

**TRAINING, EDUCATION, AND DEVELOPMENT
OF
CIVILIAN EMPLOYEES HANDBOOK**

**CAREER DEVELOPMENT DIVISION
TOTAL FORCE STRATEGY AND MANAGEMENT DEPARTMENT
NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION
PATUXENT RIVER, MARYLAND**

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PURPOSE

This handbook provides a foundation for the operation and management of training, education and development activities at the Naval Air Warfare Center Aircraft Division (NAVAIRWARCENACDIV), Patuxent River, Maryland.

GOALS AND OBJECTIVES

The goal of training, education and development is to meet performance requirements essential to support the war-fighter. The general objectives of training, education and development programs are to:

- improve employee performance of official duties. Official duties are those authorized duties which the employee is presently performing or can be reasonably expected to perform in the future at the NAVAIRWARCENACDIV,
- provide a means for systematically developing employee skills to meet current and future manpower skills requirements to better contribute to the NAVAIRWARCENACDIV mission,
- provide opportunities for development of high-potential employees for future, mission-related duties and responsibilities and career progression,
- provide employees with the necessary competencies to meet changes in organization policy, mission, technology, structure, or equipment, and
- maintain “state-of-the-art” specialized proficiencies.

HANDBOOK ORGANIZATION

The handbook is divided into three major parts. Part I describes authorizing guidelines, instructions, and resources that support the workforce training, education and development activities.

Part II describes the responsibilities of the Total Force Strategy and Management Department, managers and supervisors, and employees.

Part III is devoted to the operating and administrative processes of training, education and development activities at the NAVAIRWARCENACDIV, Patuxent River.

Questions on the information contained in this handbook may be directed to a Career Development Divison (CDD) Specialist at 301-757-4119.

TABLE OF CONTENTS

PART I: STATUTORY REQUIREMENTS

• Government Employees Training Act (GETA) (1958)	4
• Title 5 United States Code 41	4
• Executive Order 11348 (1967)	4
• Executive Order 12107 (1978)	4
• Title 5: Code of Federal Regulations Parts 213, 410, and 412	4
• Department of Defense Civilian Personnel Manual	4
• ASD Policy Memo (17 Jun 2002)	4
• ASD Policy Memo (15 Aug 2001)	4
• Comptroller General Decisions.....	4
• Office of Personnel Management Training Policy Handbook.	5
• Naval Air Systems Command Instruction 12410 series.	5

PART II: RESPONSIBILITIES

• Director, Total Force Strategy and Management Department (TFSSMD).....	5
• Managers and Supervisors.....	5
• Career Development Division (CDD)	5
• Employees.	6

PART III: OPERATING PRINCIPLES BY SUBJECT AREA

• Annual Training Plan (Current Fiscal Year List of Courses).....	6
• Academic Degree Training.....	6
• Tuition Assistance	6
• Agreement to Continue in Service	7
• Approval Authority	8
• Certificates, Licenses, and Professional Credentials	8
• Training Conferences, Seminars, Meetings and Workshops	9
• Expenses Related to Training	9
• Expenses That Will Not Be Paid	9
• Foreign-Government Training.	10
• Mandatory (Required) Training.	10
• Military Members.....	10
• Pay of the Employee	10
• Procurement of Training	11
– Use of the Standard Form 182 (SF182)	11
– Delivery of Goods and Services in a Subsequent Fiscal Year	11
• Training of Non-Government Employees	12
– Contractors	12
– Private Citizens	12
– State and Local Government Employees	12
• Training Reporting Requirements	12

PART I: STATUTORY REQUIREMENTS

1. **GOVERNMENT EMPLOYEES TRAINING ACT (GETA)**
The GETA, passed in 1958, created the framework for agencies to plan, develop, establish, implement, evaluate and fund training, education, and development programs designed to improve the quality and performance of our workforce.
2. **TITLE 5 UNITED STATES CODE CHAPTER 41**
The Title 5 United States Code Chapter 41 is a codification of legislative acts dedicated to human resource issues. It is organized in various chapter headings with Chapter 41 addressing “Training” in the Federal service.
3. **EXECUTIVE ORDER 11348 (1967)**
Executive Orders provide agency heads with additional presidential direction on how the law is to be used. Executive Order 11348 (1967) provides Federal agencies with additional information on how GETA is to be carried out.
4. **EXECUTIVE ORDER 12107 (1978)**
Executive Order 12107 (1978) amended Executive Order 11348. The order emphasizes the importance of using effective interagency training programs to meet common needs across Government.
5. **TITLE 5: CODE OF FEDERAL REGULATIONS (CFR) PARTS 213, 410 AND 412**
Title 5 CFR Part 213 addresses the general and specific policies of excepted employees (e.g. Student Temps and Student CO-Ops). **Title 5 CFR Part 410** addresses the general and specific policies and requirements for training in Government agencies. **Title 5 CFR Part 412** addresses executive, management and supervisory development.
6. **Department of Defense Civilian Personnel Manual**
Department of Defense Civilian Personnel Manual, Chapter 410 addresses the general and specific policies and requirements for training in the Department of Defense.
7. **ASD Policy Memo (17 Jun 2002)**
Assistant Secretary of Defense (Civilian Personnel Policy) memo of 17 June 2002, addresses payment of expenses to obtain professional credentials.
8. **ASD Policy Memo (15 Aug 2001)**
Assistant Secretary of Defense (Force Management Policy) memo of 15 August 2001 addresses civilian academic degree training.
9. **COMPTROLLER GENERAL DECISIONS**
General Accounting Office issues decisions and opinions on training law through Comptroller General Office decisions and opinions on training law.

10. **OFFICE OF PERSONNEL MANAGEMENT TRAINING POLICY HANDBOOK**
This handbook is a single reference to legal information impacting employee training and management decisions on training and implementation of training programs for Command personnel.
11. **NAVAL AIR SYSTEMS COMMAND INSTRUCTION 12410 SERIES**
Command policies on the training and development of civilian employees.

PART II: RESPONSIBILITIES

- **DIRECTOR, TOTAL FORCE STRATEGY AND MANAGEMENT DEPARTMENT (TFSMD) (73000A)**
The Director, TFSMD shall be responsible for implementing progressive employee training and career development programs in keeping with Office of Personnel Management, Department of Defense, Department of the Navy and Naval Air Systems Command regulations. Responsibilities include, integrating such programs with strategies for planning, programming, budgeting and other personnel management areas and ensuring that the workforce is equipped to perform their current and projected duties in an effective manner.
- **MANAGERS AND SUPERVISORS**
Employee training, education and development are management functions. Managers and supervisors shall support employee development to ensure a productive workforce and on-going ability to meet changing job requirements. Managers and supervisors shall:
 - analyze organizational needs,
 - identify specific training requirements,
 - identify appropriate developmental opportunities for employees,
 - develop training plans for overall organization and individual employees,
 - obtain and allocate resources to accomplish mission-related training needs,
 - produce desired gains in organizational efficiency,
 - evaluate the impact of training efforts,
 - make adjustments to ensure maximum results,
 - monitor the evolution and execution of employees' training plans to ensure opportunities are provided to fulfill jointly agreed upon training requirements, and
 - ensure that justification of a training source (vendor) is provided to TFSMD Career Development Division (CDD) for individual one-time instances where costs exceed \$3,000 (NAVSUP 4900 series) (updated 22 June 2012).
- **CAREER DEVELOPMENT DIVISION (CDD) (733000A)**
The Division Head or his/her designee ensures that all approved training is in full compliance with governing laws and directives. The CDD staff shall:
 - interpret and implement policy,
 - assist and act as internal consultants to management officials on all employee training, education and development matters,

- conduct surveys and analyze annual training requirements,
 - develop and/or review proposed employee development programs training plans;
 - administer, measure and evaluate effectiveness of employee development programs
 - prepare and administer continued training agreements as required,
 - evaluate and recommend solutions for adequate recording and reporting systems
 - prepare an annual activity training plan (on-site courses), and
 - participate in communities of interest networks, in which best practices can be shared.
- **EMPLOYEES**
Civilian employees have the ultimate responsibility for their own development and training and will:
 - play an active role in managing their own career,
 - develop, maintain, and enhance skills and competencies in alignment with strategic business plans, and
 - notify the CDD of failure to enroll in/complete course for which approved and follow appropriate policy for course withdrawal.

PART III: OPERATING PRINCIPLES BY SUBJECT AREA

- **ANNUAL TRAINING PLAN**
List of current on-site courses may be found at <http://www.navair.navy.mil/TFSMD/training/indextraining.html>. Employees should refer to each course announcement for the course description and registration instructions. In most cases, the employee will complete a planned training request via Navy ERP to register. The CDD confirms with the vendor 30 days prior to the start date to determine if the class will be held or cancelled. Once confirmed, the employee (student) is notified via e-mail and is then obligated to attend the training. If unable to attend, the student may send another competency NAVAIR civilian/military as a substitute. Contact the course POC with any questions.
- **ACADEMIC DEGREE TRAINING**
Employees are encouraged to increase their knowledge, skills and abilities to perform the mission of NAWCAD. All training **MUST BE APPROVED by CDD PRIOR** to the start of the training course. No academic training will be approved after the start of the course. The training must be provided by a college or university that is accredited by a nationally recognized body, which a regional, national or international is accrediting organization recognized by the U. S. Department of Education.
- **TUITION ASSISTANCE**
 - Permanent employees may receive 100 percent of tuition assistance for education courses offered by an accredited institution of learning. The CDD will determine accreditation in the event of a dispute. Payment for parking, applications, late fees and/or books are not permitted.

- The training is usually conducted after hours. Supervisors may adjust work schedules for these courses which occur during normal work hours. It is the employee's responsibility to request any needed work adjustments before registering for courses. Employees are prohibited from receiving administrative leave for any part of the time they spend in educational courses.
- Employees who are assigned to complete educational courses as a part of an approved training program; i.e., apprenticeship or Upward Mobility Programs, may be allowed to do so on Government time and at Government expense as part of their duty assignment.
- Employees must have obtained an SF 182 from CDD prior to registration for the training. Tuition costs are paid through a direct bill method.
- To withdraw from a course, it is the responsibility of the employee to complete an official withdrawal form with the academic institution. The employee must also notify the CDD (301-342-4117/4115) regarding the withdrawal. Withdrawal charges or failure to withdraw prior to the academic institution's cut-off date which results in monies owed is the sole responsibility of the employee.
- Within 30 days after completion of the course, the employee or the academic institution will provide the CDD a copy of the employee's grade report.
- Employees who do not successfully complete a course or academic training program will be required to reimburse the Government for cost. The CDD will notify the student of the amount due and the procedures for repayment. (updated: 06/29/2010)
- Employees who owe the Government for training funds incurred as a result of circumstances beyond their control may request a waiver from repayment. The waiver request must be submitted to the Division Head, CDD, in writing, via the employee's chain of command, within 30 days of the date of the request for reimbursement of Government training funds. Each waiver request will be reviewed on a case-by-case basis. The decision of the Division Head, CDD, will be final.
- Participation by military personnel in career education and training must be approved and funded under appropriate military training authorities or authority other than the Government Employees Training Act. The use of the SF 182 to pay for academic fees for military members is prohibited. Military members may use the SF 182 to pay for civilian training programs when the training is related to their present duty assignment, like an on-site course..
- **AGREEMENT TO CONTINUE IN SERVICE**
Before an employee is assigned to training in excess of 80 hours or of high value, the employee must agree in writing to continue in the employment of the NAVAIRWARCENACDIV after completion of the training for:
 - three times the length of the training period if the employee receives a salary

- during the time spent in training; or
- if the employee receives no salary during the training period, the employee must agree to continue in service for a period equal to the length of the training but no less than one month
- supervisors/managers are encouraged to contact a CDD Specialist at 301-757-4119 for further guidance for developing a continued service agreement.

- **APPROVAL AUTHORITY**

Authorization for Government-sponsored training is required before the employee begins the training.

- Employees who enroll in a training event without written prior approval by the employee's management officials AND the CDD are personally responsible for the total training cost. Competency management officials are authorized to approve training through the Navy ERP workflow system. The CDD has final approval on all training requests ensuring that provisions of statutory requirements (Part I of this handbook) are met.
- Competency management officials' approval certifies that the training course is considered to be the most cost-effective means available to meet the training need, is mission related and is a training priority. Further, merit system principles must be applied in the selection of the employee for training, the employee meets the prerequisites (if any) for the course, and that sufficient funds are available to support the training.

- **CERTIFICATES, LICENSES AND PROFESSIONAL CREDENTIALS**

Payment for licenses and certifications, and their subsequent renewals, may include at the discretion of the activity, dues or fees required by the licensing or certifying agency, fees for examination preparation, examinations, registrations fees, and travel and per diem costs. Payment may not include employees' membership fees in societies or associations.

Payment for pre-approved credentials will be made on a reimbursable basis, via a Claim For Reimbursement for Expenditures on Official Business Form, SF-1034 (following established local process), upon successful completion of the credential requirements. A listing of professional credentials and licenses that have been approved for funding by the competencies may be found at the Career Development Office, NAVAIR web site <https://mynavair.navy.mil>. Select "CDO Admin" then select "Resources".

Payment of annual dues for membership in a professional organization for an individual is a personal expense, not reimbursable to the employee, even if the Government would benefit from the employee's development as a result of an individual membership. In some instances, an individual membership is included in the fee and the fee cannot be reduced by the cost of the individual membership. In that case, if the Government pays for an employee to attend the training, the employee may accept the membership as an incidental byproduct of the event.

- **TRAINING, CONFERENCES, SEMINARS, MEETINGS AND WORKSHOPS**
The Command will sponsor an employee to attend conferences, seminars, meetings or workshops if they are considered a developmental activity (5 CFR 410). The developmental activity must be educational or instructional and have the purpose of:
 - more than half of the event is scheduled for a planned, organized exchange of information between presenter and the audience,
 - the content of the activity is germane to improving individual and/or organizational performance, and
 - developmental benefits will be derived through the employee's attendance.

When the employee creates an ad hoc training request (ATR) to pay for such fees, the employee must also fax a copy of the completed registration form to the CDD at 301-342-4523. The completed registration form is used to verify the information on the ATR is correct in order to approve the ATR. After the ATR is approved by the CDD, the completed registration form will be faxed along with the ATR to the vendor for payment and the employee will be notified via e-mail.

- **EXPENSES RELATED TO TRAINING**
Training law permits this Command to pay all, some, or none of the expenses of employee training. Included are:
 - tuition or training costs of the training event/program,
 - advance payment of tuition expenses,
 - fees, services and facilities, and
 - academic tuition, matriculation fees, library and laboratory fees.
- **EXPENSES THAT WILL NOT BE PAID**
It is inappropriate to expend training funds for:
 - training that is not job- or mission-related,
 - training for temporary and intermittent employees through non-Government facilities except when critically needed skills can be obtained at less cost through such training,
 - training of contractor personnel unless it is specialized training essential to the execution of an approved contract. The Government shall not pay the training costs of contractors not specifically allowed by the Federal Acquisition Regulations (in no circumstances shall contractors receive Government-sponsored training to achieve minimum skills or qualifications as stated in the contract),
 - college courses designated for cooperative education credit will not be tuition supported unless the employee is a CO-OP student and is a requirement of the CO-OP student's training plan,
 - fees associated with college-level examination programs, college placement, comprehensives, etc.,

- college courses that are audited,
 - tuition after a course has started,
 - training for the sole purpose of obtaining a degree,
 - purchase of textbooks, and
 - payment of admission and graduation fees
- **FOREIGN-GOVERNMENT TRAINING**
 Employees wishing to attend training at foreign government locations or facilities (outside of the continental US) must submit training requests **NO LATER THAN 90 DAYS PRIOR TO START DATE OF TRAINING (less than 90 days will not be sent forward for approval)**. Along with the appropriate ad hoc training request (SF 182), a written request for attendance at foreign training facilities shall be submitted from the employee, the employee's supervisor and then to the Division Head, Career Development Division (733000A). Contact a CDD Specialist at 301-757-9103 for appropriate forms and additional information to obtain authority to travel for training at a foreign facility.
 - **MANDATORY (REQUIRED) TRAINING**
 Employees are required to complete all training mandated by law, regulations, executive order, and local Command policies and guidance. All training completions must be recorded in the Navy Enterprise Resource Planning System (Navy ERP) unless otherwise noted on the required training announcement. An example would be yearly Information Assurance (IA) Training where training is offered and completions recorded automatically in the NKO Tracking System. See your Competency Training Coordinator for Navy ERP assistance for recording completions.
 - **MILITARY MEMBERS**
 Military members may attend civilian training programs when the training is related to their present duty assignment and:
 - military members perform work similar to that of civilian employees,
 - military members have supervisory and management responsibilities over civilian personnel,
 - military members are assigned to duties which require continuous civilian and military working relationships, and
 - the SF 182 may be used to pay for civilian program training if any of the conditions cited above exist.
 - Participation by military personnel in career education programs must be approved and funded under appropriate military training authorities (Navy College Program Tuition Assistance and if eligible, GI Bill.)
 - **PAY OF THE EMPLOYEE**
 Employees will not be paid holiday, overtime, compensatory time, or night differential pay while in training except as required by the Fair Labor Standards Act. Employees working alternative work schedules shall follow their local Competency

guidelines. As a general rule, employees should adjust their work schedules to accommodate training for a 40 hour period.

- **PROCUREMENT OF TRAINING**

The following are general guidelines relating to the procurement of training (U.S. General Services Administration regulations apply)

- **Use of the SF 182.** Employees will use the electronic SF 182 to request training (available through the Navy ERP system). This form is used to obligate funds, contract for training and certify payment of approved training expenses under the following conditions:
 - the training cost of a single training event, program, or instructional service does not exceed the simplified acquisition process dollar limit established by U.S. General Services Administration (up to and including \$25,000),
 - the cost is a fixed nature; i.e., price per student or price per course, program or service,
 - the program, course, or instructional service is off-the-shelf and no modification or development resulted in increased cost to the Government and is needed to meet the organization's needs, and
 - the Division Head, CDD or his/her designee, has final approval on all training requests ensuring that provisions and statutory regulations of this handbook are met.
- The SF 182 is also used for requesting, approving, and certifying payment for attendance at both training and non-training meetings, conferences, seminars and workshops. The form is *not* used to purchase general supplies and training equipment.
- **Delivery of Goods and Services in a Subsequent Fiscal Year**
Training and development expenses may be charged to the fiscal year appropriation in which the obligation is incurred regardless of the fact that the training may extend into the following fiscal year.

Consistent with this rule, the Comptroller General states that delivery of goods or performance of services in a fiscal year subsequent to the year in which a contract is executed does not preclude charging the earlier fiscal year appropriations with the full costs of goods or service.

Thus, when a training obligation is incurred and performance begins in one fiscal year, the entire cost is chargeable to that year, even though performance may extend into the following year. Such services are a single undertaking, properly chargeable to the fiscal year in which the training need was determined, the debt incurred, and the performance began. (*Comp. Gen. B-233243 (August 3, 1989) and Comp. Gen. B-257977 (November 15, 1995)*).

An agency also may charge a previous fiscal year appropriation for the entire cost of a training course scheduled to begin in the next fiscal year when:

- the course meets a bona fide need of the prior fiscal year,
- scheduling of the course is beyond the agency's control, and
- the time between procurement and performance is not excess

This includes obligating its fiscal year funds in advance to pay for a two-year training program, such as the Presidential Management Intern Program, where the training meets a bona fide need of the fiscal year charged. (*Comp. Gen. B-257977 (November 15, 1995)*).

- **TRAINING OF NON-GOVERNMENT EMPLOYEES**

The following is guidance on training of non-Government employees.

- **CONTRACTORS**

Since contractors are selected for their expertise in a subject area, contractors may only be trained in skills they are not required to bring to the job.

Contractors may be trained in rules, practices, procedures or systems that are unique to the NAVAIRWARCENACDIV and essential to the performance of the contractor's assigned duties. Contractors may apply for on-site training courses on space available basis following the registration procedures on the course announcement and the costs are paid by the contractor's company.

- **PRIVATE CITIZENS**

A private citizen can be admitted to Government training programs under the following conditions set forth in 42 Comptroller General 673 1963:

- that space is available;
- that person's attendance is incidental to the necessary and authorized training of Government employees; and
- the tuition fee covering that person's attendance fee is deposited in the Treasury as miscellaneous receipts

- **STATE AND LOCAL GOVERNMENT EMPLOYEES**

The Intergovernmental Personnel Act of 1970 authorizes agencies to train State and local Government employee at their cost and on a space available basis.

Payments received for training employees of State and local Governments are credited to the appropriation or fund used to pay training costs.

- **TRAINING REPORTING REQUIREMENTS**

This Command is required by the guidelines in 5 CFR 410 and the OPM Guide to Personnel Recordkeeping Handbook to maintain an internal information system to capture training data on a continuous basis for Command feedback. The Navy Enterprise Resource Program (Navy ERP) is this Command's automated system for data monitoring and capture that is to be reported to the Defense Civilian Personnel Data System (DCPDS). Requirements include:

- training expenditures,
- training plans for developmental programs,
- training events and activities,
- mandatory (required) training.

- training for academic programs. and
- training for promotions.