



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

BUPERSINST 12410.25A  
BUPERS-05  
23 Dec 2020

BUPERS INSTRUCTION 12410.25A

From: Chief of Naval Personnel

Subj: CIVILIAN WORKFORCE DEVELOPMENT PROGRAM FOR BUREAU OF NAVAL PERSONNEL

Ref: (a) SECNAVINST 12410.25B

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. BUPERSINST 12410.25
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 the 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 nongovernment resources.

## 6. Responsibilities

### a. Chief of Naval Personnel

(1) The Chief of Naval Personnel (CHNAVPERS) is committed to providing guidance and compliance with the Civilian Workforce Development Program requirements. For this purpose, the Deputy CHNAVPERS is delegated the authority to manage compliance for this program.

(2) Establishes administrative policies and provides 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.

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

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

### b. Head of the Organizational Unit, Department Head, Officer in Charge, and Commanding Officer

(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.

(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.

(7) Monitors command-wide compliance for mandatory training requirements.

(8) Establishes, implements, and annually updates command training plans, programs, and budgets that support the incorporation and use of the best training practices and techniques.

(9) Establishes priorities for training based on command and departmental needs or goals and operational requirements.

(10) Processes and maintains records of completed SF 182 to ensure requested training meets regulatory requirements.

(11) Tracks the completion of supervisory requirements and is able to provide subsequent reports to leadership.

d. 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 Total Workforce Management Services (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 a formal training plan may attach the plan 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 discusses training to help assist in determining training needs.

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

(9) Provides on-the-job training 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 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 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 forwards approved requests to appropriate approval authority.

e. 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, per 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 I – Mandated/Critical

(1) Mandatory training is defined in this instruction as training mandated by executive order, Federal statute, regulation, or at the direction of the SECNAV.

(2) Training that is typically a condition of employment including, but not limited to, certifications and or licensures required by the position.

(3) Training required during the forthcoming annual training cycle considered essential to mission accomplishment.

(4) Training needed to ensure attainment of performance objectives to close competency gaps or to correct serious performance deficiencies which adversely impact mission accomplishment.

(5) Training that must be successfully completed within a specified time period.

b. Priority II – Essential

(1) Training which, if omitted, might adversely impact mission accomplishment in the next 2 or 3 fiscal years.

(2) Training to provide for systematic replacement of skilled workers.

c. Priority III – Recommended

(1) Training of a broadening nature that is helpful in enhancing the overall performance levels of employees already considered competent.

(2) Training recommended for individuals to improve or enhance competencies needed to perform the job.

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. IDPs should be developed through collaboration of supervisors and their subordinates and should focus on targeted proficiency levels, identifying specific needs for new or refined competencies; continuing education; professional development; and organizational, functional, or occupational training required to improve performance. For employees on formal training plans, those training plans may be attached as a supplement to the IDP.

b. The IDP is an ongoing, continuous process and should be periodically reassessed to determine its effectiveness. At a minimum, an IDP should be reviewed semi-annually. An IDP is not a binding contract.

c. IDPs should be prepared for each civilian employee within 90 days of appointment, transfer, promotion, or other significant job change via 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 e-mail box at: [MILL\\_BUPERS-05\\_FAQ@navy.mil](mailto:MILL_BUPERS-05_FAQ@navy.mil).

12. Records Management.

a. Records created as a result of this change transmittal, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division

(DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

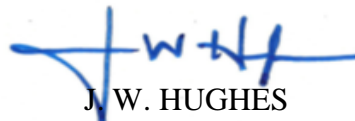
b. For questions concerning the management of records related to this instruction [notice, change transmittal] or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

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. Forms.

SF 182 Authorization, Agreement and Certification of Training is available at: <https://forms.documentservices.dla.mil/order/>

NAVPERS 12410/8 BUPERS Civilian Employee Individual Development Plan is available at: <https://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.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>