NSTCINST 12410.1A
N3
23 Mar 10

NSTC INSTRUCTION 12410.1A

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND STAFF DEVELOPMENT PROGRAM

Ref: (a) OPM Training Policy Handbook, May 07
       (b) NETCINST 12410.1
       (c) Memorandum for Secretaries of the Military
           Departments, Subject: Documenting and Reporting
           Civilian Training Requirements, October 29, 2007
       (d) NAVPERS 15878K
       (e) OPNAVINST 1040.11c

Encl: (1) Naval Service Training Command Staff Development
           Manual
       (2) NSTC IDB CDB Meeting Minutes
       (3) Civilian Individual Development Plan (IDP)
       (4) Military Enlisted Individual Development Plan (ICDP)
       (5) Authorization, Agreement and Certification of
           Training (SF 182)
       (6) Claim for Reimbursement for Expenditures on Official
           Business (SF 1164)
       (7) Special Request/Authorization (Navpers 1336/3)
       (8) NSTC Enlisted Monthly Training Report

1. Purpose. To publish the Naval Service Training Command
(NSTC) policy and procedures governing training and development
of NSTC civilian and military staff members in accordance with
(IAW) references (a) through (e).

2. Cancellation. CNSTCINST 12410.1.

3. Background. Training and career development are considered
vital to recruiting and retaining a professional workforce. The
command supports training and self-development efforts to ensure
that staff members become and remain knowledgeable, productive,
and well-rounded individuals. This support includes financial
support for training and self-development efforts within the
limitations imposed by this instruction and applicable law and
regulations. Enclosure (1) provides policy and guidelines for
the Command Staff Development Program.

4. <u>General Guidance</u>. The following general guidance is provided to assist supervisors and staff members to consistently implement and follow career development policies and procedures within the NSTC staff.

     a. It is incumbent upon the command to ensure all necessary, required training and career development support is provided for all staff members.

     b. Training that provides staff development is strongly encouraged throughout the command. Staff members should be able to request training until funding is no longer available. Career Development Boards (CDB) will be used to build career plans and identify training and career goals. Individual Development Plans (IDPs) will be used for civilian employees and Individual Career Development Plans (ICDPs) will be used for military personnel as guidance for career goal setting, and training and education requirements.

     c. This is a complete revision and should be read in its entirety.

C. S. SHARPE

Distribution: (NSTCINST 5216.1B)
List 1

NAVAL SERVICE TRAINING COMMAND STAFF DEVELOPMENT MANUAL

Table of Contents

CHAPTER 1 - INTRODUCTION

1. <u>Purpose</u>. The purpose of training, education, and self-development is to provide a competent, efficient, and professional workforce equipped to accomplish the mission and goals of this Command and the Navy. The NSTC Staff Development Program provides a means for leadership to better understand the career development goals of their workforce, both civilian and military. Specific goals of NSTCs training program are to:

    a. Achieve and maintain a high level of proficiency and performance by all staff members;

    b. Promote professionalism within the command by encouraging staff members' efforts for self-development and maximum work satisfaction;

    c. Increase individual staff member's knowledge and experience to achieve a sound competitive position for potential advancement;

    d. Encourage a climate of cooperative effort between the staff member and the command in achieving the goals for self-development.

2. <u>Policy</u>.

    a. The policy set forth in this manual will apply to all NSTC military and civilian staff.

    b. The NSTC Educational Program Specialist, N317D, shall provide oversight and management of the NSTC NCode and activity Staff Development Programs. Each Department/NCode head shall appoint a training representative to manage their respective staff development program.

    c. All staff members shall be given fair and equitable consideration for career development opportunities without regard to race, ethnicity, religion, national origin, gender, age, non-disqualifying handicapped condition, or any other related factor.

CHAPTER 2 – CAREER DEVELOPMENT BOARD

1. Purpose. CDBs provide staff members the opportunity for optimal development of their professional skills. These skills enhance productivity, readiness, individual upward mobility and job satisfaction. The CDB ensures staff members are furnished with guidance that leads to optimal career development and provides a forum which facilitates effective communication processes. The CDB enables staff members and supervisors to develop and shape goals that enhance the objectives of the employee and the organization.

2. CDB Periodicity. Each staff member will have a CDB upon reporting (within 30 days for military and 90 days for civilians) and annually thereafter according to the following schedule. Department/NCode Heads shall be prepared to out brief the Chief of Staff (CoS) and the Commander, NSTC during the second week of the month following the scheduled CDB month. Military CDBs shall be documented in the Career Information Management System (CIMS). Military CDBs shall be conducted IAW reference (d).

OCTOBER	Executive Department Flag Protocol Flag Administration
NOVEMBER	N8
JANUARY	OG/IG/PAO
FEBRUARY	N3/5/7
MARCH	CD
APRIL	N9/N1
MAY	OD
JUNE	N4/N6

3. Board Composition.

    a. Boards held for civilians should include the employee's immediate supervisor, Department/NCode Head, and N317D when possible. The Department/Ncode training representative is a board member for recording purposes.

b.   Boards for military Officers will be conducted by the CoS and Department/NCode Head if that individual is an active or retired military Officer.

c.   Board composition for military enlisted is contained in reference (d).

4. Topics of Discussion. Required discussion topics are contained in reference (d). Topics discussed at CDBs should include, but are not limited to:

a.   Civilian Career Development Boards

1.   Training requirements
2.   Training completed
3.   Training desired
4.   Short and long term career goals
5.   Development or update of IDP

b.   Military Officer Career Development Boards

1.   Training requirements
2.   Training completed
3.   Command duty requirements and qualifications
4.   Short and long term career goals
5.   Duty assignment desires
6.   Education goals and opportunities

c.   Military enlisted CDBs

5. Documentation. All IDBs/CDBs will be documented using Enclosure 2, NSTC IDB/CDB Meeting Minutes template. All enlisted CDBs shall be documented in the CIMS. The IDB/CDB Meeting Minutes template.

CHAPTER 3 – IDP/ICDP GUIDELINES

1. <u>Preparation and Review Timeliness</u>. All NSTC Military Enlisted and Civilian staff members will have a completed IDP or ICDP on file. These will be developed by a CDB. IDPs/ICDPs will be reviewed and updated annually per the schedule set forth in this instruction. Assistance with the writing of the IDPs/ICDPs may be obtained from N317D or the Command Career Counselor (CCC). Military ICDP will be generated by CIMS.

2. <u>IDP/ICDP Forms</u>. The civilian IDP (Enclosure 3) http://www.netc.navy.mil/nstc/NSTC_Directives/docs/Enclosure%20(3).pdf and Military Enlisted (Enclosure) 4 forms are included with this instruction.

3. <u>Preparation of the IDP/ICDP</u>. The appropriate form shall be used to document a staff member's career development and training plan. During the member's CDB, the supervisor and the member should mutually determine the member's training needs, objectives and career goals. Training must be requested in accordance with current directives.

CHAPTER 4 – TRAINING

1. <u>Purpose</u>. Training is considered one of the most important aspects of recruiting and retaining a professional workforce. Training ensures staff members become and remain knowledgeable, productive and well-rounded individuals.

2. <u>Assignment of Military Personnel to Training</u>. Assignment of military personnel to training shall be requested via the appropriate chain of command and documented via the NSTC Training Petty Officer. Funding limitations, in addition to operational necessity, may preclude the assignment for training.

3. <u>Assignment of Civilian Personnel to Training</u>.

    a. Assignment of civilian employees to training will be based on the following priorities as determined by Department Head. Funding limitations, in addition to operational necessity, may preclude the assignment of an employee to training.

        (1) **Priority 1 - Essential**. Training that must be accomplished in the current fiscal year for: mission accomplishment; training required by law, regulation, or higher authority; training to retain license(s) or certification necessary to perform the duties of the position.

        (2) **Priority 2 - Needed**. Training which, if omitted, will impact adversely on mission accomplishment during the next two or three fiscal years, correction of serious performance deficiencies, or training to provide for systematic replacement of skilled staff members through developmental programs.

        (3) **Priority 3 - Helpful**. Training that will be helpful in enhancing the overall skill levels of staff members.

    b. Training for civilian employees must be requested and approved using the Standard Form 182 (SF 182) (Enclosure 5) http://www.opm.gov/forms/pdf_fill/SF182.pdf.

4. <u>Determining Training Requirements for Civilians</u>. N317D and the Department/Ncode training representative, working with Department heads, will ensure an annual review of minimum competencies for each position and will annually assist in assessing each employee to determine training needs. Training determined to be required for the position(s) will be included in the employee's IDP, and the training will be completed as soon as practical.

5. Supervisor's Role.

    a. The supervisor should use the CDB as a means to provide staff members with the opportunity to express career aspirations and training desires. The supervisor should encourage appropriate self-development. The goal is a needs-oriented, realistic, mutually agreed-upon training plan. There should be full commitment on the part of all parties toward accomplishment of established goals and objectives.

    b. The supervisor should discuss the training objective with the staff member prior to approving the course. Upon completion, the supervisor should discuss with the staff member whether the intended training objective was achieved.

    c. When a civilian employee completes training, the supervisor shall complete Section F of the SF 182 and forward to N317D or the Department/NCode training representative for retention.

6. Departmental Training Plans. Each department will maintain a Departmental Training Plan that will include training with financial requirements identified during CDBs and training completed during the past 12 months. Training plans will be updated as necessary and will be reviewed by N317D, Department/NCode Head, NSTC CoS and CNSTC during the department's annual staff development brief.

7. Staff Member Self-Analysis of Capabilities. Supervisors will encourage staff members to make self-evaluations of their strengths and weaknesses, major interests, and short and long range career goals. Staff members should discuss their training needs and desires with their supervisors so that these may be taken into consideration, along with those of the organization, when identifying training needs and formulating the staff member's training plan.

CHAPTER 5 – ACADEMIC DEGREE LIMITATIONS AND WAIVERS

1. Military Personnel. The CDB should be used to identify necessary and desired academic goals for military personnel. The CCC, Veterans Administration, and Navy College Office shall be utilized to provide current information regarding limits and waivers for outside education and training.

2. Civilian Employees. In accordance with reference (b), payment of costs associated with obtaining an academic degree to assist in recruiting or retaining employees is no longer restricted to occupations in which a shortage of qualified personnel is identified. The academic degree should be part of a planned program.

3. Funding. Funding is authorized only for individuals participating in planned, systemic, and coordinated professional development programs, as identified by the employee's IDP, subject to availability of funding. An academic degree must clearly support organizational objectives and produce measurable improvement in either individual or organizational performance.

4. Accreditation Requirement. Funding is permitted for any course of post-secondary education delivered through classroom, electronic, or other means provided it is administered by a nationally-recognized accrediting body to provide a curriculum of post-secondary education. The Department of Education (DOE) publishes a listing of accredited bodies under Section 1001 of Title 20 USC. This listing can also be found on the DOE website http://www.ed.gov/admins/finaid/accred/index.html.

5. Prohibition. Reference (b) prohibits academic degree payment for:

    a. A staff member occupying or seeking to qualify for appointment to any position that is excepted from the competitive service because of its confidential policy-determining, policy-making, or policy-advocating character; or

    b. Any staff member attending an institution that discriminates on the basis of political affiliation, race, ethnicity, religion, national origin, gender, marital status, sexual orientation, status as a parent, age, or handicapped status; or

c. With the exception of a Federal grant of funds made available solely for student financial assistance or related administrative costs, funding by contract or grant to an institution of higher education or any sub-element of that institution if either the parent institution or any sub-element of that institution has a policy or practice that prevents Reserve Officers Training Corps (ROTC) units or student ROTC participation, military recruiting on campus, or access to the student directory information.

6. Continuation of Service Agreement. In accordance with reference (b), a Continued Service Agreement (pages 4 and 5 of SF 182) Enclosure D shall be completed prior to degree payment. For full-time attendance, the Continued Service Agreement obligates employees, for whom academic degree training is paid, to serve in a Government agency for a period of at least three times the length of the time spent in academic degree training. For part-time training, the period of obligated service will be computed per 5 CFR 410, related to time and cost factors. Upon successful completion of this training, a copy of the transcript reflecting the grade must be provided to the Department/NCode training representative. A copy shall be forwarded to the Naval Education and Training Command (NETC) Headquarters, Career Resources Center (N00V) to document use of this authority.

a. If the employee decides to leave Federal Service before the allowable period as stated in the Agreement, the employee will be required to repay the remaining training costs to the command; only CNSTC may waive this requirement.

b. These training costs include travel and per diem in the cumulative cost.

7. Unauthorized Commitment of Government Funds. In order to preclude the possibility of an unauthorized obligation of government funds, employees shall not make an unqualified commitment, either verbal or written, to participate in any training situation which may obligate the government financially. Approval must first be obtained through the appropriate departmental chain of command, followed by an obligation of funds. The obligation of funds can only by achieved by those individuals authorized to obligate government funds.

CHAPTER 6 - FINANCIAL SUPPORT AVAILABLE

1. Military Personnel. The Command Career Counselor (CCC), Veterans Administration, and Navy College Office shall be utilized to provide current information regarding financial support available for academic courses, degrees and credentialing.

2. Civilian employees.

   a. Undergraduate and Graduate Level Academic Credit Courses. In accordance with reference (b), employees enrolled in undergraduate and graduate level academic credit courses that are supported by command strategic goals and included on the employee's IDP are authorized up to 100 percent funding. In addition to funding for tuition and books, funding may include additional expenses that are necessary to ensure successful participation including, but not limited to, supplies and equipment, application fees, registration fees, and parking fees. The funding for above tuition, books and additional expenses is subject to funds availability. The following guidelines apply:

   (1) An SF 182 must be submitted and approved and processed **prior to the start of the class**. The SF 182 will be sent to the school to be used as a purchase order for billing purposes. Employees must purchase their books for the course and will be reimbursed, using Section C of the SF 182, after successful completion of the course as outlined below. Books purchased with government funds are the property of the U.S. government and will be retained by the department for use by other employees. There will be no reimbursement for books until the books are received and cleared through the Department/NCode training representative.

   (2) Employees must receive a passing grade (minimum of C) in order for the tuition, books, and additional authorized expenses to be paid. Employees who do not pass the course will be required to reimburse the government for the training course, books, and additional authorized expenses. If a hardship situation arises, the Department/NCode Head will notify the NSTC CoS with a recommended course of action. Only CNSTC may waive the reimbursement requirement.

   (3) Employees must submit a copy of their grade report to N317D or the Department/NCode training representative.

   b. Professional Credentials

a. In accordance with reference (b), payment of costs associated with obtaining and renewing professional credentials including professional accreditation, state-imposed and professional licenses, professional certifications, and examinations to obtain such credentials, is authorized to support Department of Navy (DON) human capital goals. Based on funds availability, an activity may pay for professional credentials that are necessary or beneficial to their current position.

b. This authority will be implemented in a manner consistent with Merit System Principles, and meeting the following criteria for the license or certification contained in Chapter 23 of Title 5:

(1) Enhances productivity;

(2) Improves performance;

(3) Maximizes recruitment opportunities, especially for shortage category occupations and other labor market conditions;

(4) Increases retention, especially for "high turnover" career fields;

(5) Broadens and develops the skill base for a quality work force to accomplish the DONs mission and ensure readiness;

(6) Supports civilian leadership development initiatives and career path improvements to meet future requirements.

c. This authority is discretionary and is not an entitlement or benefit of employment.

d. N317C or the respective Department/NCode training representative shall document the use of this authority. Defense Civilian Personnel Data System (DCPDS) will be modified to provide essential data for program evaluation. Specific data listed below in paragraphs 2j (1) through 2j (7) must be retained by the respective Department/NCode until the DCPDS accommodates these new requirements. Upon command approval, a copy of the documentation shall be provided to NETC Headquarters, Career Resources Center (N00V).

e. Funding is permitted for license and certification as defined in paragraph 2i below. This authority may not be used to obtain licenses or certifications from organizations that discriminate on the basis of race, ethnicity, religion, age,

gender, national origin, parental status, sexual orientation, or handicapped conditions.

f.   This authority is not applicable to active duty military personnel, local nationals and non-appropriated fund staff members.

g.   Payment for licenses and certifications and their subsequent renewals may include, at the discretion of the command, additional expenses such as dues or fees required by the licensing or certifying agency, fees for preparation for examinations and the actual examinations, registration fees, and travel and per diem costs. Payment may not include staff members' membership fees in societies or associations.

h.   Payment may be made on a reimbursable basis upon successful receipt of the credential. Reimbursement shall be through the completion of a Standard Form 1164 (Enclosure 6) http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?viewType=DETAIL&formId=4366F7D7DC67B9AC85256A720047DB33.

i.   Definitions.

(1) Licensing. Process by which a governmental agency (federal, state, or local) grants permission to an individual to engage in a given occupation upon finding the applicant has attained the minimal degree of competency required to engage in that occupation.

(2) Certification. Recognition given to individuals who have met predetermined qualifications set by an agency of government, industry or a profession.

j.   Data Elements.

(1) License or Certificate (license name as it appears on the license or certificate)

(2) Date License or Certificate obtained;

(3) Initial Annual or Renewal;

(4) License or Certificate Costs (cumulative costs);

(5) Date paid;

(6) Amount paid;

(7) Training for Certificate or License.

CHAPTER 7 - PREPARING THE TRAINING REQUEST

1. Use of the NAVPERS 1336/3. All training for military personnel, except as noted in paragraph 3 below, requires the submission of a typed form NAVPERS 1336/3 "SPECIAL REQUEST/AUTHORIZATION" (Enclosure 7) http://www.npc.navy.mil/NR/rdonlyres/A5D5C364-112A-4195-B39B-FE7C30D3007C/0/NAVPERS13363.pdf. The NAVPERS 1336/3 is used to meet all requirements for obtaining training for military personnel. All questions pertaining to the completion of the NAVPERS 1336/3 will be directed to the CCC.

2. Use of the SF 182. All training for civilian employees, except as noted in paragraph 3 below, requires the submission of a typed form SF 182, "AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING." In addition, the employee will complete any registration forms provided by the vendor and/or school and will attach these forms to the SF 182. All questions pertaining to the completion of the SF 182 will be directed to N317D or the Department/NCode training representative. The SF 182 is used to meet all requirements for obtaining training for civilian employees. Specifically, the SF 182 serves as a:

    a. Training request document;

    b. Training approval document (approval by the command that the training is job-related and cost-effective);

    c. Privacy Act Notice to employees;

    d. Nomination or enrollment document for training vendors;

    e. Obligating document for payment of training costs;

    f. Finance document for authorization of payment of training costs;

    g. Employees Continued Service Agreement;

    h. Training evaluation document; and

    i. Document used to input the training into the employee's personnel records.

3. Training not Requiring a NAVPERS 1336/3 or SF 182. A NAVPERS 1336/3 or SF 182 is not required for the following types of training courses:

a. "All Hands" type training that is provided to all staff members (i.e., training on new timekeeping procedures, prevention of sexual harassment refresher training, training on telephone systems, etc.);

b. Local training sessions that do not involve expenditure of funds when participants are selected by their supervisors to attend (i.e., Employee Equal Opportunity, safety, telephone courtesy, etc.).

4. <u>Approval of the NAVPERS 1336/3 or SF 182</u>. The NAVPERS 1336/3 or SF 182 is submitted to the employee's immediate supervisor for approval and routed through the department's chain of command for signature by the department head. The form is then forwarded to N317D or the Department/Ncode training representative for distribution of copies and enrollment of the employee in the training. Payment is usually made with a government credit card.

5. <u>Approving Official</u>. The NSTC CoS is the approving official for all military and civilian training requests; however, this authority is delegated to Department Head/NCodes for courses of instruction totaling less than $300. All requests greater than $300, and those submitted in absence of department head, will be approved by the CoS. Under no circumstances will a Department/NCode approve funds for training of any amount on his/her own behalf.

6. <u>Disapproval of NAVPERS 1336/3 or SF 182</u>. If a NAVPERS 1336/3 or SF 182 is not approved the form will be immediately returned to the employee with an explanation of the disapproval.

7. <u>Distribution of the NAVPERS 1336/3 or SF 182</u>. N317D or Department/NCode training representative will distribute copies of the NAVPERS 1336/3 or SF 182 as required.

CHAPTER 8 – REPORTING REQUIREMENTS

1. <u>Purpose</u>. To provide an overview of the NSTC staff's career status, goals and progress to CNSTC.

2. The Department/NCode training representative will provide a monthly report to N317D and the NSTC CCC by close of business on the 5th day of the month. The monthly report template is included with this instruction as Enclosure 8.

3. N317D and the NSTC CCC will consolidate NSTCs CDB information and include in the CCC monthly update to CNSTC.

4. N317D and the NSTC CCC will review the Department/NCode staff development program with the Department/NCode training representative during their scheduled review month.

5. During the applicable review month, N317D and the NSTC CCC will schedule a meeting with CNSTC and the Department/NCode Head(s) to discuss the findings of their staff development review for the second week of the following month.

DATE

From:
To:
Via:

Subj: INDIVIDUAL/CAREER DEVELOPMENT BOARD MINUTES ICO XXXXXXX

1. Date of Board _____.

2. The following members made up the board:
   • (Chairman)
   • (CCC)
   • (Advisor/Board Member)
   • (Advisor/Board Member)
   • (Advisor/Board Member)
   • (Advisor/Board Member)
   • (Manpower representative, as needed)
   • (MENTOR)

3. Reason for the board. (Reporting, follow-up, annual review, etc..)

4. Topics discussed.   (Advancement, outside education, Navy schools, financial, family information and goals, personal goals, career goals, career intentions, etc..)

5. Command actions necessary. (Request school seat, prepare 1306/7 request, provide training, etc..)

6. Member actions necessary. (Make appointment with Navy College Office, study for Navy wide exam, take SAT/ACT, prepare officer program package, update page 2, etc..)

7. Requests requiring command recommendation or approval. (Spouse collocation, Navy school, rate change, officer program, in-rate training involving time away from job, etc..)

8. Board recommendation of above request.

9. Command recommendation of above request.

Approved / Disapproved   Approved / Disapproved

_____   _____
EXECUTIVE OFFICER   COMMANDING OFFICER

10. Follow-up board scheduled for _____.
                                        Date

                    Very Respectfully,

                    _____

Copy to:
member
NSTC CCC (only if member is military enlisted)

DEPARTMENT OF NAVY
INDIVIDUAL DEVELOPMENTAL PLAN

The Individual Development Plan serves as a career development roadmap and blue print for an individual to effectively plan and map out a career.

SECTION I (*Employee Section*)

1. Name (Last, First, Middle Initial):		2. Current Position Title:	3. SSN (*Last 4 digits*)

4. Career Group and Pay Schedule and Band:	5. ☐Annual ☐Midterm ☐Final	6. Rating Period: From: To:	7. Mentor's Name/Title/Phone Number: (*if applicable*)

8. Organization:	9. Fiscal Year: (*Funding year*)	10. Date:	11. No further development desired or needed. Check here in the box ☐

12. a. Career goal: (short term 1 to 3 years)	b. Career goal: (long-term 3 years or more)

13. Developmental Programs: a. I am in the following program ☐Executive Development Leadership Program ☐Executive Leadership Program ☐HR Intern Program ☐Career Program Intern ☐SCEP ☐Federal Executive Institute ☐Presidential Management Fellow ☐Defense Leadership and Management Program ☐Supervisory Training Program ☐Other

b. I want to be in the following program: ☐Executive Development Leadership Program ☐Executive Leadership Program ☐HR Intern Program ☐Career Program Intern ☐SCEP ☐Federal Executive Institute ☐Presidential Management Fellow ☐Defense Leadership and Management Program ☐Supervisory Training Program ☐Other

SECTION II (*Supervisor Section*)

14. Supervisor Notes/Comments:

SECTION III

15. Employee's Signature Date	16. Supervisor's Signature Date	17. ☐Supervisor's Copy ☐Employee's Copy ☐Training Office Copy ☐Mentor's Copy

SECTION IV (*Employee Section*)								
Developmental Skills: 1= Professional 2=Personal 3=Leadership & Management 4=Certifications and Qualifications 5=Performance								
18. Developmental Objectives: (State the objective(s) to be achieved by linking it to the developmental activity or activities in as specific terms as possible. What knowledge, skills or abilities (KSAs) need to be obtained immediately to improve job performance?	**19. Developmental Activities:** (Developmental activities I will pursue: This may include On-the-job Training. Rotational Assignments, Developmental Projects, Self-Study Programs, Formal Training Programs, Correspondence Courses,	**20. Skill # (From above)**	**21. Start Date**	**22. Completion Date**	**23. Critical/ Important,/ Desirable**	**24. Direct Cost**	**25. Indirect Cost**	**26. Approved/ Disapproved**

Enclosure (3)

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

COMMAND NAME

INDIVIDUAL CAREER DEVELOPMENT PLAN (ICDP) FOR E1 - E3

DEPT:	DIV:		Report Date:		ADSD:		EAOS:		PRD:
ADVANCEMENT / EDUCATION / QUALIFICATIONS									
Advancement Timeline	E2:	E3:	E4:		Recommended for Retention:				
Date Advanced	E2:	E3:			Recommended for Next Paygrade:				
Advancement Requirements	BMR Estimated Completion:				MILREQ Estimated Completion:				
	BMR Actual Completion:				MILREQ Actual Completion:				
Rate Training Manuals									
Education	Level:							USMAP Enrolled:	
Command PQS	DC:		Level:			3M:		Level:	
	Watches:								
Warfare Qualification Status	Designator:			Start Date:			Estimated Completion:		
NAVY KNOWLEDGE ONLINE									
NKO Portal	Registration:		Tutorial:		Learning Center:				
Navy E Learning/NETg									
Finance	MyPay Login:		TSP:		Remarks:				
Health & Wellness	Remarks:								
5 Vector Model (5VM)	Orientation:		Sea Warrior Tutorial:		Career Progress:				
PHYSICAL FITNESS PROGRAM									
PRT Data	1. - -				5. - -				
	2. - -				6. - -				
	3. - -				7. - -				
	4. - -				8. - -				
	Personal Goals Set:								

CAREER MANAGEMENT				
Professional Growth Policies				
Perform To Serve (PTS) Policy	Fleet RIDE Qual Date:	PTS Last Reviewed:		Status:
JASS Career Management System (JCMS)	Duty Preference Update:	Personal Information Update:		Application Submitted:
PCS Orders	Orders Received:	Welcome Aboard Package / Message Received:		ARGUS Date:
TRANSITION				
DD 2648 & Individual Transition Plan (ITP)	Date Signed:	ITP Requested:	Scheduled TAP Date:	
Reserve Affiliation	USNR Recruiter Contacted:			
Family Relocation Assistance				
Personal Property				

Notes from the CDB held on

Short Term Goals:

Long Term Goals:

Board Comments:

COMMENTS::

Notes from the CDB held on

Short Term Goals:

Long Term Goals:

Board Comments:

COMMENTS::

COMMAND NAME

INDIVIDUAL CAREER DEVELOPMENT PLAN (ICDP) FOR E4 - E6

DEPT:	DIV:		Report Date:		ADSD:	EAOS:	PRD:

ADVANCEMENT / EDUCATION / QUALIFICATIONS

Advancement Timeline	E4:	E5:	E6:	(Board Package Submitted:)		Service Record / CD Reviewed:	
Leadership Training Continuum	E4:	E5:	E6:				
Date Advanced	E4:	E5:	E6:	Recommended: Next Paygrade:		Retention:	
Examination Participation	# of Times Taken:			# of Times PNA:	# of Times Failed:		# of Times Board Eligible:
Education	Level:						USMAP Enrolled:
Command PQS	DC:			Level:	3M:		Level:
	Watches:						
Warfare Qualification Status	Designator:				Start Date:		Estimated Completion:

NAVY KNOWLEDGE ONLINE

NKO Portal	Registration:		Tutorial:	Learning Center:	
Navy E Learning/NETg					
Finance	MyPay Login:		TSP:	Remarks:	
Health & Wellness	Remarks:				
5 Vector Model (5VM)	Orientation:		Sea Warrior Tutorial:	Career Progress:	

PHYSICAL FITNESS PROGRAM

PRT Data	1.	-	-	5.	-	-
	2.	-	-	6.	-	-
	3.	-	-	7.	-	-
	4.	-	-	8.	-	-
	Personal Goals Set:					

CAREER MANAGEMENT

Reenlistment Intentions			
Perform To Serve (PTS) Policy	Fleet RIDE Qual Date:	PTS Last Reviewed:	Status:
Special Program Interests			
JASS Career Management System (JCMS)	Duty Preference Update:	Personal Information Update:	Application Submitted:
PCS Orders	Orders Received:	Welcome Aboard Package / Message Received:	ARGUS Date:

TRANSITION

DD 2648 & Individual Transition Plan (ITP)	Date Signed:	ITP Requested:	Scheduled TAP Date:
Reserve Affiliation	USNR Recruiter Contacted:		
Family Relocation Assistance			
Personal Property			
Fleet Reserve	Application Submitted:	Fleet Reserve Date:	

Notes from the CDB held on

Short Term Goals:

Long Term Goals:

Board Comments:

COMMENTS::

Notes from the CDB held on

Short Term Goals:

Long Term Goals:

Board Comments:

 COMMENTS::

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING

A. Agency, code agency subelement and submitting office number	B. Request Status (Mark (X) one)
	☐ Resubmission ☐ Initial ☐ Correction ☐ Cancellation

Section A - TRAINEE INFORMATION
Please read instructions on page 6 before completing this form

1. Applicant's Name (Last, First, Middle Initial)	2. Social Security Number/Federal Employee Number	3. Date of Birth (yyyy-mm-dd)

4. Home Address (Number, Street, City, State, ZIP Code) (Optional)	5. Home Telephone (Optional) (Include Area Code)	6. Position Level (Mark (X) one)
		☐ a. Non-supervisory ☐ b. Manager
		☐ c. Supervisory ☐ d. Executive

7. Organization Mailing Address (Branch-Division/Office/Bureau/Agency))	8. OfficeTelephone (Include Area Code and Extension)	9. Work Email Address

10. Position Title	11. Does applicant need special accomodation? ☐ Yes ☐ No	If yes, please describe below

12. Type of Appointment	13. Education Level (click link to view codes or go to page 7)	14. Pay Plan	15. Series	16. Grade	17. Step

Section B - TRAINING COURSE DATA

1a. Name and Mailing Address of Training Vendor (No., Street, City, State, ZIP Code)	1b. Location of Training Site (if same, mark box) ☐
	1c. Vendor Telephone Number / 1d. Vendor Email Address

2a. Course Title	2b. Course Number Code	3. Training Start Date (Enter Date as yyyy-mm-dd)	4. Training End Date (Enter Date as yyyy-mm-dd)

5. Training Duty Hours	6. Training Non-Duty Hours	7. Training Purpose Type (Click link to view codes or go to page 9)	8. Training Type Code (Click link to view codes or go to page 9)

9. Training Sub Type Code (Click link to view codes or go to page 9)	10. Training Delivery Type Code (Click link to view codes or go to page 12)	11. Training Designation Type Code (Click link to view codes or go to page 13)	12. Training Credit	13. Training Credit Type Code (Click link to view codes or go to page 13)

14. Training Accreditation Indicator (Check below) ☐ Yes ☐ No	15. Continued Service Agreement Required Indicator (Check below) ☐ Yes ☐ No ☐ N/A	16. Continued Service Agreement Expiration Date (Enter date as yyyy-mm-dd)	17. Training Source Type Code (Click link to view codes or go to page 13)

18. Training Objective	19. AGENCY USE ONLY

Section C - COSTS AND BILLING INFORMATION

1. Direct Costs and Appropriation / Fund Chargeable			2. Indirect Costs and Appropriation / Fund Chargeable		
Item	Amount	Appropriation Fund	Item	Amount	Appropriation Fund
a. Tuition and Fees	$		a. Travel	$	
b. Books & Material Costs	$		b. Per Diem	$	
c. TOTAL	$		c. TOTAL	$	

3. Total Training Non-Government Contribution Cost	6. BILLING INSTRUCTIONS (Furnish invoice to):
4. Document / Purchasing Order / Requisition Number	
5. 8 - Digit Station Symbol (Example - 12-34-5678)	

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Enclosure (5)

Section D - APPROVALS

1a. Immediate Supervisor - *Name and title*	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date

2a. Second-line Supervisor - *Name and title*	
2b. Area Code / Telephone Number	2c. Email Address
2d. Signature	2e. Date

3a Training Officer - *Name and title*	
3b. Area Code / Telephone Number	3c. Email Address
3d. Signature	3e. Date

Section E - APPROVALS / CONCURRENCE

1a. Authorizing Official - *Name and title*	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature ☐ Approved ☐ Disapproved	1e. Date

Section F - CERTIFICATION OF TRAINING COMPLETION AND EVALUATION

1a. Authorizing Official - *Name and title*	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date

TRAINING FACILITY ~ Bills should be sent to office indicated in item C6. I Please refer to number given in item C4 to assure prompt payment.

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Privacy Act Statement

Authority – This information is being collected under the authority of 5 U.S.C. § 4115, a provision of The Government Employees Training Act.

Purposes and Uses – The primary purpose of the information collected is for use in the administration of the Federal Training Program (FTP) to document the nomination of trainees and completion of training. Information collected may also be provided to other agencies and to Congress upon request. This information becomes a part of the permanent employment record of participants in training programs, and should be included in the Governmentwide electronic system, (the Enterprise Human Resource Integration system (EHRI) and is subject to all of the published routine uses of that system of records.

Effects and Nondisclosure – Providing the personal information requested is voluntary; however, failure to provide this information may result in ineligibility for participation in training programs or errors in the processing of training you have applied for or completed.

Information Regarding Disclosure of your Social Security Number (SSN) Under Public Law 93-579, Section 7(b) – Solicitation of SSNs by the Office of Personnel Management (OPM) is authorized under provisions of the Executive Order 9397, dated November 22, 1943. Your SSN will be used primarily to give you recognition for completing the training and to accumulate Governmentwide training statistical data and information. SSNs also will be used for the selection of persons to be included in statistical studies of training management matters. The use of SSNs is necessary because of the large number of current Federal employees who have identical names and/or birth dates and whose identities can only be distinguished by their SSNs.

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Note: This agreement must be signed by the nominee for Government training that exceeds 80 hours (or such other designated period, less than 80 hours as prescribed by the agency) for which the Government approves payment of training costs prior to the commencement of such training. Nothing contained in this SAMPLE agreement below 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.

Continued Service Agreement

Employees, who are selected to training for more than a minimum period as prescribed in Title 5 USC 4108 and 5 CFR 410.309, see your supervisor for more information on the internal policies to implement a continued service agreement.

Employees Agreement to Continue in Service

To be completed by applicant:

1. I AGREE that, upon completion of the Government sponsored training described in this authorization, if I receive salary covering the training period, I will serve in the agency three (3) times the length of the training period. If I received no salary during the training period, I agree to serve the agency for a period equal to the length of training, but in no case less than one month. (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).

   NOTE: For the purposes of this agreement the term "agency" refers to the employing organization (such as an Executive Department or Independent Establishment), not to a segment of such organization.

2. If I voluntarily leave the agency before completing the period of service agreed to in item 1 above, I AGREE to reimburse the agency for fees, such as the tuition and related fees, travel, and other special expenses (EXCLUDING SALARY) paid in connection with my training. These fees are reflected in Section C Costs and Billing Information. Note: Additional information about fees and expenses can be found in the Guide to Human Resource Reporting (GHRR).
   http://www.opm.gov/feddata/ghrr/index.asp

3. I FURTHER AGREE that, if I voluntarily leave the agency to enter the service of another Federal agency or other organization in any branch of the Government before completing the period of service agreed, I will give my organization written notice of at least ten working days during which time a determination concerning reimbursement will be made. If I fail to give this advance notice, I AGREE to pay the full amount of additional expenses 5 U.S.C. 4108 (a) (2) incurred by the Government in this training.

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4. I understand that any amount of money which may be due to the 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.

5. I FURTHER AGREE to obtain approval from my organization and the person responsible for authorizing government training requests of any proposed change in my approved training program involving course and schedule changes, withdrawals or incompletions, and increased costs.

6. I acknowledge that this agreement does not in any way commit the Government to continue my employment. I understand that if there is a transfer of my service obligation to another Federal agency or other organization in any branch of the Government, the agreements will remain in effect until I have completed my obligated service with that other agency or organization.

Period of obligated Service: _____

Employee's Signature: _____

Date: _____

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Agency Training Electronic Reporting Instructions

General Instructions:

1. You must complete all questions in sections A-E on the training application. In addition, your financial institution must complete Section F Certification of Training Completion and Evaluation section.

2. Electronic Requirements - An agency should only submit data for completed training that is defined as a training event for which the student has accomplished all components in the title of the event.

3. Collection of training data requires completed training events and that all mandatory data elements have been recorded. Training may vary from agency to agency. This form provides conformity and standardization for the required core data.

4. Codes for underlined elements will link you to the chart. Identify the correct code, then return to the form (links will not automatically return you to the form).

Section A - Trainee Information

1. *Applicant's Name* - Last Name, First Name, Middle Initial.

2. *Social Security Number* - Use employee's nine (9) digit *SSN. (123-45-6789)*

   OR

   Federal Employee Number -The unique number that Enterprise Human Resources Integration (EHRI) will assign to an employee to identify employee records within the EHRI system. (Agency)

3. *Date of Birth (format yyyy-mm-dd)* - Employee's date of birth (e.g. if employee's birth date is *March 25, 1951*, it would appear as *(1951-03-25)*.

4. *Home Address* - Employee's home address, include the street number, city, state, and zip code.

5. *Home Telephone Number* - Employee's area code, home telephone number.

6. *Position Level* - Select whether the employee's position level is one of the following:

   6a. *Non supervisory* - Anyone who does not have supervisory/team leader responsibilities.

   6b. *Supervisory* - First line supervisors who do not supervise other supervisors; typically those who are responsible for an employee's performance appraisal or approval of their leave.

   6c. *Manager* - Those in management positions who typically supervise one or more supervisors.

   6d. *Executive* - Members of the Senior Executive Service (SES) or equivalent.

7. *Organization Mailing Address* - This is the internal agency address of the employee Branch-Division/Office/Bureau/Agency, include the street name, city, state and zip code.

8. *Office Telephone Number* - Insert the employee's area code, office telephone number and extension.

9. *Work E-mail Address* - Agency e-mail address.

10. *Position Title* - Employee's current position within the agency.

Section A - Trainee Information *(Continued)*

11. ***Does Applicant Need Special Accommodations?*** - Indicate "Yes" or "No". If the applicant is in need of special arrangements (brailing, taping, interpreters, facility accessibility, etc), describe the requirements in the space provided or on a separate sheet.

12. ***Type of Appointment*** - The employee type of appointment (e.g., Career Conditional (CC), Career (C), Temporary (Temp.), Schedule A, etc.).

13. ***Education Level*** -Use the employee educational level codes listed below.

Code	Short Description	Long Description (If Applicable)
1	No formal education or some elementary school--did not complete	Elementary school means grades 1 through 8, or equivalent, not completed.
2	Elementary school completed--no high school	Grade 8 or equivalent completed.
3	Some high school--did not graduate	High school means grades 9 through 12, or equivalent.
4	High school graduate or certificate of equivalency	
5	Terminal occupational program--did not complete	Program extending beyond grade 12, usually no more than three years; designed to prepare students for immediate employment in an occupation or cluster of occupations; not designed as the equivalent of the first two or three years of a baccularate degree program. Includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job training.
6	Terminal occupational program--certificate of completion, diploma or equivalent	See code 5 above for definition of terminal occupational program. Two levels are recognized: (1) The technical and/or semi-professional level preparing technicians or semiprofessional personnel in engineering and nonengineering fields; and (2) the craftsman/clerical level training artisans, skilled operators, and clerical workers.
7	Some college--less than one year	Less than 30 semester hours completed.
8	One year college	0-59 semester hours or 45-89 quarter hours completed.
9	Two years college	60-89 semester hours or 90-134 quarter hours completed.
10	Associate Degree	2-year college degree program completed.
11	Three years college	90-119 semester hours or 135-179 quarter hours completed.
12	Four years college	120 or more semester hours or 180 or more quarter hours completed--no baccularate (Bachelor's) degree.
13	Bachelor's Degree	Requires completion of at least four, but no more than five, years of academic work; includes Bachelor's degree conferred in a cooperative business, industry, or Government to allow student to combine actual work experience with college studies.

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Section A - Trainee Information (Continued)

Code	Short Description	Long Description (If Applicable)
14	Post-Bachelor's	Some academic work beyond (at a higher level than) the Bachelor's degree but no additional higher degree.
15	First professional	Signifies the completion of academic requirements for selected professions that are based on programs requiring at least two academic years of previous college work for entrance and a total of at least six academic years of college work for completion, e.g., Dentistry (D.D.S. or D.M.D.), Law (LL. B. or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.).
16	Post-first professional	Some academic work beyond (at a higher level than) the first professional degree but no additional higher degree.
17	Master's degree	For liberal arts and sciences customarily granted upon successful completion of one (sometimes two) academic years beyond the Bachelor's degree. In professional fields, an advanced degree beyond the first professional but below the Ph.D., e.g., the LL.M.; M.S. in surgery following the M.D.; M.S.D., Master of Science in Dentistry; M.S.W., Master of Social Work, and MA, Master of Arts.
18	Post-Master's	Some academic work beyond (at a higher level than) the Master's degree but no additional higher degree.
19	Sixth-year degree	Includes such degrees as Advanced Certificate in Education, Advanced Master of Education, Advanced Graduate Certificate, Advanced Specialist in Education Certificate, Certificate of Advanced Graduate Study, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, and Licentiate in Sacred Theology.
20	Post-sixth year	Some academic work beyond (at a higher level than) the sixth-year degree but no additional higher degree.
21	Doctorate degree	Includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. (or equivalent) in any field. Does not include a Doctor's degree that is a first professional degree, per code 15.
22	Post-Doctorate	Work beyond the Doctorate.

14. *Pay Plan* - The employee's pay plan. (e.g., GS, WG, ES…**Pay Band**)

15. *Series* - The position classification four digit series. (e.g., 0201)

16. *Grade* - The employee's grade level. (1-15)

17. *Step* - The employee must insert the appropriate step. (1-10)

Section B - Training Course Data

1a. *Name and Mailing Address of Training Vendor* - Street number, city, state, and ZIP code of the appropriate vendor. (Agency specific)

1b. *Location of the Training Site* - Provide mailing address of the training site if different from 1a. (Agency specific)

1c. *Vendor Telephone Number* - Self explanatory. (Agency specific)

1d. *Vendor E-mail Address* - Self explanatory. (Agency specific)

2a. *Course Title* - Insert the title of the course or the program that the employee is scheduled to complete.

2b. *Course Number Code* - Insert the Course Number Code.

3. *Training Start Date* - Insert the start date of the training completed by the employee. *(yyyy-mm-dd)*

4. *Training End Date* - Insert the end date of the training completed by the employee. *(yyyy-mm-dd)*

5. *Training Duty Hours* - Insert the number of duty hours for training.

6. *Training Non Duty Hours* -Insert the number of non-duty hours for training.

7. *Training Purpose Type* - Insert the purpose for taking this course or program using the appropriate training purpose type code.

Code	Short Description	Long Description (If Applicable)
01	Program/Mission	Training to provide the knowledge, skills and abilities needed as a result of agency mission, policies, or procedures.
02	New Work Assignment	Training to acquire the knowledge, skills and abilities needed as a result of assignment to new duties and responsibilities when such training is not part of a planned, career development program (e.g., training provided to a staffing specialist who has been newly assigned to a position involving classification duties).
03	Improve/Maintain Present Performance	Training to provide the knowledge, skills and abilities needed to improve or maintain proficiency in present job.
04	Future Staffing Needs	Training to provide the knowledge, skills, and abilities needed to meet future staffing needs (e.g.,. to implement succession planning).
05	Develop Unavailable Skills	Training to acquire the knowledge, skills and abilities needed for fields of work for which the labor market cannot produce a sufficient number of trained candidates (e.g., air traffic controllers or Information Technology (IT) professionals).
06	Retention	Training/education used to address staffing issue of retaining an employee (e.g., academic degree training).

8. *Training Type Code* - There are three (3) different Training Type Codes. The employee must select one from the Training Type Codes. *(Select from the chart on pages 10-12 .)*

9. *Training Sub-Type Code* - There are *Sub-Type Categories* for each of the three (3) different Training Type Codes. Select one (1) Sub-Type Category code that applies to the training type code you selected. *(Select from the chart on pages 10-12.)*

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<u>Section B - Training Course Data</u> *(Continued)*

Training Type Code	Training Sub Type Code
	01 - Legal Education or training in the concepts, principles, and theories, or techniques of law.
	02 - Medical and Health Education or training in the concepts, principles, and theories, or techniques of medicine.
	03 - Scientific Education or training in the concepts, principles, and theories, or techniques of disciplines such as the physical, biological, natural, and social sciences; education; economics; mathematics; or statistics.
	04 - Engineering or Architecture Education or training in the concepts, principles, and theories, or techniques of disciplines such as architecture and engineering.
	05 - Human Resources Education or training in the concepts, principles, and theories of such fields as: public administration, personnel training, equal employment opportunity, human resources policy analysis, succession planning, performance management, classification, and staffing.
	06 - Budget/Finance Business Administration Education or training in the concepts, principles, and theories of business administration, accounts payable and receivable, auditing and internal control, and cash management.
	07 - Planning and Analysis Education or training in the concepts, principles, and theories of systems analysis; policy, program or management analysis; or planning, including strategic planning.
	08 - Information Technology Education and training in the concepts and application of data and the processing thereof; e.g., the automatic acquisition, storage, manipulation (including transformation), management, system analysis, movement, control, display, switching, interchange, transmission or reception of data, computer security and the development and use of the hardware, software, firmware, and procedures associated with this processing. This training type does not include any IT training on agency proprietary sytems.
	09 - Project Management Education and training in the concepts, principles, and theories necessary to develop, modify, or enhance a product, service, or system which is constrained by the relationships among scope, resources, and time.
	10 - Acquisition Education or training in the concepts, principles, and theories or techniques related to the 1102 occupation, e.g., procurement, contracting.
	11 - Logistic Specialty Training for professional skills of a specialized nature in the methods and techniques of such fields as supply, procurement, transportation, or air traffic control.
	12 - Security Training of a specialized nature in the methods and techniques of investigation, physical security, personal security, and police science.

Section B - Training Course Data *(Continued)*

Training Type Code	Training Sub Type Code
01 - Training Program Area *(continued)*	**13 - Clerical (Non-supervisory clerical/administrative)** Training in skills such as office management, typing, shorthand, computer operating, letter writing, telephone techniques; or word processing.
	14 - Trade and Craft Training in the knowledge, skills, and abilities needed in such fields as electronic equipment installation, maintenance, or repair; tool and die making; welding, and carpentry.
	15 - Foreign Affairs Training for professional skills of a specialized nature in the methods and techniques of such fields as foreign languages, foreign culture, diplomacy, or strategic studies.
	16 - Leadership/Manager/Communications Courses Training that addresses skill areas such as Leadership/Management and Communication (e.g., written, oral and interpersonal) coursework.
02 - Developmental Training Area Description: Formal developmental/training programs.	**20 - Presupervisory Program** Development/training program for non-supervisors.
	21 - Supervisory Program Development/training program which provides education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations); human behavior and motivation; communication processes in supervision, work planning, scheduling, and review; and performance evaluation for first-line supervisors.
	22 - Management Program Development/training program which provides mid-management level education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning organizing and controlling. (Supervisors of supervisors; GS-14/15 supervisors; GS-14/15 direct reports to SES).
	23 - Leadership Development Program Formal developmental program that provides leadership training and development opportunities.
	24 - SES Candidate Development OPM-approved program to prepare potential SES members.
	25 - Executive Development Continuing development for leaders above the GS-15 level.
	26 - Mentoring Program Formal stand-alone program with established goals and measured outcomes. Open to all who qualify; protégées and mentors paired to facilitate compatibility, training and support provided, and company benefits directly.
	27 - Coaching Program Formal stand-alone program which provides ongoing partnership with an employee and coach that helps employee produce desired results in professional life.

Section B - Training Course Data (Continued)

Training Type Code	Training Sub Type Code
03 - Basic Training Area Description: Fundamental and/or required training programs.	**30 - Employee Orientation** Training of a general nature to provide an understanding of the organization and missions of the Federal Government, employing agency or activity, or a broad overview and understanding of matters of public policy.
	31 - Adult Basic Education Education or training to provide basic completeness in such subjects as remedial reading, grammar, arithmetic, lip reading or Braille.
	32 - Federally Mandated Training Mandatory training for all employees Govermentwide. This includes training mandated by federal statute or regulation; such as in the areas of computer security awareness (5 CFR 930.301-305), ethics (5 CFR 2638.703 and 704), or executives, managers, and supervisors (5 CFR Part 412).
	33 - Work-life Training to promote work-life (e.g., health and wellness training, employee retirement/benefits training, etc).
	34 - Soft Skills Training involving development of employees ability to relate to others (e.g., customer service, dealing with difficult people, etc).
	35 - Agency Required Training Agency specific training required by the agency and provided to Federal employees in order to achieve the goals and objectives of the Agency as needed. For example: agency training based on Inspector General's Audit; agency training aimed at improving individual's needs based on Performance Improvement Plan (PIP); agency training based on signing agreement between Union and Management.

10. *Training Delivery Type Code --*

Code	Short Description	Long Description (If Applicable)
01	Traditional Classroom (no technology)	Individual or multiple person led, face-to-face training.
02	On the Job	Formal methods/activities planned and structured to promote learning by doing; e.g., detail assignments/programs.
03	Technology Based	Methods mainly using technology, which may include tutorials embedded in software, CD ROM products, Web-based courses, and interactive media.
04	Conference/workshop	An organized learning event which has an announced educational or instructional purpose; more than half the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in 5 U.S.C. 4110; content of the conference/retreat is germane to improving individual and/or organizational performance; and developmental benefits will be derived through the employee's attendance.
05	Blended	Training that requires two or more methods of delivery that must be completed in order to satisfy the educational requirements.
06	Correspondence	Self-study course material: Training provided via the assignment of non-interactive methods such as a book, document, regulation, or manual.

Section B - Training Course Data *(Continued)*

11. *Training Designation Type Code* - Select and insert the appropriate training credit designation type code:

Code	Short Description	Long Description (If Applicable)
01	Undergraduate Credit	N/A
02	Graduate Credit	N/A
03	Continuing Education Unit	N/A
04	Post Graduate Credit	N/A
05	N/A	N/A

12. *Training Credit* - Amount of academic credit hours of continued education units (1, 1.5, or .75) earned by the employee for the completed training. (This should be completed by the agency).

13. *Training Credit Type Code* - Select and insert the appropriate training credit designation type code:

Code	Short Description
01	Semester Hours
02	Quarter Hours
03	Continuing Education Unit

14. *Training Accreditation Indicator* - Insert a Yes (Y) or No (N).

15. *Continued Service Agreement Required Indicator* - Insert Yes (Y) or No (N) or non applicable (N/A) in appropriate space. (Agency response.)

16. *Continued Service Agreement Expiration Date* - *(Enter date as yyyy-mm-dd).*

17. *Training Source Type Code* --

Code	Short Description	Long Description (If Applicable)
01	Government Internal	Training provided by a Federal department, agency, or independent establishment for its own employees.
02	Government External	Training provided by an interagency training activity, or a Federal department, agency, or independent establishment other than the one which currently employs the trainee.
03	Non-government	Sources include commercial or industrial concern, educational institutions, professional societies or associations, or consultants or individuals who are not Government employees, (but are contracted to develop and/or provide training course or program.)
04	Government State/Local	Training provided by a state, county, or municipal Government. Education provided by State-operated or other public educational institutions is reported as non-Government.
05	Foreign Governments and Organizations	Training provided by non United States entities which may or may not be outside the United States.

18. *Training Objectives* - It is important that the objectives for the employee(s) enrolling in this course or program is related to the strategic objectives of the organization for which the employee works. Provide text to explain how the training event meets agency objective(s) and purpose type.

19. *Agency Use Only* -For use by an agency as needed.

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Section C - Costs and Billing Information

1. **Direct costs and appropriation/fund chargeable**

   a. *Training Tuition and Fees Cost* - Insert the actual/final cost of training tuition and fees for training completed by the employee that was paid for by the Federal Government.

   b. *Books and Materials Costs* - Insert the materials cost for training completed by the employee that was paid for by the Federal Government. (*Refer to the* Guide for Human Resources Reporting Guide at http://www.opm.gov/feddata/guidance.asp *for more information*).

   c. *Total Cost* - Insert the actual/final cost.

2. **Indirect costs and appropriation/fund chargeable**

   a. *Training Travel Cost* - Insert the actual/final travel cost excluding per diem for training completed by the employee that was paid for by the Federal Government.

   b. *Training Per Diem Cost* - Insert the actual/final per diem cost (e.g., meals, lodging, miscellaneous expenses) for training completed by the employee that was paid for by the Federal Government.

   c. *Total Cost* - Insert the actual/final cost.

3. *Total Training Non-Government Contribution Cost* - Insert the cost contributed by the employee or other non-Government organizations for the training completed by the employee.

4. *Document/Purchase Order/Requisition Number* - Enter Document/Purchase Order/Requisition Number for reimbursement of training costs to responsible Training Vendor. This number is to be referenced in the billing process.

5. *8-Digit Station Symbol* - Fill in 8-digit station symbol of the nominating Agency Finance Office.

6. *Billing Instructions* - Enter name and mailing address of nominating Agency Finance Office for billing purposes.

Section D - Approvals

1-3e. *Approvals* - To be completed by the employee's immediate and/or second-line supervisor(s) before submission of application to nomination Agency Training Office.

Section E - Approvals/Concurrence

1-1e. *Approval/Concurrence* - To be completed by the nominating Agency Official who is authorized to approve or disapprove request.

Section F - Certification of Training Completion and Evaluation

NOTE: Agency Certifying Officials are certifying the employee has completed the requirements for the training and an evaluation has been completed. The requirement to evaluate training is found in 5 CFR 410.601. The agency head shall evaluate training to determine how well it meets short and long-range program needs of the agency and the individual. The needs should be aligned with the strategic plan to strengthen and develop the performance and behavior of the individual whose positive results will impact the performance of the agency.

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Revised December 2006
All previous editions not usable.

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS

1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE	2. VOUCHER NUMBER
	3. SCHEDULE NUMBER

Read the Privacy Act Statement on the back of this form.

5. PAID BY

4. CLAIMANT

a. NAME (Last, first, middle initial)	b. SOCIAL SECURITY NO.
c. MAILING ADDRESS (Include ZIP Code)	d. OFFICE TELEPHONE NUMBER

6. EXPENDITURES *(If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)*

Show appropriate code in col. (b):
- **A** - Local travel
- **B** - Telephone or telegraph, or
- **C** - Other expenses *(itemized)*
- **D** - Funeral Honors Detail
- **E** - Specialty Care

(Explain expenditures in specific detail.)

DATE (a)	CODE (b)	(c) FROM	(d) TO	MILEAGE RATE ¢ / NO. OF MILES (e)	MILEAGE (f)	FARE OR TOLL (g)	ADD PER-SONS (h)	TIPS AND MISCEL-LANEOUS (i)

If additional space is required continue on the back.

SUBTOTALS CARRIED FORWARD FROM THE BACK

7. AMOUNT CLAIMED *(Total of cols. (f), (g) and (i).)* ► $

TOTALS

8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. *(Note: If long distance calls are included, the approving official must have been authorized in writing, by the head of the department or agency to so certify (31 U.S.C. 680a).)*

Sign Original Only

APPROVING OFFICIAL SIGN HERE ► | DATE

9. This claim is certified correct and proper for payment.

Sign Original Only

AUTHORIZED CERTIFYING OFFICER SIGN HERE ► | DATE

10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.

Sign Original Only

CLAIMANT SIGN HERE ► | DATE

11. **CASH PAYMENT RECEIPT**

a. PAYEE (Signature)	b. DATE RECEIVED
	c. AMOUNT $

12. PAYMENT MADE BY CHECK NO.

ACCOUNTING CLASSIFICATION

Enclosure (6)

6. EXPENDITURES - *Continued*

DATE 19___ (a)	C O D E (b)	Show appropriate code in col. (b): A - Local travel B - Telephone or telegraph, or C - Other expenses *(itemized)* D - Funeral Honors Detail E - Specialty Care *(Explain expenditures in specific detail.)* (c) FROM	(d) TO	MILEAGE RATE ¢ NO. OF MILES (e)	AMOUNT CLAIMED			
					MILEAGE (f)	FARE OR TOLL (g)	ADD PER-SONS (h)	TIPS AND MISCEL-LANEOUS (i)
			Total each column and enter on the front, subtotal line. ▶					

SPECIAL REQUEST/AUTHORIZATION

PRIVACY ACT STATEMENT

The authority to request this information is contained in 5 USC 301, and from E.O. 9397 Departmental Regulations. The principal purpose of the information is to enable you to make known your desire for one of the four items listed or for some other special consideration or authorization. The information will be used to assist officials and employees of the Department of the Navy in determining your eligibility for and approving or disapproving the special consideration or authorization being requested. Completion of the form is mandatory; failure to provide required information may result in delay in response to or disapproval of your request.

NAME	RATE	SSN

SHIP OR STATION	DATE OF REQUEST

DEPARTMENT /DIVISION	DUTY SECTION/GROUP

NATURE OF REQUEST

☐ LEAVE ☐ SPECIAL LIBERTY ☐ SPECIAL PAY ☐ COMMUTED RATIONS ☐ OTHER *Below*

NO. OF DAYS REQUESTED	FROM) *(Date & time)*	TO *(Date & time)*

DISTANCE - *(Miles)*	MODE OF TRAVEL

☐ AIR ☐ TRAIN ☐ BUS ☐ CAR

LEAVE ADDRESS *(Street, box or route no., City, State, Zip Code)*	Telephone Number

REASON FOR REQUEST

SIGNATURE OF APPLICANT

I AM ELIGIBLE AND OBLIGATE MYSELF TO PERFORM ALL DUTIES OF PERSON MAKING APPLICATION -
SIGNATURE OF STANDBY | **DUTY STATION**

RECOMMEND APPROVAL	SIGNATURE AND RANK/RATE/TITLE/DATE
☐ YES ☐ NO	
☐ YES ☐ NO	SIGNATURE AND RANK/RATE/TITLE/DATE
☐ YES ☐ NO	SIGNATURE AND RANK/RATE/TITLE/DATE
☐ YES ☐ NO	SIGNATURE AND RANK/RATE/TITLE/DATE
☐ YES ☐ NO	SIGNATURE AND RANK/RATE/TITLE/DATE
☐ YES ☐ NO	SIGNATURE AND RANK/RATE/TITLE/DATE
☐ APPROVED ☐ DISAPPROVED	SIGNATURE

REASON FOR DISAPPROVAL

NAVPERS 1336/3 (Rev. 5-96)

* This report is to be submitted to N317D and the NSTC CCC on the last day of your Department's scheduled IDB/CDB month.

INDIVIDUAL DEVELOPMENT BOARDS/CAREER DEVELOPMENT BOARDS HELD BY _____ IN _____
            DEPARTMENT/CODE   MONTH/YEAR

E-1 & 2	E-3	E-4	E-5	E-6	E-7	E-8	E-9
O1 &O2	O3	O4	O5	O6	GS	CONT	

_____COPIES OF ALL CDB MINUTES ARE ATTCHED TO THIS REPORT.

COPIES OF ALL IDPS AND DEPARTMENTAL CONSOLIDATED TRAINING PLANS WERE FORWARDED TO N9 ON _____.
                                              DATE

_____   _____
SIGNATURE OF TRAINING REPRESENTATIVE   DATE

* This report is to be used to report all Reporting and/or follow-up IDBs and CDBs. This report should be submitted to N317D and the NSTC CCC the last day of each month EXCEPT your IDB/CDB month.

THE FOLLOWING INDIVIDUAL DEVELOPMENT BOARDS/CAREER DEVELOPMENT BOARDS WERE HELD BY
_____IN _____.
DEPARTMENT/CODE   MONTH/YEAR

E-1 & 2	E-3	E-4	E-5	E-6	E-7	E-8	E-9
O1 &O2	**O3**	**O4**	**O5**	**O6**	**GS**	**CONT**	

_____COPIES OF ALL CDB MINUTES ARE ATTCHED TO THIS REPORT.

COPIES OF ALL IDP'S WERE FORWARDED TO N9 ON _____.
DATE

NECESSARY ADJUSTMENTS TO THE DEPARTMENTAL TRAINING PLAN WERE FORWARDED TO N9 ON _____.
                                        DATE   (NA IF NONE NEEDED)

**_____There were no CDB's completed this month.

_____   _____
SIGNATURE OF TRAINING REPRESENTATIVE   DATE