



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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WASHINGTON DC 20350-1000

SECNAVINST 12410.25
ASN(M&RA)
5 July 2011

SECNAV INSTRUCTION 12410.25

From: Secretary of the Navy

Subj: CIVILIAN EMPLOYEE TRAINING AND CAREER DEVELOPMENT

Ref: (a) DoD Instruction 1430.04 of 1 June 2007
(b) DoD Instruction 1430.16 of 19 November 2009
(c) 5 CFR 412
(d) DoD Instruction 1400.25, Vol. 250, of 18 November 2008
(e) 5 CFR 410
(f) E.O. 11348
(g) SECNAVINST 5210.16

1. Purpose. To establish and implement policy, assign responsibility, and identify requirements for civilian employee training and career development within the Department of the Navy (DON). Guidance in this policy is in alignment and is consistent with the provisions of references (a) through (g).

2. Policy. The DON is committed to developing the competencies of its workforce to support its mission in the most efficient and effective manner. The DON must provide a mission ready workforce by developing and retaining a permanent cadre of highly skilled employees. It is DON policy:

a. To provide necessary training to ensure that its civilian workforce possesses the skills needed to meet current and projected performance requirements essential to optimum mission readiness.

b. To invest sufficient resources and monitor the effective use of those resources to meet immediate and long range training requirements, ensure development of individual employee competency, provide planned career development opportunities, and ensure that employees are afforded equal opportunity to acquire the identified competencies at the appropriate time in their career progression.

c. To systematically foster leadership development, succession planning, mentoring, and equality of opportunity to guide the development of employees consistent with established DON-wide goals.

d. To approve training and development on the basis of requirements generated from needs assessments, functional community managers, law and regulations, and other sources such as performance appraisals, individual development plans, position function, and approved and mandatory organizational training plans.

e. That the Defense Civilian Personnel Data System (DCPDS) is the authoritative system of record for capturing completed training, education and certifications. The DCPDS is the system of record that will be used when providing training data and reports associated with mandatory and regulatory training requirements.

3. Background. The DON, along with the Department of Defense (DoD) and other service components, is in the midst of transitioning to structured competency-based organizations per reference (a). A structured competency-based approach will be instituted throughout the DoD in support of strategic human capital planning (SHCP) and management. This approach will be used to, among other things, identify current and future total workforce training and career development requirements, including those of an expeditionary nature, as part of total force planning.

4. Applicability. This instruction applies to all DON civilian employees. Certain provisions apply to military members who supervise DON civilian employees. This instruction does not cover non-appropriated fund employees.

5. Responsibilities

a. The Assistant Secretary of the Navy (Manpower and Reserve Affairs (ASN (M&RA))) is responsible for the issuance of Civilian Employee Training and Career Development Program policy and for delegations of authority in the DON.

b. The Deputy Assistant Secretary of the Navy (Civilian Human Resources) (DASN(CHR)) is responsible for management, oversight and administration of the DON's Civilian Employee Training and Career Development Program.

c. The Director, Office of Civilian Human Resources (OCHR) is responsible for interpreting statutory and regulatory guidance as it is received and for the preparation of implementing guidance as applicable. The Director of OCHR shall:

(1) Provide guidance for assessing, evaluating, procuring and aligning training to the DoD leadership competency model as outlined in reference (b).

(2) Monitor DON leadership programs to facilitate measuring program effectiveness and alignment to the DON's SHCP.

(3) Assess the need for DON-wide civilian leadership training and career development programs. Establish and or manage DON-wide leadership programs that are determined to be needed such as the Defense Senior Leadership Development Program.

(4) Establish guidance for conducting gap analyses to identify skill shortages and to facilitate the development of training plans needed to close gaps in deficient skill areas.

(5) Monitor and assess overall Civilian Employee Training and Career Development program effectiveness.

(6) Provide civilian employee training and career development advice and policy guidance to major commands upon request.

(7) Establish annual civilian employee training, education and career development reporting requirements.

(8) Publish an annual list of mandatory training and monitor training completion rates captured in DCPDS. Submit official reports to the DoD, Office of Personnel Management (OPM), and General Accounting Office upon request. Mandatory training is defined as training mandated by executive order, Federal statute, regulation, or at the direction of the

Secretary of the Navy (SECNAV). Other training directed by any formal Office of the Chief of Naval Operations instruction or Marine Corps order may be considered required and should follow the reporting requirements included therein.

d. Directors of Human Resources Service Centers (HRSCs) are responsible for maintaining a civilian employee training and career development office that:

(1) Provides advice and guidance to their serviced population on civilian employee training and career development.

(2) Assists commands in correcting identified errors in training related reports.

e. The Chief of Naval Operations, the Commandant of the Marine Corps, and the Assistant for Administration, Department of the Navy are responsible for ensuring that this policy is implemented within their respective organizations.

f. The Heads of Major Commands are responsible for establishing and aligning civilian employee training and career development programs needed to meet the short and long term strategic workforce plans of the DON. This includes establishing administrative policies and providing 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. Program development and implementation responsibilities may be delegated to subordinate activities to meet command's organizational or operational needs. The heads of major commands shall:

(1) Ensure subordinate commands and activities comply with statutes, regulations, policy and guidance from higher level authorities, e.g., DASN(CHR), DoD and OPM.

(2) Plan, program, budget, operate, and evaluate programs within the stated OPM, DoD, and DON policy, and guidance per references (a) through (g).

(3) Identify necessary funds and resources needed to meet training priorities, educational requirements and plans.

(4) Integrate employee training, education, and career development into the strategic planning process to ensure each contributes to employee professional development and performance goals and is aligned with organizational succession plans per references (c) and (d).

(5) Create an environment that fosters continuous learning and supports the information age mindset of today's learners.

(6) Incorporate merit system principles approach to providing fair and equitable opportunities for training and development.

(7) Implement DoD and DON-wide career and leadership development programs per references (d) and (e).

(8) Ensure completed training, education and certifications are recorded in the official training system of record within 30 days of training completion.

(9) Evaluate training to determine how well it meets short and long range mission requirements.

g. Directors of Human Resources Offices are responsible for ensuring that the policies and procedures used for civilian employee training and career development are in compliance with this instruction by:

(1) Advising activity managers and supervisors on the proper execution of their authorities and responsibilities as it applies to civilian employee training and career development.

(2) Ensuring that appropriate education, technical and leadership training is provided to all individuals.

(3) Assisting heads of commands and activities in conducting periodic self-assessments of civilian training and career development programs.

h. Managers and Supervisors are responsible for:

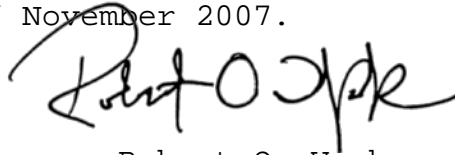
(1) Supporting and executing civilian employee training and career development policies.

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(2) Assessing employee competencies for the purpose of identifying training and career development needs.

(3) Completing and ensuring the workforce completes all applicable mandatory training.

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of November 2007.



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Under Secretary of the Navy

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