually. After documenting these needs, the activity is then required to develop an Activity Training Plan (ATP) to ensure that all of the activity's training and development needs are clearly defined, realistically planned for, and that the training necessary to satisfy identified needs is accomplished, evaluated and recorded.

2. The Planning Process

a. Determination of individual training needs is the basis of the planning process and of the activity's training program. Department of Navy requires that individual and organizational training needs be reviewed and determined at least annually. Individual training needs, approved for funding, are to be determined in conjunction with applicable performance appraisal system cycles and officially recorded. Following are some of the factors on which determinations of individual employee needs should be based:

- (1) Competency or performance deficiencies associated with the execution of official duties in the current position;
- (2) Knowledge, skills, and abilities that are part of individual and formal career progression programs (that lead to specified target positions or occupations);
- (3) New competency requirements in the present position brought about by changes in organizational structure, policy, mission, technology, or equipment;
- (4) Requirements associated with the overall training and development of activity staff members (e.g., team training, organizational development, etc.);
- (5) Retraining requirements of activity employees due to recruitment shortfalls;
- (6) Retraining requirements for employees displaced through reduction-in-force, or, employees affected by organization mission or work assignment changes;
- (7) Retraining requirements for employees who become disabled and cannot perform the duties of the current position.

In succeeding paragraphs a total systematic approach toward planning for training is outlined which incorporates Department of Navy requirements.

b. Training and developing employees are primarily the responsibility of supervisors and managers at all levels of an organization. Since planning for training is essential to the success of an activity training program, planning for training begins at the first level of supervision and proceeds up through the various organizational segments (e.g., branch plans, division plans, etc.), culminating in an activity-wide training plan. Such plans should be developed through a continual review and analysis of individual and

organizational training needs, objectives, training programs and courses, costs, and results, in order to keep them in alignment with actual activity problems and current goals. The development of the ATP should begin early enough to result in an approved ATP prior to the beginning of each new fiscal year. The total planning process may be viewed as a series of steps in a cycle, the first seven of which are necessary to properly develop an ATP. Employee Development Officers at HRSC PACIFIC are responsible for overall coordination and facilitation of the ATP and are available to provide advice and assistance throughout the entire process. The steps are:

(1) Mission Analysis. Mission analysis begins with first-level supervisors. Its purpose is to determine what official duties are needed to support the particular organizational unit's existence. These official duties should be contained in the position descriptions management has established. From these position descriptions, supervisors can determine the knowledge, skills and abilities required of individuals assigned to the organizational unit to perform those duties.

(2) Consideration of Required Training. The supervisor must also consider what training is required by law, regulation or higher authority. This required training, some of which may be found in Section 503 of this instruction, should be included in the ATP. (As an example, by regulation, all probationary supervisors are required to receive needed supervisory training.)

(3) Supervisory Analysis of Employee Capability. The supervisor next must assess each employee's ability to perform the officially assigned duties identified in the "mission analysis" step. To do this, the supervisor reviews what knowledge, skills, and abilities are required to accomplish each job. The supervisor then determines the degree to which these requirements are not being met, identifies the reasons as to why they are not being met, and the degree to which these reasons will involve changes in the knowledge, skills, attitudes or abilities of each individual employee. At the conclusion of this step, the supervisor knows what training each employee needs to bring job performance up to established performance standards.

(4) Self-Analysis of Employee Capability. Supervisors should encourage employees to make self-evaluations of their strengths and weaknesses, their major interests and their short and long-range career goals, and to discuss their needs and desires with their supervisor so that management can consider these needs and desires along with those of the organization in identifying training needs and formulating training plans. At this time, supervisors will also provide job-related training and development counseling to individual employees.

(5) Documentation of Individual Training Needs. In this step, the supervisor brings together the actions and decisions made in steps 3 and 4 by documenting them, officially, in writing. This written record will show what training is necessary to provide the employee with any knowledge, skills, or abilities needed to perform official duties, and will also include any training required by law or regulation. There are different methods of documenting individual training needs, some of which are listed below. It should be noted that major claimants and headquarters commands may mandate use of a particular

method. If there is any doubt as to the method to use, the activity's Employee Development Officer at HRSC PACIFIC should be contacted for advice and assistance.

(a) Formal Individual Development Plans (IDP's) are normally required only for probationary supervisors, persons in special employment programs (including career program interns, Upward Mobility Program participants, and Veterans Readjustment Act program members), long-term trainees, persons in cooperative education programs, employees under special training agreements, and Senior Executive Service members. However, activities need to be aware of requirements regarding use of IDP's which may be stipulated by major claimants or other higher authority. Exhibit 1 of this section is a sample format that may be used to prepare IDP's.

(b) A Composite Training Plan (CTP) may be used to document the needs of a small number of employees on one form. Exhibit 2 is an example of a CTP.

(c) A matrix form may be used to document the needs of a relatively large number of employees on one form. If this form is used, the employees must all be in the same type of position.

Other methods such as memoranda, computerized listings, etc., might also be used. In any case, the activity's Employee Development Officer at HRSC PACIFIC is available to assist in developing such methods and should be consulted accordingly.

(6) Formulation of the Activity Training Plan (ATP)

(a) All Department of Navy activities are required to prepare, execute, and evaluate Activity Training Plans (ATP's). These plans are to include all authorized activity-wide training and development needs and requirements. Managers at each organizational level should add major organizational training requirements (e.g., needs associated with intern programs or acquisition of new systems) that are not addressed through the individual needs determination process or are omitted in ATP reviews by subordinate supervisory and management officials. Similarly, the activity commanding officer (or equivalent) should include activity-wide training needs not reflected in subordinate-level reviews. Activity heads shall ensure that all training

needs and requirements are considered in the annual review. Careful judgment must be exercised to assign priorities to all needs including individual employee needs, overall work force skill requirements, and needs that must be met as a part of formal development programs and special programs. This review is to culminate in an ATP that may be used as a primary basis for input into the overall annual activity operational budget. When used for this purpose, the ATP must be effectively coordinated with established activity budget cycles. Historical ("What we did last year") budgeting is not a good idea since the training needs planning and programming process is reviewed by evaluation teams.

(b) Exhibit 3 is a suggested format that may be used for the ATP. All training should be categorized and listed on the form in accordance with the following subject areas:

- | | |
|---|----------------------------|
| 1. Executive Management | 5. Specialty and Technical |
| 2. Supervisory | 6. Clerical |
| 3. Legal, Medical, Scientific
or Engineering | 7. Trade |
| 4. Administration and Analysis | 8. Orientation |
| | 9. Adult Basic Education |

Organizational units within the activity should consolidate the needs of their individual employees in the same format as the ATP. These summaries become the organizational unit's proposed training plan and flow upward through the organizational chain of command. Successive levels of supervision review, consolidate, and endorse these summarized proposals and formulate departmental training plans. These proposed departmental training plans are submitted to the activity Training Committee or other similar body. It is at this level that the formulation of the activity-wide training plan is usually accomplished through the coordination role of the Training Committee or a similar body with guidance from the Employee Development Officer at HRSC PACIFIC. The final draft of the activity-wide proposed plan is then prepared.

(c) Each Navy activity should have its ATP completed prior to the fiscal year covered by the ATP. Considering the ATP development process and factors which may influence that process such as activity budget calls and special reporting requirements that may have been levied by major claimants, activities should begin developing their ATP's relatively early in the fiscal year. It should be noted that major claimants or headquarters commands may require that a particular format be used for the ATP and special ATP reporting requirements may be levied. The activity's Employee Development Officer at HRSC PACIFIC will assist throughout the ATP formulation process and is knowledgeable of formats and requirements.

(7) Review and Approval of the ATP

(a) Upon completion of the final draft of the ATP, it is forwarded to the activity's Employee Development Officer at HRSC PACIFIC for a final review and signature. After this review, the ATP is forwarded to either the head of the activity or a formally designated senior management official for review, approval, and signature. All approved training cost data shall be submitted to the activity budget office for inclusion in the overall activity operating budget.

(b) Distribution of the ATP:

1. Each activity department/office head should be provided with a copy of the approved ATP annotated to indicate the training approved for that department/office. This information should be passed on to departmental operating supervisors so that documented needs can be reviewed and annotated to show those training needs which were approved and thus the training to be received during the ensuing year.

2. An official file copy is maintained by the activity in addition to any copies maintained for overall management and/or administrative purposes; e.g., for the

activity Training Coordinator, Training Committee members, etc. Also, a copy is provided to the activity's Employee Development Officer at HRSC PACIFIC.

After approval by the activity head, the Activity Training Plan is ready for implementation. It provides the blueprint for activity education, training and development during the ensuing fiscal year. Changes in needs and mission priorities may result in periodic adjustments to the approved program during the fiscal year. The approved plan not only serves as a guide for implementation, but also as a guide for the continuing review and evaluation of training throughout the year. It is at this point that the remaining steps of the planning process are performed. The remaining steps are summarized below. Additional information may be found in succeeding sections of this instruction.

(8) Training Program Planning and Development. This step involves a determination by management as to how best to accomplish planned training and selection of the best training method and resource. For example, in some cases, on-the-job training will be sufficient; in others, attendance at an available formal program or course will suffice; in still others, there may be a need to develop a course, not otherwise available, which would be specifically designed to meet training plan objectives. The activity's Employee Development Officer at HRSC PACIFIC will provide advice and assistance in identifying and selecting training sources or in planning and developing "customized" programs.

(9) Accomplishment of Training. As programs and/or courses become available, supervisors and other cognizant operating officials initiate the required training requests, authorizations, agreements, and any other necessary forms prior to attendance of the employees at formal courses or programs. Individuals are then enrolled and undertake the training.

(10) Evaluation of Training. Evaluation of training efforts is often difficult but is necessary. Evaluation methods should be multi-purpose in nature; that is, they should not only indicate whether objectives have been met, but also identify the source of any training deficiencies. Methods of evaluation in common use throughout Federal agencies and assistance in their use can be supplied by the activity's Employee Development Officer at HRSC PACIFIC.

(11) Establishment and Maintenance of Records and Reports. Enrollment, attendance, progress, and completion records are a necessary part of any employee training and development program. The Navy has an established system of forms, records, and reports, which is used in meeting this requirement. Guidance on their use and the preparation of these forms for authorizing, recording and reporting of training is described in Section 508 of this instruction.

(12) Feedback to Management. The Navy's system of records and reports provides for feedback of training data to management. However, the activity Training Committee, the activity Training Coordinator, and other management officials may wish to adopt other approaches in providing feedback to management. If so, the activity's Employee

Development Officer at HRSC PACIFIC should be consulted on what information is available and how best to provide it.

EXHIBIT 1

INDIVIDUAL DEVELOPMENT PLAN

1. Employee's Name (Last/First/M.I.)		2. Current Position (Position Title/Pay Plan/Series/Grade)	
3. Employing Activity		4. Organizational Unit (Dept/Office)	5. Division/Branch
6. No further Training/Development Needed/Desired at this time. (If block is checked, disregard items 7A thru D and move to item 8) <input type="checkbox"/>			
7A. TRAINING/DEVELOPMENT NEEDS List each Training/Development Need. (Performance discrepancies, mandatory training, job related career aspirations, etc.)	7B. TRAINING/DEVELOPMENT PLANS What training or other learning experience will satisfy each Training/Development Need Identified in Column 7A? Indicate priority: 1-Essential 2-Needed 3-Useful	7C. TRAINING/DEVELOPMENT SOURCES What is the best source for providing each Training or learning experience listed in Column 7B? Include specific organizational codes and costs (if applicable). Consult your Employee Development Officer at HRSC Pacific.	7D. REVIEW ACTIONS (Indicate completion date)

7A. TRAINING/DEVELOPMENT NEEDS	7B. TRAINING/DEVELOPMENT PLANS	7C. TRAINING/DEVELOPMENT SOURCES	7D. REVIEW ACTIONS
Personal Development (Job or Career Related)			
8. SIGNATURES			
A. Employee Date	B. Immediate Supervisor Date	C. Second level supervisor Date	

NAME		S N S		(1) TRAINING NEED		PRIORITY		OBJ. NO.		PRIORITY	
CODE		T		COURSE/VENDOR		HOURS		HOURS		HOURS	
CHECK IF EMPLOYEE DOES NOT NEED TRAINING/DEVELOPMENT <input type="checkbox"/>				TUITION		TRAVEL/PER DIEM		SALARY		SALARY	
FOR TRAINING OFFICE USE ONLY				(3) TRAINING NEED		PRIORITY		(1) TRAINING NEED		PRIORITY	
				COURSE/VENDOR		OBJ. NO.		OBJ. NO.		OBJ. NO.	
				TUITION		TRAVEL/PER DIEM		SALARY		HOURS	
				COURSE/VENDOR		HOURS		COURSE/VENDOR		HOURS	
				TUITION		TRAVEL/PER DIEM		SALARY		SALARY	
NAME		S N S		(1) TRAINING NEED		PRIORITY		OBJ. NO.		PRIORITY	
CODE		T		COURSE/VENDOR		HOURS		HOURS		HOURS	
CHECK IF EMPLOYEE DOES NOT NEED TRAINING/DEVELOPMENT <input type="checkbox"/>				TUITION		TRAVEL/PER DIEM		SALARY		SALARY	
FOR TRAINING OFFICE USE ONLY				(3) TRAINING NEED		PRIORITY		(4) TRAINING NEED		PRIORITY	
				COURSE/VENDOR		OBJ. NO.		OBJ. NO.		OBJ. NO.	
				TUITION		TRAVEL/PER DIEM		SALARY		HOURS	
				COURSE/VENDOR		HOURS		COURSE/VENDOR		HOURS	
				TUITION		TRAVEL/PER DIEM		SALARY		SALARY	
NAME		S N S		(1) TRAINING NEED		PRIORITY		OBJ. NO.		PRIORITY	
CODE		T		COURSE/VENDOR		HOURS		HOURS		HOURS	
CHECK IF EMPLOYEE DOES NOT NEED TRAINING/DEVELOPMENT <input type="checkbox"/>				TUITION		TRAVEL/PER DIEM		SALARY		SALARY	
FOR TRAINING OFFICE USE ONLY				(3) TRAINING NEED		PRIORITY		(4) TRAINING NEED		PRIORITY	
				COURSE/VENDOR		OBJ. NO.		OBJ. NO.		OBJ. NO.	
				TUITION		TRAVEL/PER DIEM		SALARY		HOURS	
				COURSE/VENDOR		HOURS		COURSE/VENDOR		HOURS	
				TUITION		TRAVEL/PER DIEM		SALARY		SALARY	

ACTIVITY TRAINING PLAN

A. FORMAL TRAINING COURSES BY SUBJECT AREA & TITLE OF COURSE: All training must be categorized using only the nine subject areas below. Once categorized, enter title of the course or program within the appropriate category.

- | | |
|---|-----------------------------|
| 1 – EXECUTIVE AND MANAGEMENT | 5 – SPECIALTY AND TECHNICAL |
| 2 – SUPERVISORY | 6 – CLERICAL |
| 3 – LEGAL, MEDICAL, SCIENTIFIC OR
OR ENGINEERING | 7 – TRADE |
| 4 – ADMINISTRATION AND ANALYSIS | 8 – ORIENTATION |
| | 9 – ADULT EDUCATION |

B. PRIORITY: Enter number 1, 2, or 3 for appropriate priority of training for each course or program.

- 1 – Priority One – Essential: Training that must be accomplished during the immediate training cycle or it will have an adverse mission effect.
- 2 – Priority Two – Needed: Training required for systematic replacement of skilled employees through career management or other work force development programs. Deferment would have an adverse mission effect over an intermediate term.
- 3 – Priority Three – Useful: Training designed to increase the efficiency and productivity of employees who perform adequately. Deferment beyond the immediate training cycle would have little immediate adverse mission effect but would preclude or delay improving present mission accomplishment.

C. NUMBER OF PERSONNEL BY PAY PLAN AND GRADE: Enter total number of personnel to be trained for each course or program. List GS or WG levels separately. GS 1-6 corresponds to WG 1-6 and GS 7-12 corresponds to WG 7-12, etc.

D. PEOPLE HOURS OF TRAINING: Enter the hours of training for each course or program to be given in pay status (Duty) and /or nonpay status (Non-Duty). To figure people hours of training, multiply the number of people attending each course times the number of course hours.

E. TOTAL TRAINING COSTS: Enter in appropriate columns the actual costs associated with each training course or program.

Tuition/Books: Total tuition, fees, books, and materials or any other costs directly associated with training per person times the number of people attending.

Travel/Per Diem: Total per diem and travel costs associated with training per person times the number of people attending.

Salary: The sum of hourly wages of all individuals in each instance of training, multiplied by course hours. Include COLA if appropriate.

Training costs should be totaled for each training subject area as listed in A above.

SECTION 503 REQUIRED TRAINING

1. Introduction. This section contains a listing of general types of training required by DON at all activities employing civilians. Since other types of mandatory training, usually of a specialized or technical nature, are levied on activities by their major claimants or other higher authorities, activities should supplement this listing accordingly. In any case, activity officials should consult their Employee Development Officer at HRSC PACIFIC who can provide advice and guidance as to the most effective and economical means of satisfying any training requirement. Activity heads may delegate to their Employee Development Officer at HRSC PACIFIC authority to approve and authorize the training of employees who are to undergo mandatory training or other training specifically required by management determination. Such training should be included in the approved Activity Training Plan and the delegation of authority to the EDO to approve and authorize the training must be in writing.

2. New Employee Orientation

a. Activities shall provide this training to all employees newly appointed to Navy as soon as possible after appointment. New Employee Orientation training is intended to develop in new employees an understanding of their new environment and their job, to acquaint them with the relationship of their job to the overall organization, to promote their identification with the organization, and to help them make a satisfactory adjustment to the job. Responsibility for New Employee Orientation training is shared by activity management officials and HRSC PACIFIC.

b. Personnel of the employing activity will conduct that phase of the orientation training covering the following topics, as applicable:

- (1) Brief history of the activity.
- (2) Current facts - physical layout, number of employees, etc.
- (3) Functional organizational charts showing responsibilities and lines of authority.
- (4) General local instructions, rules, regulations, and policies.
- (5) Activity requirements concerning security, safety, and health.
- (6) Introduction to EEO and union officials.

c. To assist activities in meeting the requirements for New Employee Orientation, HRSC PACIFIC will periodically conduct that phase of training covering Navy Core Values, ethics, Equal Employment Opportunity, and Prevention of Sexual Harassment. Information on HIV/AIDS will also be provided.

(1) Sessions will be conducted periodically, during the hours of 0800 to 1030, and will be held at the HRSC PACIFIC Training Center, 94-810 Moloalo Street, Waipahu.

(2) Activities will receive a memorandum from HRSC PACIFIC approximately three weeks prior to a scheduled session, notifying them of employees who must be nominated to attend. Nomination and enrollment procedures will be spelled out in the memorandum. The Course Registrar at HRSC PACIFIC is to be notified of employees unable to attend as scheduled so that the employees may be rescheduled for a future session. Employees not attending their scheduled session will not be rescheduled, except at activity request.

d. The orientation training, as outlined above, is not a substitute for the orientation which must be given by individual supervisors to all employees (whether new to their activity or transferred from another job) for the purpose of acquainting employees with their work responsibilities.

3. Security. OPNAV 5510.1G, Department of the Navy Information and Personnel Security Program Regulation, provides detailed guidance on and requires the following types of training to be provided to civilian employees:

a. For each person who will have access to classified information, an orientation briefing as soon as possible after reporting on board or being assigned to duties involving classified access.

b. For each employee, on-the-job training in any specific security requirements for the duties assigned.

c. For each person who has access to classified information, an annual refresher briefing.

d. Special briefings as circumstances dictate, such as for foreign travel.

e. Debriefing at the time a Security Termination Statement is executed.

4. Computer Security Training

a. All employees responsible for the management or use of computer systems that process sensitive information are required to receive initial computer security training that emphasizes an awareness of the vulnerabilities and risks of the systems and that provides the knowledge and skills needed to apply an activity's computer security policies, practices, and procedures. This would include, as appropriate, procedures for meeting information security objectives; responsibility and accountability; information accessibility, handling, and storage; physical and environmental hazard protection; system and data access controls; emergency and disaster situations; identification of threats and vulnerabilities; and other security related matters.

b. Refresher training covering the above topics, as appropriate, shall also be provided as deemed necessary by the activity. Training shall also be provided whenever there is a significant change in the information security environment or in procedures.

c. Assistance in identifying training needs, methods, and resources is available from the Employee Development Officer at HRSC PACIFIC.

5. Safety and Health. Each activity shall maintain a continuing educational campaign to help employees avoid and prevent accidents and take all precautionary measures to safeguard their health while on the job.

6. Civilian Employee Assistance Program (CEAP)

a. This Navy program offers assistance to civilian employees who have problems involving alcoholism, drug abuse, or other serious personal problems which result in or may result in impairment of job-related conduct.

b. Activities are responsible for conducting a continuing CEAP education program for all employees and for providing training on CEAP policies and procedures to all new supervisors and to all supervisors on a periodic basis. The purpose of the supervisory training is to ensure that all supervisors are aware of current directives concerning CEAP, the use of CEAP procedures as a management tool, and interrelationships between CEAP and other facets of personnel management. This training is included in the supervisory development course titled, "The Supervisor's Role in Human Resources Management," which is offered approximately every six months at the HRSC PACIFIC Training Center, and which will meet the requirement for training new supervisors.

7. Equal Employment Opportunity (EEO)

a. Training for EEO Officials. Initial and continued training of EEO management officials is required if these officials are to perform their duties in a manner which assures that program objectives are attained.

b. EEO Training for Supervisors. In an effort to help supervisors implement and practice human resources management based on true merit principles only, activities are required to provide all new supervisors with EEO training during their probationary period. In addition, Navy requires annual refresher training for all supervisors. Advice and assistance in developing activity programs are available from the Employee Development Officer at HRSC PACIFIC. This training must be included in the new supervisor's Individual Development Plan.

c. Training in Prevention of Sexual Harassment. All employees, both supervisory and nonsupervisory, are required to receive prevention of sexual harassment training within 90 days of beginning employment with the Navy and annually thereafter. Employees serving a supervisory probationary period who have not had the training must have it included in their Individual Development Plan and receive it during the probationary period. Activities may use available courses or develop their own training. Training

must be in the areas of identification, prevention, resolution, and elimination of sexual harassment.

8. Performance Management Program. New supervisors of employees are required to have training in the DON Performance Management Program. HRSC PACIFIC includes this training in its supervisory development course titled, "The Supervisor's Role in Human Resources Management," which is offered approximately every four to six months at the HRSC PACIFIC Training Center.

9. Labor-Management Relations

a. Commanding Officers. The commanding officer of each activity at which there is one or more bargaining units consisting of civilian employees subject to DOD CPM 711 and the Federal Service Labor-Management Relations Statute should arrange to attend a course in labor-management relations. The course should be of at least two days' duration prior to or within six months of the date he or she reports to the activity, or within six months of the date an exclusive representative is certified for the first time at the activity, unless he or she has attended equivalent training within the previous three years. The activity's Employee Development Officer at HRSC PACIFIC can assist in arranging for this training as well as training for management negotiators.

b. Management Negotiator. An individual designated as the Chair of the activity management negotiating team shall, unless he or she is experienced in labor negotiations, undergo appropriate negotiation training conducted either by a primary national subdivision or the Office of Personnel Management prior to the commencement of negotiations.

10. DON Drug-Free Workplace Course for Supervisors and Managers. All supervisors and managers are required to attend Drug-Free Workplace training. Activities are responsible for providing this training. Advice and assistance in developing this training may be obtained from the activity's Employee Development Officer at HRSC PACIFIC.

11. Supervisory and Managerial Training

a. Definition. For purposes of this subsection, supervisory positions are those which meet the criteria for supervisor or manager under the OPM Supervisory Grade Evaluation Guide (SGEG) or, if under the wage system, the Job Grading Standard for supervisors. In addition, military personnel who supervise civilians must have the same knowledge of the activity's civilian personnel policies as civilian supervisors. Therefore, military officers and enlisted personnel who supervise civilians should be encouraged to attend appropriate supervisory courses or briefings, particularly if the current assignment is the military member's first experience supervising civilians. Managerial positions are those classified at grades GS-13 through GS-15.

b. Policy. DON policy is that commands and activities shall establish and maintain programs to meet the initial and continuing developmental needs of their supervisors and managers. Such programs should reflect the mission, philosophy and needs of the command or activity and should receive full management support in practice as well as

policy, including provision of sufficient resources in terms of staff and funding. Further, the Department of the Navy recognizes the importance of its first-line supervisors to the DON total management team. Not only are they key to the organization's productivity, but they are the logical feeder group for higher level managerial and executive positions. Therefore, the training and development they receive must provide the basic management skills and knowledge to form an effective base upon which further management skills can be built. For these reasons, supervisory development programs should be integrated with those for executives and managers in a comprehensive system to enhance career progression through successive managerial levels.

c. Initial Development. New supervisors and managers do not ordinarily enter their positions possessing the knowledge and skills necessary to cope with the complex requirements of supervising and managing. Consequently, newly appointed supervisors and managers are required to satisfactorily complete a one-year probationary period. During this period, the probationary supervisor or manager is to be provided with any training determined to be necessary to prepare and equip the supervisor or manager for the job.

(1) DON requirements regarding initial development of supervisors and managers are as follows:

(a) Needs Assessment. The competency-based approach will be used as the basis for assessing individual training needs of newly selected supervisors and managers. The competencies in the Civilian Leadership Development Continuum, found in Appendix A to this section, are to be used for this purpose. Accordingly, newly selected supervisors or managers and their immediate supervisors will review the supervisory or managerial functions of the position and associated competencies (skills, knowledge and abilities) from Appendix A to determine those competencies which the new supervisor or manager already possesses and those to be attained through training and development during the probationary period. In evaluating supervisory or managerial competencies and assessing supervisory or managerial training needs, the following factors must be considered:

1. The performance standards established for the supervisor or manager during the probationary period. Care should be taken to ensure that the performance elements established for this period reflect the competencies in Appendix A to this section and that training and development activities are selected which will assist the new supervisor or manager to successfully achieve those standards.

2. Previous training, education and experience which may have equipped the new supervisor or manager with some of the skills and knowledge necessary to perform the supervisory or managerial functions. In assessing training and development needs, the relative recency of any previous training or experience should be considered. For example, an employee whose previous applicable training occurred more than five years prior to initial appointment may require updating in the latest supervisory or managerial techniques.

(b) Individual Development Plan. Once the assessment of training needs has been accomplished and a determination has been made as to which supervisory or managerial competencies need to be developed, this determination of training needs must be documented by the supervisor on an Individual Development Plan (IDP). (See Section 502, Exhibit 1, for suggested format.) IDP's for newly selected supervisors and managers must be established within 45 calendar days following assignment to the supervisory or managerial positions. The following general guidance is provided regarding the IDP:

1. All newly selected supervisors will be provided with a minimum of between 88 and 112 hours of formal training in Federal, DON, and local human resources management policies and practices, in communication skills, and in basic management skills. Such training is to be given to new supervisors as soon as possible during their probationary periods with training in human resources management within the first six months of assuming supervisory duties. This requirement may be modified as appropriate for supervisors who have substantive experience in personnel matters. Such modifications shall be noted on the supervisor's IDP.

2. For all newly selected managers with no previous managerial training, it is anticipated that at least 80 hours of formal managerial training will be needed. However, this requirement may be modified for individuals who have had comparable training or on-the-job experience. Such modifications should be noted on the manager's IDP. A newly appointed manager may also be a newly appointed supervisor and therefore serving a single (combined) probationary period. If so, the individual should be assessed for both supervisory and managerial competencies and training needs.

3. Competencies requiring additional training and development must be documented on the IDP with the developmental strategies, time frames, and sources identified to meet them (e.g., training courses, coaching, etc.).

4. Once finalized, the IDP shall be agreed to and signed by the new supervisor or manager and his/her immediate supervisor. The immediate supervisor will be held accountable, through the performance appraisal process, for ensuring that the new supervisor or manager attains the core and other established competencies. The immediate supervisor is also responsible for ensuring that training and development activities are scheduled, that the IDP is completed as planned, and that the Employee Development Officer at HRSC PACIFIC is advised of satisfactory completion of the IDP. The Employee Development Officer is responsible for documenting successful completion of the IDP in the Official Personnel File, and for maintaining IDP's and other appropriate records for review by higher authority.

(2) Assistance in meeting the initial development needs of new supervisors and managers is provided to serviced activities by their Employee Development Officer at HRSC PACIFIC. A summary of assistance provided on an ongoing basis follows:

(a) Identification of new supervisors and managers.

(b) Review of official training records of new supervisors and managers to determine the extent of their past supervisory or managerial training.

(c) Notification to activities of new supervisors or managers beginning their probationary period and recommendations regarding any training to be included in IDP's.

(d) Provision of information to activities regarding assessment of training needs.

(e) Provision of information to activities regarding development of IDP's.

(f) Monitoring completion of IDP's.

(g) Documentation of completion of IDP's.

(h) Maintenance of IDP's and other appropriate records.

(i) As an aid to activities in meeting the requirement for formal training in human resources management policies and practices, HRSC PACIFIC offers a comprehensive course titled, "The Supervisor's Role in Human Resources Management," which is designed to provide new supervisors with an understanding of the principal human resources laws, policies, regulations, and practices that govern the management of Navy civilian employees. It also provides new supervisors with an understanding of major human resources management functions and the nature and extent of the line manager's involvement in and responsibility for civilian human resources management. The course is offered several times a year. Topics covered include:

The Role of the Supervisor as Civilian Personnel Manager	Workers' Compensation
Position Management	Performance Management
Position Classification	Discipline, Grievances and Appeals
Staffing the Organization	Incentive Awards
Special Hiring Programs	Leave Administration
Employee Training and Development	Labor Management Relations

d. Continuing Development. Even after completion of the initial development of supervisors and managers described in paragraph 9c above, many new supervisors and managers will need additional help to develop the skills and knowledge needed to perform the many tasks required in a supervisory or managerial position. In addition, supervision and management are dynamic fields where new techniques are constantly being developed and tested. Therefore, supervisors and managers must constantly update their skills and knowledge in order to remain effective.

(1) DON requirements regarding continuing development of supervisors are as follows:

(a) At least annually, supervisors shall be provided with training opportunities to maintain supervisory skills and techniques and to develop their managerial skills for higher level duties.

(b) Supervisors are to be systematically provided with opportunities to update their knowledge of human resources management programs and regulations affecting their roles as supervisors or that affect their subordinates.

(c) Experienced supervisors who are new to the command or activity are to be provided training in DON and local human resources management policies and practices under which they will function. Such training should be provided within the first six months of their employment with the activity.

(2) DON requires that incumbent managers normally be provided training and development opportunities annually to enhance or improve their managerial competencies.

(3) While IDP's are not required for supervisors or managers other than those serving probationary periods, activities shall document and plan to meet those training needs identified for experienced supervisors and managers as a result of performance appraisals or other systematic means.

(4) The Employee Development Officer assigned to provide employee development advice and assistance to each activity serviced by HRSC PACIFIC is available to assist each activity in planning and providing for the continuing development of supervisors and managers in accordance with the needs and resources of the activity.

e. Presupervisory Training. Based upon activity needs and available resources, activities are encouraged to provide some developmental opportunities to interested, full-performance level personnel who do not supervise any employees in their current position. Providing such opportunities can permit an activity to develop a pool of trained personnel who could be selected for supervisory positions with a minimum of additional preparation. In addition, some exposure to supervisory responsibilities prior to selection may assist individuals in making career choices about pursuing a supervisory path. Developmental experiences may be provided as follows:

(1) Activities may wish to make available some opportunities for presupervisory development to all full-performance level employees. The following are examples:

(a) Counseling on what a supervisory job entails (such counseling might be accomplished by a cadre of current activity supervisors on a one-to-one basis).

(b) Current literature on management and supervision.

(c) Correspondence courses on basic supervision.

(d) In-house briefings on the responsibilities of supervision.

(2) When making presupervisory training opportunities available to some but not all eligible employees, activities must ensure fair and equitable treatment in the selection process.

Criteria established for selection must be communicated to all eligible employees and should be related to employee performance as demonstrated by the last official performance rating. Where programs provide some of the qualifications for promotion to a supervisory position and/or whose graduates are to be considered noncompetitively for supervisory positions at the command or activity, selections for the developmental program itself must follow merit promotion procedures and be made in a nondiscriminatory manner. Activities are urged to consult their servicing Employee Development Officer at HRSC PACIFIC prior to providing presupervisory developmental opportunities to any nonsupervisory personnel.

f. Civilian Leadership Development. The DON Civilian Leadership Development (CLD) program is designed to prepare civilian personnel for future leadership roles. The program is open to civilian employees in DON at the GS-9 through GS-15 and equivalent levels. Participation is voluntary and requires participants to acquire the specific foundation, supervisory, managerial, and executive competencies in Appendix A to this section. Training in these competencies does not guarantee promotion but does form a necessary foundation for promotion. The basic components of the CLD are as follows:

(1) Each participant must have a mentor. The mentor will normally not be the employee's supervisor but will be an individual in a leadership role in a program or function related to either the employee's immediate job and/or future career progression.

(2) Each participant is required to have an Individual Leadership Development Plan identifying all the methods by which the needed competencies are to be acquired. They may be acquired by a variety of means and are not limited to formal classroom training.

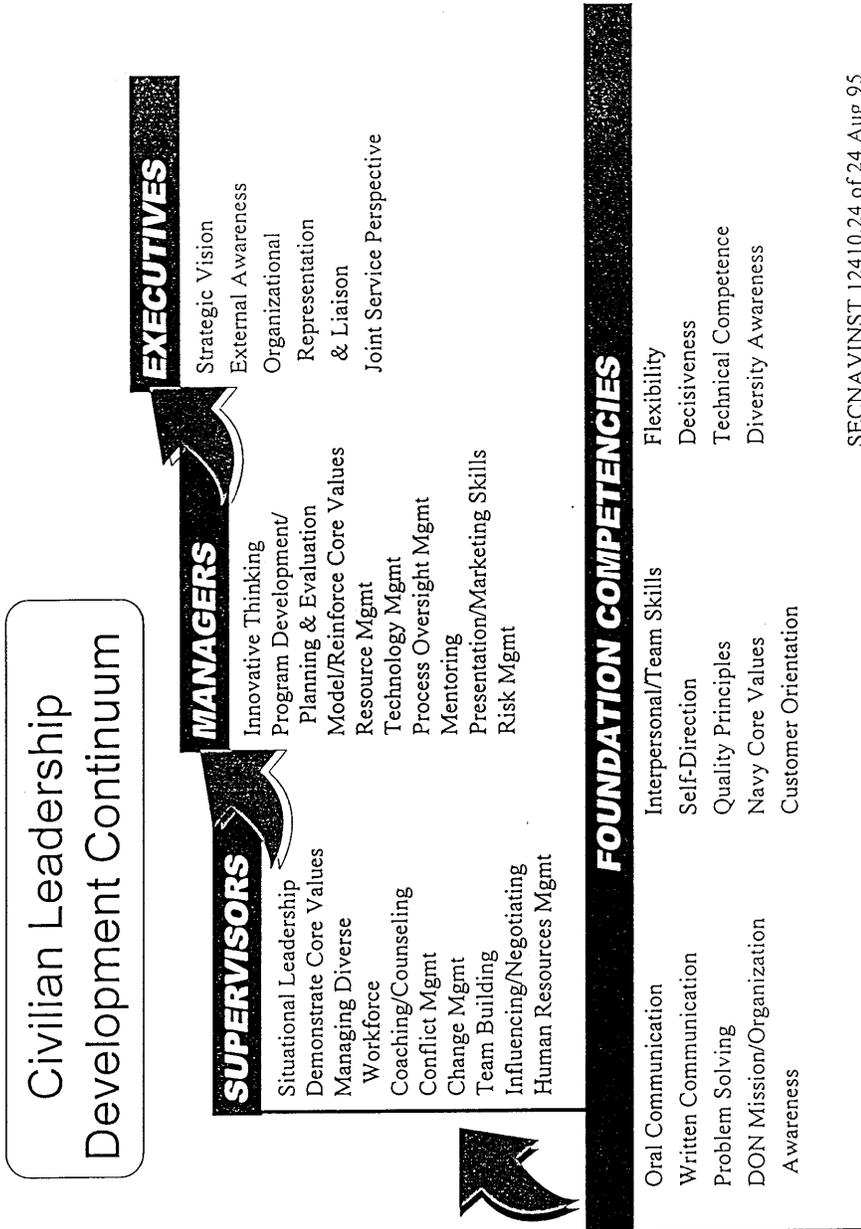
(3) Participants have the option of using a CLD skills inventory process to obtain a baseline assessment of their leadership competencies.

Each activity should issue additional policy and guidance on CLD as needed. Adequate resources need to be identified and committed to support CLD. Advice and assistance regarding CLD are available from the activity's Employee Development Officer at HRSC PACIFIC.

12. Executive Training

Programs will be designed to provide all incumbent executives (SES members) with the opportunity to enhance their managerial competencies and to correct any deficiencies identified in the performance appraisal process. Training and development activities for SES members will be planned and updated annually in conjunction with the process. Their Individual Development Plans will reflect these changes. Further, to maintain and enhance executive skills, SES members shall be provided a minimum of three weeks of training every five years.

APPENDIX A



SECNAVINST 12410.24 of 24 Aug 95

Competency	Definition
Change Management	Serves as a positive agent for changes in the organization's structural alignment, climate or operational processes. Learns about and proactively advocates and influences the adoption of promising new ideas, methods, services and products from knowledge of best practices in government and industry.
Coaching/Counseling	Develops skills in observation, listening and one-on-one teaching; applies them to assist others to learn and continually improve their performance; and provides effective feedback.
Conflict Management	Anticipates and seeks to resolve confrontations, disagreements and complaints in a constructive manner.
Customer Orientation	Actively seeks customer input; ensures customer needs are met; continuously seeks to improve the quality of services, products and processes.
Decisiveness	Takes action and risks when needed; makes difficult decisions when necessary.
Demonstrate Core Values	See Navy Core Values
Diversity Awareness	Respects and values the differences and perceptions of different groups/individuals.
DON Mission/Organization Awareness	Possesses knowledge of the mission and organization of the Department of the Navy (DON) including an understanding of how the organization fits into the entire DON.
External Awareness	Stays informed on laws, policies, politics, Administration priorities, trends, special interests and other issues; considers external impact of statements of actions; uses information in decision-making.
Flexibility	Adapts to change in the work environment; effectively copes with stress.
Human Resources Management	Ensures effective recruitment, selection, training, performance appraisal, recognition and corrective/disciplinary action; promotes affirmative employment, good labor relations and employee well-being.
Influencing/Negotiating	Networks with, and provides information to, key groups and individuals; appropriately uses negotiation, persuasion and authority in dealing with others to achieve goals.
Innovative Thinking	Develops insights and solutions; fosters innovation among others.

Competency	Definition
Interpersonal/Team Skills	Considers and responds appropriately to the needs, feelings, capabilities and interests of others; provides feedback; treats others equitably.
Joint Service Perspective	Demonstrates an understanding of the role of the Department of Defense (DOD) and the importance of the support roles and missions of all the Military Departments and Defense agencies and how they contribute to the success of DOD overall.
Managing Diverse Workforce	Recognizes the value of cultural, ethnic, gender and other individual differences; provides employment and development opportunities for a diverse workforce.
Mentoring	Develops the ability to counsel others to help them to achieve personal and professional growth.
Model/Reinforce Core Values	See Navy Core Values.
Navy Core Values	Exhibits through personal performance the principles of honor (ethical behavior), commitment (technical excellence and quality of work) and courage (mental strength to do what is right).
Oral Communication	Listens to others; makes clear and effective oral presentations to individuals and groups. (NOTE: Use of a sign language interpreter may be appropriate for persons who are deaf or hard-of-hearing).
Organizational Representation & Liaison	Establishes and maintains relationships with key individuals/groups outside immediate work unit and serves as spokesperson for the organization.
Presentation/Marketing Skills	Demonstrates the ability to clearly articulate, present and promote ideas and issues before a wide range of audiences, including senior officials, in such a manner as to ensure program credibility.
Problem Solving	Recognizes and defines problems; analyzes relevant information; encourages alternative solutions and plans to solve problems.
Process Oversight Management	Develops/demonstrates the ability to examine systems and workflow within the organization to facilitate process improvement.
Program Development/ Planning & Evaluating	Establishes policies, guidelines, plans and priorities; identifies required resources; plans and coordinates with others; monitors progress and evaluates outcomes; improves organizational efficiency and effectiveness.

Competency	Definition
Quality Principles	Understands and applies quality principles such as teamwork, quantitative decision-making and continuous process improvement to meet or exceed customer expectations.
Resource Management	Prepares and justifies budget; monitors expenses; manages procurement and contracting.
Risk Management	Identifies potential risks to product/program/ processes early and implements effective abatement or control measures; defines evaluation criteria early and continuously collects, assesses, shares and responds to data appropriately.
Self-Direction	Realistically assesses own strengths, weaknesses and impact on others; seeks feedback from others; works persistently towards a goal; demonstrates self-confidence; invests in self-development; manages own time efficiently.
Situational Leadership	Demonstrates and encourages high standards of behavior; adapts leadership style to situations and people; empowers, motivates and guides others.
Strategic Vision	Creates a shared vision of the organization; promotes wide ownership; and champions organizational change.
Team Building	Fosters cooperation, communication and consensus among groups.
Technical Competence	Demonstrates technical proficiency and an understanding of its impact in areas of responsibility.
Technology Management	Encourages staff to stay informed about new technology; applies new technologies to organizational needs; ensures staff are trained and capable.
Written Communication	Communicates effectively in writing; reviews and critiques others' writing.

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SECTION 504 FORMAL DEVELOPMENT PROGRAMS

1. Introduction. A variety of programs exist to develop employees in their careers. The structure and features of these programs vary considerably according to their specific purpose. In some instances, the initiative for utilization of a particular program will lie with a higher echelon while in others it will be strictly a local activity option. Regardless, they are all tools to be used by management to properly develop and staff the work force.

2. Career Programs

a. Career programs are either DOD-wide or Navy-wide in scope and have been developed in order to recruit and maintain a work force of fully qualified, capable, and trained personnel to fill vacancies at all levels; and to optimize personnel performance at all career levels through the use of relevant training, education, and development opportunities and assignments. Career programs address specific major occupations or functional groups and integrate work force analysis and planning, budget considerations, mission and line managerial needs, intake and staffing processes, standards for employee performance, development, education, and training, and patterns of employee career progression. Often, career programs include career intern programs as the major means of intake and development (see paragraph 3a.).

b. Responsibilities

(1) Line Managers are responsible for ensuring that career program policies are understood and supported by subordinates; resources required to carry out the policies are made available; work force needs are identified, articulated and planned for; and career field employees are provided the development, training, evaluation and guidance required by career program directives. In addition, line managers and supervisors are responsible, along with employees, for developing individual development plans (IDP's) for those employees covered by career programs that include required training.

(2) Employees are responsible for planning and managing their own careers, in context with the requirements and opportunities of their career programs. Employees are expected to continue their personal growth and seek additional responsibilities and work assignments which will help them achieve their career goals. Careerists, in coordination with HRSC PACIFIC, are responsible for updating their employment records. Employee initiatives must be consistent with the needs of the naval establishment and their respective career programs.

(3) HRSC PACIFIC is responsible for performing local work force analysis and planning necessary to support formal career program initiatives; publicizing career program provisions developed by Career Boards; ensuring that all affected employees and their supervisors

understand their responsibilities; advising and assisting activity line managers in obtaining required training for career field employees; and monitoring the progress of

central interns. Generally speaking, these responsibilities lie with the activity's servicing Employee Development Officer at HRSC PACIFIC.

c. Current Career Programs

(1) Automatic Data Processing (Includes Information Systems and Computer Resources)
(DOD)

(2) Communications (DON)

(3) Contracting and Acquisition (DOD)

(4) Cryptology (DOD)

(5) Education Specialist (DON)

(6) Engineers and Scientists (DON)

(7) Financial Management (DOD)

(8) Intelligence (DOD)

(9) Logistics (includes Quality & Reliability Assurance) (DOD)

(10) Manpower Management (DON)

(11) Personnel and Equal Employment Opportunity Management (DON)

(12) Weapons System Acquisition Management (DON)

3. Career Development Programs. These programs are often referred to collectively as "trainee" programs because their purpose is to develop personnel to higher occupational levels as a direct result of progress through a formal training program. These programs are intended to serve as major tools to be used by management in staffing and developing the organization. Although they vary in their characteristics according to their purpose, all of these programs require management to establish formally designated "trainee" positions and to develop a formal, written, approved training plan according to which the trainee(s) is developed. Although there are some variations, the plan must have the following general features: statement of objectives, including identification of target position and sequence of progression from entry to target in a recognized line of career progression; description of the phases and length of the plan; description of training experiences (both on-the-job and classroom) designed to develop the skills, knowledge, and abilities needed to successfully perform in the target position with such description working progressively from simple to complex; provisions for documenting and recording training received, for evaluating and documenting a trainee's progress in the program, for documenting trainee evaluation of the program, and for providing counseling to the trainee; statement as to consequence of failure to satisfactorily complete

the program, and a description of flexibility provisions to meet changing needs of the trainee and the activity. A description of each of these types of programs follows. The activity's Employee Development Officer at HRSC PACIFIC specializes in the development and administration of these programs and should be consulted accordingly.

a. Career Intern Programs. Particularly in the primary mission-oriented and key staff occupations, the first few years of an employee's career are among the most crucial and special efforts are necessary to ensure optimum development and utilization of employee skills and abilities from entry to full-performance level. Career intern programs are intended to provide an adequate and continuing supply of well-qualified, well-trained employees in the applicable administrative, professional, technological or other key staff occupations. Each program covers all employees in either DON or DOD entering the particular career field at any level below the recognized journey level, regardless of the recruitment source. Interns are "trainees" in formal training programs; i.e., they occupy designated trainee positions, receive training (primarily on-the-job, but includes classroom and other types) in accordance with a formal training plan, and advance through succeeding trainee levels in accordance with the training plan. Entrance levels are usually GS-5 or GS-7. In some instances, intern programs are centrally managed and funded by a major claimant or headquarters, while in other cases field activities assume responsibility.

b. Formal Other On-the-Job Training Programs. This type of career development program is established at local activity initiative under local activity authority and funding. Consequently, such programs vary considerably in the types of occupations and grade levels involved. However, the purpose of such a program is always to develop and qualify the trainee to assume a specific target position within a recognized line of career progression. To reach the target, the trainee must progress through one or more trainee levels of increasing difficulty and responsibility. Such training programs are written and approved, incorporating a plan for the training which primarily utilizes on-the-job training, perhaps supplemented by classroom or other related information training methods, and includes provisions for evaluating and documenting the trainees' progress.

c. DON Federal Wage System Training Programs

(1) Pre-entry Level Trade Training Program. This training program is designed to prepare persons who have ability to learn and advance, but little background experience, for entry level positions in skilled trades. This program may serve as an avenue for employing veterans, including disabled veterans, for upgrading underutilized employees, for increasing the number of female, minority, and handicapped employees in the targeted trades, and for developing upward mobility positions within the activity. A pre-entry level trade training program consists of structured job assignments providing practical experience in following directions and learning to perform simple tasks under close supervision, supplemented by classroom instruction as necessary. The program provides orientation to the work of a trade or trades, common tools, terminology, and trades work environments; and basic instruction in reading, measuring, shop mathematics, safe work habits, and positive work attitudes. Participants must demonstrate successful performance of assigned tasks, mastery of classroom instruction, and satisfactory work habits in order to be placed in helper or similar entry level trade

positions at the end of the program. Persons completing the program may compete for selection for apprentice or shop trainee programs via merit promotion procedures.

(2) Shop Trainee Program. This program is designed to develop Navy and Marine Corps-oriented skilled workers in nonapprenticeable occupations which require specialized trade or craft skill and knowledge. The wage rating of Shop Trainee has been established for this primary purpose. Such organized training will be given when judged to be the most effective and economical means of obtaining fully qualified employees in these occupations to meet long-range needs. The training provided will enable an employee with aptitudes, but with little or no previous experience, to systematically acquire the required knowledge and skills for advancement to the full-performance journey level, and a broad foundation in the occupation. The Shop Trainee program may serve as an avenue for employing veterans, including disabled veterans, upgrading underutilized employees, and increasing the number of female, minority, and handicapped workers at the full-performance level in these trades. A Shop Trainee program is a structured training program consisting of practical experience supplemented by related information training in the basic occupation which requires specialized trade or craft skill or knowledge. The Shop Trainee must satisfactorily complete required job experience, demonstrate proficiency in all duties and core tasks of the trade, and complete required related information training satisfactorily in order to graduate from a Shop Trainee rating to the full-performance journey level of the trade.

(3) Helper to Worker Training Program. This training program is designed to provide Helpers, who have shown the desire and ability to progress, with a known level of skill in preparation for advancement to worker levels of apprenticeable trades. The program should be the primary source for filling worker level positions at the activity. The Helper to Worker training program consists of a planned progression of structured work assignments designed to teach the common and most typical tasks of the trade, supplemented by limited amounts of trade theory instruction. Participants must demonstrate ability to perform common and typical tasks of the trade under normal supervision and mastery of classroom subjects in order to advance to the worker level at the end of the program.

(4) Worker to Journeyworker Training Program. This program is designed to provide competent Worker level employees, who have shown the desire and ability to progress, with the full range of skills and knowledge required for advancement to the journeyworker or full-performance level of the trade. The program should be the primary source for filling journeyworker positions not filled through apprentice programs. A worker to Journeyworker training program consists of a planned progression of structured work assignments designed to enable the trainee to perform all common and complex tasks of the trade found at the journeyworker level. This is supplemented by limited amounts of related instruction in academic subjects and trade theory to provide basic knowledge of the trade expected of a competent journeyworker.

(5) Apprentice Program. This program is designed to develop highly skilled Navy and Marine Corps-oriented journeyworkers to meet long-range journeyworker needs. An apprenticeship is a comprehensive training program that consists of practical experience supplemented by related information training in the theories, principles, and practices

employed in the work of a skilled trade. Related information training includes course work in trade theory and academics in the following subjects: trade theory, applied mathematics, trade science, trade drawing and blueprint reading, written and oral communications and organizational orientation. The trade theory must be broad enough to provide the Apprentice with the knowledge required to understand and use new trade technologies. The Apprentice must satisfactorily complete required job experience, demonstrate proficiency in all duties and core tasks of the trade, and complete required related information training in order to graduate from an apprenticeship to a journeyworker rating. The journeyworker level of a trade that is apprenticed must be at the WG-9 (or equivalent) level or above. General Schedule positions may not be apprenticed even though positions may include some trade-skill requirements.

d. Special Programs

(1) Student Career Experience Program. The Student Career Experience Program is the term used by the Federal government for what is commonly referred to outside the Federal government as “cooperative education” programs. Cooperative education programs are a long-established type of training program which provides for periods of study at an educational institution interspersed with periods of study-related work at the employing activity. The blend of academic study and work experience provided by cooperative education has many potential benefits. Among them are:

(a) For the activity, cooperative education permits selection for career jobs on the basis of proven performance; provides a means of directing students towards occupations that promise career opportunities; alerts supervising staff to new methods and concepts; reduces the cost of high rate of turnover that is characteristic of the first three years on a job; and permits the activity to contribute to social goals by supporting the learning process and providing work experience and income for tomorrow's generation of professionals, administrators, and technicians.

(b) For the student, cooperative education lends relevancy to learning; provides realistic exposure to career opportunities; allows for early adaptation to the work environment; broadens exposure to people, places, and situations; and helps pay expenses of school years.

(c) For the educational institution, cooperative education enriches curricula by expanding teaching resources and faculty knowledge; it gives substance to counseling programs; and, where the number of cooperative education students is large, it decreases dropout and permits larger enrollment of students at minimal increase in cost.

Cooperative education programs may exist at the following levels and also include certificate programs: high school, associate degree, baccalaureate, and graduate student. For each program an official agreement between the educational institution and the employing activity must exist before the program can begin. The activity's Employee Development Officer at HRSC PACIFIC is responsible for developing the agreement.

(2) Upward Mobility Program (UMP)

(a) It is Navy policy that headquarters offices and all field activities employing 100 or more civilian employees will develop and operate formal upward mobility programs. Those with fewer than 100 employees will do so to the extent feasible. Such programs vary in design but all involve a systematic management effort that focuses personnel policy and practices on the development and implementation of specific career opportunities for lower level employees who are in positions or occupational series which do not enable them to realize their full work potential.

(b) UMP opportunities made available in positions at grades GS-9 and below, and equivalent wage grade positions, that require selectees to receive intensive training in order to qualify for entry into those career fields, must be processed in accordance with the DON Training Agreement with OPM. The Training Department, HRSC PACIFIC, will provide detailed advice and assistance regarding development of the required formal individual training plan.

(c) Upward Mobility Program development and administration are best accomplished through the joint effort of line managers, HRSC PACIFIC, and manpower planning/position management officials. HRSC PACIFIC functional specialists are available to interested command officials for the purpose of providing advice and assistance in the planning, development, implementation and administration of Upward Mobility Programs. A detailed description of the program may be found in Section 208 of this instruction.

(3) Veterans Readjustment Appointment. A Veterans Readjustment Appointment is a noncompetitive appointment which leads to competitive status and career or career-conditional tenure upon satisfactory completion of service and education or training. In order to be appointed, the veteran must meet certain criteria. One of them is to agree in writing to pursue a training or educational program during employment. The objectives of the training or education program should be meaningful to the veteran and consistent with the needs of the activity. The training plan for each veteran must be developed jointly by the veteran and the veteran's supervisor along with the activity's Employee Development Officer at HRSC PACIFIC. Maximum length of the training program is two years. Progress reviews/evaluations are required every six months.

(4) Rotational Assignments for Development of Key Personnel. Using a special training agreement between DOD and OPM, rotational assignments or cross series training may be effected for developing key employees, GS-9 through GS-15, to meet projected manpower needs. Selection of candidates must be made in accordance with pertinent career programs and EEO program requirements, and must be filled competitively through the merit promotion program. Selectees must be trained in accordance with an Individual Development Plan prepared by the supervisor with the assistance of the activity's Employee Development Officer at HRSC PACIFIC. Upon satisfactory completion of the program, participants may return to their previously assigned duties or may be reassigned or promoted in accordance with their approved Individual Development Plan. Before such reassignment or promotion to a specific target position can be effected, the participant must have made up any difference in qualifications from what he/she brought into the program and those required for the target position with training time making up any difference at the rate of one month of training

for every two months of required experience. Evaluation of the participant's performance in the program is required every three months.

4. Executive and Management Development Program

a. The objectives of the DON Executive and Management Development Program (XD/MD) are to enhance mission accomplishment, increase productivity, improve professional capability, and provide a source of skilled professionals to fill future executive and managerial positions. Navy Echelon I and II Commands and SES claimants are responsible for developing, implementing, funding, assessing, and reporting XD/MD programs. However, Navy Echelon I and II Commands and the Commandant of the Marine Corps may delegate program development and implementation responsibilities to the most appropriate level.

b. The DON XD/MD Program consists of three distinct elements -- Executive Development, SES Candidate Development, and Management Development. Executive development (XD) refers to the continuing training and development of incumbent executives. SES candidate development is a developmental program that prepares competitively-selected top managers for executive positions by concentrating on development of those experiences likely to equip candidates with the managerial qualifications required for SES membership. Management development (MD) refers to the training and development of current managers (usually grades GS 13-15) and of employees identified as having strong managerial potential. Developmental activities focus on enhancing present performance as well as developing competencies needed for the future.

c. Activities with personnel who are covered by one of the elements of the program mentioned above need to ensure that they are properly participating in the appropriate XD/MD program. Advice and assistance in this regard are available from their Employee Development Officer at HRSC PACIFIC.

5. Long-Term Training and Education

a. Long-term training and education is training away from the job (other than in apprenticeship, cooperative education and intern programs) to which an employee is assigned on a full-time basis for more than 120 consecutive working days. Such training may be accomplished in either government or nongovernment facilities. It is to be used when comprehensive study programs and developmental assignments are more appropriate for helping to meet training objectives than training programs of short-term duration. Long-term training is also appropriate when the acquisition of knowledge and skills is achievable only through a concentrated, accelerated development program. Long-term training is used to:

(1) Update an employee's academic knowledge (as related to immediate or management-planned, likely future job assignments and duties).

(2) Provide a technically oriented employee with tools of management when job responsibilities have or will likely become predominantly managerial.

(3) Expand an employee's knowledge and background within a particular career field, whether technical or nontechnical, to acquire mission-related knowledge on significant occupational developments or breakthroughs.

(4) Acquire knowledge of aspects of other occupations, when duty assignments and responsibilities are interdisciplinary or multidisciplinary in nature.

(5) Provide educational opportunities that improve motivational and human relations skills in order to enhance technical, supervisory and managerial competence.

b. Responsibilities

(1) Activity supervisors and line managers are responsible for the following:

(a) Ensuring that all eligible employees are informed of and given reasonable consideration for long-term training opportunities.

(b) Establishing a climate of support to ensure effective application of long-term training and identifying and eliminating obstacles to the application of newly gained skills and abilities.

(c) Identifying employees who demonstrate career progression interest and potential for advancement.

(d) Maintaining communications with employees who are on long-term training assignments to advise them about significant work-related information and events that may affect them (such as: usage of leave, observation of holidays, promotional opportunities, reorganizations, reductions-in-force, changes in basic duty assignments and responsibilities, etc.).

(e) Evaluating the effectiveness of the training in meeting the stated objectives.

(2) Employees interested in long-term training are responsible for discussing their training and career plans with their supervisors, demonstrating motivation, initiative, and flexibility (including geographical mobility, as appropriate); completing the long-term training assignment and related continued service agreement obligations; and utilizing the knowledge, skills, and abilities acquired.

(3) The activity's Employee Development Officer at HRSC PACIFIC is responsible for advising management regarding determination of training requirements, nomination and selection procedures, development of Individual Development Plans and training utilization plans, evaluation procedures, and for publicizing opportunities.

c. Central pool funds may be available for long-term training based on demonstrated need and in accordance with Navy-wide interests and manpower development requirements. Such

funds, if available, will be used primarily for tuition and related educational expenditures, travel, and subsistence. Activities must be prepared to fund part or all of the training in the event central pool funds are not available.

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SECTION 505 ACCOMPLISHING TRAINING

1. Introduction. This section provides information concerning specific operational policies, procedures, and requirements that are directly related to the accomplishment of training once the planning process and development of programs has been completed.

2. Selection and Assignment of Employees for Training

a. Activities are required to publish any policies regarding selection and assignment of employees to training that are in addition to those described in the following paragraphs, including any policies delineating limitations on organizational support of training.

b. Career, career-conditional employees, and those on excepted appointments may be selected for training in Government and non-Government facilities. Temporary and intermittent employees may also be selected when needed skills can only be obtained through training in Government and non-Government facilities and provided that these newly acquired skills will be used after training. Full-time, temporary employees whose assignment is expected to last at least one year should be given priority over other temporaries. Use of long-term training for temporary or limited-term employees is discouraged, and, when used, should be fully documented as to need and expected return on investment to the Department of the Navy.

c. There shall be no discrimination (on the basis of race, color, religion, sex, national origin, age, physical or mental handicap, political affiliation, marital status, or any other nonmerit factors) in the consideration and selection of employees for training and development.

d. Merit promotion procedures must be followed in selecting career and career-conditional employees for the following three types of training:

(1) Training that is part of an authorized training agreement that provides qualifications for a different occupational series;

(2) Training that is part of a promotion program although the promotion may not immediately follow training (e.g., upward mobility, intern, apprentice, and competitively selected long-term training); and

(3) Training that is required before an employee may be considered qualified for a position (such as positive education requirements for professional positions as prescribed in Handbook X-118, Qualification Standards for White Collar Positions Under General Schedule).

e. An employee may be trained to meet the qualification requirements of another position in the DON if the new position is at or below the retained grade or the grade of the position the employee held before pay retention.

f. An employee may be trained to meet the qualification requirements of a position in another agency if the head of the agency determines that such training would be in the interest of the Government.

g. Equity, equal opportunity, and duty relevancy principles must be reflected in decisions regarding the selection of employees for training that might enhance the relative opportunity for selected individuals to receive preferred assignments and organizational visibility even though no promotion may result.

3. Determination and Documentation of Training Objectives. Activity supervisors are to use a systematic planning process for making training decisions. In addition to reflecting a concern for the relative priorities and urgencies of training requirements, and comparative costs of alternatives, this process must be directly related to identified training objectives. Consequently, it is a Department of the Navy requirement that all management and supervisory officials are responsible for specifying and documenting training objectives prior to approval of any formal training. Compliance with this requirement is a prerequisite for approval of any request for formal training (see Section 508) and Employee Development Officers at HRSC PACIFIC may not certify training requests that lack written pre-training objectives. Documentation of training objectives is done through use of Block 18, Training Objectives, of the DD Form 1556.

4. Determination and Documentation of Training Source

a. The Government Employees Training Act (GETA) authorizes agencies to train their civilian employees to perform the duties of their present and likely future positions or assignments. Although GETA (5 U.S.C., Chapter 41) has been amended since its passage in 1958, the basic allowances, coverage, limitations, and requirements have remained essentially the same.

b. Department of the Navy requires activities to document each training source determination (whether for individual employees, groups of employees, or facilities usage) that requires expenditures in excess of \$2000, not including salary. This documentation is required whether the decision involves use of OPM, interagency, nonprofit, academic, private contractor, or other non-Government sources. The Source Selection Justification Checklist element of the Supplement to DD Form 1556, HRSC PACIFIC 12410/3 (see Exhibit 1), is used for this purpose. The form is attached to Copy 1 of the DD Form 1556 when the DD Form 1556 is originated at the activity and remains attached to Copy 1 throughout the normal processing procedure. See Section 508 for further details. Due to the importance of this requirement, cognizant activity officials are to coordinate closely with their Employee Development Officer at HRSC PACIFIC regarding its completion.

c. All proposed uses of sole source awards for the contracting of non-Government training sources, facilities, or expertise must be fully coordinated with the Employee Development Officer at HRSC PACIFIC who is responsible for researching, recommending, and documenting selection of a source in accordance with specific Navy procedures and criteria. Particular attention must be devoted to specifying how the proposed non-Government source is uniquely suited to meet the training need. Documentation must include identification of at least two other Government and non-Government sources

considered and the reason for their nonselection. All matters involving the use of this sole source approach must be coordinated with the Employee Development Officer at HRSC PACIFIC and processed through the contracting office utilized by the activity.

d. When a training course or program is developed (or modified at additional cost to the Government) to meet a specific need at an activity, and only its employees will attend the developed course, it is the responsibility of the authorized activity contracting officer to contract for the training on the behalf of and at the request of the activity's Employee Development Officer at HRSC PACIFIC who is responsible for developing course requirements and recommending sources in accordance with specific Navy procedures and criteria.

5. Government Training

a. The DD Form 1556 will be used for approving or disapproving attendance at interagency, DOD, and Navy training courses in accordance with Section 508 of this instruction. The form may also be used to arrange for the use of interagency training facilities.

b. Approval of training is required prior to enrolling in, or making any commitment to attend, interagency, DOD, and Navy training. A copy of the approved form shall be retained for review and inspection purposes or until training is completed and it subsequently becomes a part of the employee's official record of training.

6. Non-Government Training

a. Approval. Approval of training is required prior to enrolling in, or making any commitment for the training. Approval for training by, in, or through non-Government facilities must be in accordance with OPM and DON policy and criteria on selection and use of non-Government facilities for training civilian employees. DD Form 1556 will be used for approving and disapproving the training. All applicable parts of the DD Form 1556 must be completed in accordance with Section 508 of this instruction. The head of the initiating unit will originate the form at least 15 working days in advance of the start of the requested training through/in non-Government facilities. A copy of the approval form shall be retained for review and inspection purposes or until the completed training incident becomes a part of the annual training report and is entered in the employee's permanent cumulative record of training.

b. General Constraints. Questions regarding the following general constraints on training in non-Government facilities should be referred to the activity's Employee Development Officer at HRSC PACIFIC.

(1) Review of the Need for Training. The activity head shall ensure that training in a non-Government facility of more than 120 hours or one designed to prepare an employee for a change in occupations will not preclude providing work opportunities for employees already competent and available to perform the function for which the training is intended. All employees are to be fully utilized.

(2) Training for Promotion. Activities may not provide employees training for promotion, using a non-Government facility, to a specific position when there is a suitable, able, and available employee within reasonable distance from the permanent site of the position. Activity merit procedures must be adhered to when considering and selecting employees for training in non-Government facilities where promotion opportunities are involved.

(3) To Provide Opportunity to Qualify for Positions with a Degree Requirement. Selecting and assigning an employee for training through a non-Government facility to provide an opportunity to secure a degree in order to qualify for a position that has a positive education requirement is prohibited. OPM prescribes the procedure for identifying position categories that include an academic degree as a qualification requirement.

(4) Solely to Provide Opportunity to Obtain a Degree. Activities may not fund the costs of non-Government training for any employee solely for the purpose of obtaining a degree. Funding support is permissible where the obtaining of a degree is an incidental by-product of the training itself.

(5) Specific Exception to Constraints on "Academic Degree Training." If a command determines that it has a continuing recruitment or retention problem, it may use full or part-time academic degree training to address the problem. For a recruitment problem, such training would be used to qualify an employee in the shortage position if the command makes a finding that there is a reasonable expectation that the employee would be employed in the position after the training. For a retention problem, such training would be used if it involves a course of study which is mainly selected for its potential contribution to effective performance of the employee in the shortage occupation. In exercising this authority, commands must comply with very specific criteria established by 5 CFR Part 410.308. For this reason, commands choosing to exercise this authority must contact their Employee Development Officer at HRSC PACIFIC for assistance and further explanation of compliance criteria.

c. Agreement to Continue in Service

(1) Employees scheduled to attend non-Government training in excess of 80 hours in a single program and for which the activity pays all or part of the nonsalary cost must sign an Agreement to Continue in Service prior to the start of training. This agreement requires the employee to remain with the Department of the Navy following completion of the training, for a period of:

(a) a minimum of three times the length of training when the activity pays both the employee's pay and other costs; or

(b) one month or the length of the training period, whichever is greater, when the activity pays all or part of the training expenses but the employee receives no pay.

(2) An Agreement to Continue in Service is not required for:

(a) training provided by manufacturers as a normal service incident to initial purchase or lease of their products if it does not exceed 80 hours;

(b) training that does not exceed 80 hours within a single program;

(c) training through correspondence courses; or

(3) Trainee Agreement/Certification, Section E, back of page 1 of DD Form 1556, shall be used to execute the written agreement. The agreement must be entered into prior to actual assignment to the training. Failure to sign an agreement when one is required does not relieve the employee of the obligation to continue in service the required length of time.

(4) The period of time an employee has agreed to continue in service begins on the first complete workday after the end of the training covered by the agreement and does not include any service in a nonpay status, except that which is at the activity's convenience.

(5) The activity is obligated to fully inform employees of all conditions, entitlements and obligations prior to the commencement of training in a non-Government facility.

(6) Failure to Fulfill Agreement to Continue in Service

(a) If an employee voluntarily separates from Government employment before the expiration of the period of agreed service, the employee will be required to pay the Government an amount no more than the percent of additional expenses that are proportional to the percent of the agreement completed. The activity must notify the employee in writing of the repayment amount prior to separation. The written notice will also inform the employee of reconsideration, waiver, and appeal procedures. Issuance of the written notice must be closely coordinated with the Employee Development Officer at HRSC PACIFIC. When repayment cannot be secured directly from the employee, action to recover the funds will be taken according to NAVCOMPT Manual, paragraph 033020.

(b) Repayment of additional training expenses will not be required in any one of the following circumstances:

1. the employee is involuntarily separated,
2. the employee enters on active military duty with restoration rights under 5 CFR 353,
3. the employee is transferring anywhere within DOD, in which case any time remaining on the agreement will be transferred to the other component,
4. a waiver has been granted by the activity head, or
5. an appeal of denial of waiver has resulted in the granting of a waiver.

(c) Reconsideration of the amount to be repaid may be requested when an employee disputes the repayment figure. The initial request for reconsideration should be made to the Employee Development Officer at HRSC PACIFIC who will review the agreement. If not satisfied, the employee may then seek review by the activity head. The request for review by the activity head must be in writing and should reach the activity head before separation to provide sufficient time for the review because the employee's final pay will not be computed until repayment issues are resolved. Repayment that is properly collected and deposited in the Treasury cannot later be refunded.

(d) The activity head may waive in writing, in whole or in part, the obligation to repay all or the remaining portion of training expenses under an Agreement to Continue in Service when finding that recovery would be against equity, good conscience, or the public interest.

(e) Denial of a waiver of repayment obligation may be appealed by the employee to the next higher level of management in the chain of command where the final DON decision must be rendered.

(f) The activity's Employee Development Officer at HRSC PACIFIC is to be consulted regarding any possibility that an employee may fail to fulfill an Agreement to Continue in Service. The Employee Development Officer will be able to provide advice regarding waivers, recovery of funds, and other aspects of failure to complete an Agreement to Continue in Service.

7. Disciplinary Action for Noncompletion of Training. Employees officially approved for training must be advised that they are on an official duty assignment during a period of activity-supported training, and thus subject to the same conditions and requirements that govern all other job-related duties and assignments. Employees attending either non-Government or Government training facilities may be disciplined by the supervisor and/or activity head for any unexcused absences from or for failure to complete a training assignment.

8. Acceptance of Contributions, Awards, and Payments from Non-Government and Government Organizations in Connection with Training

a. Employees may be authorized, in writing, to accept a contribution or award (in cash or in kind) incident to training in non-Government facilities or to accept payment (in cash or in kind) of travel, subsistence, and other expenses incident to attendance at meetings.

b. CNO, CMC, CNR, and AA/USN are delegated authority by DON to authorize acceptance of contributions, awards, and payments in connection with training from a non-Government source. This authority may not be redelegated any lower than Echelon III. In authorizing acceptance, the contribution, award, or payment may be made only by an organization determined by Secretary of the Treasury to be an organization which is exempt from taxation, or by an organization to which the Criminal Code prohibitions on

augmenting Government salaries do not apply, and then only if the following conditions are met:

- (1) The contribution, award, or payment is not a reward for services rendered the organization prior to the training or meeting.
 - (2) Acceptance of the contribution, award or payment:
 - (a) Would not reflect unfavorably upon the ability of the employee to carry out his or her official duties in a fair and objective manner.
 - (b) Would not compromise the honesty and integrity of Government programs or of Government employees and their official actions or decisions.
 - (c) Would be compatible with the Ethics in Government Act of 1978, as amended.
 - (d) Would otherwise be proper and ethical for the employee concerned under the circumstances in his/her particular case.
- c. An employee may accept a contribution, award, or payment from a non-Government source only with specific written authorization from an official designated in the preceding paragraph. Authorizing officials shall ensure that all civilian employees are informed of their responsibilities to advise their supervisors of any offer received directly from a Government or non-Government source, as a result of participation in an activity as a Department of the Navy employee.
- d. A request for authorization to accept a contribution, award, or payment shall be submitted by the employee through channels, to the approving official. The request shall address all pertinent information including: name, location, and tax status of the awarding organization, the total amount or nature of the contribution (itemized, as applicable), its intended purpose, and a copy of the granting letter. The reviewing official (normally the immediate supervisor) will verify the tax status of the donor and forward the request to the appropriate official for final review and approval. The employee will be advised, in writing, through channels, of the final decision.
- e. Activities must make appropriate adjustments in payments, where necessary, in order to avoid duplicate payments for the same expenses. If the contribution, award, or payment from the non-Government organization covers expenses which the activity is not authorized to pay, or which exceed the activity's ability to pay, no adjustment in the payment by the activity is called for. Accordingly, the activity must obtain expense data from the employee or donor in sufficient detail to make these determinations and to meet all budgetary regulations and requirements.
- f. Activities should coordinate closely with their Employee Development Officer at HRSC PACIFIC regarding requests for authorization of acceptance of contributions, awards, and payments from non-Government and Government organizations in connection with authorized training of employees. Activities are required to maintain

records of these authorizations to include the following information: Names of the recipient and the granting organization; the amount and nature of the contribution, award, or payment and the purpose for which it is to be used; and a copy of the written authorization.

9. Attendance at Meetings

a. Department of the Navy policy permits and encourages attendance at and participation in professional meetings; for example, those meetings concerned with the functions or activities of the Department of Navy or which will contribute to improved conduct, supervision, or management of those functions or activities. Meetings of local chapters of professional societies, held during or after working hours at Government or non-Government facilities are included in this definition. Opportunities for attendance at such meetings will be provided on a fair and equitable basis. Attendance at Government expense may be approved for any employee whose primary purpose for attendance is training or developmental in nature and whose purposes include one or more of the following objectives:

(1) To acquire information needed in the performance of official duties;

(2) To instruct/brief the meeting group on Department of the Navy's work or functions;

(3) To help maintain state-of-the-art scientific, professional, technical, and managerial knowledge and abilities.

b. Civilian employees who attend meetings as official representatives will abide by policies established by the DOD and DON on participation by representatives in activities of private or non-Government organizations, including technical and professional societies. These policies are set forth in SECNAVINST 5760.4B, Participation of Department of the Navy Components and Personnel in Activities of Private Associations; policies governing.

c. Activity heads or their designees are authorized by DON to approve civilian attendance at, and participation in, meetings.

d. DD Form 1556 is to be used for requesting, certifying, approving, and certifying payment for attendance at meetings whose primary purpose is to train the individual to meet a job-related need. Procedures in Section 508 of this instruction are to be followed in processing the DD Form 1556. OPNAV Form 5050/11, Request and Approval for Attendance at Meetings (Exhibit 2), should be used to request and authorize attendance at meetings that do not have training of participants as the primary purpose. Guidance as to whether or not a meeting has training of participants as its primary purpose, and therefore which form to use in requesting and authorizing attendance, is available from the Employee Development Officer at HRSC PACIFIC. Activities should be aware of any special requirements levied by major claimants or headquarters commands regarding use of the OPNAV Form 5050/11.

e. Training funds may be used to support attendance at professional meetings and conferences only when these activities have as their primary purpose the enhancement of job-related knowledge and skills.

f. It is Government policy that Federal personnel acting in their official capacities shall not participate in any conferences or meetings in which discrimination is practiced on the basis of race, sex, religion, or national origin. This policy also applies to attendance at meetings and conferences held in facilities that practice these types of discrimination.

EXHIBIT 1

SUPPLEMENT TO DD FORM 1556

Course Title: _____

Training Source: _____

This form includes requirements set forth in CPI 410 that are not included on the present version of the DD Form 1556 and which must be met PRIOR to the approval of any instance of training requested by an activity. This form must be completed and submitted with the DD Form 1556 to the Employee Development Officer (EDO) at HRSC Pacific for review and certification in accordance with standard procedures.

SOURCE SELECTION JUSTIFICATION CHECKLIST. In instances where total training costs (tuition, books, travel, per diem, misc.) exceed \$2,000, excluding salary, for a NON-GOVERNMENT training source, activities must document their determination of the source of training. This determination is to be made by checking one or more of the most appropriate reasons given below AND providing a brief supporting narrative justification. If the reasons listed are insufficient, check "other" and provide the justification for selection of that particular source.

a. REASONS FOR PREFERRED TRAINING SOURCE:

<input type="checkbox"/> Least Cost to Government	<input type="checkbox"/> Unique Technical Capability
<input type="checkbox"/> Available Locally	<input type="checkbox"/> Demonstrated Previous Experience
<input type="checkbox"/> Available When Needed	<input type="checkbox"/> Other (List Below)

b. SUPPORTING NARRATIVE JUSTIFICATION (continue on reverse if necessary)

HRSC Pacific suppfm doc (9/98)

EXHIBIT 2

REQUEST AND APPROVAL FOR ATTENDANCE AT MEETINGS		<i>(See Instructions on reverse side)</i>
1. ACTIVITY AND ADDRESS		2. REFERENCE
		3. DATE
<p><i>Authorization is requested for attendance at a meeting by proposed personnel. The criteria for attendance at and participation in meetings as set forth in CPI 410.8 for civilian personnel and SecNavInst 4651.8K for military personnel have been met.</i></p>		
PART I - MEETING INFORMATION		
4. OFFICIAL TITLE AND OBJECTIVE OF MEETING (Attach announcements if available on back if necessary)		7. SUBJECT MATTER CATEGORIES, CPN #10
		<input type="checkbox"/> MANAGEMENT OR SUPERVISION <input type="checkbox"/> WITHIN SPECIALIZATION <input type="checkbox"/> OTHER (Specify)
5. NAME AND NATURE OF SPONSORING ORGANIZATION		
6. LOCATION OF MEETING (City and State)		8. INCLUSIVE DATES OF MEETING
		FROM: _____ TO: _____
9. SERIES/GRADE SERVICE/RATING (RANK)	10. NAME AND PAYROLL TITLE (If military, give organizational title) (Use reverse for additional names)	11. ESTIMATED COST TO THE NAVY
		a. TOTAL ESTIMATED COST \$ _____ b. ESTIMATE PER PERSON _____ <i>(In accordance with JER Vol 1)</i> REGISTRATION _____ TRAVEL _____ PER DIEM _____ OTHER _____ TOTAL PER PERSON \$ _____
12. STATEMENT OF BENEFIT TO THE DEPARTMENT OF THE NAVY FOR ATTENDANCE AT OR PARTICIPATION IN THIS MEETING. IF PARTICIPATING GIVE NATURE AND EXTENT OF PARTICIPATION		
13. SIGNATURE AND TITLE OF SUPERVISING AND REVIEWING OFFICIALS (See Instructions on reverse side)		DATE
a.		
b.		
c.		
PART II - AUTHORIZATION TO ACCEPT PAYMENT (To be completed if applicable - Civilians only)		
<p><i>Authorization to accept payment from a Non-Government source in connection with this meeting is requested. The criteria as set forth in CPI 410.7 have been met.</i></p>		
14. NAME, PAYROLL TITLE, GRADE OR RATING OF CIVILIAN EMPLOYEE(S)		
15. NAME AND LOCATION OF ORGANIZATION MAKING PAYMENT		
16. AMOUNT AND NATURE OF PAYMENT		17. PURPOSE FOR WHICH PAYMENT IS TO BE USED
PART III ACTION BY APPROVING AUTHORITY <i>(Any change made in PART I should be explained under COMMENTS)</i>		
18. AUTHORIZATION IS HEREBY GRANTED FOR		<input type="checkbox"/> ATTENDANCE AT MEETING <input type="checkbox"/> ACCEPTANCE OF PAYMENT
19. COMMENTS		
20. SIGNATURE OF AUTHORIZING OFFICIAL (As designated in CPI 410.8 and SECNAVINST 4651.8K)		DATE

OPNAV 5050/11 (6-83) S/N D107/LF 050-5055 SUPERCEDES NAVSO 12000.2, WHICH MAY BE USED

PART I - MEETING INFORMATION	
ITEM 4. OFFICIAL TITLE AND OBJECTIVE OF MEETING (Continued from reverse side)	
ITEMS 9 and 10 - SERIES/GRADE, SERVICE/RATING (RANK) AND NAME AND PAYROLL TITLE (Continued from reverse side)	
9. SERIES/GRADE SERVICE/RATING (RANK)	10. NAME AND PAYROLL TITLE (If military, give organizational title)
INSTRUCTIONS	
<p>1. The following instructions pertain to signatures required:</p> <ul style="list-style-type: none"> a. Part I - Item 13: <ul style="list-style-type: none"> Line a - For the signature of the supervising official initiating action. Line b - For the signature of the reviewing official when the commanding officer or head of the activity has been authorized to approve requests for attendance at meetings; or Line c - For the signature of the commanding officer or head of the activity when the request is forwarded to the management bureau or office. <p>2. Part II - Item 14 - names of employee(s) will be entered here regardless of possible duplication of Item 10. There may be blank spaces when not all employees listed in Item 10 will be requesting authorization to accept payment.</p> <p>3. Part III - Item 20 - For the signature of the authorizing official, department or field, to whom authority has been delegated to approve and authorize acceptance of payments.</p> <p>4. When military and civilian personnel are included on the same form, a record copy will be forwarded as required for military personnel and for civilian personnel.</p>	

OPNAV 5050/11 (9-83) BACK

SECTION 506 EVALUATING TRAINING

1. Introduction. Federal law and regulation require training to be evaluated for the purpose of determining how well it meets short and long-range program needs by occupations, organizations, or other appropriate groups. It is also to be evaluated for the purpose of determining if the training is contributing effectively to the achievement of the activity's mission and the attainment of management goals. Within Navy, evaluations, at a minimum, are to focus on achievement of training objectives, cost-effectiveness of training resources, performance deficiencies corrected, productivity gains, the appropriateness of course content, methodology and materials, and the quality of facilities and equipment used.

2. Responsibilities. Evaluation of the overall activity training program is principally the responsibility of the activity head and key management officials. Evaluation of specific training courses is principally the responsibility of the line supervisor or manager. Employee Development Officers at HRSC PACIFIC are responsible for advising and assisting each serviced activity regarding evaluation of its overall training program and for recommending changes or improvements to the activity head and other appropriate DON management officials. Employee Development Officers at HRSC PACIFIC are also responsible for providing any assistance needed by line managers in carrying out their training evaluation responsibilities. This includes monitoring on-going career development programs and courses arranged for through HRSC PACIFIC.

3. Required Procedures. Evaluation procedures vary depending on the type of training involved. Following are some common evaluation procedures, required as applicable:
 - a. End-of course evaluations are usually required of students by course instructors/vendors. They are designed to provide feedback to the instructor/vendor regarding the student's reaction to such elements as course structure and sequence, training materials, facilities, instructor skills, and other elements of course design and presentation. The instructor/vendor uses this information to revise course design and presentation as necessary.

 - b. By Navy policy, post-training evaluations of individual courses supported in any way by the employing activity are to be administered within ninety days after training and executed by the employee and respective immediate supervisor through use of Copy 9 of DD Form 1556. These assessments are designed to gauge primarily the degree to which course objectives were met in terms of changes to employee behavior, as determined by the employee and the supervisor, and to provide feedback to higher levels of management and to staff accordingly. Section 508 of this instruction provides detailed information concerning use and processing of Copy 9 of the DD Form 1556.

 - c. As specified in individual program requirements, periodic evaluations of training are to be conducted for formally established career development programs such as intern and other types of programs. The purpose of these evaluations is to provide management and staff with feedback regarding the degree to which trainees are acquiring the job

skills, knowledge, and abilities which the program was designed to impart and to either adjust the program or counsel the trainees as necessary.

SECTION 507 PAYING FOR TRAINING

1. Introduction. This section contains both policy regarding payment of training expenses and procedures for processing documents for payment of those expenses.

2. Policy

a. The head of each activity is authorized to determine training expenses that are entitled to funding support. This decision is to be guided by the principles of equity, priority of the need (mission/job-relatedness), and sound fiscal management. Normally, payment of training expenses will not result in either gain or loss to the employee.

b. The activity will pay all costs of approved training through Government facilities. Decisions on how much of approved non-Government facility training costs will be paid are to be based on the following considerations, at a minimum:

(1) funds available for training;

(2) expected benefit(s) to the activity;

(3) amount of non-Government funding support previously provided by the activity to the employee;

(4) degree to which the training has the potential for maintaining professional "state-of-the-art" knowledge, skills, and abilities required to perform work duties and assignments;

(5) extent to which employees are able to help defray training costs by taking the training on their own time or by sharing the other costs; and

(6) allowances, limitations, and constraints contained in this instruction.

c. The activity will advise each employee approved for training prior to enrollment as to the method of payment and the portion of the training expenses to be paid by the activity.

3. Pay of the Employee

a. General. The activity will pay the salary of employees attending activity-approved training during their normal work hours (except employees on nonapproved leave or leave without pay during the training period). An employee shall not be required to attend training during periods for which the activity does not pay the employee's salary.

b. Prohibition on Premium Pay. Except as noted in the following paragraph 3c, premium pay cannot be paid for time spent in training.

c. Exceptions to Prohibition on Premium Pay. The following are excepted from the prohibition on premium pay:

(1) An employee given training during a period of duty for which he or she is already receiving premium pay for overtime, night, holiday, or Sunday work. This exception does not apply to an employee assigned to full-time training at an institution of higher learning.

(2) An employee given training at night because situations that he or she must learn to handle occur only at night.

(Note: General schedule employees are ineligible to continue receiving regular night differential pay if temporarily assigned to training during the day shift.)

(3) An employee given training on overtime, a holiday, or a Sunday because the costs of the training, premium pay included, are less than the costs of the same training confined to regular work hours (e.g., a 48-hour program that extends to Saturday might be less expensive, if held Monday through Saturday, when compared to holding training participants over the weekend to complete the training the next Monday).

(4) A criminal investigator undergoing agency-sanctioned training and who is eligible for availability pay under 5 U.S.C. 5545a and implementing regulations. At agency discretion, availability pay may also be paid to investigators during periods of initial, basic training.

(5) An employee given training during regularly scheduled standby duty for which he or she would receive annual premium pay or during administratively uncontrollable overtime work.

(6) Employees for whom exceptions have been authorized by the DASN (CP/EEO). Requests for waiver of prohibitions must be done through the activity's Employee Development Officer at HRSC PACIFIC and then be submitted through the chain of command to DASN (CP/EEO) for final decision.

d. Overtime Under the Fair Labor Standards Act (FLSA).

(1) Time spent in training or preparing for training outside regular working hours shall be considered hours of work for the purpose of computing FLSA overtime if the activity requires the training to bring performance up to a fully successful, or equivalent level, or to provide knowledge or skills to perform new duties and responsibilities in the employee's current position.

(2) Time spent in training or preparing for training outside the employee's regular working hours for the following purposes is not hours of work:

(a) Training to improve a nonexempt employee's performance in his or her current position above a fully successful, or equivalent level, provided such training is undertaken with the knowledge that the employee's performance or continued retention

in his or her current position will not be adversely affected by nonenrollment in the training program.

(b) Training to provide a nonexempt employee with additional knowledge or skills for reassignment to another position or advancement to a higher grade in another position, even if such training is directed by the agency.

e. Activity Policies. Activities should issue and publicize any policies that address controls and allowances on premium pay for time spent in training. Policies should stress the need to avoid premium pay situations insofar as possible. Proper work scheduling and planning well in advance of the training should eliminate the need to use premium pay in most cases.

4. Expenses Other Than Employee's Pay. Expenses that may be approved by activity heads for civilian employees selected for training assignments are summarized below. Pertinent references should be consulted to determine details regarding allowability. In addition, the activity's Employee Development Officer at HRSC PACIFIC should be consulted, especially concerning expenses under subparagraphs 4d and e below.

a. Travel to and from the training assignment.

b. Subsistence, including per diem, while traveling to and from the training assignment.

c. Transportation costs.

d. Fees, Services, and Facilities

(1) Tuition and matriculation fees, except as restricted;

(2) Library and laboratory services;

(3) Purchase or rental of books, materials, and supplies;

(4) Membership fees directly related to (and which are a condition for undertaking) the training;

(5) Other facilities and services such as a training diagnostic tool or services required for training handicapped employees;

(6) Examination fees may be supported out of activity training funds when they are included in flat rate training costs.

e. Educational and Training Assistance Under the "G.I. Bill"

(1) Employees eligible for educational assistance under the "G.I. Bill" are not entitled to an educational assistance allowance under the bill if they are eligible for and

receive training expense support from the activity for the proposed training and they are in a full salary status while in training.

(2) Employees enrolled in programs involving continuous substantial work; (e.g., apprentices eligible under both the "G.I. Bill" and 5 U.S.C. Chapter 41), are exempt from this restriction.

5. Protection of the Government's Interests

a. Supervisory/managerial personnel are responsible for enforcing policies and procedures necessary to protect the Government's interests. Section 505 of this instruction describes policies, procedures, controls, and obligations applicable to activities regarding protection of the Government's interests.

b. Employees attending training in either non-Government or Government facilities may be disciplined by the supervisor and/or activity head for failure to complete a training assignment. Supervisors are to work through both their Labor Advisor at HRO COMNAVREGHI and their Employee Development Officer at HRSC PACIFIC to obtain procedural and regulatory guidance prior to undertaking disciplinary actions pertaining to training. The Employee Development Officer is also responsible for notifying management of situations involving noncompliance with training assignment obligations by employees under an Agreement to Continue in Service.

c. Activity policies (other than those in this instruction) should clearly outline requirements and conditions regarding repayment of training expenses by employees to the activity and vice versa. Consistency and equity of application to all employees are essential. For example, activities may establish a policy of payment for after-hours, job-related training where support is based on: 1) a determination that most of the course content is job-related, and/or, 2) availability of funds permits a 50 percent expense support.

6. Records of Training Expenses. Navy policy requires activities to submit all information on payment of training expenses, both Government and non-Government, to the Defense Civilian Personnel Data System (DCPDS). This is accomplished through the Training Department at HRSC PACIFIC which serves as the DCPDS Submitting Office for serviced activities (see Section 508).

7. Processing Documents for Payment of Training Expenses. A properly executed and authorized DD Form 1556 will always be the basis for initiating the payment procedures described in Exhibit 1. In addition to being used to approve training, it is used to authorize payment for training, certify completion of training, and certify payment for training. When processing documents for payment of training expenses, it should be noted that, whatever the total number of employees is who are attending the training, the total amount of direct costs for the training event is shown in Section C-25c of DD Form 1556 and the total indirect costs in Section C-26c. However, the direct costs per person are shown in Sections C-25a and b and the indirect costs for per person are shown in Sections C-26a and b. Item 45 of Section G-Finance on the reverse side of Copy 6 and/or Copy 7, as applicable, shows the Grand Total Amount being authorized by the official

authorizing the requested training. This distinction will be especially important when a continuation sheet is used listing more than a single nominee.

NOTE: IN USING THE FOLLOWING EXHIBIT 1, BE SURE TO CHECK WITH YOUR FISCAL/BUDGET/ADMINISTRATIVE OFFICE REGARDING INTERNAL PROCESSING PROCEDURES FOR PAYMENT OF TRAINING SERVICES.

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EXHIBIT 1

PROCESSING DOCUMENTS FOR PAYMENT OF TRAINING EXPENSES

I. TRAINING IN GOVERNMENT FACILITIES

A. Training in NAVY Facilities. All training conducted or administered within the Department of Navy (i.e., between any Navy or Marine Corps activities).

<u>ITEM</u>	<u>INSTRUCTIONS</u>
Initiate and Forward Documents	<p>Prepare NAVCOMPT 2275, "Order for Work and Services."</p> <p>Forward Copies 3, 4 and 5 of the DD 1556 and the NAVCOMPT 2275 to the training vendor.</p> <p>Attach a legibly signed duplicate DD 1556 Copy 6 and/or Copy 7, as applicable, to an <u>acceptance</u> copy of NAVCOMPT 2275 and forward to the activity's Authorized Accounting Activity (AAA) (i.e., Billing Office identified in Block 37 of DD 1556) for funds obligation. DD 1556 must contain the full line of accounting data, job order, and expense element.</p>
Vendor Billing	<p>Vendor will send invoice to the Billing Office (Block 37 on DD 1556) for payment. Submit the original DD 1556 <u>Copy 6</u> and/or Copy 7, as applicable, to the Billing Office for processing by the Disbursing Office.</p> <p>Disbursing Office (paying official) will effect payment to the training vendor.</p>
Advance Payment Method	<p>Complete Items 47a(1) or (2) on reverse side of DD 1556 <u>Copy 6</u> and/or Copy 7, as applicable. This will authorize advance method of payment for training expenses. Prior to course start date (at least three weeks prior is recommended), submit a copy of the course announcement, the original DD1556 <u>Copy 6</u> and/or Copy 7, as applicable, and the original <u>acceptance</u> NAVCOMPT 2275 to the Disbursing Office via Billing Office for payment. <u>NOTE:</u> Mark "Urgent" on all advance payments when sending to the Disbursing Office.</p>
Reimbursement Payment	<p>Complete Item 47b on reverse side of DD 1556 <u>Copy 6</u> Method and/or Copy 7, as applicable. This will authorize the reimbursement method of payment for training expenses.</p> <p>At the end of the training, forward the following documents to the Disbursing Office via Billing Office:</p> <ol style="list-style-type: none"> 1. Original DD 1556 <u>Copy 6</u> and/or Copy 7, as applicable. 2. Original and 4 copies of SF 1164, "Claim for Reimbursement for Expenditures on Official Business," properly certified by

claimant and approving official.

3. Legible copy of receipts showing that claimant paid authorized items, and evidence of course completion.

B. Training in OTHER DOD Facilities. All training conducted or administered by a DOD component other than Navy or Marine Corps (e.g., Army, Air Force, DLA, etc.).

<u>ITEM</u>	<u>INSTRUCTIONS</u>
Initiate and Forward Documents	<p>Prepare DD Form 448, "Military Inter-Department Procurement Request."</p> <p>Forward Copies 3, 4 and 5 of DD 1556 and the DD Form 448 to the training vendor.</p> <p>Attach a legibly signed duplicate DD 1556 <u>Copy 6</u> and/or Copy 7, as applicable, to an <u>acceptance</u> copy of DD Form 448 and forward to activity's Authorized Accounting Activity (AAA) (i.e., billing office identified in Block 37 of DD1556) for funds obligation. DD 1556 must contain the full line of accounting data, job order, and expense element.</p>
Vendor Billing	<p>Vendor will send invoice to the Billing Office (Block 37 on DD 1556) for payment. Submit the original DD 1556 <u>Copy 6</u> and/or Copy 7, as applicable, to the Billing Office for processing by the Disbursing Office.</p> <p>Disbursing Office (paying official) will effect payment to the training vendor.</p>
Advance Payment Method	<p>Complete Blocks 47a (1) and (2) on the reverse side of DD1556 <u>Copy 6</u> and/or Copy 7, as applicable. This authorizes the advance method of payment of training expenses. Prior to class start date (at least three weeks prior is recommended) submit a copy of the course announcement, the original DD1556 <u>Copy 6</u> and/or Copy 7, as applicable, and the original <u>acceptance</u> DD 448 copy to Disbursing Office via Billing Office for payment. <u>NOTE:</u> Mark "Urgent" on all advance payments when sending to the Disbursing Office.</p>
Reimbursement Payment Method	<p>Complete Item 47b on reverse side of DD 1556 <u>Copy 6</u> and/or Copy 7, as applicable. This will authorize the reimbursement method of payment for training expenses. At the end of the training, forward the following documents to the Disbursing Office via Billing Office:</p> <ol style="list-style-type: none">1. Original DD 1556 <u>Copy 6</u> and/or Copy 7, as applicable.2. Original and 4 copies of SF 1164, "Claim for Reimbursement for Expenditures on Official Business," properly certified by claimant and approving official.

3. Legible copy of receipts showing that claimant paid authorized items, and evidence of course completion.

C. Training in OTHER FEDERAL Facilities. All training conducted or administered by a Federal government agency other than a Department of Defense component (e.g., OPM, GSA, FAA, IRS, etc.).

<u>ITEM</u>	<u>INSTRUCTIONS</u>
Initiate and Forward Documents	Forward Copies 3, 4 and 5 of the DD 1556 to the training vendor. Submit a legibly signed duplicate DD 1556 <u>Copy 6</u> and/or Copy 7, as applicable, to activity's Authorized Accounting Activity (AAA) for funds obligation. DD 1556 must contain the full line of accounting data, job order, and expense element.
Vendor Billing	Vendor will send invoice to the Billing Office (Block 37 on DD 1556) for payment. Submit the original DD 1556 <u>Copy 6</u> and/or Copy 7, as applicable, to the Billing Office for processing by the Disbursing Office. Disbursing Office (paying official) will effect payment to the training vendor.
Advance Payment Method	Complete Blocks 47a (1) and (2) on the reverse side of DD1556 <u>Copy 6</u> and/or Copy 7, as applicable. This authorizes the advance method of payment of training expenses. Prior to class start date (at least three weeks prior is recommended), submit a copy of the course announcement and the original DD 1556 <u>Copy 6</u> and/or Copy 7, as applicable, to the Billing Office for processing by the Disbursing Office for payment. <u>NOTE:</u> Mark "Urgent" on all advance payments when sending to the Disbursing Office.
Reimbursement Payment	Complete Item 47b on the reverse side of DD 1556 <u>Copy Method 6</u> and/or Copy 7, as applicable. This will authorize the reimbursement method of payment for training expenses. At the end of the training, forward the following documents to the activity's disbursing office via the Billing Office: <ol style="list-style-type: none"> 1. Original DD 1556 <u>Copy 6</u> and/or Copy 7, as applicable. 2. Original and 4 copies of SF 1164, "Claim for Reimbursement for Expenditures on Official Business," properly certified by claimant and approving official. 3. Legible copy of receipts showing that claimant paid authorized items, and evidence of course completion.

II. TRAINING IN NONGOVERNMENT FACILITIES

A. Non-Specific Navy Training. When requested training is not developed to meet a specific Navy requirement but: 1) it already exists and is available to other organizations in and out of the government, 2) the price of tuition, books, and fees is the same for everyone, and 3) it does not exceed \$25,000, the selection of the training vendor will not involve the contracting function. Selection of a particular training vendor is effected by the Employee Development Officer's certification in Block D-33 of the DD Form 1556 at HRSC PACIFIC.

NOTE: DOD policy now requires use of the Government Purchase Card to pay for training from commercial vendors that does not exceed \$25,000. At the time this instruction was being prepared, implementing procedures had not been fully developed and publicized. Following is a general process which includes use of the Card. As explained below, there will continue to be instances in which payment will be made without using the Card.

<u>ITEM</u>	<u>INSTRUCTIONS</u>
Initiate and Forward	Forward Copies 3, 4, 5 of DD 1556 to the training vendor. During this process, the vendor must be informed of the Government Purchase Card number.
Vendor Billing	Vendor will send invoice to the Card-issuing bank for payment.
Advance Payment Method	Complete Blocks 47a (1) and (2) on the reverse side of DD1556 <u>Copy 6</u> and/or Copy 7, as applicable. This authorizes the advanced method of payment of training expenses. Prior to class start date (at least three weeks prior is recommended) submit a copy of the course announcement and original DD 1556 Copy 6 and/ or Copy 7, as applicable, to Disbursing Office via Billing Office for payment. <u>NOTE:</u> Mark "Urgent" on all advance payments when sending to the Disbursing Officer.
Reimbursement Payment	Complete Item 47b on reverse side of DD 1556 <u>Copy 6</u> Method and/or Copy 7, as applicable. This will authorize the reimbursement method of payment for training expenses. At the end of the training, forward the following documents to the Disbursing Office via Billing Office: <ol style="list-style-type: none"> 1. Original DD 1556 <u>Copy 6</u> and/or Copy 7, as applicable 2. Original and 4 copies of SF 1164, "Claim for Reimbursement for Expenditures on Official Business," properly certified by claimant and approving official. 3. Legible copy of receipts showing that claimant paid authorized items, and evidence of course completion.

B. Specific Navy Training. When training is developed to meet a specific requirement of a Department of the Navy component or activity and only Navy employees will attend the developed course, an authorized contracting officer will contract for training on behalf of the Employee Development Officer at HRSC PACIFIC and the requesting official. The Employee Development Officer and the requesting official will provide the appropriate procurement office with the following information well in advance of proposed beginning date for training (to allow for completion of procurement actions and contract award):

1. Complete description of the training needed.
2. Recommended sources, if possible.
3. Funding authorization.
4. Evaluation criteria for selecting the final vendor.

The evaluative criteria and matrix documentation will be used for making recommendations. Final selection of the vendor, however, is the responsibility of the contracting officer.

<u>ITEM</u>	<u>INSTRUCTIONS</u>
Initiate and Forward Documents	<p>Initiate and forward to the requesting activity's procurement office via the Employee Development Officer:</p> <ol style="list-style-type: none"> 1. Appropriate Purchase Order Request form and documentation outlining specific training services desired. 2. Duplicate copy of DD 1556 <u>Copy 6</u>. (The Employee Development Officer will complete and attach a properly executed evaluative data/matrix document and forward all documentation to the procurement office.) <p>Forward a legibly signed duplicate DD 1556 <u>Copy 6</u> to activity's Authorized Accounting Activity (AAA) for recording of commitment/consignment.</p>
Contract Award	<p>The Procurement Office will consider the evaluative data and execute a contract for the training with one of the recommended training vendors and issue a purchase order (DD 1155) to the selected training vendor, with a copy to the activity's AAA for funds obligation.</p>
Vendor Billing	<p>Vendor will send invoice to the Billing Office (Block 37 on DD 1556) for payment. Submit the original DD 1556 <u>Copy 6</u> to the Billing Office for processing by the Disbursing Office.</p>

Disbursing Office (paying official) will effect payment to the training vendor.

III. TAD ORDERS. TAD orders may be prepared to cover either indirect training costs (travel, per diem and transportation) or direct training costs (tuition, fees, books and materials) or both. Payment of training expenses may be either by an advance provided the trainee or on a reimbursement basis.

ITEM

INSTRUCTIONS

Initiate TAD Orders

Prepare DD 1610, "Request and Authorization for TDY Travel of DOD Personnel," according to applicable JTR regulations and internal activity procedures.

Provide the trainee with instructions as to type of expense records to maintain; vouchers to submit after TAD; and any other procedure that they must complete.

Forward DD 1610 to appropriate travel office, via approval channel, for processing.

Advance Travel Funds

If advance payment is authorized, so state on the DD 1610.

Reimbursement Claim

Upon completion of TAD, the trainee prepares and submits to the authorizing official, within 5 calendar days, a completed DD 1351-2/2C, "Travel Voucher or Subvoucher," (original and 5 copies) along with:

1. Original of DD 1556, Copy 6.
2. Original and 2 copies of the TAD orders.
3. Expense receipts authorized for payment, including:
 - Lodging expense receipts.
 - Daily itemized expenses paid (including meals).
4. Copies of used and/or unused airline coupons and/or MAC transportation authorizations.
5. Evidence of course completion.

Submit a legibly signed duplicate DD 1556 Copy 6 to the activity's AAA (i.e., Billing Office identified in Block 37 of DD 1556).

The activity's Disbursing Office will process payment for all authorized and allowed expenses after review and approval of claim by the authorizing official.

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SECTION 508 TRAINING REQUESTS/APPROVALS, RECORDS, AND REPORTS

1. Introduction. This section contains detailed procedures for requesting, authorizing, certifying completion of, and recording training via DD Form 1556. Information is also provided concerning the Defense Civilian Personnel Data System and the availability of training reports to management.

2. DD Form 1556

a. The DD Form 1556 is a DOD overprint and exception to Standard Form 182, Request, Authorization, Agreement, Certification of Training and Reimbursement. DOD 1400.25-M and CPI 410 direct that DD Form 1556 will be used to authorize and record training of civilian employees in Government facilities (intraagency and interagency), for training in non-Government facilities, and for attendance at meetings and conferences for which training is the primary objective. DD Form 1556 is a multipurpose form designed to reduce the need for a variety of forms associated with various training incidents. DD Form 1556 may serve as any one or all of the following: training request, authorization, obligated service agreement, certification of authorized expenditures, certification for reimbursable or cost-shared expenses, certification of completion of training, and evaluation of training.

b. A DD Form 1556 is to be prepared when requesting any formal training for civilian employees when the training is of a duration of eight hours or more and is supported by the Federal Government (i.e., training for which government funds are used to pay tuition, travel, per diem, etc., or for which employees participate during official work hours); for any required training of one hour or more; and for record purposes, including self-development during off-duty hours. Formal training is defined as any training for which there is a formal plan of instruction.

NOTE: The only situation in which use of DD Form 1556 is not required is for training conducted by a Navy facility that is less than eight hours in length, is not required training, does not have direct expenses such as tuition or books, and which is not to be entered into DCPDS.

c. The activity having direct line supervision of the individual(s) for whom the training is being requested initiates DD Form 1556. The request is signed by the immediate supervisor and certified by the activity's Employee Development Officer at HRSC PACIFIC that the nominee(s) meets any prerequisites and that the proposed training is in accordance with regulatory requirements. Approval of training by a properly authorized official is always required prior to the start of the training. Initiating offices should originate the form far enough in advance of the start of the requested training to permit prescribed approval procedures to be followed and the processing of payment documents when the training involves the expenditure of funds other than salary, pay or compensation. Failure to properly process authorization documents prior to the start of the requested training may result in disapproval of the training.

d. All applicable parts of the DD Form 1556 are to be completed in accordance with instructions contained in Exhibit 1 of this section, as applicable. DD Form 1556 is available in

the normal ten-sheet "packet" and in computer-generated versions from various commercially available software packages. In addition, Navy provides a continuation sheet (NAVSO 12410/63) for multiple entries when personnel attend a single course or program in large numbers. Input data required on DD Form 1556 will vary with its use.

3. Defense Civilian Personnel Data System (DCPDS)

a. DCPDS includes an Employee Development Subsystem. The Employee Development Subsystem provides management at all levels with data needed to plan for and develop the civilian work force needed to accomplish the varied missions of Department of Navy components. In addition, it provides civilian personnel data needed by such higher authorities as the Congress, President, Department of Defense, and Department of Navy. There is, in fact, a growing emphasis by Congress, DOD, Naval Audit Agency and top Navy managers on information concerning expenditures of Navy dollars for training of civilian employees. Also, the Navy is vulnerable to civil action under the provisions of the Privacy Act of 1974 (Public Law 93-579) because of inaccurate training data on Navy and Marine Corps civilian employees. Thus, the need for maintaining an information system that meets all legal and regulatory training information requirements.

b. For serviced commands, information regarding completed training is maintained in the Employee Development Subsystem by HRSC PACIFIC. Copy 1 of the DD Form 1556 is the means of capturing the data needed by the Employee Development Subsystem and is used by HRSC PACIFIC as the input document. In order for data in the Subsystem to be current, Navy requires completed training to be documented in the Subsystem within 30 days of the completion date and that any training not documented within 60 days of completion is considered to be delinquent. Accordingly, serviced commands need to submit Copy 1 to HRSC PACIFIC Code 30 within 15 days after completion of training so that HRSC PACIFIC can input the data on a timely basis. In this manner, the quality of the database is maintained and Navy can better manage its overall training program and respond to requests for information from higher authority as mentioned above. In addition, one of the primary functions of the Employee Development Subsystem is to maintain the Official Record of Training for every civilian employee. The Official Record of Training will be made available upon request by the employee or appropriate management officials. Upon separation from DON, a complete training record will be included in the employee's Official Personnel Folder.

4. Reports. Based on DCPDS Employee Development Subsystem input, a variety of reports can be made to activities and HRSC PACIFIC for the purpose of managing the employee development program. The activity's Employee Development Officer should be contacted regarding use of these reports in addition to requests for special reports.

EXHIBIT 1

PREPARING AND PROCESSING DD FORM 1556 (MAR 87 VERSION)

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GENERAL INFORMATION

This exhibit provides current and detailed guidance for preparing and processing the Mar 87 version of DD Form 1556 and associated documents. Activity personnel responsible for preparing the Mar 87 version of DD Form 1556 and the Supplement to DD Form 1556 should familiarize themselves with this exhibit. Specific documents are:

a. DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement. This is the official document to request, authorize and record training of civilian employees. The DD Form 1556 may be used for: training request, authorization, continued service agreement, certification for reimbursable or cost-shared expenses, certification of authorized expenditures, certification of completion of training, and evaluation of training. The only exception to required use of the DD Form 1556 is for nonmandatory training less than eight hours in length, which has no direct expenses such as tuition or books, that is conducted by a Navy facility, and which is not to be entered into DCPDS. It should be noted that if a DD Form 1556 is not used, suitable documentation of the training will still be necessary, the nature of which will vary in each instance depending on a variety of factors such as vendor requirements, activity policy, requirements issued by higher authority, etc. The command's Employee Development Officer at HRSC PACIFIC can provide guidance regarding suitable documentation.

b. Master DD Form 1556. In order to reduce the number of DD Forms 1556 prepared at an activity a "Master DD Form 1556" may be used in some instances. A Master DD Form 1556 may only be used if all three of the following conditions are met: (1) the training is conducted "in-house" by the activity, (2) the training is mandatory, and (3) the training is recurring in nature. A Master DD Form 1556 has all course information filled in (except the start and completion dates) and is pre-signed (but left undated) in blocks 32 and 34 by an activity-wide authority and in block 33 by the Employee Development Officer at HRSC PACIFIC. Any time such a course is presented, a copy of the Master DD Form 1556 for that course is made and the dates of the course and of the signatures are entered. Persons attending the course print their Social Security Number and name on a special class roster sheet. Upon completion of the course, the instructor enters course grades on the roster sheet and forwards it along with a copy of the Master DD Form 1556 to HRSC PACIFIC, Code 30, where processing and inputting into the training records system take place. If an activity wishes to use this method, the activity's Employee Development Officer at HRSC PACIFIC should be contacted for assistance in determining when it can be used, preparing the Master DD Form 1556, and developing administrative procedures, including use of the special class roster sheet.

c. Centrally Prepared DD Form 1556. In order to reduce the number of DD Forms 1556 prepared at an activity a "Centrally Prepared DD Form 1556" may be used in some instances. A Centrally Prepared DD Form 1556 may only be used if all of the following conditions are met:

(1) it is for the same training event (i.e., it is not recurring), (2) all employees listed on the DD 1556 attend the event, and (3) the approving official has the authority to approve for all employees covered by the DD 1556. Otherwise, the Centrally Prepared DD Form 1556 is

prepared and processed as a “normal” DD 1556 with a Continuation Sheet. Questions regarding use of a Centrally Prepared DD Form 1556 should be referred to the activity’s Employee Development Officer at HRSC PACIFIC.

d. Supplement to DD Form 1556. This form provides additional information required by the Code of Federal Regulations and Civilian Personnel Instruction 410 that pertains to training source selection justification.

e. Vendor Required Documents. Some vendors may require additional documentation. Read the course announcements/brochures carefully for vendor-specific instructions.

Approval of training by designated authorized officials is always required prior to the start of the training. The DD Form 1556 should be originated far enough in advance to complete the processing and approval procedures before the nomination deadline.

If you encounter any problems, contact your activity Training Coordinator or your Employee Development Officer at HRSC PACIFIC.

PART 1

INSTRUCTIONS FOR PREPARING THE SUPPLEMENT TO DD FORM 1556
WHEN USED WITH THE MAR 87 VERSION OF DD FORM 1556

SPECIAL NOTE: Only complete the Supplement to DD Form 1556 if total training costs (less salary) exceed \$2,000. Its purpose is to document selection of the particular vendor and is required by Navy regulation.

The requesting official completes the Supplement to DD Form 1556 before the activity Training Coordinator or designated representative prepares the basic DD Form 1556. Attach the Supplement to the completed basic DD Form 1556 when processing for approval/concurrence signatures.

After completion of the training, attach the Supplement to DD Form 1556 to the Copy 1, DD Form 1556. See Part 8 for processing/ distributing Copy 1, DD Form 1556. Forward Copy 1 and the Supplement to DD Form 1556 to HRSC PACIFIC, Code 30, not later than 15 days after course completion.

The immediate supervisor completes as follows:

<u>ITEM</u>	<u>INSTRUCTIONS</u>
COURSE TITLE	Enter the exact title of the course.
TRAINING SOURCE	Enter the name of the organization conducting the training.
SOURCE SELECTION	JUSTIFICATION CHECKLIST
a. REASONS FOR PREFERRED TRAINING SOURCE	Enter "X" in the appropriate block.
b. SUPPORTING NARRATIVE JUSTIFICATION	If "Other" was selected, enter justification for selecting the preferred training source.

SUPPLEMENT TO DD FORM 1556

Course Title: _____

Training Source: _____

This form includes requirements set forth in CPI 410 that are not included on the present version of the DD Form 1556 and which must be met PRIOR to the approval of any instance of training requested by an activity. This form must be completed and submitted with the DD Form 1556 to the Employee Development Officer (EDO) at HRSC Pacific for review and certification in accordance with standard procedures.

SOURCE SELECTION JUSTIFICATION CHECKLIST. In instances where total training costs (tuition, books, travel, per diem, misc.) exceed \$2,000, excluding salary, for a **NON-GOVERNMENT** training source, activities must document their determination of the source of training. This determination is to be made by checking one or more of the most appropriate reasons given below **AND** providing a brief supporting narrative justification. If the reasons listed are insufficient, check "other" and provide the justification for selection of that particular source.

a. REASONS FOR PREFERRED TRAINING SOURCE:

<input type="checkbox"/> Least Cost to Government	<input type="checkbox"/> Unique Technical Capability
<input type="checkbox"/> Available Locally	<input type="checkbox"/> Demonstrated Previous Experience
<input type="checkbox"/> Available When Needed	<input type="checkbox"/> Other (List Below)

b. SUPPORTING NARRATIVE JUSTIFICATION (continue on reverse if necessary)

HRSC Pacific suppfm.doc (9/98)

PART 2

INSTRUCTIONS FOR PREPARING THE BASIC DD FORM 1556 (MAR 87 VERSION)

The procedures listed below address each block of the DD 1556 and discuss specific information to be inserted/omitted.

BLOCK INSTRUCTIONS

BASIC DCPDS DATA

REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT					
A. Agency code and subelement, and submitting office number (xx-xx-xxxx) NV-11-2495	B. Standard document number (Org identifier FF, Doc. type code/ Serial number) N12345/00/TG/13206	C. Request Status or Process Code (X one)		D. Amendment No.	
		X	(1) Initial		(2) Resubmission
			(3) Correction		(4) Cancellation

A. AGENCY CODE Enter: NV-11-2495

B. STANDARD DOCUMENT NUMBER Enter: "N" for the Department of Navy; the requesting activity's five digit UIC; the two digit fiscal year symbol; the letters "TG" for the Doc Type Code; and a unique 5 digit serial number that is not to be duplicated within the fiscal year.

NOTE: NAVCOMPTINST 7300.99C requires this data for financial purposes.

C. REQUEST STATUS OR PROCESS CODE Place an "X" in "Initial" box.

D. AMENDMENT NO. Leave blank if this is the initial submission. (See PART 4 for processing AMENDMENTS.)

SECTION A - TRAINEE/APPLICANT INFORMATION

Section A - TRAINEE / APPLICANT INFORMATION					
1. Name (Last, First, Middle Initial) GIBSON, Michelle G.	2. 1st 5 letters of last name	3. Social Security Number 000-11-2345	4. Ed. level	5. Continuous Federal Svc a. Years b. Months	
6. Home Address (Street, City, State and ZIP Code) (optional)	7. Phone Numbers (Include area code)		8. Position Title Management Analyst		
	a. Home		9. Position Level (X one) *		
11. Organization Name Navy Mgmt. Improvement Center	(1) Commercial (808) 555-0000		a. Executive	10. Pay Plan / Series / Grade / Step (Rank / MOS / AFSC for Navy Designator) GS-343-11/5	
	(2) Autovon		b. Manager		
12. Mailing Address (Include ZIP) Navy Mgmt. Improvement Center Pearl Harbor, HI 96800	13. Organization UIC 12345		c. Supervisory	14. Type of Appointment C	15. No. prior non-government training days
	16. Are you handicapped or disabled? (X one)		d. Non-Supervisory		
		X No	e. Other (Specify)		

- 1. NAME Enter trainee's name (last, first, middle initial).

NOTE: If using a NAVSO 12410/63 Continuation Sheet, enter "SEE ATTACHED." (See PART 3 on how to fill in the NAVSO 12410/63, Continuation Sheet.)
- 2. 1ST 5 LETTERS OF LAST NAME **LEAVE BLANK**
- 3. SOCIAL SECURITY NUMBER Enter applicant's 9 digit Social Security Number.

NOTE: Omit this block if you are using a NAVSO 12410/63, Continuation Sheet. (See PART 3 for instructions.)
- 4. EDUCATIONAL LEVEL Enter only when required by training vendor/facility. Enter appropriate code listed below to indicate highest level of education.

NOTE: If required by vendor, the NAVSO 12410/63, Continuation Sheet, cannot be used.

01 No formal or some elementary
02 Elementary graduate
03 Some high school
04 High school graduate or certificate of equivalency

- 05 Terminal Occupational Program (when enrolled in business, trade or vocational schools)
- 06 TOP Certificate (when business, trade or vocational school has been completed)
- 07 Started College
- 08 1 year of college
- 09 2 years of college
- 10 Associate degree
- 11 3 years of college
- 12 4 years of college
- 13 Bachelor degree
- 14 Post Bachelor
- 15 1st Professional
- 16 Post 1st Professional
- 17 Master degree
- 18 Post Master
- 19 6th year degree
- 20 Post 6th year
- 21 Doctorate degree
- 22 Post Doctorate

5. CONTINUOUS FEDERAL SVC

LEAVE BLANK

6. HOME ADDRESS

Enter only when required by training vendor.

NOTE: If it is required by vendor, omit this block when using the NAVSO 12410/63, Continuation Sheet. (See PART 3 for instructions.)

7. PHONE NUMBERS

Home: Enter only when required by training vendor.

NOTE: If it is required by vendor, omit this block when using the NAVSO 12410/63, Continuation Sheet. (See PART 3 for instructions.)

Office: Enter telephone number of initiating Department/Office or activity designated contact point.

8. POSITION TITLE

Enter applicant's position title. Enter functional title only if the functional title is the primary reason for requesting the training (e.g., EEO Counselor, Civilian Employee Assistance Program Administrator, Instructor, etc.)

NOTE: Omit this block when using the NAVSO12410/63, Continuation Sheet. (See PART 3 for instructions.)

9. POSITION LEVEL

Place an "X" in the appropriate box to indicate the status of the applicant.

NOTE: Omit this block when using the NAVSO12410/63,

Continuation Sheet. (See PART 3 for instructions.)

If the "Other" box is "X'd," specify the type of position by using one of the following codes:

6 – LEADER

A - TRAINEE/INTERN*/APPRENTICE (ENTRY LEVEL)

B - UPWARD MOBILITY TRAINEE

J - TEAM LEADER

*If Intern is a Professional Development Center (PDC), Navy Finance Center, or other type of centrally-managed Intern, identify as such.

10. PAY PLAN/SERIES/
GRADE/STEP

Enter applicant's pay plan, series, grade and step for civilian personnel (e.g., GS-00301-05-01/WG-05823-05-04). For military personnel, enter rank, MOS/AFCS or Navy Designator (e.g., CDR-1110).

NOTE: Omit this block when using the NAVSO12410/63, Continuation Sheet. (See PART 3 for instructions.)

11. ORGANIZATION NAME

Enter name of requesting activity.

12. ORGANIZATION
MAILING ADDRESS

Enter mailing address of requesting activity. Include office code or symbol of requesting organizational unit or activity designated contact point.

13. ORGANIZATION UIC

Enter UIC of employing activity.

14. TYPE OF
APPOINTMENT

Enter appropriate code to indicate applicant's type of appointment. NOTE: Omit this block when using the NAVSO 12410/63, Continuation Sheet (See PART 3 for instructions.)

CIVILIAN

CC Career Conditional

C Career

T Temporary

I Intermittent

E Excepted

MILITARY

1 Regular

2 Reserve

3 Natn'l Guard

15. NUMBER OF PRIOR
NON-GOVERNMENT
TRAINING DAYS

LEAVE BLANK

16. ARE YOU
HANDICAPPED OR
DISABLED?

Enter "X" in the appropriate box. If yes, on the reverse side of Copy 3 describe type of special assistance that may be required.

SECTION B - TRAINING COURSE DATA

Section B - TRAINING COURSE DATA									
17. Course Title Advanced Statistical Analysis Techniques									
18. Training Objectives (Benefits to be derived by the Government) To improve quality of statistical analysis in conduct of advanced management improvement studies.						19. Recommended Training Source, School or Facility			
						a. Name Statistical Research Institute			
						b. Mailing address (Include ZIP) 5566 Ala Moana Drive Honolulu, HI 96817			
20. Course Codes						c. Location of training site (If other than 19b) HRSC Pacific Training Center			
a. Purpose	4	f. Security Clearance		k. Training Program		21. Course hours (4 digits)		22. Course Identifiers	
b. Type		g. Allocation Status		l. Reason for Selection	2	a. Duty	0040	a. SAID	
c. Source		h. Priority	2	23. Training Period (YYMMDD)		b. Non-duty		b. Catalog / Course No.	
d. Special Interest		i. Training Level		a. Start	00 11 05	c. TOTAL	0040	c. Offering: TLN	
e. Training Vendor		j. Method of Training		b. Complete	00 11 09				

17. COURSE TITLE

Enter complete course title from training vendor/facility announcement.

18. TRAINING OBJECTIVES

Enter the objectives for sending the employee to this particular training event (i.e., supervisor needs to explain his/her expectations as to how the employee will apply the acquired knowledge/skill to the position or job).

19a. NAME OF RECOMMENDED TRAINING SOURCE/SCHOOL OR FACILITY

Enter name of training source/school or facility.

19b. MAILING ADDRESS OF RECOMMENDED TRAINING SOURCE/SCHOOL OR FACILITY

Enter mailing address of training source/school or facility (include zip code).

19c. LOCATION OF TRAINING SITE

If other than that entered in 19b, enter the actual location of the training site. Show specific location and geographical area, e.g., Hotel Grand, Honolulu, Hawaii.

For correspondence courses, show geographical area of nominating activity (e.g., Pearl Harbor, Hawaii).

20a. PURPOSE

Enter one of the following 1-character numeric codes indicating the reason for the training. When there is more than one purpose for the training, use the principle purpose code.

1-As a Result of Mission or Program Change. To provide the knowledge, skills or abilities needed as a result of change in activity mission, policies, programs, or procedures.

2-As a Result of New Technology. To provide the knowledge, skills or abilities required to keep abreast of developments in the employee's occupational field, or in a related field (e.g., training provided an employee in the use, maintenance or repair of new and advanced electronic equipment; the application of new technology; or advances in the "state-of-the-art").

3-As a Result of New Work Assignments. To provide the knowledge, skills or abilities needed for new duty assignments and responsibilities when such training is not part of a planned career development program (e.g., technical training for an accounting clerk who has been newly assigned accounting duties).

4-To Improve Present Performance. To provide the knowledge, skills or abilities needed to improve or maintain proficiency in present job (e.g., training in telephone techniques for clerks and secretaries).

NOTE: Use Code "4" for refresher training.

5-To Meet Future Staffing Needs. To provide the knowledge, skills or abilities needed for future staffing needs through a planned career development program in an occupational specialty; an executive or managerial development program; a management internship or a training agreement; or programs to upgrade knowledge, skills and abilities.

6-To Develop Unavailable Skills. To provide the knowledge, skills or abilities needed for fields of work that are unique to the Federal Government; or to meet Government staffing needs in occupations for which the labor market cannot produce a sufficient number of trained candidates.

7-Trade or Craft Apprenticeship. To provide the classroom or group portion of the formal training that,

together with guided work experience, permits the employee to acquire the knowledge, skills and abilities needed to meet the full requirement for journeyman status in an apprenticeship program.

8-Orientation. To provide orientation in the policies, purposes, missions and functions of the employing activity or the Federal Government for new employees.

9-Adult Basic Education. To provide the basic knowledge, skills and abilities needed to permit the employee to function in the world of work.

- 20b. TYPE **LEAVE BLANK** (EDO WILL COMPLETE)
- 20c. SOURCE **LEAVE BLANK** (EDO WILL COMPLETE)
- 20d. SPECIAL INTEREST **LEAVE BLANK** (EDO WILL COMPLETE)
- 20e. TRAINING VENDOR UIC **LEAVE BLANK** (EDO WILL COMPLETE)
- 20f. SECURITY CLEARANCE Enter applicant's security clearance only when required by training vendor/facility.
 - U – Unclassified S – Secret
 - C – Confidential T - Top Secret
- 20g. ALLOCATION STATUS When required by training vendor/facility, enter appropriate code as to applicant's nomination status:
 - 1 Primary nominee
 - 2 Alternate nominee
 - 3 Space available nominee

NOTE: Omit this block when using the NAVSO 12410/63, Continuation Sheet. (See PART 3 for instructions.)
- 20h. PRIORITY (OF TRAINING) Enter 1, 2 or 3 for appropriate priority of the requested training. DOD established the following priorities to be used:
 - 1 - Training that must be accomplished during the immediate training cycle or it will have an adverse mission effect. (E.g.; training needed to ensure attainment of performance objectives or to correct serious performance deficiencies; and training required by law, regulation, or higher authority.)
 - 2 - Training required for systematic replacement of skilled employees through career management or other work force development programs. Deferment would have an adverse mission effect over an intermediate term.
 - 3 - Training designed to increase the efficiency and productivity of employees who perform adequately. Deferment beyond the immediate training cycle would have

little immediate adverse mission effect but would preclude or delay improving present mission accomplishment.

- 20I. TRAINING LEVEL **LEAVE BLANK** (EDO WILL COMPLETE)
- 20j. METHOD OF TRAINING **LEAVE BLANK** (EDO WILL COMPLETE)
- 20k. TRAINING PROGRAM **LEAVE BLANK** (EDO WILL COMPLETE)
- 20I. REASON FOR SELECTION (OF THE PARTICULAR TRAINING SOURCE SHOWN IN BLOCK 19A)
- Enter code of the one reason having the greatest effect on the selection of the recommended training source.
- | | |
|--|--|
| 1 - Quality of Training | 5 - Not Available in Government |
| 2 - Most Cost Effective | 6 - Incidental to Procurement of Equipment |
| 3 - Unique Capability of Training Source | 7 - Timeliness |
| 4 - Location | 8 - Government Facility |
- 21a. DUTY COURSE HOURS Enter number of course hours to be received by a single employee on government time (limit to four digits, e.g., 1 hour of training will be shown as 0001; 40 hours as 0040).
- 21b. NON-DUTY COURSE HOURS Enter number of training hours to be received by a single employee on nongovernment time(i.e., on employee's own time).
- 21c. TOTAL COURSE HOURS Enter total of 21a and 21b.
- 22a. SAID **LEAVE BLANK** (EDO WILL COMPLETE)

22b. CATALOG/COURSE NUMBER Enter only when required by training vendor/facility (see vendor announcement).

22c. OFFERING **LEAVE BLANK** (EDO WILL COMPLETE)

23a. TRAINING PERIOD: START DATE Enter starting date of the training (e.g., June 22, 2003, show as 03 06 22.)

For correspondence courses, enter three weeks from date of application.

23b. TRAINING PERIOD: COMPLETION DATE Enter projected completion date of the training (e.g., July 11, 2003, show as 03 07 11.)

For correspondence courses, enter projected estimated completion date as established by the training vendor.

SECTION C - COST INFORMATION

Section C - COST INFORMATION (Costs incurred and billed are not to exceed amount in item 30.)			
24. If training does not involve expenditure of funds other than salary, pay or compensation, skip the remainder of questions in Section C and X this box. <input type="checkbox"/>			
25. Direct Costs		26. Indirect Costs (For information only)	
a. Tuition cost	825.00	a. Travel cost	
b. Books, material, other costs		b. Per diem/other costs	
c. Total direct costs	825.00	c. Total indirect costs	
d. Funding source		28. Labor Costs	
31. Job Order No. 883 0000		29. Signature of Fiscal Officer (Follow local procedure)	30. Total of Direct & Indirect Costs 825.00
			27. Accounting Classification Payment by Government purchase card.

24. TRAINING DOES NOT INVOLVE FUNDS OTHER THAN SALARY, PAY OR COMPENSATION

Mark an "X" in the box above Block 27 if training does not involve expenditure of funds other than salary, pay or compensation. If "X" is placed in box, complete Block 25d only.

25a. TUITION COST

Enter the tuition costs/registration fee for one nominee (in dollars and cents).

25b. BOOKS, MATERIAL, OTHER COSTS

Enter costs of all books, materials or other (laboratory fees, etc.) costs for one nominee (in dollars and cents).

25c. TOTAL DIRECT COSTS

If training involves expenditures for tuition, books, material or other **DIRECT** costs, enter total direct costs (in dollars

and cents). This will be the sum of 25a and 25b. NOTE: If more than one person is included on this DD Form 1556, enter the total costs for all trainees. See PART 7 on how to process financial copies when there are DIRECT costs.

25d. FUNDING SOURCE

OPTIONAL. Enter the code for the appropriation or fund chargeable for the expenses indicated in Items 25a, 25b, 25c, and the "salary only" box, Item 24 (if "X'd").

NOTE: If costs are shared by the activity and the trainee, enter only that funding source for costs borne by the activity.

- A. Operation and Maintenance, Navy Reserve
- B. Operation and Maintenance, Navy
- C. Operation and Maintenance, Marine Corps
- E. Laundry Service, Naval Academy
- F. Marine Corps Industrial Fund
- G. Research, Development, Training, and Education, Navy
- H. Military Assistance, Executive
- I. Military Construction, Navy
- J. Naval Petroleum Reserve
- K. Navy Industrial Fund, G and A (Indirect)
- L. Navy Industrial Fund (Direct)
- S. Employee (Self)
- X. Other

26a. TRAVEL COST

Enter travel costs for one nominee (in dollars and cents).

26b. PER DIEM/OTHER COSTS

Enter per diem and other costs (ground transportation, parking fees, taxi fares, mileage, and other authorized expenses) for one nominee (in dollars and cents.)

26c. TOTAL INDIRECT COSTS

If training involves expenditures for travel, per diem and other costs indirectly related to the training cost (INDIRECT COSTS), enter total indirect costs (in dollars and cents). This will be the sum of 26a and 26b.

NOTE: If more than one person is included on on this DD Form 1556, enter the total costs for all trainees.

27. ACCOUNTING CLASSIFICATION

If training involves a commercial vendor, the following statement should be entered in Block 27: "Payment by Government purchase card." Follow internal activity procedures for any other information concerning the card or for other information to be placed in this Block.

28. LABOR COSTS

LEAVE BLANK

29. SIGNATURE OF FISCAL OFFICER

May be left blank until after approval/ concurrence by the authorizing official. (Follow internal activity procedures.)

30. TOTAL OF DIRECT AND INDIRECT COSTS

Enter total direct and indirect costs (sum of 25c and 26c).

31. JOB ORDER NUMBER

May be left blank until after approval/ concurrence by authorizing official. (Follow internal activity procedures.)

SECTION D - APPROVAL/CONCURRENCE/CERTIFICATION

Section D - APPROVAL / CONCURRENCE / CERTIFICATION			
32. Supervisor: I certify training is job related and nominee meets prerequisites. (If not, attach waiver.)		33. Training Officer: I certify this training meets regulatory requirements.	
a. Typed Name (Last, First, Middle Initial) MATSUMOTO, Brandon E.	b. Phone number (Include area code) (808) 555-1000	a. Typed Name (Last, First, Middle Initial)	b. Phone number (Include area code)
c. Signature & Title Supvry. Management Analyst	d. Date	c. Signature & Title	d. Date
34. Authorizing Official		35. Course Acceptance (To be completed by school official)	
a. Action (X one) <input checked="" type="checkbox"/> (1) Approved <input type="checkbox"/> (2) Disapproved	b. Typed Name (Last, First, Middle Initial) LEE, John Y.	a. Accepted <input type="checkbox"/> b. Not Accepted <input type="checkbox"/>	c. School Official Signature
c. Phone number (Include area code) (808) 555-0001	d. Signature & Title Head, Analysis Dept.	d. Date	d. Date
e. Date	36. Course Completion (To be completed by school official)		c. Grade
	a. If course was not completed, X this box, leave this section blank, and return this form with an explanation memo. <input type="checkbox"/>	b. Actual Completion Date (YYMMDD)	c. Date
	d. Signature & Title		

32. SUPERVISOR REQUEST/
CERTIFICATION

Enter name/title/code and telephone number of requesting supervisor initiating the DD Form 1556.

For military trainees, a military member within the chain of command will request/certify.

(See PART 5 on for instructions on how to process the approval/concurrence Signatures.)

33. TRAINING OFFICER
CERTIFICATION

LEAVE BLANK (HRSC PACIFIC WILL COMPLETE)

34. AUTHORIZING OFFICIAL

Enter name/title/code and phone number of authorizing official.

(See PART 5 for instructions on how to process approval/concurrence signatures.)

35. COURSE ACCEPTANCE

LEAVE BLANK

36. COURSE COMPLETION DATE

COMPLETE AFTER THE TRAINING.

See PART 8 for instructions on how to Certify Training Completion.

<p>37. Billing Instructions (Identify discount terms % days.) Furnish original invoice and 3 copies to:</p> <p>Commanding Officer Navy Management Improvement Center (Code 0A) Pearl Harbor 96800</p>	
---	--

<p>38. Certifying Government Official</p> <p>a. I certify that this account is correct and proper for payment in the amount of \$</p>		
<p>b. Signature</p>		<p>c. Date Signed</p>
<p>d. DSSN Number</p>	<p>e. Check Number</p>	<p>f. Voucher Number</p>

37. BILLING INSTRUCTIONS

If there are direct costs, enter name and mailing address of the activity or office to which billing is to be made by training facility/vendor. Identify discount terms if applicable.

If there are no direct costs, leave blank.

See PART 7 for instructions on how to process Financial Copies 6 and 7.

38. CERTIFYING
GOVERNMENT

LEAVE BLANK or follow internal activity **OFFICIAL**
procedures.

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PART 3

INSTRUCTIONS FOR PREPARING THE NAVSO 12410/63, CONTINUATION SHEET
WHEN USED WITH THE MAR 87 VERSION OF DD FORM 1556

The NAVSO 12410/63, Continuation Sheet, may be used when two or more employees are nominated to attend the same training course on the same days. Be sure to read the course announcement carefully. Some vendors will not accept Continuation Sheets.

If it facilitates preparation, activities may develop and use their own continuation sheet vice the NAVSO 12410/63. If used, the computerized sheet must have the same information as is required to be filled in on the NAVSO 12410/63 as noted below. The activity's Employee Development Officer at HRSC PACIFIC is available to assist in developing a computerized continuation sheet.

BLOCK

INSTRUCTIONS

CONTINUATION SHEET, REQUEST, AUTHORIZATION, AGREEMENT,
CERTIFICATION OF TRAINING AND REIMBURSEMENT, DD Form 1556
1 Jun 1978

Page 2 of 2 OCP 12410-12

NCPC 12410/63 (6-79) S/N 0104-LF-924-1315												Amendment No. B Standard document number 54321 .01 TG 60321																			
3A TIMS Submitting Office UIC		18A Start Date			18C Record ID		16A Subject Area ID					16B Course Title																			
		YR	MO	DAY	Type	ID						DMET																			
6	4	3	2	1	0	1	0	3	0	7						E															
12-17		18-23			24	75-79					34-69		L	E	C	T	R	I	C	P	O	W	E	R	S	Y	S	T	E	M	S

PAGE ___ OF ___

Enter appropriate page numbers.
NOTE: The basic DD Form 1556 is always page "1."

AMENDMENT NO.

Leave blank if this is the initial submission. SEE PART 4 FOR PROCESSING AMENDMENTS.

B. STANDARD DOCUMENT NUMBER

Enter the Organizational Identifier, the FY, Doc Type Code, and unique Serial Number from the basic DD Form 1556.

3A. TIMS SUBMITTING OFFICE UIC

Enter UIC of employing activity.

18A. START DATE

Enter starting date (same as Block 23a on the basic DD Form 1556).

18C. RECORD ID

LEAVE BLANK

16A. SUBJECT AREA ID

LEAVE BLANK (EDO WILL COMPLETE)

16B. COURSE TITLE

Enter exact course title from training vendor (same as Block 17 on the basic DD Form 1556).

REQUIRED FOR ALL TRAINEES			ADDITIONAL INFORMATION REQUIRED FOR TRAINEES WITHOUT PERSONNEL DATA IN PADS (i.e., Foreign National Employees)												
2 Social Security Number	1 Employee's Name (Last, First, Initial)	3B Birth Date		12A Separable Status	12B Pay Plan	12B Series	12C Grade Or Level	12D Step	15B Salary	15C Pay Basis	15C Sex	15C Career Program	15C Months Cost	15C Retired	15C Employee PADS UIC
		YR	MO												
000 00 9999	LEE, JEROME J. Electrician	C	NS	WG	2805	10	01								
999 22 0000	MASSEY, WILLIAM B. Electrician	C	NS	WG	2805	10	05								
888 44 8888	SOUTHERN, ANNABELLE Electrician Helper	CC	A	WG	2805	05	01								

2. SOCIAL SECURITY NUMBER

Enter Social Security Number for each trainee.

1. EMPLOYEE'S NAME

Enter each nominee's name (last, first, middle initial).

Immediately below employee's name enter employee's position title/function.

If training vendor requires employee's home address/telephone number, enter immediately following position title/function.

3B. BIRTH DATE

DO NOT ENTER BIRTH DATE

Instead, enter appropriate code to indicate applicant's type of appointment:

<u>CIVILIAN</u>	<u>MILITARY</u>
CC Career Conditional	1 Regular
C Career	2 Reserve
T Temporary	3 National Guard
I Intermittent	
E Excepted	

6. SUPERVISOR STATUS

Enter appropriate code to indicate the status of each applicant.

NS – Non-Supervisory	A - Trainee/Intern/ Apprentice (Entry Level)
S - Supervisory	B - Upward Mobility Trainee
M - Manager	J - Team Leader
E - Executive	
6 - Leader	

12A. PAY PLAN

Enter nominee's pay plan (GS, WG, etc.)

12B. SERIES

Enter nominee's occupation series.

12C. GRADE OR LEVEL

Enter nominee's grade or level.

12D. STEP

Enter nominee's pay step.

15B. SALARY

DO NOT ENTER SALARY.

Instead, if all trainees are not awarded the same final grade, enter the final grade for each in this column. No entry is made in Section D, Block 36c, on the basic DD Form 1556. See PART 8 for instructions on how to Certify Training Completion.

15C. PAY BASIS

LEAVE BLANK

15D. SEX

LEAVE BLANK

15E. CAREER PROGRAM

LEAVE BLANK (EDO WILL COMPLETE)

15F. MINORITY CODE

DO NOT ENTER MINORITY CODE

Instead, when required by training vendor, enter appropriate nomination status code for each applicant:

- 1 – Primary
- 2 – Alternate
- 3 – Space Available

15G. EMPLOYEE PADS UIC

DO NOT ENTER EMPLOYEE PADS UIC

Instead, after course completion, enter the actual number of course hours completed if the number of course hours for any trainee differs from that shown in Section B, Block 21c, of the basic DD Form 1556.

PART 4

INSTRUCTIONS FOR PREPARING AMENDMENTS AND SUBSTITUTIONS

In cases where DIRECT or INDIRECT costs were underestimated on the original DD Form 1556, an amendment must be processed to authorize payment of the additional amount. To amend, it is only necessary to have the Fiscal Officer make pen-and-ink changes to the relevant cost figures and to then initial beside the changes. If internal activity procedures do not allow this procedure, then it will be necessary to prepare a new DD Form 1556. Fill in all data contained in the original form, except that which is being corrected, and complete the following:

AMENDMENTS

<u>BLOCK</u>	<u>INSTRUCTIONS</u>
C. REQUEST STATUS OR PROCESS CODE	Place an "X" in the "Correction" box.
D. AMENDMENT NO.	Enter amendment No. "1" if this is the first amendment, "2" if it is the second, etc., in the space provided.
25c. TOTAL DIRECT COSTS	Enter the amount of the increase (e.g., if the original DD Form 1556 Block 25c was for \$825 and the actual cost is \$900, the amount entered on the DD Form 1556 Amendment is \$75).
26c. TOTAL INDIRECT COSTS	Enter the amount of the increase, (e.g., if the original DD Form 1556 Block 26c was for \$1250 and the actual cost is \$1325, the amount entered on the DD Form 1556 Amendment is \$75). NOTE: Process the amended DD Form 1556 in the same manner as the original DD Form 1556.

SUBSTITUTIONS

If there will be someone substituting for the original nominee, prepare a new DD Form 1556. Fill in all data contained on the original form except:

<u>BLOCK</u>	<u>INSTRUCTIONS</u>
SECTION A - TRAINEE/ APPLICANT INFORMATION	Enter "SUBSTITUTE FOR" and the original nominee's name. (above Applicant's Name)
1. NAME	Enter the substitute nominee's name (last, first, middle initial).

3. SOCIAL SECURITY
NUMBER

Enter the substitute nominee's Social Security Number

NOTE: Depending on the substitute, other trainee information may also need to be changed.

NOTE: Process the DD Form 1556 in the same manner as the original DD Form 1556.

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PART 5

PROCESSING FOR SIGNATURES (TRAINING APPROVAL/
CONCURRENCE/CERTIFICATION)BLOCKINSTRUCTIONS

SECTION D - APPROVAL/CONCURRENCE/CERTIFICATION

32. SUPERVISOR REQUEST/
CERTIFICATION

Supervisor signs and dates to request the training and to certify that the training is job-related and that the nominee meets prerequisites.

NOTE: This step must be taken prior to submitting the DD Form 1556 to the Employee Development Officer at HRSC PACIFIC for certification.

Exception to this procedure: When the immediate supervisor is also the authorizing official, , Block 34 does not have to be signed. However, the name and title must still be entered in Block 32.

33. TRAINING OFFICER
CERTIFICATION

The activity Training Coordinator submits the entire 10-part DD Form 1556 and its Supplement (if needed) to:

Training Department
Human Resources Service Center, Pacific
94-810 Moloalo Street
Waipahu, HI 96797

NOTE: This step will normally be taken after submitting the DD Form 1556 to the authorizing official for approval (see Block 34).

The activity's Employee Development Officer at HRSC PACIFIC will review the request for conformance with legal and regulatory requirements, the Activity Training Plan, timeliness and overall accuracy. If the request meets legal and regulatory requirements, the EDO will then sign and date Block 33 and return the entire document to the requesting official or activity Training Coordinator.

If the request does not meet legal and regulatory requirements, the entire form will be returned to the requesting official or activity Training Coordinator with explanatory remarks.

For military trainees, submit the entire 10-part DD Form 1556 and its Supplement (if needed) to an appropriate military member within the chain of command who is

34. AUTHORIZING
OFFICIAL'S SIGNATURE

authorized to certify.

After the DD Form 1556 has been signed by the requesting official, it is forwarded to the activity official who is formally designated to authorize the training. The authorizing official completes Block 34 by indicating either approval or disapproval of the request, and then signs and dates it.

The authorizing official returns the entire document to the Training Coordinator or initiating office for forwarding to HRSC PACIFIC for certification and processing.

See PART 8 on how to distribute copies of a completed DD Form 1556.

PART 6

PREPARING AND PROCESSING REVERSE SIDE OF COPIES 1 AND 8

BLOCK

INSTRUCTIONS

PRIVACY ACT STATEMENT

<u>PRIVACY ACT STATEMENT</u>	
<u>AUTHORITY:</u>	The Government Employees Training Act of 1958 (USC, Title 5, 4101 to 4116), EO 9397, November 1943 (SSN).
<u>PURPOSE AND USE:</u>	The information on this form is used in the administration of the Federal Training Program. The purpose of this form is to document the nomination of trainees and completion of training; it also serves as the principal repository of personal, fiscal and administrative information about trainees and the programs in which they participate. The form becomes a part of the permanent employment record of participants in training programs and is included in the Government's Central Personnel Data File.
<u>DISCLOSURE:</u>	Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs.

NOTE: The Privacy Act of 1974 requires that individuals who are requested to furnish personal information about themselves be informed as to the authority and reason why the information is needed.

SECTION E - TRAINEE AGREEMENT/CERTIFICATION

38. AGREEMENT TO CONTINUE IN SERVICE (For Non-Government Training in Excess of 80 Hours)

SECTION E - TRAINEE AGREEMENT/CERTIFICATION		
38. AGREEMENT TO CONTINUE IN SERVICE		
<p><i>This agreement applies to all non-government training that exceeds 80 hours (or such other designated period, 80 hours or less, as prescribed by the agency) and for which the Government approves payment of training costs prior to the commencement of such training. Nothing contained in this section shall be construed as limiting the authority of an agency to waive, in whole or in part, an obligation of an employee to pay expenses incurred by the Government in connection with the training.</i></p>		
<p>a. I AGREE that upon completion of the Government sponsored training described in this request, I will serve in the Department of Defense (DoD) three times the length of the training period; except that if I receive no salary for the time spent in training the period of obligated service will be either one month or a period equal to the amount of time spent in training, whichever is greater. (The length of part-time training is the number of hours spent in class or with the instructor. The length of full-time training is eight hours for each day of training, up to a maximum of 40 hours a week.)</p>		
<p>b. If I voluntarily leave the DoD and the Federal service before completing the period of service agreed to in item a above, I AGREE to reimburse the DoD for the tuition and related fees, travel, and other special expenses (EXCLUDING SALARY) paid in connection with my training. However, the amount of the reimbursement will be reduced on a pro rate basis for the percentage of completion of the obligated service. (For example, if the cost of training is \$900 and I complete two-thirds of the obligated service, I will reimburse the DoD \$300 instead of the original \$900.)</p>		
<p>c. If I voluntarily leave the DoD to enter the service of another Federal agency or other organization in any branch of the Government before completing the period of service agreed to in item a above, I will give my servicing Civilian Personnel Office or Training Office advance notice during which time, in accordance with Federal regulations, a determination concerning reimbursement or transfer of the remaining service obligation to the gaining agency will be made.</p>		
<p>d. I understand that any amounts which may be due the employing agency as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law.</p>		
<p>e. I acknowledge that this agreement does not in any way commit the Government to continue my employment.</p>		
f. Period of obligated service:	(1) From (Enter date (YYYYMMDD))	(2) To (Enter date (YYYYMMDD))

38f. PERIOD OF OBLIGATED SERVICE

Enter period of obligated service (as a minimum, number of training hours x 3 = obligated service). Period of obligated service begins on the first work day after the training completion date.

NOTE: Activity Training Coordinators/initiating offices must ensure that all trainees attending nongovernment training exceeding 80 hours read the agreement. Questions concerning the agreement, and especially, computation of the service period, should be referred to the activity's Employee Development Officer at HRSC

PACIFIC.

39. ACCEPTANCE OF CONTRIBUTIONS, AWARDS OR PAYMENTS AND FAILURE TO COMPLETE NONGOVERNMENT TRAINING

<p>39. I am not receiving any contributions, awards, or payments in connection with this training, from any other government agency or non-government organization and shall not accept such without first obtaining approval from the authorizing training official. I agree that should I fail to complete the requested training successfully, due to circumstances within my control, I will reimburse the agency for all training costs (excluding salary) associated with my attendance.</p>	
<p>a. TRAINEE SIGNATURE</p>	<p>b. DATE SIGNED</p>

DD Form 1556, Copy 1 Reverse, MAR 87

39a. TRAINEE SIGNATURE
& b. AND DATE

Trainee signs and dates to verify that he/she will not receive any contributions, awards, or payment in connection with the training and to agree to reimburse the government in the event of failure to complete the training.

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PART 7

PREPARING AND PROCESSING FINANCE COPIES 6 AND 7

When DIRECT costs are involved, complete reverse side of Copies 6 and 7 (as applicable) of the DD Form 1556 as follows:

SECTION G - FINANCE

Section G - FINANCE		
45. Payment authorized for training		
a. Signature	b. Amount to be paid \$	c. Date
46. Record of payment		
a. Signature	b. Amount paid \$	c. Date
d. Remarks		

BLOCK

45. PAYMENT AUTHORIZED FOR TRAINING

INSTRUCTIONS

COPY 6: If the vendor requires tuition and/or book and other fees, insert the total DIRECT costs (from Copy 1, Block 25c) in the "amount to be paid" block.

The authorizing official signs and dates to authorize payment for these training costs.

Forward Copy 6 to the activity's fiscal/budget/administrative official in accordance with internal activity procedures for further processing.

COPY 7: If book and other material fees are not included in tuition fees, Copy 7 must also be prepared. Insert total book, material, and other costs from Copy 1, Block 25b, in the "amount to be paid" block.

The authorizing official signs and dates to authorize payment for these training costs.

Forward Copy 7 to the activity's fiscal/budget/ /administrative official in accordance with internal activity procedures for further processing.

46. RECORD OF PAYMENT
(Copy 6 and Copy 7)

LEAVE BLANK

47. OPTIONAL ALTERNATE PAYMENT PROCEDURES
(Copy 6 and Copy 7, as applicable)

NOTE: Blocks 47a through 47d also appear on the reverse side of Copy 5 and may be completed at the same time as those on Copies 6 and 7. This information on Copy 5 may be used to notify the vendor of the particular alternate payment procedure to be utilized.

47. Optional alternate payment procedures (Fill in appropriate items)			
a. ADVANCE METHOD			
(1) Check in the amount of \$ _____ payable to the training facility/vendor and covering Section C, Item 25 (insert (a), (b), or (c), as appropriate) _____ will be delivered to you for delivery to the training facility/vendor. "OR"			
(2) Check in the amount of \$ _____ covering Section C, Item 25 (insert (a), (b), or (c), as appropriate) _____ will be issued to you. You will obtain a receipt for each expenditure of these funds. The receipt for the check to the training facility/vendor will show the check number. Other receipts will show the item purchased, the amount paid and the vendor's name and address. As soon as feasible after all purchases have been made, you will prepare and forward to (enter name and address) _____ the signed original and two copies of enclosed Standard Form 1164, together with a: facsimile and a check or money order payable to (enter name and address) _____ for the unexpended balance of these DoD funds, if any.			
b. REIMBURSEMENT METHOD			
Payment to you for Section C, item 25 (insert (a), (b), or (c), as appropriate) _____ will be made upon presentation of evidence of satisfactory completion of the training assignment and receipt for items related to training paid by you.			
c. Action (X one)		d. Authorizing official	
(1) Approved	(1) Typed Name (Last, First, Middle Initial)		(4) Telephone numbers
	(2) Signature		(a) Commercial ()
(2) Disapproved	(3) Title		(b) Autovon
			(5) Date signed (YYMMDD)

47a. ADVANCE METHOD
FOR TRAINING

If advance payment method "a (1)" is planned, fill PAYMENT OF AUTHORIZED in blank items for block a (1). If advance payment is to be mailed directly to the training facility rather than delivered by the trainee, "XXX"

out "to you for delivery."

If advance payment method "a (2)" is planned, fill in blank items for block a (2). Insert authorizing official's name, title, code, and telephone number in block 47d and forward to authorizing official for approval/disapproval.

If approved, forward Copy 6 or Copy 7, or both (depending on the case), and a copy of the Course Announcement, to the activity's fiscal/budget/ administrative official prior to the course date (at least three weeks before course start date is recommended) for further processing in accordance with internal activity procedures. Mark "URGENT" on all advance payments when sending to the Disbursing Office.

47b. REIMBURSEMENT
METHOD FOR PAYMENT
OF AUTHORIZED
TRAINING

Complete this Block if the trainee is to be reimbursed for the training.

Enter the authorizing official's name, title, code, and telephone number in block 47d and forward to authorizing official for approval/disapproval.

If approved, forward Copy 6, or Copy 7, or both (depending on the case) along with evidence of course completion and receipts for items paid by the trainee, to the activity's budget/fiscal/ administrative official for further processing in accordance with internal activity procedures.

NOTE: Regardless of DIRECT costs, if training involves either mileage or parking fees, forward Copy 7 to the activity's Disbursing Office for processing. Otherwise, if either Copy 6 or Copy 7 is not used for its intended purpose, they may be used for other processing/documentation purposes or disposed of.

NOTE: Regardless of DIRECT costs, if training involves either mileage or parking fees, forward Copy 7 to the activity's Disbursing Office for processing. Otherwise, if either Copy 6 or Copy 7 is not used for its intended purpose, they may be used for other processing/documentation purposes or disposed of.

47c. ACTION

Authorizing official "X's" if approved or disapproved.

47d. AUTHORIZING
OFFICIAL

Enter authorizing official's name, title, code, and telephone number. Authorizing official signs and dates to authenticate approval/disapproval of the payment.

PART 8

PROCESSING/DISTRIBUTING DD FORM 1556 COPIES

Upon receipt of the approved DD Form 1556 document from the authorizing official, the activity Training Coordinator will determine if Section E - Trainee Agreement/Certification (reverse side of Copies 1 and 8), the reverse side of Copies 4 and 5, and Finance copies (Copies 6 and 7) need to be completed. See PARTS 6 and 7 for instructions on how to prepare the Trainee Agreement/Certification and Copies 6 and 7, if applicable. Instructions on completion of the reverse side of Copies 4 and 5 are included below.

ITEM

INSTRUCTIONS

COPY 1. AGENCY
(TRAINING PERSONNEL
FOLDER)

After initial processing and completion of the form, **including all signatures**, retain until completion of the training.

Upon completion of the training, complete the below information, attach the Supplement to DD Form 1556 (if used), and forward Copy 1 and the Supplement to HRSC PACIFIC, Code 30, within 15 days after the training so that HRSC PACIFIC can enter the training record into DCPDS. If not received within 60 days, training will be considered delinquent.

Block 36b, Actual
Completion Date:

Enter actual training completion date (e.g., 23 Feb 00 will be shown as 00 02 23).

Block 36c, Grade:

Enter trainee's final grade or score using one of the following codes:

- SAT Satisfactory
- UNS Unsatisfactory
- INC Incomplete
- A A
- B B
- C C
- D D
- E E
- F F
- 001-100 Actual Percentage
- NA Not Applicable

Block 36d, Signature and
Title:

The activity Training Coordinator or designated representative signs and dates to certify the completion of training.

NOTE: If nominee does not attend or complete the training, complete the following:

<u>Block 36a, Course Not Completed:</u>	"X" this block, attach explanatory memo, attach the Supplement to DD Form 1556 (if used), and send to HRSC PACIFIC, Code 30, as soon as possible.
COPY 2. AGENCY (ADP)	Not used.
COPY 3. VENDOR (REQUEST DOCUMENT)	Mail to training vendor/registrar. This copy is retained by the vendor/registrar.
COPY 4. VENDOR (FINANCE)	Reverse side, Section F, Block 43, insert activity mailing address of either training coordinator, requesting official, or designated activity contact point. Mail to training vendor/registrar. Vendor/ registrar completes Block 35 on the front of the copy and Blocks 40 and 41 of Section F on the and returns to the address input in Section F, Block 43. This copy is used by the vendor for billing purposes and may also serve as notification to the activity of nominee status.
COPY 5. VENDOR (AGENCY)	Reverse side, Section F, Block 44, insert activity mailing address for nominee. Mail to training vendor/registrar. Vendor/registrar completes Blocks 40 and 41 of Section F and returns to the address input in Block 44. This copy usually serves as notification to the activity/nominee of nomination status. See PART 7 regarding preparation and use of Blocks 47a through 47d.
COPY 6. AGENCY (FINANCE/ DISBURSING, TUITION)	Use when tuition costs are involved (Block 25a) and when books, materials, and other costs (Block 25b) <u>are included in the tuition fee</u> (if not included, see Copy 7, below). Process in accordance with PART 7 of this exhibit and activity procedures. If not used, dispose of or retain for activity-unique purposes.
COPY 7. AGENCY (FINANCE/ DISBURSING, BOOKS, ETC.)	Use if books, materials, and other costs(Block 25b) are <u>not included in tuition</u> expenses or if training involves either mileage or parking fees. Process in accordance with PART 7 of this exhibit and activity procedures. If not used, dispose of or retain for activity-unique purposes.
COPY 8. AGENCY (EMPLOYEE)	Give to employee for personal use.
COPY 9. AGENCY (EVALUATION)	See PART 9 for preparing this copy. After the employee and supervisor complete the form, forward to HRSC PACIFIC Code 30 within 90 days after course completion.
COPY 10. ACTIVITY (OPTIONAL USE)	Not used.
SUPPLEMENT TO THE DD FORM 1556	See PART 1 for preparing this form. If used, forward this form, attached to Copy 1, to HRSC PACIFIC, Code 30, within 15 days after course completion.

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PART 9

PROCESSING DD FORM 1556 FOR TERMINATION AND
EVALUATION OF TRAINING

Upon completion of the training, the activity Training Coordinator or designated representative gives the trainee Copy 9 of the DD Form 1556. The trainee fills in Section H - Evaluation, Parts I and II, and forwards the form to his/her immediate supervisor.

The supervisor fills in Section H - Part III. The supervisor then forwards Copy 9 to HRSC PACIFIC, Code 30, via the activity Training Coordinator, no later than 90 days after the completion of training.

BLOCK

INSTRUCTIONS

SECTION H - EVALUATION

Section H - EVALUATION						
Part I (To be completed by trainee)						
48. Was course completed? (x one)		49. Actual course dates		50. Actual course hours		51. Academic grade score
a. Yes	b. No (Return this form with a memo explaining circumstances)	a. Commenced (YYMMDD)	b. Completed (YYMMDD)	a. Duty	b. Non-duty	
52. Were all sessions attended? (x one)						
a. Yes		b. No (Explain)				
AREAS OF EVALUATION						RATING
* appropriate column to indicate your evaluation of items 53 through 64. Do not attempt to split a rating.						
53. Stated objective accomplished	A = Yes	B = Partially	C = No			
54. Coverage of subject matter	A = Excellent	B = Sufficient	C = Poor			
55. Organization of subject matter	A = Well organized	B = Adequate	C = Poorly organized			
56. Suitability of instructional materials	A = Excellent	B = Adequate	C = Poor			
57. Level of difficulty	A = Too advanced	B = Appropriate	C = Too elementary			
58. Length of course	A = Too long	B = Appropriate	C = Too short			
59. Amount of outside or evening work	A = Too much	B = Appropriate	C = Insufficient			
60. Effectiveness of instructors	A = Excellent	B = Good	C = Poor			
61. Applicability of subject matter to the job	A = Significant	B = Adequate	C = Insignificant			
62. Facilities	A = Excellent	B = Good	C = Poor			
63. Recommendation to colleagues	A = Highly recommended	B = Recommended	C = Not recommended			
64. Meet career development plans	A = Yes	B = No	C = Not applicable			

Part I (To be completed by Trainee)

48. WAS COURSE COMPLETED? If course was completed, insert "X" in Block 48a.
 If course was not completed, insert "X" in Block 48b and explain why the course was not completed.
49. ACTUAL COURSE DATES Enter actual dates on which training commenced and was completed (e.g., show 23 Jul 00 as 00 07 23).
50. ACTUAL COURSE HOURS Enter actual duty and/or non-duty course hours.
51. ACADEMIC GRADE/SCORE Enter grade or score received.
52. WERE ALL SESSIONS ATTENDED? "X" appropriate block to indicate actual attendance.
 If all sessions were not attended, place an "X" in the "No" block and explain.

Section H - EVALUATION — Continued	
Part II (To be completed by trainee)	
65. Comments on strong points of course	
66. Comments on weak points of course	
67. What were your objectives in taking this course? Were they met?	
68. Do you recommend this program for others? If so, whom?	
69. Additional comments	
70.a. Signature of trainee	b. Date signed

AREAS OF EVALUATION

53-64. Trainee follows instructions on form.

Part II - To be completed by Trainee)

65-69. Trainee furnishes comments, as required. Comments should be brief, but specific.

70. SIGNATURE OF TRAINEE Trainee signs and dates.

Part III (To be completed by Trainee's immediate Supervisor)

Part III (To be completed by trainee's immediate supervisor)		
71. Have you discussed this course and its application to the job with this employee? (X one)	Yes	No
72. Were the objectives of the training achieved?		
73. Additional comments		
74.a. Signature of supervisor	b. Date signed	PERSONNEL USE ONLY

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71-73. Immediate supervisor will furnish comments as required. Comments should be brief, but specific.

74. SIGNATURE OF SUPERVISOR Supervisor signs and dates.

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SECTION 509 GLOSSARY

Agency supported training and development activities	Those training and development activities required by Government, law or the agency that are funded or otherwise supported by the agency. The aims of agency-supported training and development are improved individual and organizational performance, productivity, efficiency, and effectiveness.
Development	The process of preparing employees (individually or in groups) for future, likely, mission-related duties and responsibilities and career progression. As with <u>Training</u> , <u>Development</u> objectives are specified in terms of improved performance sought, although the focus is not normally on the immediate job of the individual. Development activities may include planned career progression programs, work assignments, independent study, job rotation, and coaching or mentoring activities.
Interagency Training	Training provided by one Federal Government agency for other Federal agencies or shared by two or more Federal agencies.
Nonsupported training and development activities	Those nonjob-related training and development activities that are strictly avocational and undertaken by The individual for personal recreation or self-edification purposes. These activities fall outside the purview of Federal law and agency regulations and are not funded, sponsored, or supported by the Department of the Navy.
Official Duties	The authorized duties which the employee is presently doing or can be reasonably expected to do in the future. Future duties may be in the sponsoring agency or in another agency in accordance with CFR 410.307. The future duties may also be at the same or higher level and in a different job or occupation.
Self-development activities	Those planned occupation-oriented activities initiated by the employee for which all or most of the time and funding requirements are provided by the individual.

Trainee

A person in a formal career development program. This involves use of a formal, structured, approved training plan according to which the trainee is developed. Among other features, the plan will include a sequence of progression of definite duration from the entry level to a specifically identified target position; a description of the training experiences designed to develop the skills, knowledge, and abilities needed to perform in the target position, and provision for documenting and evaluating the trainee's progress in the program. Promotion is subsequent to a documented determination of satisfactory completion of required training by the appropriate management official and provided all qualification requirements are met. In addition, the position description is identified as being for a "trainee" position.

Training

The process of providing for and making available to an employee, and placing or enrolling the employee in, a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which are or will be directly related to the performance by the employee of official duties for the Government, in order to increase the knowledge, proficiency, ability, skill, and qualifications of the employee in the performance of official duties.

Training by, in, or through Government Facilities

Training that is conducted by civilian or military personnel of the U.S. Government acting in their official capacities, and on property owned or substantially controlled by the U.S. Government. Property that is rented or leased by the U.S. Government, or that is loaned to the U.S. Government, is considered to be substantially controlled by the U.S. Government.

Training by, in, or through nonGovernment Facilities

All training and instruction conducted and/or administered by any non-U.S. Government agency or any individual who is not a civilian

or military officer or employee of the U.S.
Government or of the government of the
District of Columbia.

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CHAPTER 2

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[Supervisory / Managerial / Executive
Management Guide](#)

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CHAPTER 3

Things to Remember

RULES TO REMEMBER

These "Rules to Remember" are based on The Government Employees training Act, the Equal Employment Act, and Federal and Navy personnel regulations. This list is not all inclusive, but will help supervisors exercise management responsibilities and authorities while complying, with legal and regulatory requirements governing training of DOD civilians.

MANAGEMENT:

1. Decides who will attend training based on employee performing/improving current official duties or officially assigned future duties.
2. Cannot fund, support, or sponsor non-job-related training.
3. Determines training needs within available funding at least annually, in conjunction with the Performance Appraisal process.
4. Has no obligation to provide formal classroom training to employees; other instructional approaches can be used.
5. Must use merit promotion procedures if the training:
 - a. Allows attendee to qualify for a different occupational series,
 - b. Is part of a promotion program, or
 - c. Is required before an employee can be considered qualified for a position.
6. Must consider Government resources over non-Government unless Government training is:
 - a. More costly.
 - b. Not available when needed.
 - c. Not adequate (limited size, limited capability, physical location)
7. Will not use training as a stimulant, recreation, reward/punishment, or diversion.
8. Cannot fund or support training for the sole purpose of obtaining a degree.
9. Must approve training before employee enrolls in or makes any commitment to attend. Approval authority includes the immediate supervisor, the employee development officer, and the authorizing official.
10. Cannot direct civilian employees to go to classes or complete correspondence courses off-the-clock.
11. Generally, may not pay premium pay (for overtime, nights, holidays, or Sundays) for training. This prohibition also applies to compensatory time off.
12. Should encourage self-development and may adjust work hours and approve annual leave or leave without pay to accommodate these efforts.
13. When purchasing training specifically for your command, you **MUST** contact your Employee Development Officer prior to making a commitment to the vendor.
14. If the cost of a 1556 (not including salary) to send an employee or a group of employees to a training, class is \$2,000.00 or more, you must complete a supplemental form and attach it to the requesting 1556

GIVE THE TRAINING A CHANCE TO WORK

Some suggested actions by Managers and Supervisors
to insure maximum return from Training expenditures

Before the Employee Goes to Training	During Training	When the "Trained" Employee Returns
<ol style="list-style-type: none"> 1. Become familiar with training the employee will attend. <ol style="list-style-type: none"> a. Look over course material from earlier attendees. b. Ask Training Office for descriptions and evaluations. 2. Discuss with employee what you expect them to obtain from the training (be specific). 3. Describe any particular materials or principles you want them to be particularly attentive to. 4. Explain intended use of their new skills. 5. "Pave the Way" to make time available for employee to leave the office 6. Put the employee in a successful mental attitude to attend training. 7. Note the employee's current level of performance so you can compare post-training progress. 	<ol style="list-style-type: none"> 1. Provide cover at work. 2. Leave'em alone. Discourage phone messages to trainees in class. 	<ol style="list-style-type: none"> 1. Ask employee what parts of training can be applied to job. 2. Make plans to allow employee to use the new training. 3. Demonstrate "Boss Support" in meetings with other subordinates to try out the new learning 4. Provide job assignments, authority and resources to apply the new learning. 5. Observe progress and judge performance against what you saw before training 6. Compliment and reinforce progress.

SUPPLEMENT TO DD FORM 1556

Course Title:

Training Source:

This form includes requirements set forth in CPI 410 that are not included on the present version of the DD Form 1556 and which must be met PRIOR to the approval of any instance of training requested by an activity. This form must be completed and submitted with the DD Form 1556 to the Employee Development Officer (EDO) at HRSC Pacific for review and certification in accordance with standard procedures.

SOURCE SELECTION JUSTIFICATION CHECKLIST. In instances where total training costs (tuition, books, travel, per diem, misc.) exceed \$2,000, excluding salary, **for a NON-GOVERNMENT training source**, activities must document their determination of the source of training. This determination is to be made by checking one or more of the most appropriate reasons given below AND providing a brief supporting narrative justification. If the reasons listed are insufficient, check "other" and provide the justification for selection of that particular source.

a. REASONS FOR PREFERRED TRAINING SOURCE:

Least Cost to Government

Unique Technical Capability

Available Locally

Demonstrated Previous Experience

Available When Needed

Other (List Below)

b. SUPPORTING NARRATIVE JUSTIFICATION (continue on reverse if necessary)