



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

BUPERSINST 12410.25
BUPERS-05
15 Dec 2017

BUPERS INSTRUCTION 12410.25

From: Chief of Naval Personnel

Subj: CIVILIAN WORKFORCE DEVELOPMENT PROGRAM FOR BUREAU OF NAVAL PERSONNEL

Ref: (a) SECNAVINST 12410.25A

1. Purpose. To issue the Bureau of Naval Personnel (BUPERS) policy and provide guidelines concerning the Civilian Workforce Development Program per reference (a).
2. Cancellation. ADMINMAN Article 1500-030, chapter 6 of NAVPERSCOM M-5000.1.
3. Scope and Applicability
 - a. This instruction applies to BUPERS and applicable subordinate activities.
 - b. This instruction applies to all Federal civilian employees to the extent permitted by law and applicable regulations. Certain provisions apply to military members who supervise Department of the Navy (DON) civilian employees.
4. Discussion. The Government Employees Training Act creates the framework for agencies to plan, develop, establish, implement, evaluate, and fund training and development programs designed to improve the quality and performance of the workforce. Accordingly, every supervisor of civilian personnel has the responsibility to develop employees in line with their current responsibilities and future anticipated operational needs and assignments. Training and development are integral and inseparable responsibilities of those who manage or supervise, and must be incorporated as a part of regular day-to-day operations.
5. Policy
 - a. Provide training to assure maximum efficiency of employees in performance of official duties.
 - b. Encourage employee self-improvement efforts.
 - c. Provide employees training without discrimination because of race, religion, disability, color, national origin, age, marital status, sex, or other factors not related to the need for training. Give employees fair and equitable consideration in the selection and assignment for training consistent with established priorities.

d. Make maximum use of internal training assets and development capabilities before using non-government resources.

6. Responsibilities

a. Chief of Naval Personnel

(1) Establishes administrative policies and provide adequate staffing to ensure civilian career development training is implemented or planned to improve the performance of civilian employees and contribute to economy, efficiency, and the attainment of internal mission and program goals.

(2) Delegates program development and implementation of responsibilities to subordinate commands to effectively meet organizational and operational needs.

(3) Creates an environment that fosters continuous learning for all civilian employees.

b. Head of the Organizational Unit, Department Head (DH), Officer in Charge (OIC), and Commanding Officer (CO)

(1) Complies with regulations, policy, and guidance per reference (a).

(2) Determines training expenses and prioritizes expenses according to budget constraints according to the following indicators and paragraph 6 of this instruction:

(a) May reimburse an employee for necessary expenses, such as application fees, registration fees, tuition, books, equipment, supplies, and parking fees, incurred in connection with approved training per reference (a).

(b) Training expenses may include reimbursement for discretionary expenses and are based on command needs, talent availability, and other mission-related criteria and standards established by the command and reference (a).

(c) Employees must obtain prior approval before incurring any expenses for which they are requesting reimbursement from the command

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

(3) Ensures merit systems principles are adhered to in providing fair and equitable opportunities for training and development.

(4) Creates an environment that fosters continuous learning for all civilian employees.

c. Total Force Human Resources and Manpower (BUPERS-05)

- (1) Oversees the Civilian Workforce Development Program.
- (2) Advises BUPERS commands on training needs assessments and analysis.
- (3) Reports training completions to the Office of Civilian Human Resources (OCHR).
- (4) Announces in-house courses and courses sponsored by other government agencies that are relevant to the training needs.
- (5) Evaluates training programs during inspections to determine how well plans and programs contribute to mission accomplishment and meet organization performance.
- (6) Advises leadership, supervisors, and employees on the proper execution of their authorities and responsibilities as it applies to civilian employee training and career development.

d. Command Training Managers

- (1) Supports BUPERS-05 with the communication, distribution, and coordination of programs that the command leadership supports.
- (2) Provides advice, guidance, and assistance to managers, supervisors, and employees within the command on civilian training and development.
- (3) Monitors compliance command-wide for mandatory training requirements.
- (4) Establishes, implements, and annually updates command training plans, programs, and budgets that support the incorporation and use of the best training practices and techniques.
- (5) Establishes priorities for training based on command and departmental needs or goals and operational requirements.
- (6) Processes and maintain records of completed Standard Form 182 to ensure requested training meets regulatory requirements.
- (7) Tracks the completion of supervisory requirements and be able to provide subsequent reports to leadership.

e. Managers and Supervisors

- (1) Supports and executes civilian employee training and career development policies.

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

(3) Submits projected training requirements for each employee during the annual training needs assessment survey and selection criteria per paragraph 7 of this instruction.

(4) Ensures subordinates complete all applicable mandatory training in TWMS or other Command approved method.

(5) Ensures civilian subordinates develop an individual development plan (IDP) per reference (a) and paragraph 10 of this instruction.

(a) IDPs should be developed through collaboration of supervisors and their subordinates.

(b) Focuses on targeted proficiency levels.

(c) Identifies specific needs for new or refined competencies, continuing education, professional development, and organizational, functional, or occupational training required to improve performance.

(d) Employees on formal training plan may attach as a supplement to the IDP.

(6) Provides information about training and development policies, responsibilities, procedures, and opportunities to new employees during the initial stages of their entrance on duty, typically within their first 30 days, as well as on a continual basis.

(7) Provides guidance to develop employee career goals and periodically discuss training to help assist in determining training needs.

(8) Reviews past experiences and determine their professional development goals.

(9) Provides on-the-job training (OJT) to train employees to perform currently assigned duties.

(10) Ensures all training requests are related to the employee's assignments.

(11) Completes mandatory supervisory trainings:

(a) The Department of the Navy (DON) Supervisory Development Program, per reference (a) requires new civilian supervisors to receive supervisory training within 1 year of initial appointment to a supervisory position.

(b) Supervisors must complete the supervisor refresher training at least once every 3 years.

(c) Other mandatory supervisor topics include: critical transitions; hiring principles and authorities; workforce incentives, handling unacceptable performance; performance goals, objectives, and appraisals; mentoring and motivating employees; labor relations and rights; merit system principles and prohibited personnel practices; reports of hostile environment, reprisal, and harassment; fostering fairness, respect, equal opportunity; and quality of work.

(d) Mandatory supervisor trainings are listed and can be completed via Total Workforce Management Services (TWMS) or by completing an on-site supervisor course offered by the command if available.

(12) Approves or disapproves internal training requests for employees and forward approved requests to appropriate approval authority.

f. Employees

(1) Discuss career objectives with supervisor(s) and mentor(s) to determine what training courses or developmental activities are necessary to achieve goals.

(2) With supervisor's assistance, develop an IDP to document professional growth.

(3) Submit training requests to supervisor for approval or disapproval. All requests, regardless of grade or rank must be sent to the supervisor.

(4) Notify supervisor(s) if an emergency arises and training attendance is not possible.

(5) Attend and complete, as scheduled, all mandatory training via TWMS, requested on-site courses offered by the command, or requested off-site training approved by prescribed deadlines. Failure to attend or complete training will be considered when reviewing future requests.

7. Mandatory Training

a. Mandatory training is defined in reference (a) as training mandated by executive order, Federal statute, regulation, or at the direction of the Secretary of the Navy (SECNAV).

b. TWMS is the primary means to complete and track mandatory training within BUPERS and its subordinate commands.

8. Training Priorities

a. Priority 1 - Essential. Training that is "essential" as a condition of employment, including, but not limited to, certifications and or licensures required by the position. Essential training will have a direct effect on mission accomplishment. Essential training is also any training required by law, regulation, or higher authority. Mandatory training must be accomplished and successfully completed within a specified time cycle.

b. Priority 2 - Needed. Training which is required to provide for continual professional growth and systematic replacement of skilled employees. If “needed” training is deferred beyond 2 to 3 fiscal years; an adverse effect on mission accomplishment will occur in future years.

c. Priority 3 - Useful. Training that will increase the efficiency and productivity of an employee who is performing at an adequate level of competence. Useful training may be accomplished only after priority 1 and priority 2 training needs have been met.

9. Selection Considerations. When training is to be given to some, but not all employees in a given occupational or organizational group or level, factors such as the following may be considered in selection:

a. The degree of employee’s need for training, considering relevancy to present and future duties (management-planned, within 1 to 3 years).

b. The extent to which employee’s knowledge, skills, abilities, or performance is likely to be improved by training.

c. The length of time and the degree to which the agency expects to benefit from the employee’s improved knowledge, skills, and performance.

d. The employee’s own desire for self-improvement.

10. IDP

a. Development and utilization of the IDP for employee development is mandatory. A current IDP is required for participation in the mentoring certification training. An IDP is NOT a contract; rather, it is a plan that can be adjusted as needed. The IDP is a “living” document, ever-changing to meet the needs of the command and its employees. It provides flexibility for growth and development of new skill sets and promotes teamwork between the supervisor and employees.

b. The IDP should be reviewed with the employee at least three times a year, during the opening of the rating period to establish goals, during the mid-year review to discuss progress, and at close-out of the rating period to review accomplishments and set goals for the new rating period. It is appropriate to generate a new copy of the IDP (for clarity and ease of viewing) at the opening of each new rating cycle or after each review to incorporate any changes. This is not necessarily a “clean slate.” Long term goals that have not yet been achieved from previous IDPs can still be listed and new developmental activities can be identified to assist in the member’s growth.

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c. IDPs should be prepared for each civilian employee within 90 days of appointment, transfer, promotion, or other significant job change via TWMS or using a NAVPERS 12410/8 BUPERS Civilian Employee Individual Development Plan. Additional IDP tools, guidance and information are available at:

<https://mpte.navy.deps.mil/sites/bupers/05/SitePages/Individual%20Development%20Plan.aspx>

11. Questions. Questions may be directed to the BUPERS frequently asked questions (FAQ) e-mail box at MILL_BUPERS-05_FAQ@navy.mil.

12. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

13. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS-05 will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after its issuance date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

14. Form. NAVPERS 12410/8 BUPERS Civilian Employee Individual Development Plan is available at: <http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/Pages/NAVPERSCOMForms.aspx>.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS Web site, <http://www.public.navy.mil/bupers-npc/Pages/default.aspx>