

CHAPTER 410

TRAINING AND DEVELOPMENT

1. **PURPOSE.** This chapter identifies functions related to training and development, and explains certain regulatory requirements placed on activity managers and supervisors that relate to these functions.

2. **ASSISTANCE.** Please refer to Chapter 001 of this Manual for the telephone number to call for additional information or further assistance relative to this Chapter.

3. LEGAL BASIS

a. Chapter 41 of Title 5, United States Code is the basic statute authorizing employee training. The Department of Defense (DoD) and the Department of the Navy (DON) have issued implementing requirements and policies, i.e., DoD Civilian Personnel Manual Subchapter 410, SECNAVINST 12410.22A, and CPI 410.

b. The Equal Employment Opportunity Act of 1972 stipulates that training programs shall be designed to provide a maximum opportunity for employees to perform at their highest potential. It also requires that in the selection and assignment of employees for training, each activity must ensure that there is no discrimination because of race, color, religion, sex, national origin, age or handicapping condition.

4. **RESPONSIBILITIES.** Responsibilities for the training function are set as follows:

a. *Activity heads* are responsible for establishing progressive employee training and career development programs in keeping with OPM, DoD and DON regulations; integrating such programs with strategies for planning, programming, budgeting and other personnel management areas; and ensuring that the workforce is equipped to perform their current and projected duties in an efficient manner.

b. *Managers and supervisors* are responsible for evaluating employee performance, reviewing current and anticipated missions, determining where training can be used to bridge between employee performance and mission demands, and assuring that training is achieved and evaluated. Line managers are responsible for ensuring that their subordinates possess the competencies to perform their duties effectively.

c. *Human Resources Services Center (HRSC) East* is responsible for:

(1) providing general advice and assistance regarding training matters; advisory services relating to identification of training needs; and identifying training sources for courses other than those offered by the HRSC East.

(2) providing supervisory and generic training for all serviced activities, including which courses will be offered, determining method of delivery, selecting vendors, arranging training sites, evaluation of training, etc. (Course availability and schedules will be publicized via Course Announcements broadcast faxed to activity Training Coordinators and postings on the HRSC East web page (www.dashhroc.navy.mil/hrscpages/east/training.html)).

(3) managing special programs, including Executive Development and DAWIA.

(4) reviewing and certifying training requests, and insuring completed training is captured in the Defense Civilian Personnel Data System (DCPDS).

(5) establishing umbrella agreements with accredited high schools, technical or vocational schools, colleges and universities which provide for Student Career Experience Program (SCEP) appointments and work experience, including follow-ups on academic standing.

d. *HRO Norfolk* also provides basic advice and assistance regarding training matters. Additionally, for those commands that do not have access to the automated training database (TRAIN), HRO Norfolk inputs training request documents to TRAIN following signature approval of HRSC East.

5. DETERMINING TRAINING NEEDS. Supervisors and managers are responsible for determining organizational and individual training needs at least annually.

a. *Individual Training Plans (IDP's)*. SECNAVINST 12410.22A states that individual training needs will be identified in conjunction with the performance appraisal process.

(1) Written IDP's are required for employees in formal development programs, such as probationary supervisors, career program interns, persons in special employment programs such as Upward Mobility, students in career experience programs, employees under special training agreements, civilian leadership and executive development program, and Senior Executive Service personnel. HRSC East will initiate action to ensure that IDP's are established and monitored for employees in formal development programs.

(2) Written IDP's are not required for other employees; however, the results of the review of training needs of individual employees as related to the program objectives of the activity are incorporated into the activity training assessment.

(3) DON does not require a standard format for IDP's. Only the IDP's established for employees in formal development programs are submitted to HRSC East.

b. *Activity Training Plans (ATP's)*. The minimum requirement for the annual assessment of training needs is simply a determination of those needs and anticipated costs necessary to accomplish organizational objectives. Activities may conduct this assessment in whatever manner satisfies organizational requirements.

c. *IDP and ATP Forms*. Copies of sample IDP and ATP forms will be made available in the future at the HRSC East web page referred to in paragraph 4c(2) above.

6. DoD TRAINING PRIORITIES. CPI 410 requires that DON activities follow DoD training program priorities contained in DoD Civilian Personnel Manual Subchapter 410. These priorities are utilized in identifying training needs for employees and activities, and are also reported when input is made in DCPDS. The priorities are:

a. *Priority I*. Training that must be accomplished during the immediate training cycle or it will have an adverse mission effect.

b. *Priority II*. Training required for systematic replacement of skilled employees through career management or other workforce development programs. Deferment would have an adverse mission effect over an intermediate term.

c. *Priority III*. 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. REQUESTS FOR TRAINING. Requests for training are submitted via DD-1556, Request, Authorization, Agreement, Certification of Training, and Reimbursement." This form is required by governing regulations to authorize, document, fund, and report training occurrences for civilian personnel. This includes training from both government and non-government sources and all expenditures of funds for civilian training. Regulations mandate that all required signatures are obtained on DD-1556 prior to an employee attending training or making any commitment for the training.

a. Unless an activity has made prior arrangements with HRSC East to certify its own training requests, DD-1556 must be sent to the HRSC East Training Department before the training commences so that regulatory review and approval may be accomplished.

b. After conducting a regulatory review, HRSC East will distribute appropriate copies to the vendor by U.S. mail or by fax (as noted on DD-1556) and return a confirmation copy to the submitting office.

(Note: For activities that have established connectivity with HRSC East for TRAIN, the above procedures may be accomplished electronically.)

8. MANDATORY TRAINING REQUIREMENTS. Certain training is mandatory for certain employees. See Table for information on types of training, personnel covered, frequency, and reference which cites the requirement for completion of training.

CURRENT TABLE OF MANDATORY TRAINING REQUIREMENTS

Type of Training	Personnel Covered	Frequency	Reference(s)
Managerial Competencies	New Managers	Once – within first year after appointment	OCPMINST 12412.1 of 12 Apr 89
Basic Management Skills	Supervisors	Once – within 15 months after appointment	OCPMINST 12410.1 of 1 Nov 88; OCPMINST 12412.1 of 12 Apr 89
Communications Skills	Supervisors	Once – within 12 months after appointment	OCPMINST 12410.1 of 1 Nov 88; OCPMINST 12412.1 of 12 Apr 89
Drug-Free Workplace Program	Supervisors	Once	SECNAVINST 12792.3 of 8 Dec 88; OPNAVINST 5355.4 Of 30 Nov 89
Equal Employment Opportunity	Managers/Supervisors	Annually	SECNAVINST 12720.5A of 8 Apr 92
Prevention of Sexual Harassment/Refresher	Managers/Supervisors/ All employees	For new employees, as soon as possible after appointment; then annually	SECNAVINST 5300.26C of 17 Oct 97; SECNAVINST 12720.5A of 8 Apr 92
Security Orientation	Managers/Supervisors/ Employees with access to classified information	Once – as soon as possible after appointment	OPNAVINST 5510.30A of 18 Mar 99
Security Refresher	Managers/Supervisors/ Employees with access to classified information	Annually	OPNAVINST 5510.30A of 18 Mar 99
Computer Security Training and Awareness	Managers/Supervisors/ Employees using computer systems processing sensitive information	Periodic – determined by employing activity	SECNAVINST 5239.3 Of 14 Jul 95
Automated Information Systems (AIS) Security	Managers/Supervisors/ Employees using computer systems processing sensitive information	Periodic – determined by employing activity	SECNAVINST 5239.3 Of 14 Jul 95
HIV/AIDS Awareness	All employees	Periodic – determined by employing activity	SECNAVNOTE 5300 Of 12 May 96
New Employee Orientation	All employees	Once – within two months after appointment	OCPMINST 12410.1 Of 1 Nov 88

**CURRENT TABLE OF MANDATORY TRAINING
REQUIREMENTS (Cont'd)**

Type of Training	Personnel Covered	Frequency	Reference(s)
Prevention of Sexual Harassment Refresher	All employees	Annually	SECNAVINST 5300.26C of 17 Oct 97; SECNAVINST 12720.5A of 8 Apr 92
Safety Orientation	All employees	Once – within 120 days after appointment	OPNAVINST 5100.23E of 15 Jan 99
Safety and Occupational Health Topics	All employees	Periodic – determined by employing activity	OPNAVINST 5100.23E of 15 Jan 99