

SPAWAR INSTRUCTION 12410.16B

From: Commander, Space and Naval Warfare Systems Command

Subj: WORKFORCE DEVELOPMENT PROGRAM

Ref: (a) SECNAVINST 12410.24

Encl: (1) SPAWAR Individual Development Plan

1. Purpose. This instruction issues policy and procedures and assigns responsibilities for career management, training and development within the Space and Naval Warfare Systems Command (SPAWARSYSCOM).

2. Cancellation. SPAWARINST 12410.16A of 08 June 98 is hereby cancelled.

3. Scope. This instruction applies to all training, development and career programs, except for military career path training, for all personnel assigned to SPAWAR headquarters.

4. Definitions

a. Training. Process of instruction or education designed to give an employee skills, knowledge and abilities to improve or maintain his/her performance of official duties, tasks and responsibilities. These learning experiences include professional seminars, meetings, and conferences, on-the-job training (OJT), correspondence courses, developmental assignments and formal training classes. A professional conference or seminar is a training event when the primary purpose of attendance is the enhancement of job-related knowledge and skills. Training also includes activities designed to develop employees for future, or anticipated mission-related duties and responsibilities.

b. Development. The process of preparing an employee for career progression and anticipated mission-related duties and responsibilities. Developmental activities may include planned career progression programs, work assignments, independent study and job rotations.

c. Official duties. Authorized duties presently assigned to an employee or those duties, which the employee could reasonably be expected to perform in the future. This includes projected duties in a higher-level job in the assigned career ladder and duties in a different occupation at the same or higher-level than the position currently held.

d. Career management program. Occupation-oriented strategy designed to provide systematic training and development opportunities to assist the progression of the employee from entry level to the highest level or to prepare the employee to expand his/her capabilities such as to prepare for supervisory and management responsibilities.

e. Long term training. Training away from the job (except apprenticeship, cooperative education and intern programs) to which an employee is assigned on a full time basis for more than 120 consecutive workdays.

5. Objectives. The Workforce Development Program (WFDP) is designed to meet four specific objectives while making maximum use of limited funds:

a. Provides methods for an employee to enhance knowledge, skills and abilities in order to perform his/her job more effectively;

b. Supplies a new employee with the knowledge, skills and abilities necessary to perform his/her job;

c. Prepares the employee for career growth and for positions of greater responsibility and complexity, and finally;

d. Broadens employees to create a flexible workforce that can be adjusted to meet changing missions, organization structure, etc.

6. Policy. SPAWAR must ensure that its workforce is able to meet present and future mission requirements. SPAWAR, therefore, will develop and allocate resources for a WFDP to provide for career management and to meet training and development needs, including an annual goal of at least 40 hours of training and development for every employee. Code 00A-HR will prescribe policy and exercise overall oversight of the WFDP. The Workforce Development Board (WFDB) will provide assistance to Code 00A-HR as needed. The WFDP will be consistent with the following principles:

a. Workforce development programs will conform to applicable federal, DOD and DON policy and guidance.

b. A training event must be related to the employee's official duties as defined in paragraph 4c.

c. Training will be based on an assessment of the employee's strengths and weaknesses as determined during the annual performance evaluation or identified at other times. The Individual Development Plan (IDP) will be prepared at the time the work performance objectives are set. Training may be necessary to develop knowledge or skills that are deemed lacking or deficient, to meet statutory or regulatory requirements or to prepare employees for new or anticipated SPAWAR missions.

d. The DD-1556 is used as Department of the Navy's method to authorize training for all civilian employees. It is required for all training including mandatory training, training conferences and other developmental training opportunities. The information captured on this form is used to update each user's Defense Civilian Personnel Data System (DCPDS) record. All training must be authorized by a Supervisor and funded by the Administrative Officer/Training Officer prior to the training event.

(1) The SPAWAR Automated DD-1556 is designed to be prepared by an individual, routed to the Supervisor for authorization and to the Administrative Officer for final documentation. This system is designed so each employee or special designee can prepare DD-1556s. Included in the group of special designees are all SPAWAR Administrative Officers and all SPAWAR Secretaries.

(2) Upon email notification the Supervisor can enter the system, retrieve the training request and approve, amend or disapprove it. Upon approval it is routed to the Administrative Officer for final documentation. If the request is disapproved or amended it is returned to the preparer with an explanation.

e. When training is approved and scheduled, supervisors will permit employees to attend the training. Non-attendance will be permitted only in rare instances necessitated by unusual, unanticipated work requirements, or in the rare event of family emergencies or personal illness.

f. In some instances employees will incur a commitment to continue in DON employment if a training course exceeds 80 hours in length.

7. Responsibilities. Responsibilities for the direction, development, implementation, participation and evaluation of the WFDP are as follows:

a. The SPAWAR Commander will provide overall direction and policy for the program.

b. Code 00A-HR will provide regulatory workforce development policy and program oversight to the SPAWAR Claimancy. It will manage the WFDP, the overhead training budget and provide subject matter expertise to the WFDB. Code 00A-HR will provide advice to managers, supervisors and employees on workforce development issues and training requirements.

c. The WFDB membership reflects the composition of the SPAWAR workforce. Members represent particular career fields such as logistics, engineering, science, program management, contracts, financial management and office professional. The membership also reflects the major organizational elements.

d. SPAWAR Program Directors and heads of functional codes and staff offices will provide subject matter expertise to support the WFDB as requested. They will also establish internal policy, assigning responsibility for maintaining approved individual development plans for both the current and previous fiscal years and they will identify an individual to coordinate training for the respective code or directorate.

e. The administrative officer/training officer will review requested training to ensure all information blocks are properly completed and that management has complied with the requirements of this instruction. In addition, the administrative officer/training officer determines whether or not funding is available and tracks scheduling, attendance and completion. When management must remove an employee from a scheduled training course without providing a substitute, other administrative officers/training officers will be notified that space in the course is available.

f. The supervisor must help identify and fulfill employee-training needs. The supervisor will identify training needs through individual employee assessment as well as during the annual performance evaluation discussions. In addition, the supervisor will discuss training needs with employees on a regular basis and provide specific direction to employees on recommended or required training that will improve or enhance performance or prepare employees for new tasks. Supervisors will permit employees to attend scheduled and approved training according to the policies of this instruction.

g. The employee will help identify training needs related to enhancing performance or accomplishing the SPAWAR mission, discuss these needs with the supervisor, attend and

satisfactorily complete scheduled training that has been approved, and complete any required training evaluation. An employee attending college or university courses after work hours which are being paid for by SPAWAR or DAWIA tuition assistance funds must complete the course with a grade of at least "C." Upon receiving notification of acceptance to a training course, the employee must ensure that the administrative officer/training officer is aware of the acceptance.

h. The Supervisor will authorize all training for employees. The administrative officer/training officer will provide training approval, purchase the course and provide all applicable accounting information. The administrative officer/training officer will follow all of the established procurement procedures. Code 00A-HR will provide oversight and written guidance for said procedures.

i. Code 00A-HR will provide regulatory Workforce Development advice and guidance. It will assist the administrative officer/training officer in locating and securing training to meet identified training objectives.

j. The Human Resources Service Center-South West (HRSC-SW) will manage the Probationary Supervisors Program, provide advice on available training, maintain records of civilian employee training, record completed training into Defense Civilian Personnel Data System (DCPDS), analyze data obtained from Defense Civilian Personnel Data System, prepare specific reports of findings, provide career development planning advice and help find and secure training to meet identified training objectives. They will offer a comprehensive Training Course Schedule and will notify the employee when a course request has been processed.

8. Funding. Each SPAWAR directorate, functional code or staff code manages the training funds provided. For college and university courses, SPAWAR training funds support only tuition, required textbooks and lab fees. In the case of other courses, including professional meetings, conferences and seminars, these training funds will pay the direct registration cost. Code 00A-HR recommends approval of central funds for specific high cost training. Defense Acquisition Workforce Improvement Act (DAWIA) tuition assistance funds are available for members of the acquisition workforce. The tuition assistance program is managed by Code 00A-HR. Funding is secured and program guidelines for eligibility are issued each year.

a. In most training instances, the provider will accept payment directly from SPAWAR. This payment will be rendered via a Government Purchase Card, Convenience Check, Job Order Number (JO) or Line of accounting (LOA). If the payment of training involves the use of an LOA, prior authorization must be obtained from Code 01. In most training instances payments will be rendered prior to the training event. In all cases training must be authorized prior to the training event. Failure to obtain a "C" in a funded college or university course may result in the employee reimbursing SPAWAR for the tuition costs. If this should occur Code 00A-HR will provide guidance to the Supervisor.

b. SPAWAR will reimburse an employee for training expenses if training has been approved and funds obligated prior to the start date of the training. To obtain reimbursement, the employee must complete a "Claim for Reimbursement for Expenditures on Official Business" (SF-1164), listing the training under miscellaneous expenses. An itemized receipt from the provider and a copy of the approved "Request, Authorization, Agreement, Certification of Training and Reimbursement" (DD- 1556) must accompany the claim. All reimbursement claims must be submitted to Code 01 for payment.

## 9. Identifying Training Needs and Methods

a. Each civilian employee will complete an annual Individual Development Plan (IDP), enclosure (1), for review when the employee and supervisor establish work performance objectives for the next performance year. The IDP will be the basis for the supervisor and employee to assess the employee's training needs and define the training objectives for the next fiscal year. The IDP should be updated during the year, as training needs change.

b. Supervisors and administrative officers/training officers are encouraged to seek assistance from Code 00A-HR to help identify methods to achieve specific training objectives listed on the IDP. The HRSC-SW will provide a listing of available sources to meet those objectives.

10. Selection of Employees for Training. Supervisors and management officials must ensure that selection of employees for training is free from any discrimination because of race, color, religion, sex, national origin, disability or other factors unrelated to the need for training.

## 11. Preparing and Processing a Training Request

a. The employee will fully and accurately complete a DD-1556 Training Request and forward it to the supervisor. Where available, automated transmission should be utilized. This form will be used for all training except for acquisition training offered by the Defense Acquisition University (DAU). DAU training requires the use of the on-line DON Acquisition Training Registration system (Register-Now), which is the only acceptable method by which to request DAU training.

b. The supervisor will review the training request and ensure the stated priority of training is accurate and that the requested dates do not interfere with known work requirements. The supervisor will authorize the training and forward the request to the administrative officer/training officer for final administrative approval.

c. The manager or supervisor (or designee) will approve or disapprove the training request and forward the approved request to the training coordinator, as appropriate.

d. The administrative officer/training officer will follow all established internal procurement procedures, allocate any required funds for the training, contact the training provider, fax completed training to the HRSC-SW and provide any necessary follow-up. Code 00A-HR will provide any needed assistance and/or guidance.

e. The HRSC-SW will input all completed training into the Defense Civilian Personnel Data System (DCPDS). They will also request any needed supplemental information and provide any needed follow-up.

## 12. Attending and Completing Training

a. Each supervisor and employee will make every effort to ensure the employee's attendance at approved and scheduled training. In those rare instances when training must be canceled and the supervisor fails to secure a substitute, the supervisor will ask the administrative officer/training officer for assistance in finding a substitute. The administrative officer/training officer will advise in those instances when the training provider imposes a cancellation cost. This information will be obtained directly from the training provider.

b. After completing the training, the employee will provide the administrative officer/training officer and the HRSC-SW with any required evaluation or documentation of successful course completion. The training evaluation should be completed within seven workdays. The automated training system has an evaluation system included. The HRSC-SW will maintain all official training records.

### 13. Special Procedures

a. Some courses or programs have special requirements and procedures associated with them, which will be identified in the course description.

b. Some courses require command review and prioritization of nominees. Code 00A-HR will be responsible for establishing a process to review nominees and establish a priority list for nominees to these courses.

c. Courses offered by the DAU use a special registration process and are funded by DOD. Quotas are allocated to provide training to acquisition workforce employees to enable them to meet their career field certification requirements.

d. Descriptions of command sponsored long-term training, distributed throughout SPAWAR headquarters, will contain information on the procedures for obtaining this training. Full-time long-term training will be supported only when the following criteria are satisfied:

(1) A comprehensive long-term study program is the most efficient method to meet the training objectives.

(2) It is imperative that training objectives be met in a relatively short time rather than spreading the training over a longer period of time (e.g., one year of full-time university study rather than three years of after-hours classes).

14. Defense Acquisition Workforce Improvement Act (DAWIA) Requirements. Special education and training requirements are required of members of the DAWIA acquisition workforce (AWF).

a. DAWIA certification requirements involving training and education are listed in SECNAVINST 5300.36. Members of the AWF are responsible for completing the requirements of their position within 18 months of selection or designation of their positions.

b. An accumulation of 80 continuous learning points over a two-year period is required of all certified DAWIA AWF members, as of 1 October 1998. The two-year period begins when an individual becomes certified. Points may be earned for a variety of educational and professional development activities. Details may be found in the Undersecretary of Defense (Acquisition and Technology) Policy on Continuous Learning, of 15 December 1998.

15. DON Mandatory Training. Mandatory training requirements apply to new employees, supervisors and employees with special responsibilities.

a. New employees must receive a security orientation, standards of conduct briefing, occupational safety and health training and a new employee orientation brief.

b. First time civilian supervisors and managers must complete a one-year probationary period. During that year they must attend supervisory and/or management development training.

Each year all supervisors must receive training in occupational safety and health. The HRSC-SW will manage the Probationary Supervisor Program. They will send a monthly listing of all Probationary Supervisors to Code 00A-HR. They will send letters to the Managers of probationary supervisors with a hard copy of reference (a). In addition they will send an optional Probationary Supervisor Individual Development Plan and Supervisor Certification of Competency. The SPAWAR Individual Development Plan (IDP) can also be used for this program.

c. Some special groups of employees, such as contracting officers and procurement officials must have annual ethics training. These employees will be identified and notified of position specific training.

d. All employees must have Prevention of Sexual Harassment (POSH) training annually.

16. Evaluation of Training. At the end of a training course, the employee must complete the appropriate evaluation form.

17. Action. Employees, supervisor, other management officials and WFDB members will execute their respective responsibilities.

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Distribution:  
SPAWAR List 6

SNDL PART II:  
FKQ (SPAWARSYSCENs)