



Department of Defense

INSTRUCTION

NUMBER 1430.04

June 1, 2007

USD(P&R)

SUBJECT: Civilian Employee Training

- References:
- (a) DoD Directive 1430.4, subject as above, January 30, 1985 (hereby canceled)
 - (b) Acting Deputy Secretary of Defense Memorandum, "DoD Directives Review - Phase II," July 13, 2005
 - (c) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," October 17, 2006
 - (d) Chapter 41 of title 5, United States Code, "Training"
 - (e) Executive Order 11348, "Providing for the Further Training of Government Employees"
 - (f) Title 5, Code of Federal Regulations, Part 410, "Training"

1. PURPOSE

This Instruction:

1.1. Reissues Reference (a) as a DoD Instruction in accordance with the guidance in Reference (b) and the authority in Reference (c).

1.2. Establishes policy and assigns responsibilities for DoD civilian employee training in accordance with References (d) through (f).

2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of the Defense (hereafter referred to collectively as the "DoD Components").

3. POLICY

It is DoD policy that:

3.1. DoD Components shall provide the training necessary to:

3.1.1. Ensure maximum efficiency and effectiveness of civilian employees in the performance of their official duties.

3.1.2. Encourage civilian employees in their efforts for self-improvement.

3.2. DoD Components shall provide training for all qualified civilian employees, regardless of race, color, religion, national origin, sex, age, marital status, physical handicap, or any other prohibited factors.

3.3. DoD Components shall not allow training in a non-Government facility that discriminates because of race, color, religion, national origin, sex, age, marital status, physical handicap, or any other prohibited factor in the admission or in the subsequent treatment of students.

4. RESPONSIBILITIES

4.1. The Under Secretary of Defense for Personnel and Readiness shall prescribe policies, criteria, and standards governing the establishment and administration of training programs authorized by References (d) through (f).

4.2. The Heads of the DoD Components shall:

4.2.1. Review civilian employee training needs and install modern training practices and techniques to raise the level of civilian employee performance and meet present and anticipated needs for administrative, technical, professional, and managerial skills.

4.2.2. Establish administrative controls and provide adequate staffing to ensure that training being conducted or planned shall improve the performance of civilian employees and contribute to economy, efficiency, and the attainment of internal mission and program goals. All or part of the responsibilities in this section may be delegated to the lowest practical level that best meets organizational or operational needs.


4.2.3. Plan, program, and budget for training programs to meet civilian employee development needs for a well-trained work force of civilian employees and potential managers and executives, and integrate such programs with other personnel management and operating functions.

4.2.4. Conduct internal reviews of training needs and establish and administer programs of training authorized pursuant to References (d) through (f).

4.2.5. Conduct internal audits of training programs to ensure compliance with the requirements of References (d) through (f).

5. EFFECTIVE DATE

This Instruction is effective immediately.



David S. C. Chu
Under Secretary of Defense
for Personnel and Readiness