



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

COMNAVRESFORINST 12410.5
N00CP

1 Jun 16

COMNAVRESFOR INSTRUCTION 12410.5

From: Commander, Navy Reserve Force

Subj: MANDATORY TRAINING FOR MANAGERS AND SUPERVISORS OF
CIVILIAN FEDERAL EMPLOYEES

Ref: (a) 5 CFR 412
(b) OPM Memorandum for HR Directors of 28 Sep 15
(c) COMNAVRESFORINST 12410.4A, Civilian Professional
Development Program of 17 Apr 14
(d) DODINST 1400.25, Volume 410 of 3 Sep 13
(e) SECNAVINST 12410.25, Civilian Employee Training and
Career Development of 5 Jul 11
(f) OPM Training Policy Handbook: Authorities and
Guidelines of 11 May 07
(g) 5 CFR 412.202
(h) 5 CFR 430.209(c)
(i) 5 U.S.C. 6503
(j) 38 U.S.C. 4335
(k) OPNAVINST 1720.4

Encl: (1) 90-day Manager and Supervisor Mandatory Training List
(2) 1st year Manager and Supervisor Required Training List
(3) Manager and Supervisory Required Refresher Training
List
(4) Mandatory Annual Training
(5) Human Resources (HR) Supervisory Training

1. Purpose. To establish and implement policy, assign responsibility, and identify requirements for mandatory training for civilian and military supervisors of federal civilian employees, in accordance with the Department of the Navy (DON), Office of Civilian Human Resources (OCHR) guidance and Department of Defense (DOD) and government-wide rules and regulations per references (a) through (f).

2. Policy. It is the policy of Commander, Navy Reserve Force (COMNAVRESFOR) to encourage and support an effective civilian manager and supervisory development and training program. The goals of the program are to accomplish the delivery of required training for new managers and supervisors, within one (1) year of an employee's appointment to a supervisory position, year two (2) as the manager and supervisor, as a refresher training to

all managers and supervisors for the third and succeeding years, and for Agency identified potential candidates for these positions, as mandated by reference (h).

3. Applicability and Scope. This instruction applies to all COMNAVRESFOR Headquarters and Echelon III, IV and V commands managers and supervisors of federal civilian employees.

4. Responsibilities.

a. Commanding Officer (CO)/Officer-in-Charge (OIC). COs/OICs are responsible for establishing administrative policies and providing adequate financial support in support of the mandatory training.

b. Director, Civilian Human Resources (DCHR). The DCHR will ensure a Civilian Personnel (CIVPER) Training Officer is assigned the management and monitoring of the Command Manager and Supervisory Training Program (MSTP).

c. CIVPERs Training Officer. The CIVPERs Training Officer will ensure newly assigned managers and supervisors are provided with this policy, provide guidance on the mandatory training requirements, monitor changes in the DON and/or command requirements, publish updates to the program as appropriate, and provide monthly Human Resources (HR) manager and supervisory refresher training as depicted in enclosures (1) through (3).

d. Managers/Supervisors. Managers and supervisors are responsible for completing mandatory manager and/or supervisory training in a timely manner, providing proof of course completion to the CIVPERs Training Officer should the mandatory training not be taken/recorded through the Total Workforce Management System (TWMS).

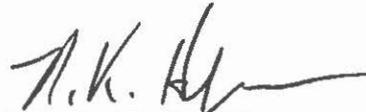
5. Requirements. Enclosure (1) identifies training required within the first 90 days of onboarding as a manager/supervisor as well as Agency identified potential candidates for these positions. Enclosure (2) identifies training required within the first year of onboarding as a manager/supervisor. Enclosure (3) identifies required refresher training within the next three years of onboarding as a manager/supervisor. Managers/Supervisors performing training via the Human Resources University (HRU) are required to register online. Supervisors/managers may take one or all courses, as needed, on the list provided. SECNAV and OPNAV required annual mandatory

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training is separate from the above supervisor/manager training requirements which are depicted in enclosure (4).

6. Records Management. Records created as a result of the mandatory manager and supervisor training will be maintained in TWMS. Participants taking training courses not taken through TWMS will provide a certificate of completion to the CIVPERS Training Officer for record keeping. An electronic copy of the certificates of HRU training courses completed need to be provided to the CIVPERS Training Officer for record keeping.



R. K. HUDGENS

By direction

Distribution List

Electronic copy via COMNAVRESFOR Web site

<http://www.navyreserve.navy.mil>

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Mandatory Training for Managers and Supervisors Only (Within 90 days of onboarding as a manager/supervisor): (Required IAW reference (a))

1. A Roadmap to Success: Hiring, Retaining, and including People with Disabilities (Required IAW reference (a))
HRU Link: https://hru.gov/Training_Opportunities.aspx

2. Critical Transition to Supervision, TWMS-OCHR-CTTS1 (Required IAW reference (a))

3. Drug Free Workplace for Supervisors, TWMS-605565 (Required IAW reference (a))

4. Hiring Talents, TWMS-583412 (Required IAW reference (a))

5. Merit System Principles Basics for Hiring Managers, TWMS-511753 (Required IAW reference (a))

6. Pay and Leave Policy (Required IAW reference (a))
Contact N00CP Training Officer
SLDCADA Link: <https://www.sldcada.disa.mil/>

7. Performance Management Phases, TWMS-586643 (Required IAW reference (a) and (i))

8. Reasonable Accommodations (RA), TWMS-591796 (Required IAW reference (a))

9. SDCADA Training (Required IAW reference (a)) SDCADA Link: https://www.sldcada.disa.mil/index.php?option=com_content&view=article&id=79

10. Telework for Supervisors, TWMS-OCHR-TWSPV1 (Required IAW reference (a) and (j)) Required prior to start of telework agreement

11. DON USERRA, TWMS-576348 (Required IAW reference (a) and (k)) OPM Memorandum, "USERRA Guidance," 10 Sep 13

Note: HRU and TWMS training courses are subject to change depending on new information, technology, case law, and applicable law, rule and/or regulations

Enclosure (1)

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Mandatory Training for Managers and Supervisors Only (Year 1 as a manager/supervisor): (Required IAW reference (a))

1. Addressing Poor Performance, TWMS-588087
TWMS - Online Training and Notices - Supervisory Training or via HRU: "Addressing and Resolving Poor Performance"
HRU Link: https://hru.gov/Training_Opportunities.aspx
2. Coaching, Counseling and mentoring, TWMS-578218
TWMS - Online Training and Notices - Supervisory Training
3. Creating an Engaging Work Environment, TWMS-578219
TWMS - Online Training and Notices - Supervisory Training
4. DON Training and Development, TWMS-577578
TWMS - Online Training and Notices - Supervisory Training
5. Labor Relations, TWMS-588106
TWMS - Online Training and Notices - Supervisory Training
6. Managing Conflicts, TWMS-578217
TWMS - Online Training and Notices - Supervisory Training
7. Onboarding, TWMS-578216
TWMS - Online Training and Notices - Supervisory Training
8. Position Classification, TWMS-591804
TWMS - Online Training and Notices - Supervisory Training
9. Recognizing Incentives and Awards, TWMS-591799
TWMS - Online Training and Notices - Supervisory Training
10. Workers Compensation, TWMS-586642
TWMS - Online Training and Notices - Supervisory Training
11. Workforce Planning, TWMS-578215
TWMS - Online Training and Notices - Supervisory Training

Note: HRU and TWMS training courses are subject to change depending on new information, technology, case law, and applicable law, rule and/or regulations.

Refresher Training for Managers and Supervisors Only (Year 3 as a manager/supervisor): (Required IAW reference (a)) Training available through the Human Resources University (HRU).
HRU Link: https://hru.gov/Training_Opportunities.aspx

Enclosure (2)

1. Leadership:
 - a. Creative Approaches to Innovative Solutions
 - b. Difficult Conversations
 - c. Maximizing Employee Engagement
 - d. Putting Yourself in the Other's Shoes
 - e. Telework 101 for Managers
 - f. Workplace Violence Awareness Training
 - g. Leading a Generationally Diverse Workforce
2. Recruitment and Staffing:
 - a. A Road to Success: Hiring, Retaining and Including People with Disability
 - b. Veteran Employment Training for Federal Hiring Managers
 - c. Veteran Employment Training for Federal Hiring Managers
 - d. Uniformed Services Employment and Reemployment Rights Act (USERRA)
 - e. Merit System Principles and Prohibited Personnel Practices
3. Performance Refresher Training:
 - a. Measuring Performance
 - b. Overview of Performance Management
 - c. Performance Management Overview
 - d. Performance Management: The Key to Leading Your Mission
 - e. Setting Performance Expectations

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f. Coach for Success: How to Hold Performance Conversation Like a Pro

g. How to Rate Performance and Write an Effective Narrative

h. Addressing and Resolving Poor Performance

4. Equal Employment Opportunity:

a. Avoiding Discrimination and Bias: Training and Tips for Leaders (Supervisors only)

b. Avoiding Discrimination and Bias: Training and Tips for Leaders (Managers only)

5. Employee/Labor Relations

a. Basic Employee Relations Course

b. FLRA - Basic Statutory Training

c. Merit System Protection Board Web-based Training on Adverse Actions

Note: HRU training courses subject to change depending on new information, technology, case law, and applicable law, rule and/or regulations.

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Mandatory Training IAW reference (e) and (1). Mandatory training available in TWMS, NKO and the JKO Link.

1. Level One Antiterrorism Training, CENSECFOR-AT-010-1.0
2. DoD Cyber Awareness Challenge V2, DOD-IAA-V12.0
3. Operations Security (OPSEC), TWMS-564893
4. Privacy and Personally Identifiable Information (PII) Awareness Training, DOD-PII-2.0
5. Records Management, DOR-RM-010-1.1
6. SAPR One Team One Fight, TWMS-576219
7. SAPR Refresher Training, Command Training
8. Combatting Trafficking in Persons (CTIP) General Awareness, DOD-CTIP-1.0
9. DOD 002 Combatting Trafficking for Acquisition Professionals, TWMS
10. FY16 Annual Ethics Training, TWMS-611102
11. Drug Free Workplace for Supervisors (DFWP), TWMS-605565
12. Prevention of Sexual Harassment (POSH), TWMS-613963
13. No Fear Act, TWMS-613957
14. Equal Employment Opportunity, TWMS-614600
15. Drug Free Workplace for Employees (DFWP), TWMS-608569
16. Plain Language Training, TWMS-614694
17. Suicide Prevention, JKO

Note: Changes and/or update to the SECNAV Annual Mandatory training list above will be provided annually by the Training Officer upon receipt from the Office of Personnel Human Resources (OCHR).

NKO Link: <https://www.nko.navy.mil/>

JKO Link: <http://jko.jten.mil/>

Enclosure (4)

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Available Human Resources (HR) Supervisory Training are offered every third Wednesday of the month.

1. Performance Issues/Performance Improvement Plan (PIP)
2. Injury Compensation
3. Federal Employees Compensation Act (FECA)
4. Civilian Employment Assistance Program (CEAP)
5. Classification - Nonsupervisory Factor Evaluation System (FES)
6. Classification - Supervisory FES
7. Leave
8. The Recruitment Process
9. Mandatory Placement Programs
10. Competitive Recruitment Sources
11. Reasonable Accommodations
12. Progressive Discipline, Disciplinary actions, and Appeal process
13. US Staffing Selection Manager

Note: Monthly HR Supervisory Training information will be provided during weekly DCOS Meeting and emailed to DCOS/ADCOS and RCC/NOSC/FRC COs/OICs.

Enclosure (5)