



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
1915 FORRESTAL DRIVE
NORFOLK VA 23551-4615

COMNAVRESFORINST 12410.3D
N00CP
8 Nov 2017

COMNAVRESFOR INSTRUCTION 12410.3D

From: Commander, Navy Reserve Force

Subj: POLICY ON PAYMENT FOR COLLEGE TRAINING COURSES TAKEN BY
CIVILIAN EMPLOYEES

Ref: (a) 5 U.S.C. §4107
(b) Office of Personnel Management, Training Policy Handbook: Authorities and
Guidelines of 11 May 2007
(c) DoD Instruction 1400.25, Volume 410 of 25 September 2013

Encl: (1) Review Panel Record and Recommendation

1. Purpose. To establish and implement policy, assign responsibility, identify requirements for payment of college tuition, and books for civilian employees who enroll in college courses to enhance their knowledge and improve performance in their respective positions.
2. Cancellation. COMNAVRESFORINST 12410.3C.
3. Collective Bargaining Agreements. Provisions of existing Collective Bargaining Agreement, Memorandum of Understanding, and/or Memorandum of Agreement applicable to bargaining unit employees supersede the policies and procedures outlined herein unless to do so would violate any applicable government-wide law, rules, or regulations.
4. Coverage. This applies to all civilian employees of Commander, Navy Reserve Force (COMNAVRESFOR).
5. Policy
 - a. It is the policy of COMNAVRESFOR to encourage and support an effective civilian employee development and training program within the framework of available resources. The goals of the program are to facilitate mission accomplishment by maintaining a fully trained and developed civilian workforce, to increase productivity through the continuous development of skills and abilities of COMNAVRESFOR civilian employees and to the quality of personnel by helping career development through training and college education. Career development is essential to the accomplishment of COMNAVRESFOR mission goals and objectives, and as such, is considered a priority. The use of online academic training is encouraged to the greatest extent practicable.

b. In selecting civilian employees for training and/or payment of college training courses, book fees, application fees, registration fees, and parking fees, there will be no discrimination based on race, religion, color, sex, age, national origin, physical or mental disability, sexual orientation, genetic predisposition information, or whistleblower/reprisal claimant status.

c. Reimbursement for tuition assistance and book fees may be approved for civilian employees when the following criteria are met:

(1) The course being taken must:

(a) Relate to the performance of the employee's official duties and therefore contribute to improving employee and organizational performance.

(b) Contribute significantly to meeting a command identified training need.

(c) Assist in accomplishing goals in the organization's strategic plan and assist COMNAVRESFOR in achieving its mission or resolve an identified command staffing problem.

(2) Each request is made, in writing, 4 weeks prior to the beginning of the course.

(3) Funding is available for tuition and book fees. An Authorization, Agreement, and Civilian Certification of Training (SF-182) will be prepared for payment of college courses and book fees.

(4) Employees must submit proof that they completed the course with a grade of "C" or better or submit a successful completion certificate. Employees who fail to satisfactorily complete any college course for which COMNAVRESFOR paid tuition and book fees will be required to reimburse the command, in full, for all costs associated with the course. Should grade not be available prior to submission of a new request, approval will be contingent upon compliance with grade requirement.

(5) The course is not for the sole purpose of providing an employee an opportunity to obtain an academic degree or qualify for appointment to a particular position for which the academic degree is a basic requirement. Courses must be approved on a semester basis.

(6) The incumbent currently has an acceptable performance appraisal and is not in a performance improvement plan.

(7) The incumbent has no disciplinary action pending or has had no disciplinary action in the past 12 months.

6. Authority. Echelon 4 and 5 commanders and the headquarters staff deputy chief of staff and special assistants (SA) who have civilian employees on their staff are authorized to approve college tuition and book fees when all of the requirements of paragraph 5 have been met and the review panel process described below is completed. Approval of a program of study covering any period in excess of a semester will not be authorized. A copy of all approved request will be forwarded to the SA of Civilian Personnel Programs (N00CP).

7. Responsibilities

a. Commanding Officer/Officer-in-Charge. Commanding officers are responsible for establishing administrative policies and providing adequate financial support, when funds are available, in support of the college program.

b. Director, Civilian Human Resources. The director, civilian human resources will ensure a civilian personnel (CIVPER) training officer is assigned the management and monitoring of the college program.

c. CIVPER Training Officer. The CIVPER training officer will ensure civilian personnel applying for payment of college training courses are provided with this policy, establish a review panel, provide the necessary information for the review panel's consideration, enforce policy requirements when approving training request, monitor changes in the DoN and/or command requirements, and publish updates to the program as appropriate.

d. Review Panel. The review panel (RP) will be comprised of the employee's rating official or higher level reviewer, two additional rating officials or higher level reviewers who are of higher or equal grade to the employee and from a different department than the employee, a command N7 representative, and an N00CP representative. The panel will review and determine if the college course requested is in compliance with the above subparagraph 5c. Enclosure (1) will be used by the RP to determine eligibility, recommendation, and approval/disapproval of request of payment for college training courses by civilian employees. The approval/disapproval recommendation is based on approval by a majority of the RP members. The final funding decision will be determined by the Executive Director.

e. Managers/Supervisors. Supervisors are responsible for ensuring a completed college training course request, not limited to the SF-182 request, is forwarded to the Training Officer for RP consideration no later than 3 weeks prior to the start of the course requested. The request must include justification to support the criteria outlined in subparagraph 5c(1).

f. Requesting Employee. The employee requesting payment of college courses will agree to and sign the Continued Service Agreement on the Authorization, Agreement, and Civilian Certification of Training (SF-182) and provide proof of satisfactory completion of the course taken on every succeeding request. In addition, request must be submitted no later 4 weeks prior to the start of the course requested.

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8. Forms. SF-182, "Authorization, Agreement, and Certification of Training," NSN 7540-01-008-3901, mentioned in subparagraph 5c(3) above, may be obtained at the Office of Personnel Management Web site, <http://www.opm.gov/forms.index.asp>.



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By direction

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the COMNAVRESFOR Web site, <https://private.navyreserve.navy.mil/>

