



DEPARTMENT OF THE NAVY
COMMANDER
NAVY REGIONAL MAINTENANCE CENTER
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NORFOLK, VA 23511-2325

CNRMCIINST 12410.1
Code 1140
28 Jul 14

CNRMCI INSTRUCTION 12410.1

From: Commander, Navy Regional Maintenance Command

Subj: WORKFORCE DEVELOPMENT PROGRAM

- Ref:
- (a) Title 5 CFR 410
 - (b) DON Civilian Human Resources Manual
 - (c) SECNAVINST 12410.25
 - (d) NAVSEAINST 12410.8A
 - (e) E.O. 13160
 - (f) DON Defense Acquisition Workforce Improvement Act Operating Guide
 - (g) Government Employees Training Act amended 1990
 - (h) E.O. 13111
 - (i) Federal Training Policy Handbook
 - (j) NAVEDTRA Personnel Performance Profile Based Curriculum Development Manual Manager's Guide
 - (k) NAVEDTRA 126 NETC Integrated Learning Environment Course Development and Life-Cycle Maintenance
 - (l) NAVEDTRA 135C Navy School Management Manual
 - (m) Commander Navy Regional Maintenance Center Fleet Desk Guide
<https://dodcac.portal.navy.mil/navsea/CNRMCI/fdg>
 - (n) CNRMCIINST 4700.10
- Encl:
- (1) CNRMCI Course Identification Numbers (CIN) with Quota Requirements
 - (2) CNRMCI Workforce Development (WFD) Course Descriptions
 - (3) Workforce Development Daily Course/Training Evaluation
 - (4) Workforce Development End of Course/Training Evaluation
 - (5) RMC Certification Waiver Request Form
 - (6) Final Certification Board Results and Follow-on Requirements
 - (7) Final Certification Board Recommendation
 - (8) Certificate of Completion

1 Purpose. To promulgate and implement policy and procedures for management of the Commander, Navy Regional Maintenance Command (CNRMCI) Workforce Development (WFD) Program.

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2. Background

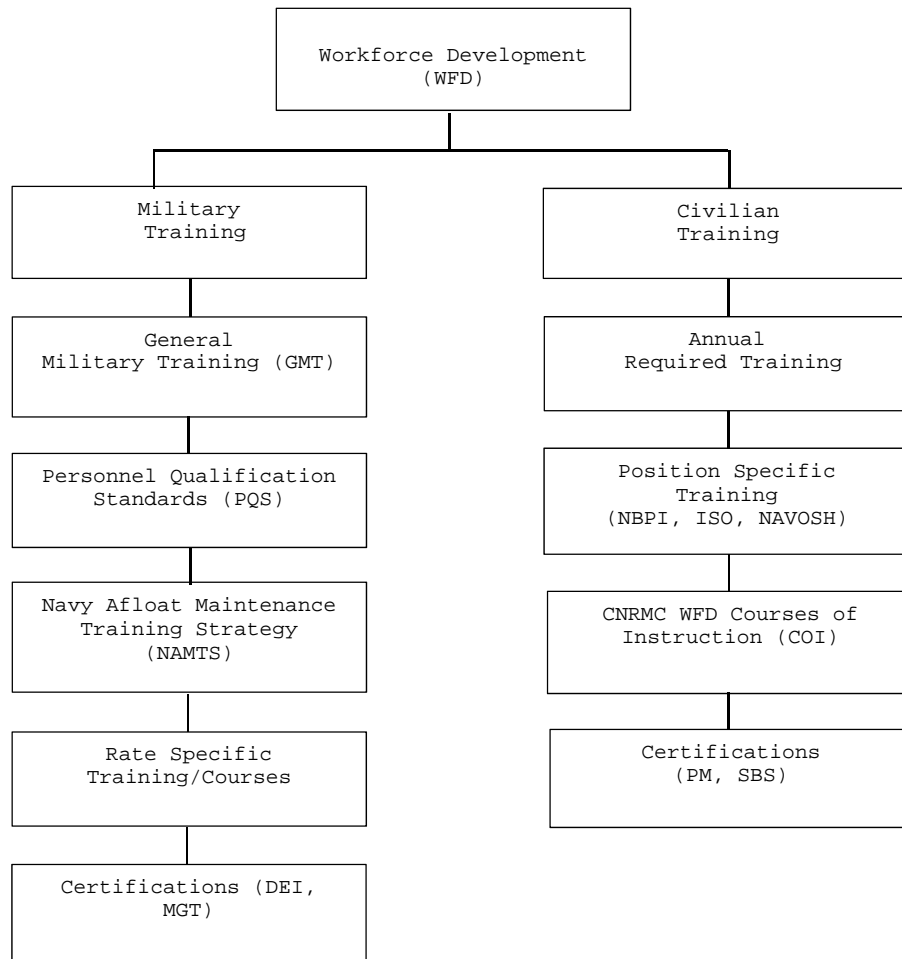
a. CNRMC's mission is to lead the Regional Maintenance Centers (RMC) in developing and executing standardized maintenance processes and common policy to sustain a global business model that will consistently provide quality cost-wise readiness to the surface force. Included in this mission requirement is the management and administration of the CNRMC WFD Program.

b. Traditionally, each RMC has conducted separate WFD training. This approach to training the RMC workforce has led to significant differences in processes and procedures for accomplishing surface ship availability maintenance and modernization across the RMC Enterprise. Additionally, many of the courses developed are disparate even though they cover similar processes and procedures because they were developed separately, do not capture best business practices, and are not standardized across RMCs. The CNRMC WFD Program courses and certifications are a global business approach to address and correct these disparities. This approach standardizes training, certifications and makes best use of available resources across the enterprise. References (a) through (n) provide the underlying policy and authority for development and implementation of the WFD Program.

3. Applicability. Training of Sailors and civilian employees in surface ship contracted maintenance and modernization is a prime factor affecting the operational readiness, combat effectiveness and performance of surface force ships. The CNRMC WFD Program consists of both military and civilian training. The following example, which is not all inclusive, illustrates basic elements included in RMC WFD.

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Examples of Basic Elements in RMC Workforce Development



a. The associated policy, position-specific training and certification requirements established herein apply to all RMC personnel.

(1) Civilian employee training, education and career development not directly associated with ship repair and modernization will be accomplished in accordance with reference (d).

(2) Management and administration of the Navy Afloat Maintenance Training Strategy (NAMTS) Program will be accomplished in accordance with reference (n).

b. Civilian professional development programs administered under this policy will be consistent with Merit System Principles.

Identification and selection of employees for training and development opportunities must be done fairly and equitably,

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without regard to political affiliation, race, color, religion, national origin, sex, marital status, sexual orientation, status as a parent, age or handicapped condition.

4. Discussion. CNRMC is committed to building and sustaining standardized workforce skills and competencies across all RMCs. This will enable RMCs to efficiently and effectively maintain the Navy's surface force readiness. The CNRMC WFD Program is designed as an integral tool in achieving that readiness goal by implementing a formal training and certification process that is standardized at each RMC. Standardizing the training and certification process:

a. Ensures surface ship maintenance and modernization work performed at one RMC is fully repeatable at any other RMC.

b. Certifies Project Team (PT) members to become fully capable of moving from one RMC to another (in a loan/borrow role) to support surge requirements or temporary manning shortfalls.

5. Responsibilities. CNRMC retains responsibility for ensuring WFD Program funding support, assessing WFD Program effectiveness, and maintaining/reporting any required program data.

a. CNRMC WFD Program Manager will:

(1) Plan, program, budget, operate, and evaluate programs in accordance with references (a) through (n).

(2) Establish priorities and plans to meet WFD training requirements.

(3) Establish and manage enterprise-wide Long Range Training Plan (LRTP).

(4) Establish a cost effective training infrastructure using a combination of in-house resources, outsourcing, and partnerships. This infrastructure will include the capability to provide training through classroom sessions, advanced distributed learning instruction, and through actual work assignments employing various learning strategies.

(5) Maintain an online resource accessible to RMCs that contains all WFD Program training materials and references.

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(a) Current training materials and references can be found on the CNRMC WFD SharePoint page at the URL listed below:
<https://navsea.portal.navy.mil/field/CNRMC/Operations/workforcedevelopment/default.aspx>

(6) Integrate employee education, training and development into the strategic planning process to ensure it contributes to mission accomplishment and performance goals.

(7) Create an environment that supports continuous learning and organizational development.

(8) Issue internal procedures that comply with merit system principles in accordance with reference (g).

(9) Implement DOD and DON-wide training and educational development including wage-grade, career, and leadership development programs.

(10) Ensure all training and career development regimens are consistent with references (c) and (d).

b. RMC Commanding Officer will:

(1) Implement CNRMC WFD policy into the command's program to include guidance for the management of facilities, training events and certifications.

(2) Designate a Primary WFD Coordinator and Alternate to administer the command's WFD Program.

(3) Ensure the necessary funds and other resources are allocated to support identified training and certification needs.

(4) Monitor manning and certification requirements of PTs.

c. RMC WFD Coordinator/Alternate will:

(1) Administer and oversee the command's WFD Program.

(2) Ensure compliance with all mandatory and required training in accordance with reference (d).

(3) Brief the organization's leadership on all CNRMC WFD scheduling and execution efforts.

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(4) Provide LRTP inputs to the CNRMC WFD Program Manager.

(5) Coordinate scheduling and execution of all CNRMC courses for the command to include:

(a) Manage course quotas using enclosure (1).

(b) Notify the CNRMC WFD Program Manager 60 days prior to course convening if unable to meet the number of personnel required for executing a course.

1. In the event an RMC is unable to meet the number of personnel required for a scheduled course, the RMC WFD Coordinator must notify the CNRMC WFD Program Manager so other options can be fully considered in a timely fashion such as opening course seats to other personnel, re-scheduling, cancelling, or offering the course to another RMC.

2. Alternate arrangements must be determined and confirmed not less than 30 days prior to course convening.

(c) Provide administrative and media support required by the course.

1. Ensure CNRMC WFD course quotas are filled with the appropriate personnel.

2. Provide class rosters no later than 30 days in advance of the convening date to the CNRMC WFD Program Manager.

3. Send electronic training invitations to students using the shared CNRMC WFD calendar in Microsoft Outlook not later than 14 days prior to class convening.

(6) Coordinate CNRMC WFD certification requirements.

(7) Submit monthly reports and participate in data calls requested by CNRMC.

(8) Advise RMC Leadership and the CNRMC WFD Program Manager of any events that may adversely affect WFD efforts.

6. Workforce Development Program. In addition to the requirements of references (c) and (d), the CNRMC WFD Program consists of both military and civilian training and

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certifications unique to the RMC workforce. The CNRMC WFD Program includes development, implementation, planning, and execution of courses and certifications to meet these unique requirements.

a. Development. CNRMC serves as the Enterprise Training Control Authority (ETCA) for all courses and Job Certification Requirements (JCR) developed under this program to support RMC surface ship maintenance, modernization and repair. As the ETCA, CNRMC is the Curriculum Control Authority (CCA) for all current and future WFD curricula/material and JCRs developed under this program.

(1) All RMC training/courses are subject to this instruction. Courses currently in use will be reviewed to validate:

(a) Training requirement

(b) Course meets the training and/or certification requirements.

(c) Whether or not the training requirement/course should be standardized and implemented across the enterprise.

(2) CNRMC will review and validate training requirements/courses/certifications in close coordination with RMC Subject Matter Experts (SMEs).

(3) The curriculum for each WFD course is developed using Naval Education and Training standards as a guide to meet RMC Enterprise requirements.

(4) Courses listed in enclosure (2) have been reviewed, validated and are now under CNRMC Curriculum Control Authority.

(5) Recommended changes to course curriculum must be approved by CNRMC prior to implementation.

(6) Development focuses on teaching RMC Workforce roles and responsibilities required by established directives and policies governing surface ship maintenance and modernization.

(7) Developed courses are formally certified by CNRMC using the following process:

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(a) Courses of Instruction (COI) will include a minimum of two pilots.

1. Pilot I: Review of curricula/material with the CNRMC Program Manager, Instructor/Facilitator, and designated RMC SMEs.

2. Pilot II: Review full COI with CNRMC Program Manager, Instructor/Facilitator, designated RMC SMEs, and students.

a. Pilot II is instructed/facilitated with a mixture of students and SMEs as though it were a certified COI.

b. If additional modifications are required upon the completion of Pilot II, the CNRMC WFD Program Manager will determine if an additional Pilot II is necessary.

c. Upon completion of a successful Pilot II, the course is certified and placed under CNRMC CCA.

b. Implementation. The CNRMC WFD Program Manager and RMC WFD Coordinators will manage the implementation of certified courses/training to meet enterprise and RMC specific training requirements.

(1) Requirements. When implementing a newly certified course each RMC will have different requirements for the number of personnel required to attend. To ensure each RMC meets their requirements:

(a) CNRMC WFD Program Manager will:

1. For each course being implemented, determine the number of instructors as well as the maximum and minimum student quotas.

2. Update enclosure (1).

(b) RMC WFD Coordinators will:

1. Verify the number of personnel required to attend at their RMC and provide to the CNRMC WFD Program Manager.

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2. Based on the number of student quotas for the course, determine the number of courses needed for their RMC and provide to the CNRMC WFD Program Manager.

(2) Scheduling. Regional Maintenance Centers are expected to fill quotas for each course to maximum capacity with personnel required to attend the course. In order to integrate the course into the LRTP:

(a) RMC WFD Coordinators will:

1. Verify that personnel assigned to a course will be available on the dates the course is scheduled.

2. Consider RMC cyclic events such as end-of-year requirements, port loading and availability of facilities in determining when to schedule courses.

3. Schedule/reserve facilities for conducting scheduled courses.

4. Provide administrative and media support required by the course.

(b) CNRMC WFD Program Manager will:

1. Review the LRTP to determine availability of instructors and the number of courses that can be added to the current schedule.

2. Consolidate RMC requests and coordinate scheduling priorities with RMC WFD Coordinators.

3. Schedule courses into the current LRTP.

4. Publish the revised LRTP.

c. Planning. Planning will consist of developing the enterprise-wide LRTP in support of RMC training and certification requirements.

(1) Long Range Training Plan. The LRTP is the enterprise-wide schedule for all CNRMC WFD Program courses. The LRTP is developed and executed on a Fiscal Year (FY) schedule based on requirements for each RMC. It is the primary tool for executing and managing completion of those requirements. To develop the LRTP:

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(a) The CNRMC WFD Program Manager will coordinate development of the LRTP annually based on the following notional timeline:

1. June - Draft template distributed to RMC WFD Coordinators for providing inputs. RMCs commence populating draft template.

2. July - RMCs submit populated draft template to the CNRMC WFD Program Manager. Commence review, consolidation and de-confliction based on priorities and availability of resources.

3. August - CNRMC WFD Program Manager and RMC WFD Coordinators finalize and publish the LRTP. Once published, the LRTP is available to all personnel on the CNRMC WFD SharePoint webpage located at:
<https://navsea.portal.navy.mil/field/CNRMC/Operations/workforcedevelopment/default.aspx>

(b) RMC WFD Coordinators will:

1. Determine the number of each course needed to meet their RMC's requirements.

2. Determine desired timeframes for conducting each course taking into consideration: certification and refresh requirements, facilities, port loading, personnel leave periods and other cyclic events.

3. Use the template provided to enter requirements and submit them to the CNRMC WFD Program Manager.

4. Coordinate final scheduling of LRTP requirements with CNRMC WFD Program Manager.

d. Execution. The approved LRTP will be used to manage execution of all scheduled courses.

(1) Only the CNRMC WFD Program Manager can reschedule or cancel an approved LRTP course.

(2) RMC WFD Coordinators will manage their requirements in the approved LRTP to ensure training events are executed as planned.

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(a) RMC WFD Coordinators will ensure at least the minimum numbers of students are assigned for each course in accordance with enclosure (1).

(b) Students attending WFD courses will fall into one of three categories and receive priority as listed below:

1. Student - Full participation (tests & practical exercises), Priority one for seats.

2. Auditor - Full participation (tests & practical exercises), Priority two for seats.

3. Observer - will be allowed when space permits. Test and practical exercises will be optional and only available if adequate space is available.

(c) In the event a course cannot be completed as scheduled, the RMC WFD Coordinator must notify the CNRMC WFD Program Manager at least 60 days in advance of the course convening date.

1. The 60-day notification is required in order for the RMC and CNRMC to consider other options such as opening course seats to other personnel, re-scheduling, cancelling, or offering the course to another RMC.

2. The CNRMC approved option must be confirmed not less than 30 days prior to the course convening date in order to make best use of resources.

(d) RMC WFD Coordinators will provide class rosters to the CNRMC WFD Manager no later than 30 days in advance of the convening date.

(e) RMC WFD Coordinators will send electronic training invitations from the approved LRTP to students not later than 14 days prior to class convening.

(3) Course Completion Requirements. Successful completion of a WFD Program course requires students to satisfactorily complete all practical exercises and attain a minimum passing score of 80% on the Course Final Examination.

(a) Pre- and Post-Examinations are administered to each student to provide a mechanism for evaluating and managing

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performance-based metrics, and to ascertain both student level-of-knowledge and training effectiveness.

(b) Students who fail to achieve an 80% score will be given an opportunity to review and re-take the course final examination, on the same day, upon completion of post final exam review.

1. If the student fails to pass the final course examination on the second attempt they will be required to re-take the course.

(c) Students will submit daily course critiques using enclosure (3) and end of course critiques using enclosure (4). RMC WFD Coordinators will forward an executive summary and electronic copy of student critiques to the CNRMC WFD Program Manager upon completion of each course.

(d) RMC WFD Coordinators will document and track student course completion in the Total Workforce Management System (TWMS).

(4) Certification. RMC Management uses a certification process to certify members for PT positions. Certification allows members to be assigned to Project teams as fully qualified and enables RMC management to assign well-trained PTs to surface ship availabilities. PT positions that have a Job Certification Requirement (JCR) established are listed in enclosure (1). Personnel in PT positions that have an associated JCR must be certified in their position.

(a) PT JCRs must be completed within 24-months of assignment. The RMC WFD Coordinator will document each member's certification progress in TWMS for those line items in which it is required.

(b) If a PT member does not achieve certification within 24 months of assignment, an approved waiver using enclosure (5) is required. An RMC approved waiver does not certify the member; it defines required actions to achieve certification, specifies limitations, and provides a revised date in which certification must be completed.

(c) Final certification authority for PT positions reside with the RMC Commanding Officer. Prerequisites for final certification include:

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1. Satisfactory completion of the required WFD Program course.

2. Successful completion and validation of the JCR to include the final certification board's recommendation.

(d) Final certification boards require a minimum of three board members designated in writing by the RMC CO. Final certification boards will:

1. Review the JCR to ensure requirements are met.

2. Schedule and conduct an oral examination.

3. In the event a member does not pass their oral examination board, the board will provide him/her with a copy of the board's results, enclosure (6), which list the requirements that must be completed prior to requesting a follow-on final certification board. In addition, the final certification board will retain the original for reference and to validate the member has met the listed requirements at the follow-on final certification board.

4. For members that complete a successful oral examination board, forward enclosure (7) and the member's JCR to the RMC Commanding Officer for final certification.

5. Upon final approval of a member's JCR the RMC Commanding Officer will present the member with a certificate, enclosure (8), which acknowledges the accomplishment.

(e) Following final certification by the RMC CO, the WFD Coordinator will:

1. Enter the final certification data in TWMS.

2. Report the certification to the CNRMC WFD PM.

(f) Project Team members who have achieved full certification status in their applicable PT position are required to maintain their certification through a continuous learning process. That process will include appropriate local standardized training, On-the-Job Training (OJT) and certifications as determined by the CNRMC and appropriate RMC

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SMEs, as well as attending the associated WFD Course on a 36-month refresh cycle.

5. Monitoring. The CNRMC WFD PM will monitor PT certification and refresh requirements across the enterprise. Each RMC WFD Coordinator will monitor their PT positions to ensure certification and refresh requirements are being met.

(a) CNRMC and RMCs will oversee the WFD Program using the Total Workforce Management System (TWMS). TWMS will function as the principle means and serve as the enterprise database for documenting and monitoring WFD Program training and certifications.

(b) RMC WFD Coordinators will:

1. Monitor and report the status of achieving/maintaining training and certification requirements and other WFD Program actions monthly to the CNRMC WFD PM.

2. Support data calls and metrics as requested.

(c) The CNRMC WFD PM will review RMC performance in managing requirements established by this instruction through monthly reports, metrics, data calls, and Fleet Maintenance Activity Audits (FMAA).

7. Action. All RMCs including detachments/subordinate activities will ensure compliance with the requirements in this instruction.


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**CNRMC COURSE IDENTIFICATION NUMBERS (CIN)
WITH QUOTA REQUIREMENTS**

TWMS CIN	Course	MAX	MIN
MAN-49100-01	PM/CS/PE		
	Project Manager	4	2
	Contract Specialist	4	2
	Port Engineer	4	2
MAN-49100-02	Shipbuilding Specialist Phase I	10	5
MAN-49100-07	Shipbuilding Specialist Phase II	10	6
MAN-49100-04	Assessment Director	8	4
MAN-49100-03	Integrate Test Engineer	8	4
MAN-49100-05	Project Support Engineer	8	4
MAN-49100-06	Quality Assurance Specialist Course	8	4
MAN-49100-08	RMC Correspondence Course	10	6
MAN-49100-09	NAVSEA Standard Items Course	12	6
MAN-49100-10	Advanced Planning Assistance Training (APAT)	17	13
MAN-49100-XX	Future Courses	TBD	TBD

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CNRMC WORKFORCE DEVELOPMENT (WFD) COURSE DESCRIPTIONS**PM/CS/PE Course**

This five-day course is designed to provide Project Managers (PM), Contract Specialists (CS), and Port Engineers (PE) with a working knowledge of the various policies and regulations that detail their roles and responsibilities during a surface ship availability. Students that attend this course will be exposed to the Surface Ship Maintenance End-to-End Process in sequential order addressing the policies and regulations that apply to the management of surface ship maintenance and modernization availabilities performed by a contractor (Cost Plus, Fixed Price, etc.).

SBS Phase I Course

This five-day course is designed to provide Shipbuilding Specialists (SBS) with a working knowledge of the various policies that detail their roles and responsibilities during the planning and execution of surface ship availabilities. Students that attend this course will be exposed to the Surface Ship Maintenance End-to-End Process that is the basis for planning surface ship maintenance and modernization availabilities performed by a contractor (Cost Plus, Fixed Price, etc.).

SBS Phase II Course

This five-day course is designed to provide SBSs with hands-on training using the Navy Maintenance Database - Replatform (NMD-R). Students that attend this course will be exposed to hands-on practical exercises using NMD to review and develop work items/specifications and independent government estimates (IGE).

ITE Course

This three-day course is designed to provide Integrated Test Engineers (ITE) with a working knowledge of the various policies that detail their roles and responsibilities during a surface ship availability. ITEs that attend this course will be exposed to the policies, products, and tools related to the management of the integrated test plan for surface ship availabilities.

PSE Course

This three-day course is designed to provide Project Support Engineers (PSE) with a working knowledge of the policies, products and tools used in providing technical services during surface ship availabilities.

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AD Course

This three-day course is designed to provide Assessment Directors (AD) with a working knowledge of policies, products, and tools used in providing technical services during surface ship availabilities and Total Ship Readiness Assessment (TSRA) interactions with PTs/Maintenance Teams.

QAS Course

This five-day course is designed to provide Quality Assurance Specialists (QAS) with a working knowledge of the policies, products and tools used in providing technical services during surface ship availabilities.

RMC Correspondence Course

This one and one-half day course is designed for PT members as well as other RMC personnel and focuses on improvement of technical writing knowledge and skills. This course includes a brief refresher of grammar rules and writing structure which is focused on writing technical documents; and emphasizes the importance of clear and concise writing in order to communicate effectively with internal and external stakeholders.

NAVSEA Standard Items Course

This three-day course is designed for PT members as well as other RMC personnel and focuses on increasing awareness of policies, products and tools associated with the development and use of NAVSEA Standard Items (NSI) in the preparation of the work packages for naval vessels.

Advanced Planning Assistance Training (APAT)

This training is designed to be delivered as a tailored one to three-day team training event for the PT prior to the A-360 Integrated Project Team Development. The duration and depth of each topic is based upon the collective experience of the assigned PT members, class ship and type of CNO Availability. This is typically the initial stand-up event for the PT and it is vital that assigned members attend the entire event in order to derive maximum benefit from the APAT and development of initial management products.

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Project Team members that are required to attend APAT are listed below:

RMC CODE	POSITION
100:	Safety & Environmental Quality Assurance Specialists
200:	Project Support Engineers Assessment Director Integrated Test Engineers
300:	Class Team Leader Project Manager Shipbuilding Specialist
400:	Contract Specialist TAR Analyst
500:	Logistician
600:	Finance Technician
900:	Ship Superintendent

Project Team members that are requested to attend APAT are listed below:

STAKEHOLDER	POSITION
TYCOM:	Port Engineer (PE) TYPEDESK Officer
SEA 21:	Program Manager Representative (PMR) Surface Maintenance Engineering Planning Program (SURFMEPP)

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WORKFORCE DEVELOPMENT DAILY COURSE/TRAINING EVALUATION

Course: _____

Date: _____

DIRECTIONS: Please provide your response to the following questions related to today's training. Space is also on the bottom of this form to provide additional comments that will help improve today's training topics.

1. What are the three most important things [or topics] you learned during today's session?

2. Was an appropriate amount of material covered today? If not, was too much material covered or too little?

3. To what extent do you expect the material covered today will make a difference in the way you do your job?

No Difference	Little Difference	Some Difference	Tremendous Difference
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Additional Comments:

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WORKFORCE DEVELOPMENT END OF COURSE/TRAINING EVALUATION

Course: _____

Date: _____

DIRECTIONS: Please provide your response to the following statements related to this course.

1 = Strongly Disagree, 2 = Disagree, 3 = Agree, and 4 = Strongly Agree. Space is provided under each question and on the bottom of this form to provide additional comments that will help improve this course.

1. I will be able to apply the knowledge learned.	1	2	3	4
2. The course materials were relevant and useful.	1	2	3	4
3. The course was well organized.	1	2	3	4
4. The trainer had a thorough grasp of the subject matter.	1	2	3	4
5. Class time was used efficiently.	1	2	3	4
6. Class participation and interaction were encouraged.	1	2	3	4
7. Adequate time was provided for questions and discussion.	1	2	3	4
8. Participant questions were answered sufficiently.	1	2	3	4
9. Individual help was provided when needed.	1	2	3	4
10. The training environment was conducive to learning.	1	2	3	4
Additional Comments:				

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RMC CERTIFICATION WAIVER REQUEST FORM

(Date)

From: Subject Named Member's (SNM) Supervisor

To: Commanding Officer

Via: (1) Department Head
(2) Executive Director
(3) Executive Officer

Subj: JOB CERTIFICATION REQUIREMENT WAIVER REQUEST ICO (LAST,
FIRST, MI)

Ref: (a) CNRMCIINST 12410.1

1. (Subject Named Member's) current assignment is (Project Team
Position) for (USS SHIP).

2. Per reference (a), request waiver of (PT Position), Job
Certification Requirement (JCR) for (SNM) from (date) to (date).

3. Reason(s) for waiver request is/are as follows:

a. (Enter reason for waiver request)

b. (If required, enter additional reasons for waiver
request)

4. Required action to achieve certification

a. (Enter required action)

b. (If required, enter additional actions)

5. Subject Name Member's specific limitation(s) until
certification is achieved:

a. (Enter specific limitation)

b. (If required, enter additional limitations)

//signed//

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(date)

From: Department Head
To: Commanding Officer
Via: (1) Executive Director
(2) Executive Officer

1. Forwarded, recommending approval/disapproval.

//signed//

(date)

From: Executive Director
To: Commanding Officer
Via: Executive Officer

1. Forwarded, recommending approval/disapproval.

//signed//

(date)

From: Executive Officer
To: Commanding Officer

1. Forwarded, recommending approval/disapproval.

//signed//

(date)

From: Commanding Officer
To: (SNM)

1. Approved/Disapproved.

//signed//

Copy to:
WFD Coordinator
Department Head

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FINAL CERTIFICATION BOARD RESULTS AND FOLLOW-ON REQUIREMENTS

(date)

From: Chairperson, Final Certification Board
To: (Subject Named Member)
Via: (1) Department Head
(2) (SNM's Supervisor)

Subj: FINAL CERTIFICATION BOARD RESULTS AND FOLLOW-ON
REQUIREMENTS ICO (LAST, FIRST, MI)

1. Your certification for (Project Team position) is not recommended.
2. The Final Certification Board conducted on (date) determined that you must complete the following action(s) prior to requesting a follow-on certification board.
 - a. (Enter required action to complete)
 - b. (If applicable, enter additional required actions)
3. Upon completion of action(s) listed above, request a follow-on Final Certification Board.

//signed//

(date)

From: Department Head
To: (SNM)
Via: (SNM's Supervisor)

1. Forwarded. Results and follow-on requirements noted.

//signed//

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(date)

From: (SNM's Supervisor)

To: (SNM)

1. Forwarded, for appropriate action as identified by the Final Certification Board in paragraphs 2 and 3 above.

//signed//

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FINAL CERTIFICATION BOARD RECOMMENDATION

(date)

From: Chairperson, Final Certification Board
To: Commanding Officer
Via: Executive Officer
Executive Director
Department Head

Subj: (PROJECT TEAM POSITION) FINAL CERTIFICATION ICO
(LAST, FIRST, MI)

1. A final certification board was conducted with (Subject Named Member) on (date) for the Project Team position of (position).

2. (Subject Named Member) has met all certification requirements for (Project Team position) and final certification is recommended.

//signed//

(date)

From: Department Head
To: Commanding Officer
Via: Executive Director
Executive Officer

1. Forwarded, recommending approval/disapproval.

//signed//

(date)

From: Executive Director
To: Commanding Officer
Via: Executive Officer

1. Forwarded, recommending approval/disapproval.

//signed//

Enclosure (7)

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(date)

From: Executive Officer
To: Commanding Officer

1. Forwarded, recommending approval/disapproval.

/signed//

(date)

From: Commanding Officer
To: (SNM)

1. Final certification for the position of (Project Team position) in case of SNM is approved/disapproved.

//signed//

Copy to:
WFD Coordinator
Department Head

