

CHAPTER 23

EMPLOYEE TRAINING

AND DEVELOPMENT

NOTE: This chapter should be read in conjunction with local activity instructions and with any negotiated agreements between your activity and an exclusively recognized labor organization. Contract language will generally take precedence over conflicting provisions in this manual. Areas of uncertainty should be discussed with the Human Resources Office.

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TRAINING PROGRAM

1. PURPOSE

To serve as a single source of information for supervisors, managers, the command Training Coordinator/Officer or other designated employee who share the training-related responsibility. It briefly highlights some of the more common training topics, including recommended procedural guidelines and preparation of training forms, which a Training Coordinator may be expected to deal with on a daily basis.

2. INFORMATION

a. Options

Many options are available to the command for enhancing employee performance. These include, but are not limited to, such methods as formal classroom instruction, rotational assignment, on-the-job training (OJT), correspondence courses and other developmental assignments. Training advisors, working closely with other human resource professionals, are available to provide you a range of services on training program issues including advice and guidance, data collection and analysis, formulating alternatives, evaluating options, preparing and presenting recommendations.



b. Delivery

- As a result of the regionalization of human resources services, HRO and HRSC-NW both share a responsibility in advising management and employees about the delivery of training programs.
- **HRO** will generally be the first point of contact in serving your activity-specific training needs. HRO will serve as a consultant to management on activity specific training.
- **HRSC-NW** will serve as a consultant to management on generic training issues. Additionally, HRSC-NW plans and hosts generic training classes. It is our intent, through a joint effort working closely with you, to provide you with the best possible training services.

3. DEFINITIONS

ACTIVITY-SPECIFIC TRAINING

Training that is unique to and managed by the activity.

ACTIVITY TRAINING COORDINATOR

An employee assigned to assist and coordinate the training efforts for a particular group (command, department, division, etc.); usually serves as the single point of contact.

APPROVAL AUTHORITY

This term refers to the chain of authority within an organization for requesting and approving training events including authorizing the budget for such training. Each

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organization's level of authority may differ. Certification of training is delegated to the Training Coordinator/Officer who certifies that the training meets regulatory requirements. Self-review and approval constitutes a conflict of interest. Those employees who are delegated approval authority for training must submit their own request for training to the next higher level of approval.

CLAIM FOR REIMBURSEMENT FOR EXPENDITURE ON OFFICIAL BUSINESS (SF 1164)

This form, along with appropriate receipts, is used for filing claims for reimbursement for official business and expenditures.

CONTINUED SERVICE AGREEMENT

Any training that exceeds 80 hours (or such other designated period as prescribed by the agency) requires the employee agrees to serve in the DOD three times the length of the training period. If no salary is received for the training period, the obligated service is either one month or a period equal to the amount of time spent in training, whichever is greater. If the employee voluntarily leaves DOD prior to fulfilling their obligation, the employee will reimburse the DOD. Reimbursement may be reduced on a pro rata basis in certain circumstances. Refer to the Continued Service Agreement for details on the reverse side of DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement. A sample Continued Service Agreement is provided as Appendix 23A.

DEFENSE CIVILIAN PERSONNEL DATA SYSTEM (DCPDS) DATA ENTRY FORM

This form is used to capture a single training event where an employee attended an off-the-clock training course and would like their training record updated. Contact HRSC-NW Code 30 to obtain the form.

FOREIGN SERVICES/FACILITIES FOR TRAINING

Approval to use a foreign training facility must be obtained from the Office of the Deputy Assistant Secretary of the Navy (CIVPERS/EEO) before an employee is assigned to the training program.

GENERIC TRAINING

Training requested or required by multiple activities within the serviced HRSC-NW region; training which is mandatory DON-wide for categories or classes of positions; and/or training which is required by law or regulation.

GOVERNMENT-WIDE PURCHASE COMMERCIAL CREDIT CARD (GCPC)

The GCPC is the method of payment used for all commercial training requests using the DD Form 1556 valued at or below \$25,000.

INDIVIDUAL DEVELOPMENT PLAN (IDP)

The IDP assists the employee and supervisor in assessing and planning the employee's development. The best time to prepare the IDP is during the annual performance appraisal process. The plan should be developed jointly and implemented during the performance year. The plan can be modified as necessary. Some programs require an IDP be prepared, e.g., probationary supervisors and managers, Upward Mobility Program, Veterans Readjustment Appointment. However, the IDP can be a useful tool to plan training for all employees. See Appendix 23 for an IDP form.

MATRIX FOR VENDOR/FACILITY SELECTION

This form is used to document a minimum of three sources for consideration in the selection of training where the expenditure exceeds \$2,000, excluding salary costs (see Appendix 23C). The form addresses vendors/facilities that can be reasonably expected to meet the identified training and considers such areas as the experience, quality and instructional methods, timeliness, and costs in making a selection.

MILITARY INTER-DEPARTMENT PROCUREMENT REQUEST (MIPR) (NAVCOMPT FORM 2275)

This document is used as a funding document in conjunction with the DD Form 1556 between DOD components.

POSH

An abbreviated term for Prevention of Sexual Harassment.

REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT (DD FORM 1556)

The DD Form 1556 (see Appendix 23D) is a multi-use form which has been selected by DON to be used to obligate funds for an individual event or planned series of the same training event, activity, service or course material that is publicly available; off-the-shelf; does not exceed \$25,000 per fiscal year, and requires no more than minor modification(s) to meet DON requirements. Appendix 23E provides instructions for completing the DD Form 1556.

REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT CONTINUATION SHEET (DD FORM 1556)

The Continuation Sheet (see Appendix 23F) eliminates the need to prepare more than one DD Form 1556.

SOLE SOURCE

A sole source is the selection of a vendor when no other source is available to provide the particular training and the cost exceeds \$2,000 (see Appendix 23G).

STUDENT EDUCATIONAL EMPLOYMENT PROGRAM (SEEP)

This is a consolidation of several student employment programs, which serves in recruiting students to meet employment needs. Components of this program are the Student Career Experience Program and the Student Temporary Employment Program.

TRAINING PRIORITIES

DOD requires priorities be specific for formal training as indicated below:

- **Priority 1—Essential**
Training that must be accomplished in the ensuing annual training cycle or it will have a direct adverse effect on mission accomplishment. Also, training required by law or regulations or higher authority.
- **Priority 2—Needed**
Training which is required to provide for systemic replacement of skilled employees through development programs and, if deferred beyond the ensuing training cycle, will have an adverse effect on mission accomplishment in the period following.
- **Priority 3—Helpful**
Training which is required for an employee who is performing at an adequate level of competence but will increase his/her efficiency and productivity and may be accomplished after Priority 1 and Priority 2 needs have been met.

TRAINING REQUEST

The training request is synonymous with the DD Form, Request, Authorization, Agreement, Certification of Training and Reimbursement. As noted in the form's name, it serves multiple purposes. This should not be confused with the training request that some commands develop to internally request training through the approval chain.

TRAINING ROSTER FORM

A roster is a listing of names used for groups training purposes. HRSC-NW Training Roster Form can be obtained from HRSC-NW Code 30 and is completed and returned after the training session to show evidence of attendance and is used to update individual training records. HRSC-NW Code 30 maintains Training Roster Forms.

VENDOR

Any government or non-government source that provides a training service.

VETERANS READJUSTMENT APPOINTMENT (VRA)

A noncompetitive appointment of a veteran in the excepted service which leads to competitive status and career or career conditional tenure upon satisfactory completion of a specific period of time. An IDP is required.

4. **LEGAL AUTHORITY**

- a. The legal basis for the training of Federal employees is captured in the following documents:
 - Government Employees Training Act (GETA) (PL-85-507)
 - Chapter 41 of Title 5, United States Code
 - Executive Order 11348 and amendments
- b. There are other guidelines established by the individual agencies in the form of policies, which further support employee training.
- c. It is especially important for those who are in the approval authority chain to be familiar with the guidelines for approving training for their employees. Advice and guidance on regulatory policy is available from your HRO or through the following web site: www.opm.gov/hrd/lead/index.htm.
- d. **Parts 410 and 412 of Title 5, Code of Federal Regulations (5 CFR)**
The CFR is a codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government.
- e. **Department of the Navy Civilian Personnel Instruction (CPI) 410 and 412**
The CPI is a Navy Supplement and provides the DON guidance for civilian employee training and development programs.
- f. **Other**
Refer to claimant and activity guidance for local civilian employee training and development program requirements.

5. **AUTHORIZATION AND CERTIFICATION**

- a. **Delegation**
Authority to certify may be delegated to activity personnel to certify the DD Form 1556 for regulatory compliance. Managers will need to be trained in DD Form 1556 certification requirements where such authority is delegated.

b. **Approval for Training.**

- Employees need approval to attend training PRIOR to the course start date.
- Training Requests (DD Form 1556s) received for processing after employees are enrolled or have begun the training will be considered on a case-by-case basis.
- Employees enrolling in non-government training without prior written approval will be held responsible for the total cost of the training.
- Inherent in the approval process is the review and certification that training meets regulatory compliance.
- Appendix 23H Training Process Steps provides guidance.

c. **Purpose of Training**

- 1) The purpose established by the GETA is to assist agencies in achieving their mission and performance goals through employee and organizational performance.
- 2) When it is necessary to determine whether an employee's training request is appropriate, ask the following questions (**NOTE:** Training requests, that do not meet this criteria, may not be authorized or certified.):
 - Does the training support the organization's strategic plan?
 - Will the training improve an employee's current job performance?
 - Does the training allow for expansion or enhancement of the employee's current job?
 - Will this training enable an employee to perform potentially needed duties outside the current job but at the same level of responsibility?
 - Is the training designed to meet organizational needs in response to human resource plans, downsizing, or restructuring and program changes?

d. **Purchasing Guidelines**

Training must be purchased in accordance with the FAR when cost is associated with a training program. Training may be authorized and certified by the appropriate authority provided the training is regularly scheduled, open to the public, and the price does not exceed that charged to other students. Appendix 23I Method of Payment provides guidance for purchasing training.

e. **DD Form 1556**

The DD Form 1556 is the form used to obligate funds for an individual event or planned series of the same training event, activity, service or course material that is publicly available. DON uses this form as a method to authorize, certify and record training of civilian employees. The employee submits a training request via their appropriate supervisory chain of command.

f. **Approval of Line Management Training Request**

Since self-review constitutes a conflict of interest, managers and Training Coordinators/Officers who are delegated authority to approve training must submit their own request for training to the next higher level with training approval authority.

6. **RESPONSIBILITIES**



a. **Activity Head Responsibilities**

- Establish and maintain an effective employee development program consistent with requirements issued by Executive Order, OPM, DOD and DON.
- Identify and determine both broad and specific training and development needs of the workforce.
- Plan, program, operate and maintain training programs to meet employee training and development needs.
- Link training to the organization strategic plan.
- Formulate an annual Activity Training Plan (ATP).
- Budget to meet the training and development needs.
- Evaluate the results of training and take appropriate action.
- Prepare and submit records and reports of all training received by employees.

b. **Supervisor Responsibilities**

- Keep abreast of local policies and objectives of employee training and development.
- Develop an understanding and appreciation among employees of the significance of continual growth in job competence and professional advancement.
- Annually assess the training needs of each subordinate employee.
- Plan, develop and conduct, or otherwise make available, on-the-job training opportunities that will best serve the needs of the organization and the vocational interests and objectives of the individual.
- Give all eligible employees reasonable opportunity for consideration in selections for training which can result in promotion; and use full merit promotion procedures if the training will allow the attendee to qualify for a different occupational series, is part of a specific promotion program, or is required before an employee can be considered qualified for a position.
- Assure the skills and knowledge acquired in off-the-job training is put to use when the employee returns to the job.
- Evaluate the effectiveness of training and development efforts in terms of increased job competency and efficiency of operations.
- Submit required records and reports of all training received by employees within the organizational unit.

c. **Employee Responsibilities**

- Help to define their training needs in relation to current and future job requirements.
- Fulfill their obligations with respect to the execution of career plans.
- Successfully complete assigned training efforts.
- Apply the knowledge, skills and abilities acquired through training to the work situation and pass on the knowledge, skills and abilities to other employees needing such information.
- Pursue a program of self-development.
- Fulfill any agreements to continue in service.

d. **HRSC-NW Responsibilities**

- Inform customers of Navy training initiatives and support implementation.
- Schedule, coordinate, disseminate information, record attendance in DCPDS and evaluate a program of generic training (i.e., training that has been assessed as being a regional need versus activity specific need).
- Process Defense Acquisition Workforce Improvement Act (DAWIA) certifications, Acquisition Professional Community (APC) memberships, other provided information, and provide requests reports from the automated official record training.
- Provide requested official training records and reports from the automated Office Record of Training.
- Assess region generic training needs and delivery training classes.
 - Annually coordinate and conduct training needs assessments.
 - Receive and analyze survey to determine fiscal year training needs.
 - Determine sources and select the most cost-effective method of delivery.
 - Place the course calendar on the web site www.donhr.navy.mil/Employees/training.asp and arrange for classroom facilities.
 - Process enrollments for HRSC-NW sponsored generic training.
 - Enter HRSC-NW sponsored training into the employee's training history.

e. **HRO Responsibilities**

- Assist and provide advice on training and employee development issues as appropriate.
- Provide career counseling as appropriate.
- Manage apprentice program as appropriate.
- Assist in linking training to activity's strategic plan.
- Assist in identification of training needs with surveys and other assessment methods.

f. **Activity Training Coordinator/Officer Responsibilities (Processing unit training requests)**

- Certifies regulatory requirements are met.
- Coordinates training, selects vendor and secures enrollment.
- Issues confirmation notice to employees.
- Prepares and forwards approved DD Form 1556 to employee and other appropriate personnel.
- Assures input of completed training.
- Monitor completion of mandatory training and IDPs for unit employees.
- Maintain records and make reports on unit training.
- Compile, publish, and monitor execution of the annual ATP.
- Coordinate unit response to periodic training assessments and surveys.

7. **ACTIVITY SPECIFIC TRAINING**

The command is responsible for arranging for the delivery of activity-specific training courses on-site as needed. Activity-specific training is defined as training that is unique to the activity and therefore managed by it.

8. **DD 1556 PURCHASE LIMITATIONS**

a. **Training Selection Involves Purchase**

- DD Form 1556 is used to obligate funds up to and including \$25,000 for an individual event or planned series of the same training event, activity, service or course material that is publicly available.
- If the price exceeds \$25,000, it is the function of the contracting officer to contract for training and follow the procedures set forth in the Federal Acquisition Regulations (FAR) and the DOD FAR supplement.

b. Training Expenditures Exceed \$2,000

- Must be documented in writing.
- Every effort should be made to identify a minimum of three sources of training or training facilities that can reasonably be expected to meet the training needs.
- If only one source is available, a sole source justification is appropriate and must be documented in writing.

9. SELF-DEVELOPMENT/AFTER-HOURS PROGRAM

- a. Self-development/after-hours classes can be used to encourage employees to engage in activities that demonstrate initiative and interest in staying informed about changes/advances in their career field.
- b. Generally, the authorities granted by law are of sufficient breadth and flexibility to allow agencies to provide the training they deem appropriate to meet mission requirements. Self-development may be full or part-time, on or off-duty, day or evening, or any necessary combination of these. These responsibilities are delegated to the various components who are responsible for writing the policies to govern their training program.
- c. Activities may authorize payment for all or part of the following expenses. Refer to your organization's training policy for this determination.

- Tuition and matriculation fees.
- Library and laboratory services.
- Materials and supplies.
- Books (purchase or rental).

d. Manager and supervisors responsibilities

Provide the self-development/after-hours program for their employees within organizational priorities and fiscal limitations.

e. Employee Responsibilities

- continued self-development
- Successful training completion.
- Applying authorized training to their job.
- Fulfilling the continued service agreement.



- f. All self-development, after-hour courses **must** meet the regulatory requirements and budget constraints before the authorizing official approves the training request.

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- g. The activity coordinator or other designated representative will send the grade report and DD Form 1556 to the command Training Coordinator/Officer for entry into the DCPDS. The Command Training Coordinator/Officer will forward the information to HRSC-NW Code 30 for entry into DCPDS.

10. ACADEMIC DEGREE TRAINING

- a. DOD may pay for academic degree (per law change with the National Defense Authorization Act 2000).
 - There are no longer restrictions to “shortage” occupations
 - It must be part of a planned program of civilian professional development endorsed by DOD
 - Must be delivered through a recognized, accredited source.
- b. Among the requirements listed is that no payment is to be made to institutions that do not allow ROTC recruiters on campus (listed under <http://epls.arnet.gov/>).

11. MANDATORY TRAINING



- a. Since mandatory training requirements are constantly changing, activities should consult with their claimancy for information on specific training requirements.
- b. Subject matter experts are available for advice and guidance at HRO and HRSC-NW
 - Sponsor training.
 - Assist in determining alternate sources for training (videos, computer-based training programs, and printed materials).
 - Locate training facilities.
 - Locate vendors.
 - Provide reports on training attendance.
- c. Appendix 23J shows common mandatory topics.

12. SPECIAL TRAINING PROGRAMS

DOD, DON and occasionally local commands establish career programs in certain occupational and functional areas to provide a structured approach to specific workforce problems such as recruitment, staffing, development, retention, and impact of new technology. A few of these programs include the Veterans Readjustment Appointment (VRA), Upward Mobility Program (UMP), Student Education Employment Program (SEEP) and Probationary Supervisory Program.

a. **Management Guidelines**

An IDP is required for employees enrolled in the VRA, UMP, SEEP and Probationary Supervisory Program.

- Identifying training needs.
 - Collaborating with employee in preparing an IDP.
 - Monitoring and evaluating the progress.
 - Counseling employees on the need to complete requirements.
 - Coordinating with HRSC-NW Code 30 to schedule employee training as appropriate.
 - Forwarding requests for formal training to the activity coordinator.
 - Determining if employees have met requirements for satisfactory completion of the IDP.
 - Assuring documentation when employee has completed the training program.
- b. The training identified on the IDP may be formal classroom instruction, informal on-the-job training, developmental work assignments, rotational assignments or work experience assignments.
- c. HRO and HRSC-NW will provide advice and assistance to managers and supervisors in assuring the formal training needs are documented on the IDP, training sources are identified and completed training is recorded in the DCPDS.

13. INDIVIDUAL DEVELOPMENT PLAN (IDP)

- a. The IDP can be used as a tool by the supervisor and the employee to chart an employee's training and development over a specific period, usually the performance year. It provides an opportunity to determine, discuss, and mutually understand the employee's career goals and interests and how they relate to the command's goals and the Career Development Program.
- b. The employee should discuss career goals with their supervisor. The idea is to develop a realistic, mission-oriented plan of work, education and training assignments for the ensuing year. It also provides the supervisor an opportunity to find out about the employee's goals.
- c. It is recommended the employee and supervisor jointly meet at least annually to discuss the goals for individual development and prepare a plan that is mutual for the accomplishment of the goals. The IDP should be implemented during the coming year and can be modified as needed.
- d. Some programs require an IDP be completed such as employees in VRA, UMP, SEEP, and Probationary Supervisory programs.



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- e. IDP forms, NAVSO Form 12410/67, are available from the Naval Inventory Control Point, 700 Robbins Avenue, Philadelphia, PA 19111. Their telephone number is (215) 697-2261/DSN 442-2261. To order the NAVSO Form refer to S/N 0104LF0045200.
- f. HRO and HRSC-NW will assist managers in the development of various IDPs.

14. CIVILIAN LEADERSHIP DEVELOPMENT FRAMEWORK

- Activities will establish a Civilian Leadership Development Program, provide adequate program resources, issue appropriate guidelines and disseminate information to the entire work force.
- The focus is on acquiring the competencies the Secretary of the Navy has identified as critical to the success of DON leaders.
- Specific information on this program is set forth in SECNAVINST 12410.24. Further information can be obtained from HRSC-NW Code 30. Information can also be obtained at the following web site: www.donhr.navy.mil/Employees/cld.asp.

15. ACTIVITY SPECIFIC EXECUTIVE DEVELOPMENT PROGRAMS

a. Executive Development Program Objectives

- Enhance mission accomplishment
 - Increase productivity
 - Improve and maintain professional capability
 - Provide a source of skilled individuals for its management team through the systematic development of its executives, managers, and supervisors.
- b. DOD and DON offer many Executive Development Programs for SES and Senior General Schedule Civilians. (See www.donhr.navy.mil/Senior_exec/Schedule2001.doc)
 - c. HRSC-NW and HRO will provide advice and assistance to activity coordinators or other designated representatives and assist selected employees and their supervisors in developing IDPs for executives.
 - d. The completion of training will be updated in DCPDS.

16. TRAINING RECORDS AND REPORTS FOR CIVILIAN EMPLOYEES.

- a. DON requires all completed training of eight hours or more and all mandatory training regardless of the length be recorded in the employee's Official Training Record.
- b. Both the activity and the employee are responsible to ensure that completed training is entered in the training record in a timely manner.

c. Training Record Forms

- **HRSC-NW Training Roster Form**

May be used when multiple civilian employees have attended the same training and would like their training record updated. Form may be obtained from HRSC-NW Code 30.

- **HRSC-NW DCPDS Data Entry Form**

Used to capture a single training event where an employee attended an off-the-clock training course and would like their training record updated. Form may be obtained from HRSC-NW Code 30.

d. Documents useful when updating DCPDS training records

- Completed Training Roster
- Certificate of Course Completion along with the HRSC-NW DC PDS Data Entry Form
- Individual Grade Report along with the HRSC-NW DCPDS Data Entry Form
- Completed DD Form 1556
- All documents need employee name, social security number, activity name, course title, start and end dates, and total hours.
- If the employee feels there are courses not recorded in their training record, mail or FAX a copy of the Certificate of Course Completion or Individual Grade Report along with the HRSC-NW DCPDS data entry form to their Training Coordinator/Officer.

17. USE OF FOREIGN SERVICES/FACILITIES

Consult with your HRO for guidance.

18. CONTRACTOR EMPLOYEE TRAINING

- Once contractors are selected for their expertise in a subject area, contractors may only be trained in skills they are **not** required to bring to the job.
- Contractors may be trained in rules, practices, procedures and/or systems that are unique to the employing agency and essential to the performance of the contractors assigned duties.
- The authority for training of contractors is not in training law. It is in the authority to administer contracts.
- Training of contractors is subject to the decision of the chief contracting official.

19. MILITARY ATTENDANCE AT CIVILIAN TRAINING EVENTS

- a. Military personnel may attend civilian training programs when the training is related to their present duty assignment such as the following:
 - Have direct or indirect supervisory responsibilities over civilians.

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- Are assigned to perform essentially civilian duties for extended period of time.
 - Are officially assigned to a regularly scheduled, on-site civilian training course at no additional cost to the government.
- b. 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.

20. PAY WHILE IN TRAINING CLASSES

- a. An employee assigned to training during normal duty hours is considered on duty for the period of training. Adjustments may be made to the employee's schedule if the training falls outside the normal schedule of work such as on an Alternative Work Schedule (AWS) day off, or a different shift.
- b. As a general rule, employees may receive neither overtime pay nor compensatory time off for time spent in training.
- c. The prohibition on overtime pay is not applicable to training treated as hours of work under OPM's regulations implementing the Fair Labor Standards Act (FLSA).
- d. For employees subject to the FLSA, 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 an agency requires the training as indicated below:
- Bring performance up to fully successful.
 - Provide knowledge or skills to perform new duties and responsibilities in the employee's current position.
 - Eligibility for overtime pay for time spent in travel to and from training is determined by law and regulations concerning hours of work.
- e. Career, career-conditional employees, and those on excepted appointments may be selected for training at government or 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 these newly acquired skills will be used after training.

21. PAYMENTS FOR TESTS, CERTIFICATES AND DUES

- a. The expenses of training do not include membership fees except as follows:
- The fee is a necessary cost directly related to the training.
 - Payment of the fee is a condition precedent to undergoing the training. Payment of annual dues for membership in a professional organization is a personal expense.
- b. The Government will not pay for fees required for professional exams, licenses, certifications that are part of an employee's personal qualification process, such as the bar examination required of lawyers.

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APPENDIX 23A CONTINUED SERVICE AGREEMENT

Print Full Name _____ Telephone # _____

Code _____ Activity _____

Agreement to Continue in Service

This agreement applies to all government and 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.

- 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.)
- 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 rata 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.)
- 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 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.
- 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.
- e. I acknowledge that this agreement does not in any way commit the Government to continue my employment.
- f. Training period requiring obligated service:

Program Title: _____
From (YYMMDD) _____ To (YYMMDD) _____
Number of duty hours _____ Non-duty hours _____

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- g. Period of obligated service:
From (YYMMDD) _____ to (YYMMDD) _____
- h. 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.

Trainee Signature

Date Signed

APPENDIX 23B INDIVIDUAL DEVELOPMENT PLAN (IDP)

This IDP will be used by HRO supervisors and employees to plan the means of acquiring necessary competencies to meet organizational objectives, civilian leadership development objectives (including required new supervisor competencies), and career path competencies. It should be developed/monitored/revised by supervisors and employees annually as part of the normal performance appraisal process.

Short Term or Current Year Goals

In priority order, state your developmental goals for this year. For example the goal could be to achieve Level II Career Field certification; to acquire necessary competencies to learn two Career Foundation competencies; to acquire 12 credit hours in Business Administration; to complete Supervisory Leadership Program competencies under the probationary period, etc.

Long Term or Out Year Goals

State in broad terms, by year, your overall career goals to include selection into higher level positions. These goals are likely to be less specific than current year goals but are important in planning major training investments (one-year developmental assignments, academic education over a two-year or longer period, etc.). At each annual review, it is these goals that will be revised to be states more specifically as current year goals.

Competencies

List in priority, the specific competencies (or competency groups) to be achieved to meet Short Term and any Long Term Goals. Make sure that mission essential and mandatory competencies are listed before other less important competencies.

Developmental Activities

Using available guidance on HR competencies and HRO Strategic goals, and discussions with your supervisor, fill in the recommended source(s) of available training, education, rotational development or other activity needed to acquire the necessary competencies.

When there are two or more sources for the same competency choose as follows:

1. Courses provided by the HRO or other locally provided free or inexpensive sources.
2. For high priority courses not available locally, other similar courses offered outside the area.
3. For other training/education - choice should be made by management after consideration is given to quality of content, duration, and cost effectiveness.

Target Date

After discussion and agreement with your supervisor establish a proposed target date for completion of each activity.

Approvals

Once you and your supervisor agree on Short/Long Term Goals and competencies and the developmental activities, both should sign the IDP. (You should maintain a copy for your records.) Your supervisor should forward your IDP to the appropriate management level for approval (including funding and quota allocation) where necessary.

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INDIVIDUAL DEVELOPMENT PLAN (IDP)					
NAME: _____		SSN _____	ORG CODE: _____	OFFICE PHONE _____	
PAY PLAN: _____ SERIES: _____ GRADE: _____					
SHORT-TERM GOALS (Current Year)			LONG-TERM GOALS (Within 2 to 4 years)		
1. _____			1. _____		
2. _____			2. _____		
3. _____			3. _____		
4. _____			4. _____		
COMPETENCIES	DEVELOPMENTAL ACTIVITIES	Target Date	Complete Date	Emp Initials	Supvr Initials
APPROVALS:			COMMENTS:		
EMPLOYEE _____ DATE: _____					
SUPERVISOR _____ DATE: _____					

**APPENDIX 23C
VENDOR/FACILITY SELECTION MATRIX**

Selection of training sources where training expenditures exceed \$2,000 but does not surpass \$25,000 must be documented in writing and attached to DD Form 1556. Every effort should be made to identify at least three sources of training or training facilities that can be reasonably expected to meet the particular training need. Availability, quality, timeliness, and experience in presenting subject matter must be weighed when considering the use of sources.

INSTRUCTIONS

1. List all vendors and/or facilities and locations in ROW 1 of the Vendor/Facility Selection Matrix table on the next page.
2. Assign a numerical rating for each factor in Column 1 for each vendor listed in columns 2 through 4.

Use the following scale:

- 4 - Excellent
- 3 - Good
- 2 - Fair
- 1 - Poor

3. Enter the total numerical rating of all factors for each vendor in row 6, Numerical Rating for All Factors. Obtain this total by adding the rating of rows 1 through 5 in the column below each vendor.
4. Enter the total price of training for each vendor and/or facility in row 7, Total Price of Training.
5. Put any special comments in row 8 for the vendor observed.
6. Identify the vendor and/or facility recommended for selection, the dates of training, and the reason for selection.
7. Record your personal information as the evaluator.

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8.

VENDOR/FACILITY SELECTION MATRIX			
RATING AREAS	VENDOR 1	VENDOR 2	VENDOR 3
List of Facilities and Locations			
Ability to Meet Identified Training Needs			
Quality of Training Including Methods			
Timeliness of Training			
Experience in Presenting Subject Matter			
Numerical Rating for all Factors			
Total Price of Training			
Comments			
VENDOR/FACILITY RECOMMENDED FOR SELECTION			
NAME: _____			
ADDRESS: _____			
TELEPHONE: _____ TRAINING DATES: _____			
REASON FOR SELECTION			
RECOMMENDED BY			
NAME: _____ TELEPHONE: _____			
TITLE: _____ ORGANIZATION: _____			
ADDRESS: _____			

APPENDIX 23D
DD FORM 1556

REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT (Abbreviated)														
A. Agency code and subelement, and submitting office number (xx-xx-xxxx)			B. Standard document number (Org Identifier/ FY, Doc./ type code/ Serial number)			C. Request Status or Process Code (X one)			D. Amendment No.					
						<input type="checkbox"/> (1) Initial <input type="checkbox"/> (2) Resubmission <input type="checkbox"/> (3) Correction <input type="checkbox"/> (4) Cancellation								
Section A - TRAINEE / APPLICANT INFORMATION														
1. Name (Last, First, Middle Initial)			2. 1st 5 letters of last name		3. Social Security Number		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								
			a. Home											
			b. Office			9. Position Level (X one)			10. Pay Plan / Series / Grade / Step (Rank / MOS / AFSC for Navy Designator)					
11. Organization Name			(1) Commercial			a. Executive								
			(2) Autovon			b. Manager								
12. Organization Mailing Address (Include ZIP)			13. Organization UIC			c. Supervisory			14. Type of Appointment		15. No. prior non-government training days			
			16. Are you handicapped or disabled? (X one)			d. Non-Supervisory								
			Yes			e. Other (Specify)								
			No											
Section B - TRAINING COURSE DATA														
17. Course Title														
18. Training Objectives (Benefits to be derived by the Government)						19. Recommended Training Source, School or Facility								
						a. Name								
						b. Mailing address (Include ZIP)								
						c. Location of training site (If other than 19b)								
20. Course Codes														
a. Purpose			f. Security Clearance			k. Training Program			21. Course hours (4 digits)			22. Course Identifiers		
b. Type			g. Allocation Status			l. Reason for Selection			a. Duty			a. SAID		
c. Source			h. Priority			23. Training Period (YYMMDD)			b. Non-duty			b. Catalog / Course No.		
d. Special Interest			i. Training Level			a. Start			c. TOTAL			c. Offering / TLN		
e. Training Vendor			j. Method of Training			b. Complete								
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														
25. Direct Costs			26. Indirect Costs (For information only)			27. Accounting Classification								
a. Tuition cost			a. Travel cost											
b. Books, material, other costs			b. Per diem/other costs											
c. Total direct costs			c. Total indirect costs											
d. Funding source			28. Labor Costs			29. Signature of Fiscal Officer (Follow local procedure)			30. Total of Direct & Indirect Costs					
31. Job Order No.														
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)			b. Phone number (Include area code)			a. Typed Name (Last, First, Middle Initial)			b. Phone number (Include area code)					
c. Signature & Title			d. Date			c. Signature & Title			d. Date					
34. Authorizing Official						35. Course Acceptance (To be completed by school official)								
a. Action (X one)			(1) Approved (2) Disapproved			a. Accepted			c. School Official Signature					
b. Typed Name (Last, First, Middle Initial)			c. Phone number (Include area code)			b. Not Accepted			d. Date					
d. Signature & Title			e. Date			36. Course Completion (To be completed by school official)								
37. Billing Instructions (Identify discount terms. Furnish original invoice and 3 copies to: % days.)						a. If course was not completed, X this box, leave this section blank, and return this form with an explanation memo			b. Actual Completion Date (YYMMDD)			c. Grade		
						d. Signature & Title			e. Date					
						38. Certifying Government Official								
						a. I certify that this account is correct and proper for payment in the amount of: \$								
						b. Signature			c. Date Signed					
d. DSSN Number			e. Check Number			f. Voucher Number								

TRAINING FACILITY: Invoice should be sent to office indicated in item 37. Please refer to standard document number given in item B at top of page to assure prompt payment.

DD Form 1556-1, MAR 87

REPLACES DD FORM 1556, 80 MAY, WHICH WILL BE USED.

DoD exception to SF 182

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Section E - TERMINATION AND EVALUATION DATA <i>(To be completed by trainee)</i>						
39. Was course completed <i>(X one)</i> <input type="checkbox"/> a. Yes <i>(If not, return form with a memo explaining circumstances)</i> <input type="checkbox"/> b. No	40. Actual course dates <i>(YYMMDD)</i> a. Commenced _____ b. Completed _____	41. Actual course hours a. Duty _____ b. Non-duty _____	42. Academic grade / score			
43. Were all sessions attended? <i>(X one)</i> <input type="checkbox"/> a. Yes <input type="checkbox"/> b. No <i>(Explain reason)</i>						
44. What were your objectives in taking this course? Were they met?						
AREAS OF EVALUATION				RATING		
<i>X appropriate column to indicate your evaluation of items 45 through 56. Do not attempt to split a rating.</i>				A	B	C
45. Stated objective accomplished	A - Yes	B - Partially	C - No			
46. Coverage of subject matter	A - Excellent	B - Sufficient	C - Poor			
47. Organization of subject matter	A - Well organized	B - Adequate	C - Poorly organized			
48. Suitability of instructional materials	A - Excellent	B - Adequate	C - Poor			
49. Level of difficulty	A - Too advanced	B - Appropriate	C - Too elementary			
50. Length of course	A - Too long	B - Appropriate	C - Too short			
51. Amount of outside or evening work	A - Too much	B - Appropriate	C - Insufficient			
52. Effectiveness of instructors	A - Excellent	B - Good	C - Poor			
53. Applicability of subject matter to the job	A - Significant	B - Adequate	C - Insignificant			
54. Facilities	A - Excellent	B - Good	C - Poor			
55. Recommendation to colleagues	A - Highly recommend	B - Recommend	C - Not recommended			
56. Meet career development plans	A - Yes	B - No	C - Not applicable			
57. Comments on course strengths / weaknesses						
Section F - SUPERVISORY COMMENTS <i>(To be completed by trainee's immediate supervisor)</i>						
58. Have you discussed this course and its application to the job with this employee? <i>(X one)</i> <input type="checkbox"/> a. Yes <input type="checkbox"/> b. No						
59. What are your objectives in having employee attend course? <i>(Complete at time of nomination)</i>						
60. Were the objectives of the training achieved?						
61. Additional comments						
62. Supervisor a. Signature _____ b. Date _____			63. Trainee a. Signature _____ b. Date _____			
PRIVACY ACT STATEMENT						
AUTHORITY:	The Government Employees Training Act of 1958 (USC, Title 5, 4101 to 4118) EO 9397, November 1943 (SSN).					
PURPOSE AND USE:	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.					
DISCLOSURE:	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.					

APPENDIX 23E
DD FORM 1556 INSTRUCTIONS
(Request, Authorization, Agreement Certification of Training and Reimbursement)

The accurate and timely completion of the DD Form 1556 is very important to both the employee and the Navy. The form is a multi-purpose form and serves as a request, authorization, certification, and purchase document. After completion of training, the details contained in the form are reported in the employee's official training history. The information also serves to provide a variety of reports for planning and reporting purposes. Because of the importance of the information contained in this form, item-by-item instructions have been included to assist you in its preparation. If you have any questions, please contact HRSC-NW Code 30.

A - Agency Code and Sub-Element and submitting office number.
(Follow local activity procedures.)

B - Standard Document Number.

(Example: N68742 02 TG A 0001)

N = Component -Navy
68742 = Organization identifier which is the command's 5-digit Unit Identification Code (UIC)
02 = Last Two Digits Fiscal Year—02
TG A 0001 = Doc/Type Code/Serial Number—A block of TG numbers may be assigned to you by your accounting office. TG numbers begin with 0001 and run consecutively beginning with each fiscal year.

C - Request Status or Process Code. Check the appropriate block.

D - Amendment Number.

On those occasions where a DD Form 1556 requires an amendment, enter the amendment number in Block D. The first occasion for a change would begin with number 1. Subsequent changes would continue in sequential order.

SECTION A - TRAINEE/APPLICANT INFORMATION

Item 1 - Name.

Fill in trainee's name. Last name first, then first name, and then middle initial; do not use nicknames. If there are additional nominees, indicate this in Item 6 and list the nominees on a continuation sheet. (See Appendix 23F)

Item 2 - First 5 letters of trainee's last name.

Item 3 - Social Security Number

Item 4 - Education Level.

Enter appropriate code for trainee's educational level (Optional)

Item 5 - Leave Blank.

Item 6 - Home Address.

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- If a training request is for a correspondence course where the course material is sent directly to the student, enter the home address.
- If the DD Form 1556 is being used to nominate more than one person, insert, “See Continuation Sheet for Additional Employees.” List the names of nominees on the Continuation Sheet.

Item 7 - Phone Numbers.

- a. Leave Blank
- b. (1) and (2) Leave Blank

Item 8 - Position Title.

Item 9 - Position Level. Self-explanatory; check one.

Item 10 - Pay Plan/Series/Grade/Step. (GS-0301-05/02).

Item 11 - Organization name. Self-explanatory

Item 12 - Enter trainee’s organization address.

Item 13 - Enter submitting organization’s 5 digit UIC.

Item 14 - Leave Blank.

Item 15 - Leave Blank.

Item 16 - Self-explanatory; check one.

SECTION B - TRAINING COURSE DATA

Item 17 - Course Title.

Limit title to 45 characters or less. The character limitation includes spaces between words. Where course titles are lengthy, abbreviate the title as much as possible without losing the course title’s meaning. Use only standard abbreviations. For courses with adjectives such as introduction, intermediate, advanced, etc., abbreviate these adjectives and include them at the end of the course title.

Examples:

An advanced course for Access would be written: ACCESS ADV

An introduction to Exce4l would be written: EXCEL INTRO

An advanced course for Cisco Router Configuration would be written:

CISCO ROUTER CONFIGURATION ADV or CISCO ROUTER CONFIG ADV

Item 18 - Training Objectives.

This block consists of several important pieces of information in addition to training objectives. Due to data entry limitations, please be brief.

Some training objective examples may include:

- “Enhance job performance”
- “Fulfill need generated by new work assignment”

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Enter command's point of contact:

(Designated point of contact will forward confirmation information to student, comptroller and/or other authorized personnel.)

- a. Name
- b. Telephone number
- c. Fax number
- d. Email address

Item 19 - Name, Address and Location of Training.

- a. Vendor's name
- b. Vendor's complete mailing address, business and fax phone numbers
- c. Self-explanatory

Item 20 - Course Codes

A - Purpose

- | | |
|---------------------------------|-----------------------------------|
| 1 - Mission or program change | 6 - Develop unavailable skills |
| 2 - New technology | 7 - Trade or craft apprenticeship |
| 3 - New work assignment | 8 - Orientation |
| 4 - Improve present performance | 9 - Adult basic education |
| 5 - Meet future staffing needs | |

B - Type

- | | |
|--|---------------------------|
| 1 - Executive and management | 6 - Clerical |
| 2 - Supervisory | 7 - Trade or craft |
| 3 - Legal medical, scientific, engineering | 8 - Orientation |
| 4 - Administrative and analysis | 9 - Adult basic education |
| 5 - Specialty and technical | |

C - Source

- | | |
|------------------------------|--|
| A - US Army | 2 - Government - Interagency |
| D - Other DOD | 3 - Non-government designed for agency |
| F - US Air Force | 4 - Non-government - off-the-shelf |
| M - US Marine Corps | 5 - State or Local Government |
| N - US Navy | |
| S - Defense Logistics Agency | |

D - Special Interest - Leave Blank.

E - Training Vendor - Leave Blank.

F - Leave Blank.

G - Leave Blank.

H - Training Priority.

Enter the level of importance (1,2 or 3) that an employee's training is relative to mission accomplishment.

I through L - Leave Blank.

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Item 21 - Course Hours (4 digits).

Enter the length of training in hours. Total hours are determined by multiplying hours attended per week by the numbers of weeks of the course. Duty and non-duty hours are self-explanatory. Enter one hour or more; round fractions up.

For example:

If a course is 8 hours in length, enter: 0008

If a course is 16 hours in length, enter: 0016

If a course is 120 hours in length, enter: 0120

Item 22 - Course Identifiers. Leave Blank.

Item 23 - Training Period: Enter the dates in the following order: Year/Month/Day.

For example, a course starts on 30 March 2002 and is completed on 30 March 2003, enter the start and end dates: Start: 020330 Complete: 030330

SECTION C - COSTS AND BILLING INFORMATION

Item 24 - "X" if no training cost involved.

Item 25 - Direct Costs. When entering costs, round up to the next dollar amount.

a. **Tuition**

Enter the dollar cost for instruction assessed by the training vendor excluding fees, materials, and books.

Example:

Cost for course is \$95.50 - Enter: 00096

Cost for course is \$1695.00 - Enter 001695

b. **Books, materials, etc.**

Enter the dollar cost for books, materials, and other fees directly related to the training.

Example: Cost for books is \$100.00 - Enter 0000100

c. **Total of both.** (Total amount for group training includes cost for all employees).

d. **Leave Blank**

Item 26 - Indicate Costs:

a. **Travel Costs** - Contact Travel Office for rates.

b. **Per Diem/Other Costs** - Contact Travel Office for rates

NOTE: If student is to attend university and the command authorizes parking, the costs are entered here.

c. **Total of indirect costs** - Add (a) and (b).

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Item 27 - Accounting Classification.

If authorized to use the Government-wide Commercial Purchase Card (GCPC) insert, "Payment will be made by the Government-wide Commercial Purchase Card." Also enter Cardholder's name/telephone number, card number and expiration date. If not authorized to use the GCPC, provide accounting classification data.

NOTE: For those commands which have been delegated the authority to process their training, please refer to your command's internal operating procedures.

Item 28 - Labor Costs. Leave Blank.

Item 29 - Signature of Fiscal Officer.

Item 30 - Total of Direct and Indirect Costs. Enter the total of items 25c and 26c.

Item 31 - Job Order Number. If applicable, refer to internal operating procedures for details.

SECTION D - APPROVALS/CONCURRENCE/CERTIFICATION

Item 32 - Supervisor. To be certified/signed by the supervisor of the trainee.

Item 33 - Training Officer. To be certified/signed by the official designated by the head of agency. Include the name, telephone number and title of the appropriate official.

Item 34 - Authorizing Official. Please enter the appropriate name and telephone number in accordance with the command's internal operating procedures.

Items 35 through 36 - Course Acceptance/Course Completion. Leave Blank. This block will be completed by a school official, supervisor, or designated activity point of contact.

Item 37 - Billing Instructions. If some other method of payment is authorized, other than the GCPC, insert the activity's billing address and telephone number.

Item 38 - Certifying Government Official. Leave Blank.

**APPENDIX 23F
CONTINUATION SHEET EXAMPLE**

Course Title: COMMERCIAL PURCHASE CARD COURSE

Standard Document Number: N0024402TG0023

Activity: FISC San Diego **UIC:** 68742

Start Date: 020303 **End Date:** 020330

Privacy Act Statement

Authority: The Government Employee Training Act of 1958 (USC Title 5, 4101 to 4118), EO 9397, November 1943 (SSN))

Purpose and Use: 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 program in which they participate. The form becomes a part of the permanent employment record of participation in training programs and is included in the Government's Central Personnel Data File.

Disclosure: 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.

Name (Last, First, MI)

Pay Plan/Series/Grade/Step

Brown, Elaine C.

GS-0855-11/02

Johnson, Jimmy J.

GS-0855-09/02

Smith, Jane E.

GS-0855-09/05

APPENDIX 23H TRAINING PROCESS STEPS

The steps for requesting and procuring training using the DD Form 1556, whether for a single event or for group training, are provided below. If group training is requested, only one DD Form 1556 is used in conjunction with a continuation sheet.

CANCELLATION OR SUBSTITUTION

- If the employee is unable to complete training, they must notify their Training Coordinator/Officer in sufficient time to either reschedule or cancel the training.
- In some instances, a substitute may be appropriate.
- Registrants, who fail to notify the Training Coordinator/Officer, and vendor in sufficient time, will be charged full tuition.

1. TRAINING NEED IDENTIFIED

At least annually, and as needed, supervisors and managers at all levels have a responsibility to assess the training needs of their employees. Employees also share in this responsibility for identifying and reporting training needs which will enable them to perform their jobs better. All training should be in support of the organization's mission or goals.

2. TRAINING SOURCE IDENTIFIED

Many training sources are available, both government and non-government, to support employee training. Multiple sources should be considered when possible and selection of the vendor documented.

3. TRAINING DATE DETERMINED

Scheduling of training is very important and should be considered in view of travel, budget, training vendor availability, and other business trends. The sooner the training event is planned, the better the chances are for its success.

4. TRAINING REQUEST (DD FORM 1556) COMPLETED

The training request should be completed as soon as possible in accordance with your organization's internal procedures. The procedures for completing the training request block-by-block are identified later in this guide.

5. TRAINING REQUEST (DD FORM 1556) SUBMITTED VIA APPROVAL CHAIN

Organizations vary in the approval process. Refer to your organization's internal procedures.

6. TRAINING CERTIFIED (LOCAL ACTIVITY)

The certification of training is completed by the designated employee or Training Coordinator/Officer. Refer to your organization's internal procedures for guidance.

7. TRAINING PURCHASED (HRSC-NW, HRO, LOCAL ACTIVITY)

The appropriate training official will purchase training using the DD Form 1556 and use the GCPC as the method of payment at or below \$25,000.

8. **EMPLOYEE NOTIFIED OF CONFIRMED TRAINING**

The employee will be notified of confirmed training classes by the appropriate office - HRSC-NW, HRO, or their local activity. Vendors may also notify the employee directly.

9. **EMPLOYEE TRAINING COMPLETED**

Employees are responsible for completing scheduled training and reporting the following information:

a. **Academic Class Grades**

For attendance in academic classes, employees are required to submit proof of completion in accordance with local activity procedures.

b. **Evaluation**

Refer to your organization's internal requirements and procedures.

10. **COMPLETED TRAINING DOCUMENTATION SUBMITTED (EMPLOYEE, ACTIVITY)**

Upon completion of training, it is the responsibility of the employee, or activity, as appropriate, to report the training for entry into the employee's DCPDS training history.

11. **ENTER TRAINING IN EMPLOYEE'S DCPDS TRAINING HISTORY**

The command is responsible for assuring all completed training is entered into the DCPDS training history of the employee. It's important that accurate information is reported.

12. **INVOICE PAYMENT COMPLETED BY ACTIVITY PER INTERNAL PROCESSING PROCEDURES**

In the case where the GCPC is not used as a method of payment, the vendor will forward invoices to the address identified in the appropriate block on the DD Form 1556 for bill paying purposes. The organization's accounting office will process invoices and reimbursements for payment. Refer to your organization's internal procedures for additional details.

APPENDIX 23I METHOD OF PAYMENT

1. GOVERNMENT-WIDE COMMERCIAL PURCHASE CARDS (GCPC)

- “The GCPC shall be used as the method of payment of all commercial training requests using DD Form 1556 valued at or below \$25,000.
- Components are encouraged to issue a GCPC to those authorized to obligate and expend funds by means of the DD Form 1556. This form may be used for any currently authorized purpose, but shall cite the purchase card as the method of payment.”
- Details for GCPC use will be issued internally by each command.

2. TRAINING REIMBURSEMENT

- Employees will follow their command’s established policy for processing reimbursement claims.
- Must have **an approved** DD Form 1556 for training.
- After completion of training, the employee will be responsible for submitting the Claim for Reimbursement for Expenditure on Official Business (SF 1164) along with the appropriate receipts through the command’s internal process.
- The DD Form 1556, SF 1164, and receipts are processed and forwarded to the organization’s accounting office for processing.
- The DFAS-SD will pay employees via Electronic Fund Transfer.

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**APPENDIX 23J
GENERAL MANDATORY CIVILIAN TRAINING**

COURSE	INSTRUCTION	NOTES
NEW EMPLOYEES		
New Employee Orientation	CPI 410	Required--Command discretion as to content and length
Ethics	5CFR 2638.703	Initial orientation
Safety	OPNAVINST 5100.23	
Security	OPNAVINST 5530.14	
Civilian Employee Assistance Program (EAP)	OCPMINST 12792.1	New employees will be informed of the services of this program as they enter on duty
Drug Free Workplace Program	OCPMINST 12792.3	Provide with general notice of implementation of the program during initial orientation or indoctrination
Prevention of Sexual Harassment (POSH)/EEO	SECNAVINST 5300.26 / OCPMINST 12713.2	POSH training is to be completed within 90 days of entry on duty, to the extent possible.
NEW SUPERVISORS		
Suggested duration 24-32 hours unless indicated otherwise.		
Personnel Management Skills & EEO	CPI 412	With first 6 months
Security Procedures		
Safety	OPNAVINST 5100.23	Within first 180 days
Supervisor Liability	CPI 412	Within first 6 months
Drug Free Workplace Program	OCPMINST 12792.3 /CPI412	Generally within first 6 months
Civilian EAP	OCPMINST 12792.1	
Communication Skills	CPI 412	Within first 12 months 32-40 Hours
Basic Management Skills	CPI 412	Within first 15 months 32-40 Hours

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NEW MANAGERS		
Managerial competencies will be assessed within 45 calendar days of assignment to determine the training required.	CPI 412	“For new managers with no previous managerial training, it is anticipated that at least 80 hours of formal managerial training will be needed.”
ALL EMPLOYEES		
Prevention of Sexual Harassment	SECNAVINST 5300.26	
<u>SUPERVISOR/</u> MANAGER		
EEO Training	CPI 410/OPNAVINST 12720.8	Annually
Continuing Development	CPI 412	Annually provide training and development and enhance competencies.
OTHER		
Computer Security	5CFR 903.302	Requires initial, continuing & refresher training on the importance of computer security, policies and procedures for those employees responsible for management or use of computer systems.
Information Security	SECNAVINST 5510.30	“Orientation of personnel who will have access to classified information at time of assignment.” “Annual refresher briefings for those who have access to classified information.” “Counterespionage briefings once every two years for those who have access to information classified Secret or above.”
Antiterrorism Awareness	DODI 0-2000.16	Site specific information is required for employees traveling on orders to overseas locations.
Ethics	5 CFR 2638.70	Specific requirements for those employees requiring annual training.
Safety	OPNAVINST 5100.23 SERIES	Monthly, cover topics applicable to employees. See instruction for specific requirements for those employees requiring further training.