



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE, NC 28545-1001

ASO 12410.1B

S-1

JAN 25 2019

AIR STATION ORDER 12410.1B

From: Commanding Officer, Marine Corps Air Station New River
To: Distribution List

Subj: CIVILIAN TRAINING, LEADERSHIP AND CAREER DEVELOPMENT

Ref: (a) MCO 12410.24
(b) MCO 12410.25
(c) MARADMIN 133/17

Encl: (1) Authorization, Agreement and Certification of Training
(2) Application for the Academic Degree Program
(3) Civilian Leadership Development Employee Enrollment Information Sheet

1. Situation. This Order provides policy for the training and development of the civilian workforce as required by law or regulation and to encourage and accommodate employees to the maximum extent possible in their self-development efforts within available financial resources.

2. Cancellation. ASO 12410.1A.

3. Mission. The importance of training the civilian workforce cannot be overstated. Training must be designed to develop professional competencies at all levels, enhance leadership/management skills, and raise safety and security awareness.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Invest sufficient resources to meet immediate and long-range training requirements, assess and verify individual employee competency, provide planned career development opportunities, and ensure that employees are afforded the opportunity to acquire the leadership competencies at the appropriate time in their career progression.

(2) Concept of Operations

(a) Establish processes that will systematically prepare employees for executive, management and supervisory positions, challenge all executives, managers and supervisors through diverse assignments and programs of continuous learning and ensure ongoing exchange of executive, management, and supervisory knowledge consistent with organizational goals.

(b) Employees will be selected for training and development on the basis of needs and requirements identified in performance appraisals, position function changes, formal career requirements, regulatory issuances,

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JAN 25 2019

strategic planning documents, and approved individual and organization development plans.

b. Tasks

(1) S-1 Officer

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

(b) Integrate employee training, education, and development into the Station Strategic planning process to ensure its contribution to mission accomplishment and performance goals.

(c) Develop organizational frameworks and flexibilities in support of effective learning and developmental programs including, but not limited to, leadership developmental programs for managers and executives.

(d) Appoint a Training Coordinator within the S-1 to manage training and development of the civilian workforce. The training coordinator:

1. Assists management, and supervisory personnel with civilian employee training, performance management, and career development opportunities.

2. Coordinates training budget submissions with the Comptroller's office and submits to MPC-30.

3. Collects, processes, and reconciles civilian training requirements via automated systems.

(2) Comptroller. Budget, monitor, and provide funding to meet training requirements.

(3) Department Heads

(a) Ensure civilian employees complete all training mandated by law, regulation, Department of Defense (DoD), Executive Order, Department of Navy (DON), Marine Corps policy, technical training requirements, additional supplemental guidance, and the Individual Development Plan (IDP) as appropriate in accordance with references (a) through (c).

(b) Foster an environment that supports continuous learning and professional development required to sustain current and future mission requirements.

(c) Provide input into the annual training requirements assessment and data collection in support of development effectiveness.

(4) Supervisors. Per the references, supervisors and managers are responsible for supporting and executing civilian employee training and career development policies. Supervisors and managers are:

(a) Responsible for keeping employees informed of training requirements and learning opportunities. Approving attendance for training during the workday is based on mission requirements.

(b) Responsible for documenting and identifying developmental and training requirements in IDPs annually or as needed.

(c) Responsible for ensuring that all annual training is completed by the established deadlines.

1. IDPs will be reviewed and adjusted as needed to ensure civilian employees are provided appropriate opportunities to satisfy training requirements annually. IDPs will be completed at the beginning of the performance cycle.

2. Ensure SF-182s are completed, signed, and routed through the employee's supervisor to the S-1 Training Coordinator for training that requires funding.

(5) Civilian Employees

(a) Manage training, education, and professional development opportunities consistent with mission requirements and goals.

(b) Identify competencies, certifications, and qualifications required to perform the duties outlined in the assigned Position Description (PD) and Performance Plan. Work closely with supervisors to close competency gaps.

(c) Complete annual training in accordance with established deadlines. Costs incurred for training not completed in accordance with references (a) through (c) are the responsibility of the employee.

(d) Satisfy Continued Service Agreements (CSAs) incurred through participation in education and professional development programs. Employees that fail to complete all approved training requirements outlined in CSAs are responsible for reimbursing the government for costs incurred.

5. Administration and Logistics. Recommendations concerning the contents of this Order will be forwarded to the S-1 Officer.

a. Mandatory Training. Civilian employees must complete all training mandated by law, regulation, executive order, or other memorandums. This list may be supplemented by training mandated by the DoD Component heads or functional leaders of DoD-wide career development programs. Training will be completed as dictated by governing statute or regulation, including frequency of training and any required content. Quarterly civilian award/training presentations provide on-site mandatory training, command information, and civilian recognition.

JAN 25 2019

(1) The DON Office of Civilian Human Resources (OCHR) maintains the list of annual mandatory training requirements for civilian employees in the Total Workforce Management System (TWMS).

(2) Individuals may complete annual training requirements using other web-based platforms, such as MarineNet, Navy eLearning, Army Knowledge Online, etc. Training completed in these platforms may take up to one month to record as completed in TWMS. Copies of completion certificates should be maintained.

(3) Training completion certificates that are not recorded in TWMS must be provided to the S-1 Training Coordinator for processing.

b. IDPs. IDPs must be created in TWMS within 30 days of reporting for duty and within 30 days of the start of each new performance cycle in accordance with reference (c). Training, education, and career development activities for civilian employees must be identified in IDPs prior to approval of payments for training.

(1) IDPs should identify competencies, continuing education, professional development, and training required to improve performance.

(2) Targeted proficiency levels for each competency should be identified within IDPs. There should be a relationship between competency gaps and assigned duties.

(3) IDPs aid in budget formulation for the organization and DoD Components.

(4) In emergency situations, training that has not been included in an IDP may be approved. IDPs must be adjusted to document all required training.

(5) Advance approval must be obtained to participate in developmental opportunities. Exceptions will be considered on a case-by-case basis.

(6) An approved SF-182 and CSA is required prior to the start of each course. Employees must provide documentation of acceptable course completion before payment is remitted.

c. Professional and Career Development. Developmental assignments enhance competencies by providing employees opportunities to perform duties in other occupational fields while simultaneously supporting strategic workforce plans.

(1) Assignments may vary and include special projects, cross training, job exchanges, shadow assignments, details, temporary reassignments, and temporary promotions.

(2) Opportunities require well-defined learning objectives and must adhere to civilian personnel management regulations.

d. Academic Degree Program (ADP). Payment of costs associated with obtaining academic degrees, credentials or certifications that support workforce development and organizational objectives may be authorized. This

JAN 25 2019

authority is discretionary and is not an entitlement or benefit of employment. Application to participate in the ADP is provided via enclosure (2).

(1) Selections are made in accordance with merit staffing principles.

(2) Applicants must be enrolled or seeking enrollment in the Civilian Mentoring Program.

(3) Completion should produce measurable improvements in either individual or organizational performance.

(4) Employees are responsible for successfully completing authorized training and fulfilling CSAs. CSAs obligate participants to serve three times the length of time spent completing academic degree training. The period of obligated service begins the day after the last class is completed.

(5) Funding may be authorized for Post-Secondary Education delivered through classroom, electronic, or other means which is administered or conducted by a nationally accredited institution.

(6) Funding may be authorized for relevant supplies, equipment, application fees, registration fees, mileage, and parking fees.

(7) Funding is not authorized for certificate programs, i.e., Franklin Covey, Bob Pike, Lead Star, etc.

e. Marine Corps Civilian Leadership Development Program. The Lejeune Leadership Institute (LLI) has identified "Leadership Essentials" through MarineNet as a curriculum for civilian leadership development online.

f. Centrally Managed Civilian Leadership Courses

(1) LLI's Civilian Leadership Development Branch manages Centrally Managed Program courses as funding permits.

(2) The Training Coordinator will forward opportunities to civilians as they become available.

g. Communities of Interest Program

(1) Identifies a strategic vision for each occupational series assigned to respective communities.

(2) Maintains Career Roadmaps to guide employee career progression and professional development programs.

(3) Establishes technical competencies for all occupations within each community.

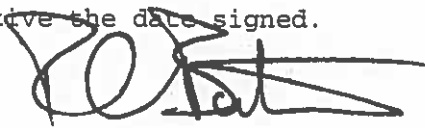
(4) Uses technical competency assessments to identify competency gaps, develop training, and prepare the workforce for current and future mission requirements.

(5) Incorporates competency based e-learning through MarineNet.

JAN 25 2019

6. Command and Signal

- a. Command. This Order is applicable to MCAS New River.
- b. Signal. This Order is effective the date signed.



R. C. BURTON

DISTRIBUTION: A

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING			A. Agency, code agency subelement and submitting office number		B. Request Status (Mark (X) one) <input type="checkbox"/> Resubmission <input type="checkbox"/> Initial <input type="checkbox"/> Correction <input type="checkbox"/> 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)	
					<input type="checkbox"/> a. Non-supervisory <input type="checkbox"/> b. Manager <input type="checkbox"/> c. Supervisory <input type="checkbox"/> d. Executive	
7. Organization Mailing Address (Branch-Division/Office/Bureau/Agency)			8 Office Telephone (Include Area Code and Extension)		9. Work Email Address	
10. Position Title		11. Does applicant need special accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> 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) <input type="checkbox"/>			
			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) <input type="checkbox"/> Yes <input type="checkbox"/> No	15. Continued Service Agreement Required Indicator (Check below) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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)						

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

1e. Date

☐ Approved ☐ Disapproved

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. 1 Please refer to number given in Item C4 to assure prompt payment.

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.

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.

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: _____

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.

<u>Code</u>	<u>Short Description</u>	<u>Long Description (If Applicable)</u>
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.

Section A - Trainee Information (Continued)

<u>Code</u>	<u>Short Description</u>	<u>Long Description (If Applicable)</u>
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.

<u>Code</u>	<u>Short Description</u>	<u>Long Description (If Applicable)</u>
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.)

Section B - Training Course Data (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 systems.
	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 Governmentwide. 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 --

<u>Code</u>	<u>Short Description</u>	<u>Long Description (If Applicable)</u>
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:

<u>Code</u>	<u>Short Description</u>	<u>Long Description (If Applicable)</u>
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 or 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:

<u>Code</u>	<u>Short Description</u>
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** --

<u>Code</u>	<u>Short Description</u>	<u>Long Description (If Applicable)</u>
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.

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.



APPLICATION FOR THE ACADEMIC DEGREE PROGRAM

REPORT CONTROL SYMBOL:
EXEMPT: SOURCE OF FUNDING FOR
REIMBURSABLE CIVILIAN



Privacy Act Statement

Information contained on this form is maintained under the Systems of Records Notice NM01560-2, Department of Defense Voluntary Education System (DoDVES) (December 11, 2006, 71 FR 71539). **AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; DoD 1322.8, Voluntary Education Programs for Military Personnel; DoD 1322.25, Voluntary Education Program; and E.O. 9397 (SSN). **PRINCIPLE:** Current and former DoD and Coast Guard personnel, including Reserves and National Guard. **PURPOSE:** To provide voluntary educational programs to current and former military service members. **ROUTINE USE:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). **DISCLOSURE:** MANDATORY for payment of tuition assistance.

Applicant Information

Name: _____ Command: _____
Job Title: _____ Unit/Dept: _____
E-mail: _____ Job Series/Grade: _____
Phone No: _____

Degree Program Information

Are you currently enrolled in a degree program? ☐ Yes ☐ No
If yes, which degree: _____ Major Field: _____
Current Term? ☐ Quarter ☐ Semester
Is official curriculum attached? ☐ Yes ☐ No Will you graduate this year? ☐ Yes ☐ No
Educational Institution: _____
List the courses you will be taking this fiscal year:

Course Title	Semester Hrs	Dates	Cost
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Certification and License Information

Are you seeking a Certification/License? ☐ Yes ☐ No If yes, which Certification/License? _____
How many hours of training are required? _____ What is the cost? _____
Educational Institution: _____

Additional Information

Explain how this coursework (or degree program) applies to your current job and/or career goals with the Federal Government:

I certify that I have read and understand the Academic Degree and Certification Program Policy and Procedures. I am not eligible for another reimbursement plan or scholarship source and the information provided is correct.

Applicant Signature _____ Date _____

TO BE COMPLETED BY SUPERVISOR AND MENTOR

- ☐ Yes ☐ No 1. Does the coursework maintain and/or improve the skills required in the employee's current position or meet your requirements as an employer?
☐ Yes ☐ No 2. Does the coursework relate to the employee's current trade or business or add knowledge in carrying on their existing vocation?
☐ Yes ☐ No 3. Does the applicant's existing education background satisfy the minimum educational requirements of their current job position?

Approval: I support the above named employee's application for tuition payment or reimbursement and certify that the employee is not currently and has not been the subject of a performance-based disciplinary or adverse action within two years of this application. Supervisor will notify ADPA if an adverse action is taken during any time of the requested training.

* Mentor's Name _____

* Mentor's Signature _____ Date _____
* Mentor's Signature Not Required for Certification/License

Immediate Supervisor's Name _____

Immediate Supervisor's Signature _____ Date _____

TO BE COMPLETED BY ADPA

ADP payment or reimbursement ☐ Is approved ☐ Is not approved
Amount Approved: _____ Amount Paid or Reim: _____ ADPA Signature _____ Date _____

Application For The Academic Degree Program Policy and Procedure

Policy

Eligibility:

1. All permanent civil service appropriate fund (APF) employees interested in or participating in an academic program that leads to a degree in professional development in a field that is related to the individual employee's job series are eligible to request inclusion in the program.
2. Non-appropriated fund (NAF), active duty personnel, local nationals, contractors, and Senior Executive Service (SES) are not eligible to participate.
3. Employees are not eligible for educational assistance under this program for expenses covered by such programs as Veteran's Administration, Acquisition Workforce Tuition Assistance Program, or other types of federally funded programs.
4. An employee who has been the subject of performance-based, disciplinary or adverse action is not eligible to participate in the program for two years after the effective date of such action. If an approved participant is the subject of such action, enrollment in the program will be terminated immediately. Such participants may request an exception to this provision to MPC-30 via their chain of command on extenuating circumstances.

Approval Conditions:

1. Employee is responsible for enrolling and acquiring approval from his/her immediate supervisor and mentor for course(s) for which reimbursement is requested prior to attending class.
2. Employee must have completed an assessment, IDP, and is enrolled or seeking enrollment in the Civilian Mentoring Program.
3. Coursework must be from accredited educational institutions. All coursework must be taken for academic credit, where either a letter grade or Pass/Fail is received.
4. Course work must be job or career-related. A career-related course has an understandable connection with the career or job the employee might reasonably expect to pursue with the Federal Government.
5. Application may be denied due to lack of funding and/or late submission of application.

Payment / Reimbursement Conditions:

1. At Command discretion and receipt of funds, payment may be provided to the institution or reimbursement may be provided to the employee.
2. Eligible employees may be paid or reimbursed for the entire or partial tuition costs dependent on available funding.
3. Employees are expected to successfully complete coursework (at least grade "C" for undergraduate study, and grade "B" for graduate study; or Pass for Pass/Fail classes). Failure to do so will require employee to reimburse course expense or retake course at student's expense prior to any further payment/reimbursement.
4. Official tuition receipts and grade reports must be submitted at the conclusion of the course(s) to the CCLD administrator.

Release Time: It is expected that employees will be able to find coursework at times other than normal working hours. No compensatory time off is allowed employees who attend courses at times other than their normal working hours unless approved by local Command.

Procedure

Step 1: Obtain an application for the Academic Degree Program via the S-1 Academic Degree Program Administrator (ADPA). Submit completed application packets to the ADPA at least 10 days prior to the first day of class/ training. All application packets must contain the following: Academic Degree Application (must have the signature of the immediate supervisor and mentor), the SF182 (must have immediate supervisor and second-line supervisor signatures, and page 5 completed and signed); proof of enrollment, syllabus of degree with required courses, informational page of the educational institution accreditation specified; cost per credit hour, as well as all other fees and expenses towards enrollment (keep a copy for your records). You will be notified via e-mail or telephone upon review and final approval or disapproval of the application.

Step 2: No later than thirty (30) days following the completion of the coursework, forward the following to the local ADPA: Official grade report, paid tuition and fees receipts, and any books and material receipts. Please copy for your records before it is sent to the ADPA. If reimbursement is command choice, you reimbursement should occur within 30 days after the submission of the above information. Do not inquire about receipt of reimbursement until the 30 days have elapsed. For additional information or questions concerning the program, contact the ADPA directly.

Any falsification or misrepresentation of information will result in the denial of tuition reimbursement.

**CIVILIAN LEADERSHIP DEVELOPMENT
EMPLOYEE ENROLLMENT INFORMATION SHEET**

Privacy Act Statement

Information contained on this form is maintained under the Systems of Records notice DPR 34 DoD Defense Civilian Personnel Data System (April 21, 2006, 71 FR 20649). **AUTHORITY:** 5 U.S.C. 301, Department Regulations, 5 U.S.C. Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, 99; 5 U.S.C. 7201, Antidiscrimination Policy; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; Executive Order 9830, Amending the Civil Service Rules and Providing for Federal Personnel Administration, as amended; Executive Order 9397 (SSN). **PRINCIPLE:** Civilian employees who are registering for the Civilian Career Leadership Development Program. **PURPOSE:** To establish a system of records to provide Human Resource information and system support for the DoD civilian workforce worldwide. **ROUTINE USE:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). **DISCLOSURE:** Mandatory for Payment.



Date _____

LAST NAME	
FIRST NAME MI	
DEPARTMENT/SECTION	
GRADE (GS/WG/NAF) & JOB SERIES	
JOB TITLE	
EMAIL ADDRESS	
WORK PHONE NUMBER	
DATE PROMOTED	
SUPERVISOR'S NAME & GRADE	
SUPERVISOR'S PHONE NUMBER	
WOULD YOU LIKE TO BE A VOLUNTEER MENTOR?	
ASSESSMENT COMPLETED & DATE	
MENTOR'S NAME & GRADE	
MENTOR'S PHONE NUMBER	
COLLEGE GRADUATE?	
TYPE OF DEGREE EARNED & MAJOR (A.A., B.S. ETC)	
ADDITIONAL DEGREE IF ANY	
CERTIFICATIONS (TYPE & YEAR)	
ENROLLED IN COLLEGE?	
IF YES, LIST COLLEGE & MAJOR	

ADDITIONAL COMMENTS

Please return this form via email to the S-1 ADPA

MCASNR/S-1/CCLD/005 (2/05/16) (ALL PREVIOUS EDITIONS OBSOLETE)

ADOBE DESIGNER 8.2

ENCLOSURE (3)