

CH-1 of 9 April 1999



DEPARTMENT OF THE NAVY
NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION
PATUXENT RIVER, MARYLAND 20670-5304

NAVAIRWARCENACDIVINST 12410.1
~~AD05-732000A~~
MAR 3 1994

NAVAIRWARCENACDIV INSTRUCTION 12410.1

From: Commander, Naval Air Warfare Center Aircraft Division

Subj: TRAINING AND DEVELOPMENT OF CIVILIAN EMPLOYEES

Ref: (a) FPM/CPI 410
(b) SECNAVINST 12410.22A

Encl: (1) Individual Development Plan
(2) Request, Authorization, Agreement, Certification of Training and Reimbursement, DD Form 1556
(3) Provisional Training Form, NDW-NAWCAD 12410/28 (Rev. 1-94)

1. Purpose. To establish policy and assign responsibilities for the administration of education, training, and development for civilian employees at all NAVAIRWARCENACDIV sites per references (a) and (b).

2. Background. Training and development are essential elements in the management of Department of the Navy (DON) organizations and activities. The complexity and variety of the mission require continual upgrading of knowledge, skills, and abilities to perform more effectively today and to retain fully competent employees to meet future performance and mission requirements.

3. Cancellation. This instruction supersedes NACINST 12410.2, NAECINST 12410.1G, NAVAIRTESTCENINST 12410.4E, NAPCINST 12410.1C, and NAVAIRDEVCCENINST 12410.1E.

4. Policy. The NAVAIRWARCENACDIV will allocate sufficient resources to meet immediate and long-range training requirements, assure individual employee competency, and provide planned career development opportunities for civilian employees. Every employee will receive a minimum of 40 hours of meaningful training per year to ensure that the NAVAIRWARCENACDIV team is developed and prepared to meet the challenges of the present and the future. Training is appropriate when the government can expect to gain more benefit from the training than it invests in its costs. The following constitute legitimate objectives for civilian training activities:

a. Improving 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.

MAR 3 1994

NAVAIRWARCENACDIVINST 12410.1

b. Providing a means for systematically developing employee skills to meet current and future manpower skills requirements to better contribute to the mission.

c. Providing opportunities for development of high potential employees for future, mission-related duties and responsibilities and career progression.

d. Providing employees with the necessary competencies to meet changes in organization policy, mission, technology, structure, or equipment.

e. Maintaining "state-of-the-art" specialized proficiencies.

f. Assisting with the planned upward mobility of lower-level employees.

The NAVAIRWARCENACDIV shall ensure that all employees are extended an equal opportunity to participate in training with no discrimination because of race, color, religion, sex, national origin, age, handicapping condition, or any other discriminatory factors unrelated to the need for training.

5. Responsibilities

a. Director, Human Resources Office (HRO). The Director, HRO shall be responsible for directing and coordinating progressive employee training and career development programs in keeping with the Office of Personnel Management, Department of Defense, and DON regulations; integrating such programs with strategies for planning, programming, budgeting, and other personnel management areas; and ensuring that the work force is equipped to perform their current and projected duties in an effective manner. The HRO Program Office shall provide guidance and policy for civilian training and development programs.

b. Managers/Supervisors. Employee training and development is a management function. Managers and supervisors at all levels, in conjunction with the HRO, are responsible for evaluating employee performance, reviewing current and anticipated mission requirements, determining where training can be used to bridge between employee performance and mission demands, and assuring that training is achieved, applied, and evaluated by:

(1) Staying abreast of policies and objectives of employee training and development.

(2) Identifying specific skills that will be needed, in both the short term and long term, to accomplish program responsibilities.

MAR 3 1994

NAVAIRWARCENACDIVINST 12410.1

(3) Developing an understanding and appreciation among employees of the significance for continual growth in job competence and professional advancement.

(4) Planning, developing, budgeting, and conducting or otherwise making available on-the-job and off-the-job training opportunities that will best serve the needs of the organization and the individual.

(5) Ensuring that the training is job-related, distributed equitably, and that all mandatory training requirements are met.

(6) Ensuring that justification of the training source is attached to the DD Form 1556 for individual one-time instances where training costs exceed \$2,000.

(7) Ensuring attendance of employees who are scheduled to attend a training course or program.

(8) Evaluating the investment of training and development efforts in terms of increased job competency and efficiency of operations.

c. HRO. The Associate Human Resources Director or his/her designees ensures that all approved training is in full compliance with governing laws and directives. The HRO staff shall:

(1) Provide career counseling for employees.

(2) Assist and act as internal consultants to management officials on all employee training and development matters.

(3) Conduct surveys and analyze training requirements.

(4) Review proposed employee development plans.

(5) Administer employee development programs.

(6) Measure and evaluate effectiveness of operating programs.

(7) Develop training programs.

(8) Prepare training agreements as required.

(9) Establish adequate record and report systems.

(10) Prepare an annual activity training plan as an annual determination of training needs and anticipated costs necessary to accomplish organizational objectives.

MAR 3 1994

NAVAIRWARCENACDIVINST 12410.1

d. Employees. Civilian employees have ultimate responsibility for their own development and expectations of life-long learning and will:

(1) Familiarize themselves with the provisions of this instruction and adhere to the policies in requesting and participating in training courses/programs.

(2) Communicate their training and career development interests to their immediate supervisor.

(3) Demonstrate self-interest and initiative in meeting their training and development needs and expend the time, energy, and effort necessary to achieve career objectives.

(4) Identify opportunities to enhance their value to the organization such as acquiring new skills, participating in professional associations, joining task forces, etc.

(5) Consult with the HRO for professional direction and guidance.

(6) Take advantage of training opportunities made available and apply the knowledge, skills, and techniques acquired to the assigned job.

(7) Notify the HRO of failure to enroll in/complete a course which has been approved and follow appropriate policy for course withdrawal.

(8) Ensure that the HRO receives all evaluations and grades as appropriate.

(9) Submit records and reports of all training.

6. Individual Development Plan (IDP)

a. Managers/supervisors are responsible for determining, at least annually, organizational and individual training needs. The individual training needs should be determined in conjunction with the performance appraisal process. To achieve the utmost efficiency and economy in the total developmental process, employees should follow a planned program of development to meet their needs and the needs of the organization. The IDP is a plan of action for managers/supervisors to use in working with their employees. It includes an analysis of career training needs for development within the career field and for planning the fulfillment of these needs. Enclosure (1) is a suggested format for an IDP.

b. IDPs are mandatory for probationary supervisors, career program interns, persons in special employment programs (including

MAR 3 1994

NAVAIRWARCENACDIVINST 12410.1

Upward Mobility Program participants and Veterans Readjustment Act appointees), persons in cooperative education programs, employees under special training agreements, acquisition work force members until certification at level III is achieved, and Senior Executive Service personnel.

c. While an IDP is mandatory for only those employees listed in paragraph 6b above, each manager/supervisor is strongly encouraged to prepare an IDP with each employee. IDPs are proposed programs for planning purposes and do not obligate the organization regarding a commitment for training approval or funding. Failure to complete all elements of an optional IDP will not be used to determine performance ratings.

7. Tuition Assistance. The basic objective of tuition assistance is to encourage and assist employees in increasing their knowledge, skills, and abilities to perform the mission of the organization. Training must be approved prior to the beginning of the course and is subject to the same constraints and regulations as any other training in a non-government facility.

a. Permanent employees may receive 100 percent tuition assistance for education courses offered by an accredited institution of learning. The HRO will determine accreditation in the event of a dispute. The NAVAIRWARCENACDIV will not pay charges such as parking, applications, and late fees.

b. The training is usually conducted after hours. Supervisors may adjust work schedules for those courses which occur during 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.

c. Employees who are assigned to complete educational courses as 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.

d. Employees must have obtained an approved Request, Authorization, Agreement, Certification of Training and Reimbursement, DD Form 1556 (enclosure (2)), a minimum of 3 weeks prior to the beginning of registration. Tuition costs are paid through a direct bill method.

e. To withdraw from a course, the employee must complete an official withdrawal form with the school. Within 30 days after completion of the course, the employee or the training institution will provide the HRO with a copy of the grade report.

f. Students who receive a failing grade will be required to reimburse the government. The HRO will notify the student of the

MAR 3 1994

NAVAIRWARCENACDIVINST 12410.1

amount due and the procedures for repayment. 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 Associate Human Resources Director or his/her designee, in writing, via the supervisory chain of command, within 30 days of the date of the request for reimbursement of government training funds. Each request will be reviewed on a case-by-case basis. The decision of the HRO will be final.

g. Participation by military personnel in career education and training through non-government facilities must be approved and funded under appropriate military training authorities or authority other than the Government Employees Training Act.

8. Operating Principles

a. It is inappropriate to expend training funds for:

- (1) Training that is not job- or mission-related.
- (2) Training for temporary and intermittent employees through non-government facilities except when critically needed skills can be obtained at less cost through such training.
- (3) Professional licensing fees which are not an integral part of an approved training course or a job-related requirement.
- (4) Training of contractor personnel unless it is specialized training essential to the execution of an approved contract. The DON shall not pay the training costs of contractors not specifically allowed by Federal Acquisition Regulations. In no circumstances shall contractors receive government sponsored training to achieve minimum skills or qualifications as stated in the contract.
- (5) Payment of examination fees; i.e., college level examination program, college placement, comprehensives, etc.
- (6) College courses designated for cooperative education credit will not be tuition supported unless the employee/student meets the requirements of the NAVAIRWARCENACDIV cooperative education program.

b. 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 local agency guidance for work schedule reporting.

c. Civilian attendance at government expense and participation in professional meetings and conferences is encouraged and may be

MAR 3 1994

NAVAIRWARCENACDIVINST 12410.1

approved for any employee whose primary purpose for attendance is training or developmental in nature and whose primary purpose includes one or more of the following objectives:

(1) To acquire information needed in the performance of official duties.

(2) To instruct/brief the meeting group on NAVAIRWARCENACDIV/DON work or functions.

(3) To help maintain state-of-the-art scientific, professional, technical, and managerial knowledge and abilities.

d. Non-government facilities may be selected for training when adequate training is not reasonably available from government facilities, such as:

(1) When existing agency programs will not adequately meet the need, new programs cannot be established in time to meet the need, and reasonable inquiry has failed to disclose the availability of suitable and adequate programs elsewhere in the government; or

(2) The training programs of government facilities would be more expensive (because of costs such as travel, salary, and the facility's fee) than the training programs of non-government facilities which are adequate to meet the need.

e. Military members may attend civilian training programs when the training is related to their present duty assignment and:

(1) They perform work similar to that of civilian employees.

(2) They have supervisory and management responsibilities over civilian employees.

(3) They are assigned to duties which require continuous civilian/military working relationships.

(4) When attendance results in no additional cost to the government. Normally, participation by military personnel in civilian training activities not governed under paragraphs 8e(1) through 8e(3) above should not exceed 10 percent of the total participant class and should be assigned only on a space available basis.

9. Agreement to Continue in Service. Before an employee is assigned to training through a non-government facility in excess of 80 hours, he/she must agree in writing (item 38 of the DD Form 1556) to continue in the employment of the Department of Defense after completion of the training for:

MAR 3 1994

NAVAIRWARCENACDIVINST 12410.1

(1) three times the length of the training period if the employee receives a salary during the time spent in training; or

(2) either 1 month or a period equal to the amount of time spent in training, whichever is greater, if the employee receives no salary for the time spent in training.

Failure to sign an agreement when one is required does not relieve the employee of the obligation to continue in service for the requisite length of time.

10. Approval Authority. Authorization for training by, in, or through both government and non-government facilities is required before the training begins. Heads of directorates/competency centers are authorized to approve/disapprove all training requests for their employees except for long-term training assignments and special developmental programs which shall be approved by the Human Resources Corporate Team. Training outside the United States must be approved by the Office of Civilian Personnel Management. The Associate Human Resources Director or his/her designee has final approval on all training requests ensuring that provisions of this instruction and references (a) and (b) are met.

11. Action

a. All requests for training that meet the criteria of this instruction shall be submitted on Request, Authorization, Agreement, Certification of Training and Reimbursement, DD Form 1556. Enclosure (3), Provisional Training Form, may be used to document informal training occurrences and/or to request that a DD Form 1556 be generated. A request for training should be endorsed by the cognizant directorate/competency center head or his/her designee, and sent to the HRO at least 3 weeks prior to the registration date of the course.

b. Endorsement certifies that the training course is considered to be the most cost-effective means available to meet the training need, the training is mission-related, the employee meets the prerequisites for the course, the supervisor has reviewed the training and determined that it is job-related and a training priority, and that sufficient funds are available to support the training.

12. Foreign Governments. Requests for training by foreign governments or international organizations must be submitted by cover letter via the HRO through the chain of command to the Director, Office of Civilian Personnel Management, for approval. Processing time typically requires 3 months. The request shall include the following:

a. Completed DD Form 1556.

MAR 3 1994

NAVAIRWARCENACDIVINST 12410.1

b. Brief description (including objectives) of the proposed training.

c. Justification for use of the proposed training facility.

d. Date by which approval is required.

13. Forms. Enclosures (1), (2), and (3) may be obtained via ordering procedures established by respective administrative offices.

14. Review. The Program Office, HRO, NAVAIRWARCENACDIV, will review this instruction annually on its anniversary date and revise as necessary.


BARTON D. STRONG

Distribution:

List I

CONAVAIRWARCENACDIV Indianapolis

CONAVAIRWARCENACDIV Lakehurst

CONAVAIRWARCENACDIV Trenton

CONAVAIRWARCENACDIV Warminster



INDIVIDUAL DEVELOPMENT PLAN (IDP)

Name:	Series/Grade:	Social Security No:	Organization:
-------	---------------	---------------------	---------------

Position Title:	Mentor Name/Org:	Developmental Experiences Needed for: A or B? a. More effective performance in present/future position? b. No further career development desired/needed at present time?
-----------------	------------------	--

The IDP is drafted by the employee and supervisor to address training needs and career plans. It should be generated in conjunction with the performance management review, and may be revised at any time. This tool can provide you with the opportunity to continuously improve in current job performance, opportunities for future career growth, and the ability to further contribute to the organization and to NAWC. This tool will be used as a basis for prioritizing the training funds available to you as an individual and to the organization as a whole.

Privacy Act Statement. The Government Employees Training Act of 1958 (U.S. Code, Title 5, Sections 4101 to 4118). Purposes and Uses. The information is used to administer the Federal Training Program. The purpose is to document the nomination of trainees and training completion. The SSN is used to identify the person completing the training and as necessary to accumulate government-wide statistical information. The use of the SSN is necessary because of the large number of Federal employees with identical names and birth dates and whose identities can only be distinguished by the SSN. Affects of Nondisclosure - Personal information given on a voluntary basis. Failure to provide this information may result in ineligibility in training programs.	Short-term (1 year) career/development goals:	Long-term (3 years) career/development goals:
--	---	---

I realize that this IDP is an informal document designed to help me focus, communicate to my supervisor, and achieve my developmental objectives. I understand that the IDP is not a binding contract, either to the organization, my supervisor, or me.

Employee Signature:	Date:	Remarks:
---------------------	-------	----------

The career/development goals defined above are achievable and serve the interests of this organization. The IDP contained herein is approved. Approval signifies agreement to implement the plan to the extent that workload and funding allow. Any assignments postponed due to unusually heavy workload should be rescheduled for completion. The employee must apply through normal procedures for each training course/activity listed. Modifications to this IDP can be made to accommodate changing circumstances but must be approved by the supervisor.

Authorizing Official:	Date:	Remarks:
-----------------------	-------	----------

Prepare one sheet for each fiscal year

FY _____ DEVELOPMENTAL OBJECTIVES AND PLANNED ACTIVITIES			
Developmental Objectives (Knowledges, skills and abilities) Please Number	Planned Developmental Activities	Date Planned	Date Completed
example: #1. Skill in writing PDs	Rotational assignment to Program Office classification function	June 1994	
	a.		
	b.		
	c.		
	d.		
	e.		
	f.		

Planned Training - Priority 1 = Essential, Priority 2 = Needed, Priority 3 = Helpful

Course Code	Course Title/Source/Location	Travel \$\$ Est.	Tui- tion \$	Hours	Prior- ity	Date Planned	Date Completed	Dev Obj No:
example: C1230	Introduction to Position Classification OCPM, Washington, D.C.	\$0000.00	\$0000.00	40	2	April 1994		#1
	1.							
	2.							
	3.							
	4.							
	5.							
	6.							
	7.							
		\$0.00	\$0.00					

REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT

A. Agency code and subelement, and submitting office number (air-101-1000)	B. Standard document number (Org identifier/ FY, Doc./type code/ Serial number)	C. Request Status or Process (X one) <input type="checkbox"/> (1) Initial <input type="checkbox"/> (2) Resubmission <input type="checkbox"/> (3) Correction <input type="checkbox"/> (4) Cancellation	D. Amendment No.
---	--	--	-------------------------

Section A - TRAINEE / APPLICANT INFORMATION

1. Name (Last, First, Middle Initial)	2. 1st 5 letters of last name	3. Social Security Number	4. Ed. level	5. Continuous Federal Svc a. Years b. Months
6. Home Address (Street, City, State and ZIP Code) (optional)	7. Phone Numbers (include area code)		8. Position Title	
	a. Home			
11. Organization Name	b. Office		9. Position level (X one) a. Executive b. Manager c. Supervisory d. Non-Supervisory e. Other (Specify)	
	(1) Commercial (2) Autocon			
12. Organization Mailing Address (include ZIP)	13. Organization UIC		10. Pay Plan / Series / Grade / Step (Rank/MCS/AFSC/or Navy Designator)	
	16. Are you handicapped or disabled (X one) Yes No			
		14. Type of Appointment		15. No. prior non-government training days

Section B - TRAINING COURSE DATA

17. Course Title			18. Recommended Training Source, School or Facility		
12. Training Objectives (Benefits to be derived by the Government)			a. Name		
			b. Mailing address (include ZIP)		
20. Course Codes			c. Location of training site (if other than 18b)		
Purpose	f. Security Clearance	k. Training Program	21. Course hours (4 digits)		22. Course Identifiers
Type	g. Allocation Status	l. Reason for Selection	a. Duty	a. SAID	
Source	h. Priority	23. Training Period (YYMMDD)	b. Non-duty	b. Catalog/Course No.	
Special Interest	i. Training Level	a. Start	c. TOTAL	c. Offering/TLN	
Training Vendor	j. Method of Training	b. Complete			

Section C - COST INFORMATION (Cost incurred and billed are not to exceed amount in item 30.)

24. If training does not involve expenditure of funds other than salary, pay or compensation, skip the remainder of questions in Section C and X this box <input type="checkbox"/>					
25. Direct Costs		26. Indirect Costs (For information only)		27. Accounting Classification	
a. Tuition Cost		a. Travel cost			
b. Books, material, other costs		b. Per diem/other costs			
c. Total direct costs		c. Total indirect costs			
d. Funding source		28. Labor Costs		29. Signature of Fiscal officer (Follow local procedure)	
1. Job Order No.				30. Total of Direct & Indirect Costs	

Section D - APPROVAL/CONCURRENCE/CERTIFICATION

2. Supervisor: I certify training is job related and nominee meets prerequisites. (If not, attach waiver.)				33. Training Officer: I certify this training meets regulatory requirements.			
Typed Name (Last, First, Middle Initial)		b. Phone number (include area code)		a. Typed Name (Last, First, Middle Initial)		b. Phone number (include area code)	
Signature & Title		d. Date		c. Signature & Title		d. Date	
3. Authorizing Official				35. Course Acceptance (To be completed by school official)			
Action (X one) <input type="checkbox"/> (1) Approved <input type="checkbox"/> (2) Disapproved		C. Phone Number (include area code)		a. Accepted		c. School Official Signature	
Typed Name (Last, First, Middle Initial)				b. Not Accepted		d. Date	
Signature & Title		e. Date		36. Course Completion (To be completed by school official)			
				a. If course was not completed, X this box, leave this section blank, and return this form with an explanation memo. <input type="checkbox"/>		b. Actual Completion Date (YYMMDD)	
				c. Grade			
Billing instructions (Identify discount terms. Furnish original invoice and 3 copies to: % days.)				d. Signature & Title		e. Date	
				38. Certify Government Official			
				a. I certify that this account is correct and proper for payment in the amount of: \$			
				b. Signature		c. Date Signed	
		d. DSSN Number		e. Check Number		f. Voucher Number	

TRAINING FACILITY: Invoice should be sent to office indicated in item 37. Please refer to standard document number given in item 8 at top of page to assure prompt payment.

PRIVACY ACT STATEMENT

- AUTHORITY:** The Government Employees Training Act of 1958 (USC, Title 5, 4101 to 4118), EO 9397, November 1943 (SSN).
- PURPOSE AND USE:** The information on this form is used in the administration of the Federal Training Program. The purpose of this form is to document the nomination of trainees and completion of training; it also serves as the principal repository of personal, fiscal and administrative information about trainees and the programs in which they participate. The form becomes a part of the permanent employment record of participants in training programs and is included in the Government's Central Personnel Data File.
- DISCLOSURE:** Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs.

SECTION E - TRAINEE AGREEMENT / CERTIFICATION

38. AGREEMENT TO CONTINUE IN SERVICE

This agreement applies to all non-government training that exceeds 80 hours (or such designated period, 80 hours or less, as prescribed by the agency) and for which the Government approves payment of training costs prior to the commencement of such training. Nothing contained in this section 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.

- a. I AGREE that upon completion of the Government sponsored training described in this request, I will serve in the Department of Defense (DoD) three times the length of the training period; except that if I receive no salary for the time spent in training the period of obligated service will be either one-month or a period equal to the amount of time spent in training, whichever is greater. (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.)
- b. If I voluntarily leave the DoD and the Federal service before completing the period of service agreed to in item a above, I AGREE to reimburse the DoD for the tuition and related fees, travel, and other special expenses (EXCLUDING SALARY) paid in connection with my training. However, the amount of the reimbursement will be reduced on a pro rata basis for the percentage of completion of the obligated service. (For example, if the cost of training is \$900 and I complete two-thirds of the obligated service, I will reimburse the DoD \$300 instead of the original \$900).
- c. If I voluntarily leave the DoD to enter the service of another Federal agency or other organization in any branch of the Government before completing the period of service agreed to in item a above, I will give my servicing Civilian Personnel Office or Training Office advance notice during which time, in accordance with Federal regulations, a determination concerning reimbursement or transfer of the remaining service obligation to the gaining agency will be made.
- d. I understand that any amounts which may be due the employing agency as a result of any failure on my part to meet the terms of the 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.
- e. I acknowledge that this agreement does not in any way commit the Government to continue my employment.

(1) From (Enter date (YYMMDD))

(2) To (Enter date (YYMMDD))

f. Period of obligated service:

39. I am not receiving any contributions, awards, or payments in connection with this training, from any other government agency or non-government organization and shall not accept such without first obtaining approval from the authorizing training official. I agree that should I fail to complete the requested training successfully, due to circumstances within my control, I will reimburse the agency for all training costs (excluding salary) associated with my attendance.

a. TRAINEE SIGNATURE

b. DATE SIGNED

1. LAST NAME, FIRST NAME, MI		2. SOCIAL SECURITY NO.	
3. COURSE TITLE		4. COURSE CODE	
5. CREDIT HRS	6. SCHEDULED DATES From: (MM/DD/YY) ___/___/___ To: (MM/DD/YY) ___/___/___	7. DUTY HRS _____ 8. NON DUTY _____	9. SYSTEM ENTRY DATE 10. SERIAL NUMBER
11. VENDOR NAME AND VENDOR ADDRESS		12. VENDOR UIC	13. TRAINING LOCATION
14. HOME ADDRESS Print on 1556? Yes ___ No ___		15. PAY PLAN 16. SERIES/RANK _____ 17. GRADE _____	
18. POSITION TITLE/FUNCTION	19. DO YOU REQUIRE SPECIAL FACILITIES OR EQUIPMENT? (circle one) Yes No	20. SUPERVISORY LEVEL (circle one) 8 Non-Supervisory 2 Managerial 1 Supervisory 3 Executive	
21. ORGANIZATION MAILING ADDRESS	22. WHAT IS YOUR TRAINING OBJECTIVE?	23. COST INFORMATION Job Number/Paying Cost Center _____ Tuition _____ Fees _____ Travel _____ Per Diem _____ TOTAL COSTS _____	
24. OFFICE PHONE	25. UIC NUMBER	26. PRIORITY (circle one) 1 Essential 2 Needed 3 Helpful Payment (circle one) R Regular A Advance Required (2 weeks Notice) T Paid on Travel Order	
27. METHOD OF TRAINING (circle one) A Audiovisual/teleconference B Computer Based Training C Equivalent (DAWIA) D Accredited Off Campus Inst E Satellite TV F Alt Fulfillment (DAWIA) Z Other 1 OJT (formal) 2 Rotation of Work Assignment 3 Seminar 4 Conf/Meeting/Sympos 5 Correspondence 6 Directed Study 7 Classroom (off site) 8 Classroom (on site) 9 State/Local govt		31. ADDITIONAL REGISTRATION/JUSTIFICATION DOCUMENTS TO BE FORWARDED TO HRO? (circle one) yes no 32. NOMINEE'S SIGNATURE/DATE	
28. SOURCE/VENDOR (circle one) A U.S. Army F U.S. Air Force M U.S. Marines N U.S. Navy S Defense Logistics 2 Government, Intergoency 3 Non-govt, designed for Navy 4 Non-govt, non-profit 5 State/local government 6 Non-govt, for-profit		33. SUPERVISOR'S SIGNATURE/DATE/PHONE	
29. PURPOSE (circle one) A Adult Basic Education 1 Mission/Program Change 2 New Technology 3 New Work Assignment 4 Improve Performance 5 Meet Future Staffing Needs 6 Develop Unavailable Skills 7 Trade/Craft Skills 8 Orientation 9 Unknown		34. FISCAL OFFICER'S SIGNATURE/DATE/PHONE	
30. FORMAL TRNG PROGRAM (circle one) A Apprenticeship Program B Centralized Intern Program C Co-op Program D DAWIA E EEO Mandatory F Education Support G JP/Accelerated Engineer H Long Term Training I Management Development J National Technological Univ K Project Office/Proj Ldr L Safety Training - specialized M Supervisory Development N Women's Executive Ldr (WEL) O Worker Trainee Program P Upward Mobility Program Q Other - job related training not directly associated with any of the above		35. AUTHORIZING OFFICER'S SIGNATURE/DATE/PHONE	

PRIVACY ACT STATEMENT: Authority - The Government Employees Training Act of 1958 (U.S. Code, Title 5, Sections 4101 to 4118) (see page 2)

PROVISIONAL TRAINING FORM

Instructions for Completing Form

1. Last name, first name, MI: i.e., Smith, Nancy L.
2. Social Security Number: Must be filled in to insure processing
3. Course Title: Complete title
4. Course Code: From on-site announcement or catalog
5. Credit Hours: Number of credit hours per college course
6. Scheduled Dates: From (MM/DD/YY) to (MM/DD/YY)
7. Duty Hours: i.e., 0040 for a 40 hour course
8. Non-Duty Hours: i.e., 0048 for 3 hour semester course
9. System Entry Date: Data entry clerk will annotate date upon entry into ATS (automated training system), etc.
10. Serial Number: Serial number assigned upon entry into system
11. Vendor Name and Address: Complete in full
12. Vendor UIC: Complete if known
13. Training location: City plus name of training site; i.e., Washington D.C., Crystal City Marriott
14. Home Address: Complete in full. Option is provided if employee wishes not to have home address printed on form
15. Pay Plan: Civilian, i.e., GM, GS, WG;
Military, i.e., EO - Officer
16. Series/Rate: Civilian, i.e., 0801
Military, i.e., 8381
17. Grade/Rank: Civilian, i.e., 11
Military, i.e., E6
18. Position Title/Function: Use official position description title or billet title, i.e., Supvy Electrical Engineer
19. Do you require special facilities/equipment: Self explanatory
20. Supervisory level: Circle appropriate level
21. Organization mailing address: Complete in full
22. What is your training objective: Enter your objective for taking this training, i.e., "this training will help me develop skills to better communicate with internal customers by using TQM techniques. This course is also a requirement of SEMDP."
23. Cost Information:
Job Number and Paying Cost Center: Job order number and the cost center which is paying the cost of the training
Tuition: The cost of the course
Fees: Associated costs of the course
Travel: Estimated transportation costs
Per Diem: Estimated per diem costs
Total Cost: Total all lines under cost information
Payment: Circle the method of payment to vendor
24. Office Phone: Area code/DSN/number, i.e., 317/369/353-7501
25. UIC Number: Fill in the appropriate number
00163 Indianapolis 65980 NESEA
00421 Patuxent River 66098 Naval Hospital Pax
62269 Warminster 68520 NADOC
62376 Trenton 68626 NAMO
68335 Lakehurst
26. Priority: Circle one
27. Method of Training: Circle one
28. Source/Vendor: Circle one
29. Purpose: Circle one
30. Formal Training Program: Circle appropriate answer or if employee is not in official training program, circle "Q"
31. Additional Registration/Justification documents to be forwarded to HRO? Circle appropriate answer. Attach any documents to this form and forward
32. - 35. Signatures will need to be obtained prior to submitting to HRO

Privacy Act Statement. The Government Employees Training Act of 1958 (U.S. Code, Title 5, Sections 4101 to 4112). Purposes and Uses. The information is used to administer the Federal Training Program. The purpose is to document the nomination of trainees and training completion. The SSN is used to identify the person completing the training and as necessary to accumulate government-wide statistical information. The use of the SSN is necessary because of the large number of Federal employees with identical names and birth dates and whose identities can only be distinguished by the SSN. Affects of NonDisclosure - Personal information is given on a voluntary basis. Failure to provide this information may result in ineligibility for participation in training programs.