



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL AIR TRAINING
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CNATRINST 12410.1
N124
16 Jan 09

CNATRA INSTRUCTION 12410.1

Subj: NAVAL AIR TRAINING COMMAND CIVILIAN TRAINING PROGRAM

Ref: (a) Title 5, Code of Federal Regulations, Part 410
(b) Title 5, United States Code, Chapter 41, Training
(c) Title 5, Code of Federal Regulations, Part 412
(d) Office of Personnel Management (OPM) Training Policy Handbook: Authorities and Guidelines
(e) Executive Order Number 11348 (1967)
(f) Executive Order Number 13111 (1999)
(g) Government Performance Results Act of 1993

Encl: (1) Training Request Process Flowchart
(2) Training Requirement Checklist
(3) Sample Individual Development Plan
(4) Notice of Course Change, Cancellation or Failure to Complete

1. Purpose. To publish guidance and identify responsibilities for the Civilian Training Program at Naval Air Training Command (NATRACOM) per references (a) through (g). Additionally, this directive provides for the efficient, effective, and economical management of scarce resources.

2. Background. Agencies have always had the authority to administer their own training programs according to the law, funding authority and related federal requirements.

3. Scope. This instruction was developed to assist the NATRACOM in fulfilling the direction contained in reference (f) which is to set goals and performance measures for training of the civilian staff. It is an information guide for those who plan the allocation and use of training resources, especially under the guidelines of reference (g).

4. Action (Rules and Regulations). The following is a general overview of the current rules and regulations pertaining to the training and development of civilian employees. Line managers must be familiar with and consider each of these items prior to exercising their training approval authority.

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a. General Information

(1) Purpose of Training. Managers are responsible for certifying that training they approve is mission related. A training occurrence can be considered "mission related" if it meets any of the following criteria: Supports the organization's strategic plan; improves an employee's current job performance; allows for expansion or enhancement of an employee's current job; enables an employee to perform potentially needed duties outside of their current job but at the same level of responsibility; or meets organizational needs in response to human resource plans, downsizing, restructuring and/or program changes.

(2) Requesting Training. To request training, use Standard Form 182 (SF-182) Authorization, Agreement and Certification of Training. Both hard copy and electronic versions of the form are available for use. The SF-182 includes a Privacy Act Statement and a Continued Service Agreement (CSA) as part of the form. The Training Request Process Flowchart may be found in enclosure (1).

(3) Approval for Training. Training must be approved prior to the course start date. Employees enrolling in non-government training without prior written approval will be responsible for the total cost of the training. Since self-review/approval constitutes a conflict of interest, managers who are delegated authority to approve training must submit their own requests for training to the next higher level with training approval authority. Supervisors will complete enclosure (2) and attach to the SF-182. The checklist is designed to help identify areas where regulatory guidance may apply to specific requests prior to certification.

(4) Individual Development Plan (IDP) for Employees. It is strongly suggested that supervisors prepare Individual Development Plans (IDP) for employees in conjunction with the employee's annual appraisal. The IDP should include such things as the employee's training requirements (both formal training and on-the-job training), training dates, duration, training site, and possible vendor source(s). A sample IDP is provided in enclosure (3).

(5) Service Obligation Agreements. A CSA is required for all training that exceeds 80 hours. The CSA must be signed prior to payment of training costs. Line managers may use the standard service agreement found on pages four and five of the SF-182. When costs include salary and other authorized training expenses, the length of the continued service is three times the length of the training. Managers will retain a copy of the signed agreement, and should contact the Human Resources Service Center South East (HRSC-SE) Training at phone number (228) 871-3110 DSN

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868 immediately if an employee fails to fulfill a continued service agreement.

(6) Contract Employee Participation in Civilian Training. Contract employees are selected for their expertise in a subject area. Training for contract employees should be limited to rules, practices, procedures, and/or systems that are unique to the employing agency and essential to the performance of the contractor's assigned duties. Contract employees must pay for federal training unless it is stated otherwise in the contract.

(7) Employees Participating in Formal Training Programs. Employees participating in formal programs (e.g., trainees) are required to complete training identified in their training plan prior to being considered qualified for a target position. Managers should be familiar with the training requirements listed in the employee's IDP and make every effort to ensure they complete all training requirements within the time frames prescribed.

(8) Attendance at Conferences. Managers may approve an employee's attendance at a conference as a developmental assignment when the purpose of the conference is educational; the conference consists of planned exchanges of information between presenters and audience; it is relevant to improving individual and/or organizational performance; and developmental benefits will be derived through the employee's attendance.

(9) Navy e-Learning Program (Skillsoft). Navy e-Learning is a free Navy sponsored on-line training program for use by all Navy and Marine Corps employees. It is also the Navy's primary method of providing initial Information Technology (IT) skills as well as the subsequent maintenance of those skills. The intent of the program is to provide a wide range of courses for organizational and mission-related IT training requirements, as well as for an individual's personal goals. It contains several hundred courses with many that are specific to supervisory/managerial needs. There is no cost to the individual or their organization for using the Navy-provided vendor courses and products. The Navy's e-Learning Program, may be accessed at website <https://wwa.nko.navy.mil/portal/splash/index.jsp>, an NKO account is required. After initial registration, any member of the Navy workforce may enroll for an unlimited number of courses. Traditional instructor-led classroom training should only be used for training needs that are not available through e-Learning.

(10) New Employee Orientation (NEO). The process of bringing a new employee on board is an important part of an individual's professional development. The NEO program is designed to meet the initial training requirements. New

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employees to CNATRA will check in with N124 and be enrolled in the NEO program. The training is web based thereby allowing the employee to determine when and where they take the training. The employee is expected to complete NEO training within 90 days of enrollment. Subordinate commands may establish their own orientation program. In the absence of an orientation program employees should enroll in the CNATRA NEO program.

b. Training Programs. Long-term and executive training opportunities are announced by both the Office of the Deputy Assistant Secretary of the Navy (ODASN) and the Chief of Naval Operations (CNO) to Echelon I and II commands and servicing Human Resources Offices (HROs). Specific enrollment instructions for these programs are found under the "Civilian Personnel Programs" tab on the DONHR Website at <https://www.donhr.navy.mil>.

5. Funding Information. Training may be authorized and certified only if the training is regularly scheduled, open to the public, and the price does not exceed that charged to other students. Authorization and certification of training less than \$25,000 is done using the SF-182 and is paid for utilizing the Government Purchase Card. Training that exceeds \$25,000 is authorized via a request for contract procurement.

a. Use of Government Funds for Training. Reference (b) provides for the absorption of costs from funds available to the agency for each fiscal year. The use of appropriated funds for training that is offensive to Federal employees and unnecessary in the execution of their official duties is strictly prohibited.

b. Advance Payment of Training Expenses. Advance payment of tuition and other expenses is authorized either when the training facility renders or refuses to render a billing, or advance payment is required. Most training suppliers will invoice the organization upon completion of the training. In cases where the vendor requires advanced payment, the training may be purchased using a Government Purchase Card. Advance payment requests should be prepared and forwarded to the appropriate finance office prior to the commencement of the training.

c. Payment of Expenses to Obtain Professional Credentials. An activity may use appropriated funds or funds available to pay for the following: Expenses for employees to obtain professional credentials, including expenses for professional accreditation, state-imposed and professional licenses, and professional certification; and examinations to obtain such credentials, that are necessary or beneficial for the employee in the performance of official duties. This authority is a discretionary expense for the organization to be used to improve performance or efficiency. Payment for obtaining credentials must be preapproved using the SF 182. Upon attaining the credentials,

individuals will submit a claim for reimbursement via a SF-1164 with a copy of the receipt for the credentials, cost, documentation of completion and a memorandum documenting the following information: Name of the license as it appears on the certificate, date obtained, license/certificate cost and/or cumulative cost, date paid, amount paid, training required for the certificate/license. The Defense Civilian Personnel Data System will be used to record their information when modified. For credential training, enclosure (2) must be validated by the Civilian Development Advisory Board (CDAP).

d. College Courses and Academic Degrees. In limited cases, college courses and academic degrees can be funded when it will aid in the retention or recruitment of employees in certain hard to fill or Navy specific occupations. For training involving college credits enclosure (2) must be validated by the CDAP.

e. Payment for Books, Reference Materials and Equipment. Reimbursement for all or part of the cost of books, reference materials, and equipment required to successfully complete training may be authorized by the organization. Such materials paid for by the organization may be retained by either the organization or the employee if authorized by the organization.

f. Receipt of Awards or Items of Value in Connection with Training. Employees receiving training in non-government facilities may be authorized to accept grants or contributions to defray expenses incident to the training.

g. Training Changes, Cancellations, or Failure to Complete by Student. Course changes, cancellations, and withdrawals must have the consent of the approving official in advance, and the activity training coordinator must be notified immediately, utilizing enclosure (4). Employees requesting tuition assistance for college credit courses are required to enroll for credit and complete all course work satisfactorily. Employees who deviate from the approved training plan without proper approval will be required to reimburse the cost of training.

6. Roles and Responsibilities in Documenting Training. The U.S. Office of Personnel Management (OPM) issues personnel recordkeeping guidance prescribing how and where to file documentation of civilian training, planning, procurement, program development, completions and evaluations. Detailed instructions may be found on pages 7 to 14 of the SF-182.

a. The CNATRA Chief of Staff is responsible for:

(1) Incorporating identified training needs into the organization's strategic plan.

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(2) Designating the Authorizing Officers for training approval.

b. Wing Commanders: Wing Commanders are delegated authority to approve training for their staff and subordinate commands. This authority may not be delegated below the Wing Commander when it involves payment for degree's, licenses, or certifications. All policies related to funding apply and requests must be submitted to CNATRA for review by N8 and the CDAP.

c. CNATRA N8 Assistant Chief of Staff:

(1) Ensuring necessary funds and other resources are allocated (when available) to meet identified training needs.

(2) Will allocate up to 1.5 percent of the labor budget for training of civilians, and will provide an estimated target for training to the activities.

d. Manager responsibilities include:

(1) Being familiar with basic training regulations and laws.

(2) Assessing the training needs of the organization and reporting those needs during appropriate assessment surveys.

(3) Approving training requests for forwarding to the appropriate authorizing official.

(4) Evaluating completed training.

(5) Establishing and maintaining required training files for employees that include the following documentation, where appropriate.

(a) Training plans for individual, occupational and organizational development.

(b) Reports of expenditures, including payments for travel, tuition, fees, and other necessary expenses.

(c) Training activities for employees selected for training.

(d) Training documentation for academic degrees, nature and justification for the shortage determination within the organization, types of training, field of study, nature of degree, and Continued Service Agreement, if required.

(e) Training for promotion or for placement in another agency.

(f) Awards, contributions, payments made from a non-government source, nature of the contribution, type of award, purpose for which it is to be used, and a copy of the authorization.

(g) Participating in evaluations of training.

e. Civilian Personnel Training Program Manager (N124) responsibilities include:

(1) Conduct annual Training Needs Assessments.

(2) Maintaining records of training evaluations.

(3) Documenting training completion in the Defense Civilian Personnel Data System.

(4) Maintaining copies of documents that support decisions to approve training, academic degree program training, continuous service agreements and activity training plans.

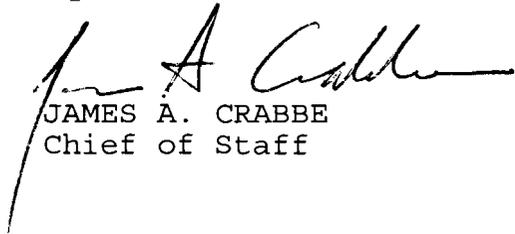
(5) Coordinate CDAP functions which is comprised of the CNATRA Civilian Personnel Training Program Manager, a CNATRA HR Specialist, an N8 Representative, and the supervisor of the employee requesting training. CDAP recommendations are required on all training provided by a college or university and training leading to a professional license or certificate.

7. Retraining. The Office of Personnel Management defines retraining and other developmental activities that are provided to an employee to address obsolete skills in the current position, such as in the area of technology; or designed to equip an individual with knowledge and skills leading to another agency occupation or position.

8. Training Needs Assessment. Reference (b) requires planning for training, and reference (e) requires heads of agencies to review at least annually, organizational, occupational, and individual needs for training. Individual training needs should be assessed within the context of the organization's strategic goals in order to establish employees' performance competency and development. The Civilian Workforce Development Office administers the overall employee development program for HRSC-SE by providing advice and technical assistance to HROs, their serviced activities and employees. Services provided include supervisory, mandatory, and generic training; scheduling and coordinating courses; collecting and analyzing workforce development data; identifying resources and determining costs;

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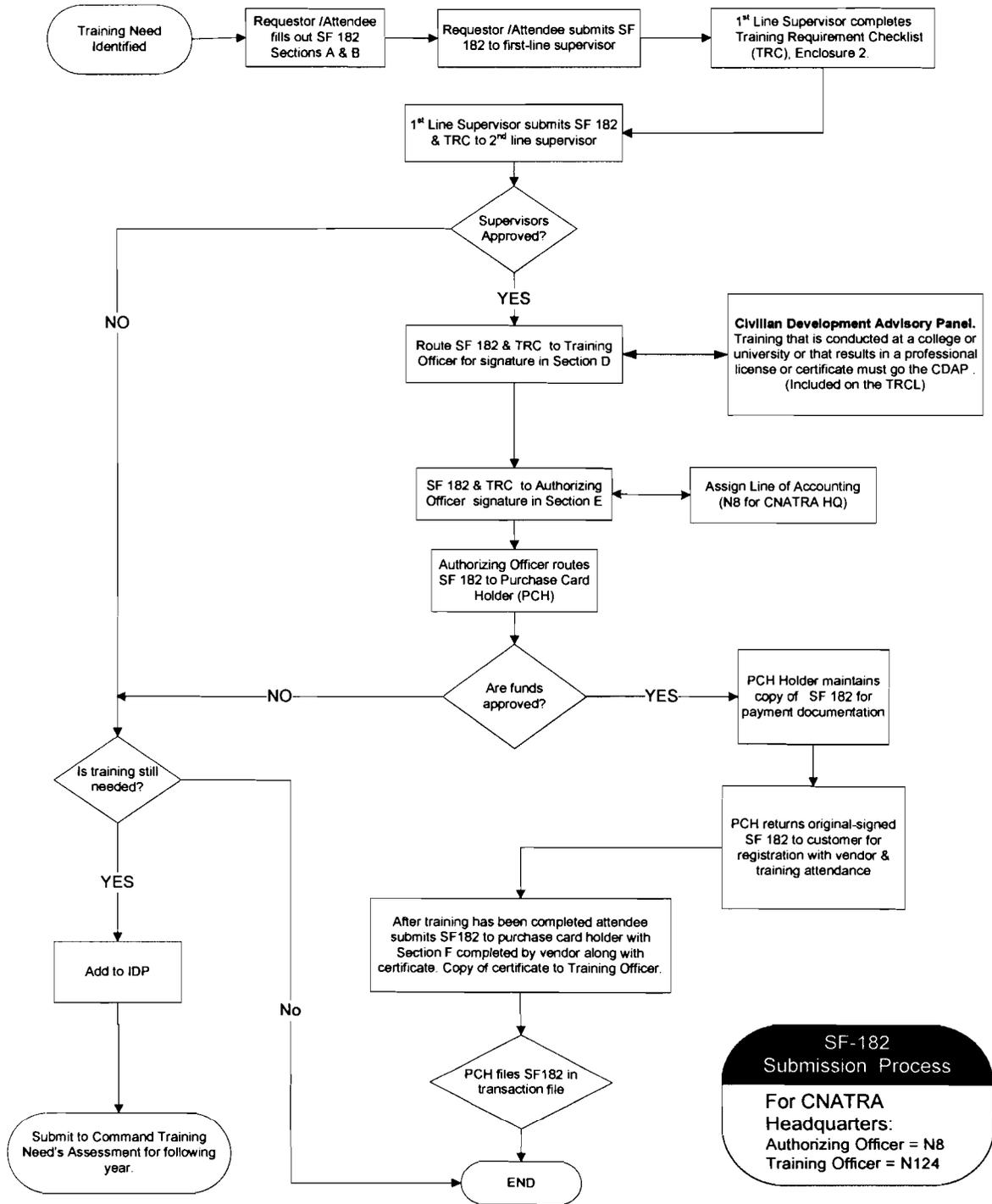
and training requirements. HRSC-SE requests input through an annual training needs assessment to assist commands in determining their training requirements.



JAMES A. CRABBE
Chief of Staff

Distribution:
CNATRAINST 5215.15
List I

Training Request Process Flowchart



Training Requirement Checklist

Trainee's Name	
Position Title & Level	
Organization Name	
Course Title	
Training Objectives	
Training Provider	
Describe how training supports CNATRA's Mission (if mandatory training provide reference)	
Training Period	
Cost	

Managers will review the following checklist prior to approving training requests. The correct decision concerning the approval of training equates to the proper use of Government funds.

As a supervisor of this employee for this training, I assure that:

1. All employees are considered fairly and equitably for needed training.
2. Training is approved prior to course start date.
3. In limited cases, college courses and academic degrees can be funded when it will aid in the retention or recruitment of employees in certain hard to fill or Navy specific occupations. For training involving college credits enclosure (2) must be validated by the Civilian Development Advisory Board.
4. Training is an effective, timely, and economical method to address identified training needs.
5. The Comptroller has certified availability of appropriate funds prior to the start of training.
6. Only academic direct costs (tuition, registration, laboratory fees, and reference materials as covered in Para 6.d.) are authorized.
7. The Continued Service Agreement on the SF 182 has been reviewed and if applicable has been signed by the employee.

8. Training is not a long-term, full-time training program (over 120 days).
9. Training will be conducted within the Continental United States.
10. Employee meets the prerequisites for the training.
11. Expenditure of Federal funds is prohibited for training that is offensive to Federal employees and unnecessary in the execution of their official duties.
12. The training vendor/facility does not discriminate on the basis of race, color, religion, ethnicity, national origin, age, sex, marital or handicapped status, to the best of my knowledge.
13. I will personally verify that employee attends and completes approved training.
14. Originator will maintain records of training approved and completed under their cognizance and provide copies to CNATRA N124.

Supervisor Recommendation

Recommend Approval	YES	NO
Signature and Title		
Date:		

Civilian Development Advisory Panel (required for college classes, degrees, professional licenses & certificates)

The CDAP is designed to assist with validating training requirements for training leading to credentials or provided by a college or university. The CDAP meets only as required, contact N124 to obtain CDAP endorsement. The CDAP uses the checklist found on page three of this enclosure to guide their review of the training requirement

Recommendation	Approval	Signature	Date
N124 Training Officer	Yes/No		
N121 HR Specialist	Yes/No		
N8 Representative	Yes/No		
Employee's Supervisor	Yes/No		

Civilian Advisory Panel Training Requirement Checklist

1. Does the training support Command Mission?	Yes	No
2. Does the training directly relate to the employee's present position?	Yes	No
3. Has the employee completed all NEO training and annual training requirements?	Yes	No
4. Is the training requested in the employees Individual Development Plan or Performance Objectives?	Yes	No
5. Is the training available through any other delivery method?	Yes	No
6. Are the training objectives clearly stated?	Yes	No
7. Is there a plan to evaluate the effectiveness of the training after the employee returns to work?	Yes	No
8. Is the employee willing to participate in the course evaluation after completion of the training?	Yes	No
9. Is the supervisor willing to participate in the course evaluation after completion of the training?	Yes	No
10. Is it possible to calculate a Return of Investment for the training?	Yes	No
<p>After reviewing the SF 182, the TRCL, and discussing the training with the employee's chain of command, the panel should make a recommendation to approve or disapprove the request. The recommendation is based on the training being mission related, providing a realistic expectation of benefiting the command, and considered to be the most economical method for obtaining needed training. Answering "No" to a question does not mean that the board will not recommend approval. However an answer of "No" to a question requires the CDAP to request an explanation.</p>		
<p>If the recommendation is to disapprove please provide a reason:</p>		

DEPARTMENT OF NAVY INDIVIDUAL DEVELOPMENTAL PLAN		<i>The Individual Development Plan serves as a career development roadmap and blue print for an individual to effectively plan and map out a career.</i>	
SECTION I (Employee Section)			
1. Name (Last, First, Middle Initial):		2. Current Position Title:	3. SSN (Last 4 digits)
4. Career Group and Pay Schedule and Band:	5. <input type="checkbox"/> Annual <input type="checkbox"/> Midterm <input type="checkbox"/> Final	6. Rating Period: From: To:	7. Mentor's Name/Title/Phone Number: (if applicable)
8. Organization:	9. Fiscal Year: (Funding year)	10. Date:	11. No further development desired or needed. Check here in the box <input type="checkbox"/>
12. a. Career goal: (short term 1 to 3 years)		b. Career goal: (long-term 3 years or more)	
13. Developmental Programs: a. I am in the following program <input type="checkbox"/> Executive Development Leadership Program <input type="checkbox"/> Executive Leadership Program <input type="checkbox"/> HR Intern Program <input type="checkbox"/> Career Program Intern <input type="checkbox"/> SCEP <input type="checkbox"/> Federal Executive Institute <input type="checkbox"/> Presidential Management Fellow <input type="checkbox"/> Defense Leadership and Management Program <input type="checkbox"/> Supervisory Training Program <input type="checkbox"/> Other			
b. I want to be in the following program: <input type="checkbox"/> Executive Development Leadership Program <input type="checkbox"/> Executive Leadership Program <input type="checkbox"/> HR Intern Program <input type="checkbox"/> Career Program Intern <input type="checkbox"/> SCEP <input type="checkbox"/> Federal Executive Institute <input type="checkbox"/> Presidential Management Fellow <input type="checkbox"/> Defense Leadership and Management Program <input type="checkbox"/> Supervisory Training Program <input type="checkbox"/> Other			
SECTION II (Supervisor Section)			
14. Supervisor Notes/Comments:			

SECTION III

15. Employee's Signature	Date	16. Supervisor's Signature	Date	17. <input type="checkbox"/> Supervisor's Copy <input type="checkbox"/> Employee's Copy <input type="checkbox"/> Training Office Copy <input type="checkbox"/> Mentor's Copy
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SECTION IV (Employee Section)

Developmental Skills: 1= Professional 2=Personal 3=Leadership & Management 4=Certifications and Qualifications
5=Performance

18. Developmental Objectives: (State the objective(s) to be achieved by linking it to the developmental activity or activities in as specific terms as possible. What knowledge, skills or abilities (KSAs) need to be obtained immediately to improve job performance?	19. Developmental Activities: (Developmental activities I will pursue: This may include On-the-job Training. Rotational Assignments, Developmental Projects, Self-Study Programs, Formal Training Programs, Correspondence Courses,	20. Skill # (From above)	21. Start Date	22. Completion Date	23. Critical/ Important/ Desirable	24. Direct Cost	25. Indirect Cost	26. Approved/ Disapproved

27. Relationship of Goals to Mission: <i>Optional (My goals have organizational and personal relevance because):</i>							
28. Achievement Review: <i>Optional (This is how I will measure my progress):</i>							

NOTICE OF COURSE CHANGE, CANCELLATION OR FAILURE TO COMPLETE

From: _____

1. I need to inform you of the following action regarding training approved on the SF 182.

- a. I did not register for reason stated in paragraph 4.
- b. I registered but cancelled/changed for reason stated in paragraph 4.
- c. After starting the course, I withdrew for reason stated in paragraph 4; official withdrawal form (showing date of action) is attached.
- d. I failed to satisfactorily complete for reason stated in paragraph 4.
- e. Other - explain:

2. Cost to government (this item must be completed):

- a. Government will not be billed: funds should be unobligated.
- b. Government will be billed \$_____ (show estimated cost to government).

3. Any time there is a cost to the government for cancellation, withdrawal or failure, employee must provide explanation and supervisor must recommend whether employee should be required to reimburse the costs of the training. If extenuating circumstances (e.g., extensive overtime, TDY or illness) caused the cancellation, withdrawal, or failure, these circumstances must be specifically stated in supervisor's comment and must be documented by time records. Waiver of reimbursement must NOT result in fraud, waste or abuse of government funds.

4. Employee's Explanation/Comment:

Signature

Date

5. Supervisor's Comment/Recommendation:

Signature

Date

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6. Approving Official's Decision:

- a. Course change: Concur or Non-concur
- b. Withdrawal, switch to audit, or failure to satisfactorily complete :

No cost to government, therefore no action necessary.

Employee must reimburse government.

Reimbursement waived; does not involve fraud, waste or abuse of government funds.

Signature

Date