



# DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND  
WASHINGTON, D.C. 20362

IN REPLY REFER TO

NAVSEAINST 12410.8  
001/JHS  
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## NAVSEA INSTRUCTION 12410.8

From: Commander, Naval Sea Systems Command  
To: All Offices reporting directly to COMNAVSEA

Subj: NAVSEA Training Policy

Encl: (1) NAVSEA Civilian Employee Training Priorities and Restrictions

1. Purpose. To establish Command policy for the management and financial support of all NAVSEA Washington civilian employee training.

### 2. Background

a. The objective of NAVSEA civilian personnel training is to upgrade the scope and capabilities of the manpower base, in order to increase Command effectiveness and efficiency in the execution of mission responsibilities. Training, therefore, is an integral part of each supervisor's manpower management responsibilities and must be viewed accordingly.

b. Higher authority guidance on civilian personnel training requires, inter alia, that activity training programs: reflect the use of sound management principles; focus on specific needs and be result oriented; be consistent with competitive requirements of merit promotion policy; and provide for written Activity Training Plans which include the use of priority systems in the process used to approve funding of appropriate training initiatives.

c. Review of Command training initiatives over the past year indicates that the Command approach to executing its training responsibilities does not always meet the above criteria. This is particularly critical in view of current and projected resource limitations and the continuing need for cost consciousness in all functional areas.

3. Policy. In support of stated objectives and higher authority guidance, and in recognition of the constrained economic environment, civilian personnel training funded by the Command will be confined to those efforts which clearly support the execution of Command mission responsibilities in the most cost effective manner. All training approved by NAVSEA Deputy Commanders and Command Staff Office Heads, therefore, will provide: a visible emphasis on cost consciousness; a structured relationship between training objectives and mission responsibilities; a shared responsibility between employees and management; and maximum return on the Command's investment.

4. Priorities and Restrictions. Consistent with the above policy, certain management priorities and restrictions as listed in Enclosure (1), are established with regard to Command civilian personnel training.

5. Responsibility. Responsibility for ensuring compliance with all elements of NAVSEA training policy is vested in the Deputy Commanders and Command Staff Office Heads. SEA 09B is responsible for reviewing overall Command training initiatives and certification of funds on individual training requests. Additionally, SEA 09B will periodically advise the Commander on the training status, problems and requirements Command-wide.

6. Action

a. DEPCOMS and Command Staff Office Heads. Develop, approve and maintain training plans, in accordance with the requirements of this instruction. Maintain current and accurate records of funds planned and obligated within authorized training allocations. Advise SEA 09B of changes in training initiatives and funding authorized as a result of cancellations to approved initiatives or reprogramming actions. Report status of training indicators to SEA 001, as required under the Corporate Management Plan.

b. SEA 09B. Review proposed Directorate and Command Staff Office training plans for compliance with this instruction. Allocate and account for training funds; certify funds availability for individual training plans and maintain the Command Master Training Plan. Advise the DEPCOMS and Command Staff Office Heads on the status of their individual training programs and the Commander and Vice Commander on overall Command training status.

  
J. H. WEBBER  
Vice Commander

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NAVSEA CIVILIAN EMPLOYEE TRAINING  
PRIORITIES AND RESTRICTIONS

I. PRIORITIES: Authorization of civilian employee training will be effected in order of the following priorities:

- 1 Mission related training required to enable employee to perform currently assigned duties and responsibilities.
- 2 Mission related training required to support employee development of ability to perform future planned responsibilities within NAVSEA, as defined in an approved IDP.
- 3 All other training, including independent employee-initiated developmental efforts, as defined by an approved IDP.

Each approved training requirement will be assigned one of the above priority indicators. Deputy Commanders and Command Staff Office Heads will ensure planning and authorization of all Priority 1 training requirements prior to consideration of lower priority efforts.

II. RESTRICTIONS: The NAVSEA training investment is intended to enhance the Command's ability to execute its mission requirements. It is not intended to serve as a substitute for effective management and the personnel disciplinary process or to support personal training goals which do not directly and visibly relate to the performance of Command responsibilities and functions. The following specific constraints, therefore, are established with regard to the planning, approval and funding of all NAVSEA civilian personnel training initiatives.

A. Prior to SEA 09B certification of funds for individual training requests, required training will be identified and approved by the cognizant Deputy Commander or Command Staff Office Head (or his Deputy). The annual training plan will be used to identify and establish approval of all training requirements. Emergent requirements to be added to these plans must be approved separately prior to processing.

B. An approved Individual Development Plan (IDP), identifying NAVSEA career objectives and specific training requirements related thereto, will be required for any employee desiring to obtain Command support of training not directly related to his current position of record (i.e. Priority 2 or 3 training).

C. In order to concentrate the Command training investment in those areas having the greatest potential for payback, prior to approval of IDPs or training requirements, supervisors will evaluate: level of employee performance; amount and cost of training provided by the Command to date; payback derived by the Command from previous investments; potential for mission application; and near-term benefits anticipated from training requested.

D. Employee performance ratings will form a significant element of the training review and approval process. As a general rule, employees showing

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consistently high performance ratings will be given first consideration for training opportunities. Unless organizational or technological changes applicable to the individual's current position are perceived to have been the basis for a less than satisfactory rating, employees having consistently low performance ratings, particularly those who have previously received training with little resultant impact, will be dealt with through the disciplinary process vice the training program.

E. Deputy Commanders and Command Staff Office Heads are responsible for ensuring all Priority 1 training requirements are provided for prior to authorizing any lower priority training requirements.

F. Although employee initiative to attain Bachelor or higher degrees, to enhance their personal development and career potential, is strongly supported, the Command will fund only those courses which are directly mission related. Other courses, of more general application required to attain these degrees, are the employees' personal financial responsibility.

G. All training objectives will be met in the most cost effective manner available. Prior to authorizing or requiring attendance at costly Government or non-Government courses, managers will ensure no equally effective but more economical means exist to satisfy the requirement. For requirements perceived to be of broad application or of a continuing nature in any functional area, managers should explore with the NAVSEA Institute or the CCPO the feasibility of bringing said training on-site at a more economical rate. The NAVSEA Institute will provide the majority of technical and managerial courses peculiar to NAVSEA needs.

H. In order to maximize availability of educational opportunities among Command employees, the NAVSEA training subsidy for employees not in a formal Command development program, will be limited to: After Hours Training - two courses per semester or quarter; Training during Duty Hours - 60 hours per annum. Costs beyond that will be borne by the individual employee. In addition, except for Priority 1 training, only tuition costs will be subsidized. All other costs will be paid by the employee, including admission, orientation and graduation fees, meals, books, equipment and training tools. Priority 1 training support will cover required books, equipment and training tools, in addition to tuition.

I. Employees will be responsible for reimbursing the Command for its training investment if they do not satisfactorily (C or above) complete said training unless DEPCOM or Command Staff Office Head certification is provided which attests to the fact that critical mission requirements precluded completion. Course ratings, therefore, will be forwarded to the cognizant supervisor upon completion of each course and will form a part of the employees' official personnel file.

J. Selection for NAVSEA training opportunities will be consistent with merit principles and the requirements of PL 92-261. Merit selection procedures will be used when training is primarily to prepare trainees for advancement, promotion or for reassignment into a development program which could result in increased promotional opportunities for the individuals concerned.