



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
WASHINGTON, D.C. 20362

IN REPLY REFER TO

NAVSEAINST 12411.1
Ser 01M3/539
6 Dec 84

NAVSEA INSTRUCTION 12411.1

From: Commander, Naval Sea Systems Command
To: All Offices Reporting Directly to COMNAVSEA
Subj: TRAINING REQUIREMENTS FOR SUPERVISORS SERVING PROBATIONARY PERIODS
Ref: (a) CCPO-CCINST 12315.2 of 10 Apr 84; Subj: Probationary Period for Newly Appointed Supervisors and Managers
(b) Civilian Personnel Instruction (CPI) 410-F
(c) Federal Personnel Manual (FPM) Chapter 411
(d) Civilian Personnel Instruction (CPI) 411.1
(e) Civilian Personnel Instruction (CPI) 411.2

1. Purpose. To establish Command policy and guidance for the initial training of new supervisors during their probationary period.

2. Background. Reference (a) requires that new supervisors serve a 12 month probationary period. Reference (b) mandates that all new supervisors receive supervisory training during their probationary period. References (c), (d), and (e) set forth policies and requirements for the training of new supervisors.

3. Discussion. The first-line supervisor is vital to an organization's productivity because he or she has the most immediate contact with the employees who produce the work and is responsible for the performance of employees assigned under his or her direction. Therefore, the supervisor must possess knowledge and skills different from those required to function in a non-supervisory position. Unless new supervisors have had a supervisory developmental assignment or previous supervisory experience, they are likely to enter into their new positions lacking many of the skills and abilities and much of the knowledge necessary to cope with the complex requirements of supervision.

4. Requirements

a. Reference (e) requires Individual Development Plans (IDPs) for new supervisors be established within 45 calendar days following assignment to a supervisory position. Developmental needs are to be identified for new supervisors when preparing IDPs based on the list of "Supervisory Functions and Development Strategies" contained in Appendix A of reference (c). These developmental needs are to be documented in the IDP. This

NAVSEAINST 12411.1

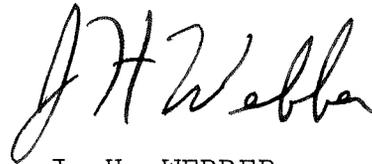
6 Dec 84

process is to be a joint effort of the new supervisor, his or her supervisor, and the servicing CCPO Employee Development Specialist, with all of them initialing the IDP.

b. As a minimum, all new supervisors and supervisors new to the Navy will receive formal training in Federal, Department of the Navy, and local personnel management policies and practices. The 40 hour, no cost course entitled "The Supervisor's Role in Personnel Management" is specifically designed and presented by CCPO to satisfy this requirement (reference (a)). This training is mandatory for all new supervisors and is to be completed during the first 6 months of the probationary period. Military personnel new to the role of supervising civilians and employees having temporary long term supervisory responsibilities should also be scheduled for this training. This requirement may be modified as appropriate for new supervisors who have substantive experience in personnel management (either through preparation of a new IDP or amendment to an existing IDP).

c. All training identified in the new supervisor's IDP must be completed during the probationary period. Higher level supervisors are responsible for ensuring that the training is scheduled and that training request forms are generated for the formal training required for new supervisors. The CCPO Employee Development Specialist will certify the completion of this training.

5. Action. Addressees shall ensure compliance with the provisions and requirements of this instruction.



J. H. WEBBER
Acting Commander

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