

LONG-TERM ACADEMIC TRAINING PROGRAM GUIDE

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GENERAL INFORMATION

Long-term training and education are defined as training away from the job, to which an employee is assigned on a full-time basis for more than 120 consecutive working days (4 months) in a government or non-government facility. This training does not include apprenticeship, cooperative education, intern programs, nor the U.S.N. Test Pilot School programs.

The Long-Term Academic Training Program was established to provide Naval Air Warfare Center Aircraft Division (NAVAIRWARCENACDIV) employees the opportunity to pursue comprehensive study programs and developmental assignments which will enable NAVAIRWARCENACDIV to maintain leadership in and keep abreast of management, technical and scientific advances.

For additional information, please contact:

Ms. Marjory Holcomb
Long-Term Academic Training Program Coordinator
Naval Air Warfare Center Aircraft Division
Human Resources Department
Workforce Analysis and Development Division
Building 2189
Patuxent River, MD 20670-5304

Commercial:(301)757-1009
DSN: 757-1009

Fax #: (301)342-4523

RESPONSIBILITIES

Managers	<i>In considering nominations for the long-term academic training program, four important factors should be examined:</i>	<ol style="list-style-type: none"> 1. Funds available for tuition, travel, per diem and salary. 2. Command organizational needs. 3. Timeframe. 4. Return on investment.
Employee	<i>Employees are responsible for:</i>	<ol style="list-style-type: none"> 1. Identifies needs and career goals. 2. Plans for utilization of skills and experiences obtained during training program. 3. Meets command eligibility requirements. 4. Applies for school admission. 5. Completes Long-Term Academic Training Program Application Form.
HRD	<i>The Workforce Analysis and Development Division, Human Resources Department (HRD) shall:</i>	<ol style="list-style-type: none"> 1. Publish requirements of the program. 2. Call for candidates. 3. Screen candidates. 4. Arrange for a Selection Panel. 5. Ensure funding is available. 6. Announce selections. 7. Debrief non-selectees. 8. Brief selected employee on administrative processes. 9. Obtain grades, transcripts, and evaluations from employee.
TAT	<i>The Training Advisory Team (TAT) shall:</i>	<ol style="list-style-type: none"> 1. Coordinates with HRO. 2. Provides guidance and direction. 3. Appoints Selection Panel.

SELECTION GUIDELINES

Organizations must make every effort to ensure a return on their training investment through procedures designed to select high-quality candidates for long-term academic training opportunities.

Employee	<i>Employees for long-term academic training opportunities should display the following characteristics:</i>	<ol style="list-style-type: none"> 1. A proven record of performance and ability, including significant on-the-job accomplishments. 2. Demonstrates commitment and capability to embark on a rigorous program of study. 3. Ability to interface with people internal and external to the organization. 4. A high degree of skill in articulating their views.
Organizational	<i>Organizational selection processes must be followed:</i>	<ol style="list-style-type: none"> 1. Utilizes a competitive process to select candidates. 2. Evaluates, endorses, and prioritizes candidates.
Selection Panels	<i>Selection Panels should consider the following selection criteria:</i>	<ol style="list-style-type: none"> 1. Command's needs. 2. Funds availability. 3. Program outline. 4. Return on Investment. 5. Goals of the candidate. 6. Candidate performance appraisals. 7. Organization's endorsement. 8. Candidates awards, products, research and papers. 9. Risks for candidate completing program: GPA, acceptance by training facility, scholastic awards, ability to do research.

ELIGIBILITY

At the time that the requested training period begins, candidates for full-time long-term academic study programs or developmental assignments must meet the basic eligibility requirements.

1. Undergraduate Study Programs: Candidates must have 3-years of continuous civilian service at NAVAIRWARCENACDIV. In addition, employees pursuing an undergraduate study program must have completed 3 full years of their undergraduate studies.

2. Postgraduate Study Programs: After receiving a Bachelor's Degree, candidates must have as a minimum, 3-years of continuous civilian service at NAVAIRWARCENACDIV. **EXCEPTION:** After receipt of their Bachelor's Degree, Cooperative Education graduates must have 2-years of continuous civilian service at NAVAIRWARCENACDIV before applying for full-time postgraduate study programs.

3. Advanced Graduate Programs (beyond Master's Degree): Generally, after receiving a Master's Degree, candidates must have as a minimum, 3-years of continuous civilian service at NAVAIRWARCENACDIV.

4. Developmental Assignments: Candidates requesting full-time, long-term developmental assignments at other government or at nongovernment facilities, must have as a minimum, 3-years of continuous civilian service at NAVAIRWARCENACDIV.

FUNDING

FUNDS. Funds for tuition, allowable travel and per diem expenses plus salary will be paid by the sponsoring competency.

TUITION PAYMENT. No later than 4-weeks prior to course registration for each quarter/semester, the employee must initiate through their chain of command, an Initial Training Request Form. This form authorizes the selected training facility to bill the NAVAIRWARCENACDIV for the total tuition and allowable fees for each term. Approval copies will be forwarded to the employee to assist in registering for courses. Employees are responsible for ensuring that the training facility addresses their requests for payment to:

Comptroller Office
Commercial Accounts
Building 439 Suite C Zone 7
47110 Liljencrantz Road
Naval Air Warfare Center Aircraft Division
Patuxent River, MD 20670-1545

If the employee receives a request for payment from their training facility, the employee must forward that request to the above address. The comptroller cannot pay tuition costs without an invoice.

TRAVEL/PER DIEM/TRANSPORTATION. A Long-Term Academic Training Travel Cost Comparison must be obtained from the Travel Office, Human Resources Department and submitted with the employee application.

All travel is subject to the provisions of the Joint Travel Regulations, Department of Defense. The Travel Office, Human Resources Department 7.3 will prepare all travel orders for those individuals selected for long-term academic training. Competencies will provide the appropriate accounting data.

To claim reimbursement, long-term academic training participants will channel actual travel claims through their home competencies and the Personnel Support

Detachment with a copy provided to the Long-Term Academic Training Coordinator, Workforce Analysis and Development Division.

FEES NOT COVERED. Fees not covered by the employing activity are purchase of textbooks, courses that are audited, admission or graduate fees; payment of examination fees, i.e., College Level Examination Program, college placement, etc.

GOVERNMENT REQUIREMENTS

The employee must be enrolled as a full-time student at the training facility. A copy of the official acceptance letter from the training facility selected for the employee's training program must be forwarded to the Long-Term Academic Training Program Coordinator, Workforce Analysis and Development Division, Human Resources Department, prior to the start of the training program. Provisional acceptance by the employee's selected training facility cannot be approved for a long-term academic training program.

The employee must initiate with the training facility, a release form to provide the Long-Term Academic Training Program Coordinator, Workforce Analysis and Development Division, Human Resources Department with a copy of the employee's grades/transcript while in the training program. Upon completion of the training program, the employee must request that an official transcript be forwarded to the Long-Term Academic Training Program Coordinator.

If the employee modifies their approved training program, the employee must forward a copy of that modification through their current supervisor to the Long-Term Academic Training Program Coordinator.

The employee must maintain the minimum grade point average required by the training facility. If the employee falls below the minimum grade point average, the employee must notify their supervisor and the Long-Term Academic Training Program Coordinator. The employee will have one semester to bring the grade point average to minimum level determined for the training facility. If the employee fails to bring their grade point average to minimum level, the employee is obligated to repay the government for tuition costs and any indirect costs associated with the training program, except salary.

PERSONNEL

STATUS OF EMPLOYEE. The employee is normally on temporary duty for the duration of the training assignment except those times such as semester breaks and school holiday periods (e.g., Christmas).

ADMINISTRATION OF LEAVE / TIME CARDS. Work status must be phoned or mailed to the employee's current supervisor.

The employee and supervisor must discuss the use of leave while in a training status. The employee must spend a minimum of 40-hours per week in class, work and study related to the program. The use of leave should be planned to coincide with a period of recess from the training institution. If no leave is planned during a recess, than the employee must return to work.

TRAINING PERIOD. Employees selected for long-term undergraduate and postgraduate study programs at an accredited college or university will be approved for only 3-semesters or 4-quarters.

Employees selected for advanced graduate programs (beyond the master's degree) at an accredited college or university will be approved for 1-year of subsidized study.

Developmental assignments may be approved up to 1-year.

AGREEMENTS TO CONTINUE IN SERVICE

Employees selected for long-term academic training at either a government or a nongovernment facility must sign a Training Assignment Agreement prior to the start of training. This agreement requires the employee to remain with NAVAIRWARCENACDIV following completion of the training for a period of:

1. Three times the length of training when the activity pays both the employee's pay and other costs; or
2. One month or the length of the training period, whichever is greater, when the activity pays all or part of the training expenses but the employee receives no pay.

If the employee voluntarily leaves the federal service before the period of the service agreed upon is completed, the employee will be required to reimburse the government for the tuition and related fees, travel and other special expenses paid in connection with the training program. Payback is computed at a percentage of time remaining under the employee's agreement times the total costs paid by the government (less salary).

EVALUATION

An evaluation for each long-term academic training assignment is conducted to assess the impact of the training experience and identify areas where improvements are needed. During the training, the participant, the supervisor, and the participant's training facility advisor review the training objectives and progress in meeting these objectives. Approximately 6-weeks after returning to work, the employee provides narrative comments to the supervisor on the following:

1. If the stated objective of the training was met.
2. What new skills and knowledge were acquired.
3. How the new skills and knowledge are being utilized on the job (if they are not being utilized, describe the factors preventing full utilization).
4. If the training met needs and expectations in relation to the stated objective and to the individual's career development.
5. What types of contacts were maintained. (If they were self or activity initiated; about the study program or job-related matters.)
6. How the training could have been improved.
7. If the skills and knowledge could have been obtained in some other way to equal or better advantage and at less cost to the organization.
8. If recommendation should be made to continue to use that facility.

Six-months after the employee's return to work, the current supervisor evaluates job performance to assess the effectiveness of the training received and its applicability to the current job assignment.

After evaluations are completed, the Workforce Analysis and Development Division will use the individual assessments of the training to analyze the value of the specific training. The Workforce Analysis and Development Division also provides feedback to the facility used on the organization's evaluation of the effectiveness of the training provided. Evaluations (both employee and supervisor) of all such

training serves as the basis for the Workforce Analysis and Development Division's proposals to top management on the continued use of long-term academic training to meet organizational objectives.

Evaluations of the utilization of skills and knowledge acquired during the training assignment are completed by the employee and the supervisor at 6-weeks and 6-months intervals. Using these evaluations and the recommendations of the management sets future priorities and investment levels for long-term academic training and determines future development and utilization of the employee.

APPLICATION INSTRUCTIONS AND FORMS

PRIVACY ACT STATEMENT

This statement is provided in compliance with the provisions of the Privacy Act of 1974 (PL-93-579) which requires federal agencies to inform individuals to furnish information about themselves as to the following facts concerning the information requested:

1. Authority. The Department of the Navy (DON) Employee Training and Development program and the related system are authorized by Title 5 USC 4103, 4115, 4118, Executive Orders 3957 and 9397 with respect to the use of the social security number in the system. The nomination form is one of the records needed for administering the government funded career educational program.
2. Principal Purposes. The principal purposes of the nominations are to provide information to be used by management in the identification and appraisal of persons with recognized potential and as a basis for a plan of action to assist individuals in their efforts for self development through long-term academic training.
3. Routine Uses. The nominations used by DON headquarters and field activities as needed for official uses related to the identification and selection of individuals for long-term academic training programs. Information from the records is also used in preparing reports, replying to correspondence, responding to requests from regulatory agencies executing statutory requirements under the Freedom of Information Act and relating to questions of qualification determinations and nonselection for long-term academic training programs.
4. Mandatory or Voluntary Disclosure. Your response to the questions or the nomination is entirely voluntary and any personal information you provide will be protected as to its confidentiality under the policies, procedures and safeguards adopted pursuant to the Privacy Act of 1974. Should you decide not to provide any or all information requested, there will be not adverse consequences to you. However, by providing complete information, you insure yourself of a more complete evaluation of your potential for selection to long-term academic training programs.

Long-Term Academic Training Program Application Instructions

1. General Guidelines

- a. Applications must be received by the Workforce Analysis and Development Division no later than 1500, 12 August 1999.
- b. Application forms must be typed.
- c. Information given should be complete, but brief. If additional space is required for any information, blank white paper may be used. Indicate on the form that this information is continued on another page.
- d. The application form may only refer to one training facility for the long-term academic training assignment. If you have applied to several schools and do not know which you will be attending, you should select the school which you are most likely to attend. The information given in the application procedures (program, dates, cost estimates, etc.) should relate to that selected school. If you are considering more than one school, a memorandum should be attached to the application form giving the related information for the additional schools which are under consideration. The memorandum should include a statement concerning the reason for indecision and an estimate on when the final school selection will be made. It is important to note here that all cost estimates must be complete for each school pending.
- e. Most of the identifying information is self-explanatory, however, additional explanations are provided below to assist you in completing the application.

(1) Government Service. Under the “Number of Years”, include all government service time and location for each timeframe. Service time should be given as of the date requested training period will begin.

(2) Formal Study. “Formal Study” refers to a degree which you have already obtained. If, however, you are currently pursuing a degree, you should reflect your progress within that program. The number of credits may be listed in the “Degree” column. If you are requesting support for an undergraduate program, you must have completed at least 3-years of undergraduate study.

(3) Academic Honors/Awards Received. Please enter all awards

received from schools, colleges, universities or any training event.

(4) Non-Academic Awards/Commendations/Recognition. Enter all performance awards, letters of appreciation, etc.

(5) Self Development Efforts. “Self Development Efforts” refers to any Training (academic or non-academic) which was taken on your own time. Indicate whether the training was supported by the government or by you; e.g., “Employee has taken 10 academic courses at night. Government supported tuition for 8 courses, employee supported tuition for 2.” Include only the training you have had while a government employee.

(6) School Name and Address. The complete mailing address of the school should be provided. This should include the name of the office or department to which all funding information should be sent. Be sure that this information correct. An incorrect address may delay the paperwork required for you to receive financial support. (This information is requested on both the Long-Term Academic Training Application Form and the Long-Term Academic Training Application - Cost Estimate Form.)

(7) Field of Study. “Field of Study” refers to the subject area in which your training will concentrate. Participation in the Long-Term Academic Training Program requires that courses taken must be related to your job or NAVAIRWARCENACDIV’s mission. Your field of study should be discussed with your academic advisor prior to completing this application to ensure that the training can be completed in the allotted time.

(8) Proposed Program. Under “Proposed Program”, a tentative list of courses should be given, including alternate courses, if appropriate. Substitutions of related courses may be made at a later time to alleviate scheduling problems.

(9) Training Objective. “Training Objective” must specify the objectives of the training assignment in terms of mission requirements, the relationship between the program of study and job responsibilities, and the proposed utilization of the training upon completion of the program.

2. Long-Term Academic Training Application Cost Estimate

a. Training Period (Requested). On the Long-Term Academic Training Application Cost Estimate Form, the “Training Period (Requested)” should provide the specific dates of the training period. If the school has not established the academic calendar, request their best estimate of dates. Specifying the months of the beginning and end of the training period is not sufficient.

b. Number of Training Days. The “Number of Training Days” specified should be based on 5-days per week for the number of semesters or quarters involved to obtain the number of training days for the training period requested.

c. Total Cost for Previous Government Supported Training and Year (s). “Total Cost for Previous Government Supported Training and Year(s)” must be filled in completely. Any and all academic training supported by the government must be included. (Be sure that you have completed the “Government Support Training” portion on a separate page of the Long-Term Academic Training Application Form). If you have not participated in a particular study program, specify “None” in the “No. Credits Earned” column.

d. Cost Information. The “Cost Information” must be accurate. The training facility should be able to furnish accurate figures for tuition and fees. Travel, per diem, etc. information can be obtained from the Travel Office, Human Resources Department. Accelerated rate information can be obtained from your organization’s budget financial manager.

LONG-TERM ACADEMIC TRAINING PROGRAM APPLICATION FORM						
Name			Position Title		Series/Grade	
Social Security Number			Org. Code	Telephone No.	Salary	
Government Service						
Number of Years			Location			
NAWCAD	Civilian	Military	Immediate Supervisor		Telephone Number	
Formal Study						
Level	School		Major	Degree	Year	GPA
Undergraduate						
Graduate						
Other						
Academic Honors/Awards Received			Non-Academic Awards/Commendations/Recognition			
Publications			Self Development Efforts			
School Name and Address			Field of Study			
Status of Application for Admission						
Reason for School Selection						
Proposed Program						
Training Objective/Relationship Between Training and Job Responsibilities						

RESUME OF EMPLOYMENT EXPERIENCE

Description of Present Duties and Responsibilities

Brief Work History of Last 10 Years to Identify Career Progression

Signature

Date

Government Supported Training

(Include only training after you began Federal employment)

Course Title	Date Complete Month/Year	School/Company	On Gov't. Time	On Own Time

MOTIVATION FOR ATTENDANCE AND POST UTILIZATION

**Motivation for Attendance: What do you hope to achieve by participating in this program?
Address how this training will benefit your competency. (Response must not exceed this page.)**

LONG-TERM ACADEMIC TRAINING APPLICATION COST ESTIMATE

Name (Last, first, MI)

Title/Plan/Series/Grade

Org. Code

Telephone Number

Salary-Per Annum

Training Facility - Name and Address

Training Period (Requested)

Number of Training Days

Total Cost for Previous Government Supported Training and Year(s)

**Cost Information: (For guidance on allowable training expense, refer to Joint Travel Regulation.)
Complete only those blocks that apply to the training program.**

Element of Expense	FY 99 Cost	FY 2000 Cost	Total Costs
1. Salary (Accelerated rates. See your BFM)			
2. Tuition			
3. Travel			
4. Per Diem (TDY only)			
5. FY Totals			

6. Employee Signature

7. Date

8. Supervisor/Manager (Approval and Program and Funding Support)

9. Date

DEPARTMENT OF THE NAVY

(For use in carrying out the provisions of CPI 410.5-7 on agreements to continue in service when training involves the use of nongovernment facilities.
See Certificate of Completion on reverse side.)

1. NAME OF EMPLOYEE, PAYROLL TITLE, GRADE AND SERIES, OR SERVICE AND RATING		2. REFERENCE (SERIAL NUMBER FROM DD 1556 OR OTHER REFERENCE)	
		3. APPROVED ON (DATE)	
4. TITLE AND BRIEF DESCRIPTION OF COURSE OR PROGRAM			
5. NAME AND LOCATION OF TRAINING FACILITY		10. TRAINING EXPENSES (EXCLUSIVE OF SALARY, PAY, OR COMPENSATION)	
6. WHERE TRAINING WILL BE GIVEN		a. DIRECT COSTS (TOTAL).....\$ _____ (1) TUITION, MATRICULATION AND REGISTRATION.....\$ _____ (2) LIBRARY AND LABORATORY SERVICES...\$ _____ (3) PURCHASE OR RENTAL OF BOOKS, MATERIALS/SUPPLIES.....\$ _____ (3) OTHER SERVICES AND FACILITIES DIRECTLY RELATED TO TRAINING...\$ _____	
7. TRAINING PERIOD (Give day, month, year)		B. INDIRECT COSTS (TOTAL)	
BEGINNING DATE	ENDING DATE	(1) TRAVEL.....\$ _____ (2) PER DIEM.....\$ _____ TRANSPORTATION OF IMMEDIATE FAMILY, SHIPMENT OF HOUSEHOLD GOODS.....\$ _____	
8. MAN-HOURS OF TRAINING		c. TOTAL (10a + 10b)\$ _____	
a. ON GOVERNMENT TIME	b. ON EMPLOYEE TIME	c. TOTAL	
9. SERVICE OBLIGATION PERIOD			
BEGINNING DATE	ENDING DATE		
11. EMPLOYEE CERTIFICATION			
a. I AGREE that, upon completion of the Government sponsored training described above, if I receive salary covering the training period, I will serve in the agency three times the length of the training period. If I receive no salary during the training period, I agree to serve the agency for a period equal to the length of training, but in no case less than 1 month. (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 8 hours each day of training, up to a maximum of 40 hours a week.) NOTE: For the purposes of this agreement, the term "Agency" refers to the Department of the Navy.			
b. If I voluntarily leave the agency before completing the period of service agreed to in item (a) above, I AGREE to reimburse the agency for the tuition and related fees, travel and other special expenses (EXCLUDING SALARY) paid in connection with my training.			
c. I FURTHER AGREE that, if I voluntarily leave the agency 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 (a) above, I will give my organization written notice of at least 10 work days, during which time determination concerning reimbursement will be made. If I fail to give this advance notice, I AGREE to pay the amount of additional expenses (5 U.S.C. 4190(a)(2)) incurred by the Government in this training.			
d. I understand that any amounts which may be due the agency as a result of any failure on my part to meet the terms of this 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 FURTHER AGREE to obtain approval from my organization training officer and that person responsible for authorizing nongovernment training requests of any proposed change in my approved training course and schedule changes, withdrawals or incompletions, and increased costs.			
f. I acknowledge that this agreement does not in any way commit my employment, I understand that if there is a transfer of my service obligation to another Federal agency or other organization in any branch of the Government, the agreements in (a), (b), and (c) of this section will remain in effect until I have completed my obligated service with that other agency or organization.			
Signature of Employee		Date	

Training Assignment Agreement
NDW-NATC 12410.24 (Rev. 6-84/8-98) (Front)

LONG-TERM ACADEMIC TRAINING EVALUATION 1
 (TO BE COMPLETED BY EMPLOYEE 6 WEEKS AFTER COMPLETION OF TRAINING)

Name	Today's Date
Competency	Telephone Number
Training Facility Attended	
Training Period Start Date	Date Completed
Supervisor	Telephone Number

1. How were the training objectives described in your application met?
2. What new skills and knowledge were acquired?
3. How are the new skills and knowledge being utilized on the job? If they are not being fully utilized, describe the factors preventing full utilization:
4. What types of contact were maintained? Were they self or activity initiated; about the study program or job related matters; meaningful and useful? Do you recommend continued use of the facility?

RETURN FORM VIA SUPERVISOR TO WORKFORCE ANALYSIS AND DEVELOPMENT DIVISION 7.3.2

LONG-TERM ACADEMIC TRAINING EVALUATION 2
 (TO BE COMPLETED BY EMPLOYEE 6 MONTHS AFTER COMPLETION OF TRAINING)

Name	Today's Date
Competency	Telephone Number
Training Facility Attended	
Training Period Start Date	Date Completed
Supervisor	Telephone Number

1. Were the training objectives met?
2. What new skills and knowledge were acquired?
3. How are the new skills and knowledge being utilized on the job? If they are not being fully utilized, describe the factors preventing full utilization:
4. Could the skills and knowledge been obtained in some other way to equal or better advantage and at less cost to the organization?

CHECKLIST FOR LONG-TERM ACADEMIC TRAINING APPLICATION

Name	Org.	Telephone
Supervisor	Org.	Telephone

DID YOU COMPLETE THE FOLLOWING?

CHECK

1. Read the Privacy Act Statement?	
2. Complete the personal identifying information?	
3. Complete the government service blocks?	
4. Complete formal study questions?	
5. Complete motivation for attendance form?	
6. Complete resume of employment experience?	
7. Did you sign the form?	

ON THE LONG-TERM ACADEMIC TRAINING COST ESTIMATE, DID YOU:

1. Complete personal identifying information?	
2. Complete training period requested blocks?	
3. Complete previous government supported training area?	
4. Complete the government supported training questionnaire?	
5. Did you sign the long-term academic training estimate form? Did your organization's chain of command sign the form indicating approval and funding support for your program?	

SEND COMPLETED PACKAGES THROUGH YOUR CHAIN OF COMMAND TO THE WORKFORCE ANALYSIS AND DEVELOPMENT DIVISION, 7.3.2, HUMAN RESOURCES DEPARTMENT.