

ONIINST 12335.4  
ONI-1  
23 Sep 98

ONI INSTRUCTION 12335.4

Subj: ACCELERATED TRAINING AND PROMOTION PROGRAM FOR  
ENTRY-LEVEL ENGINEERS

Ref: (a) 5 C.F.R. 410

Encl: (1) Sample Training Plan  
(2) Supervisory Evaluation  
(3) Trainee Evaluation

1. Purpose. To establish an accelerated training and promotion program for entry-level engineers within the Office of Naval Intelligence (ONI).

2. Background. ONI mission accomplishment depends upon successful recruitment and retention of college graduates in the engineering disciplines. Due to salary disparities between the federal sector and private industry and projected command skill requirements, it is necessary to implement an accelerated training and promotion program for entry-level engineers. This program requires a formal training agreement backed by an effective training program designed to accelerate the learning process. As authorized by reference (a), upon successful completion of the training program, this agreement provides for exception to the specialized experience requirement for promotion of GS-5 and GS-7 engineer trainees to grades GS-7 and GS-9 engineer positions, respectively.

3. Scope and Applicability

a. This program applies to all individuals hired into GS-5 and GS-7 entry-level professional engineering positions (800 series). Trainees are recruited for professional engineering positions in the 800 series at the

GS-5 and GS-7 levels and placed in trainee positions for development and advancement to the GS-7 and GS-9 levels in their respective series.

b. This training agreement provides for only one accelerated promotion for each participant in the program. Additional development of candidates beyond the initial target position of either GS-7 or GS-9 follows normal competitive merit staffing procedures.

ONIINST 12335.4  
23 Sep 98

c. All GS-5 and GS-7 engineers offered employment by ONI are determined to have met qualification standards.

#### 4. Responsibilities

a. The Commander, ONI is responsible for administering this program.

b. The Civilian Intelligence Personnel Office (CIPO) is responsible for general program management, individual training plan approval, and monitoring of the training process, including required evaluations.

c. The day-to-day responsibility for program implementation rests with the trainee's supervisor. Directorate account executives (AEs) will provide assistance to supervisors in administering the program.

#### 5. Training Plan

a. The supervisor has responsibility for developing an individual training plan. This plan must address the specific professional field at a level commensurate with the trainee's grade level. The trainee's supervisor will

submit the comprehensive training plan within 30 days of the new engineer's entry on duty. The training plan must be for a period of 6 months; specifically, 1,040 hours of training must be identified. At least 50 percent of the training must be in the target occupation or directly-related fields.

b. The training program is based on progressive, developmental, and supervised on-the-job training, supplemented by lecture/classroom training, professional development courses and seminars, and self-development efforts. Work assignments consist of a planned sequence of duties and responsibilities designed to provide a diversified experience, increasing in difficulty as the trainee progresses through the program. Enclosure (1) provides a sample training plan.

c. Training plan objectives shall include clear descriptions of the core competencies and knowledge, skills, and abilities to be acquired. It will also include the proficiency level which must be achieved within 6 months.

d. All individual training plans must be approved by the CIPO Employee Development Specialist for regulatory compliance.

e. In the event that scheduled course enrollment cannot be met because of the security clearance requirement, a course of a comparable nature (level and topic) must be substituted by the supervisor with concurrence from the CIPO Employee Development Specialist.

6. Professional Development. In order to accelerate the professional development of entry-level engineers and meet individual needs, a wide variety of technical training programs may be utilized. They may include:

a. Local universities (graduate education program).

b. Technical seminars.

c. Advanced undergraduate technical courses.

d. Self-development. The training plan should support self-development efforts as an essential ingredient in the total development of the trainee. Contingent on availability of training funds, and to the extent commensurate with activity and trainee needs, financial support for tuition for after-hours courses may be included in the individual training plan. Membership and participation in professional organizations, attendance at symposiums and seminars, and contributions to technical journals will be given due consideration in the evaluation of the trainee's progress.

7. Instruction Material. Instructional materials may include:

a. Prepared course outlines and lesson plans for on-the-job training.

b. Department of the Navy (DON) and command publications.

c. Readings from professional books and periodicals (technical libraries provide outstanding on-line technical reference and research).

d. Technical films produced by the Navy and from commercial and industrial sources.

8. Supervisory Qualifications. If necessary, other supervisors, technical specialists, and project engineers may be used as a trainee's supervisor in addition to the supervisor of record. Only those individuals who are skilled and knowledgeable in the occupational area concerned and who have demonstrated their ability to teach will be used in these supervisory capacities.

3

ONIINST 12335.4  
23 Sep 98

9. Program Flexibility Provision. The program should be sufficiently flexible to meet the needs of DON, ONI, and the trainee. Program adjustments are permitted as due to the following factors:

- a. Training course length and schedules.
- b. Previous experience of the trainee.
- c. Technological changes.
- d. Leave requirements (sick, annual, and emergency).
- e. Level of security clearance required.

10. Program Length. The minimum duration for the program is 6 months. While flexibility exists for an extension of training, a promotion will not occur until the 1,040 hours of training are met.

11. Trainee's Progress Evaluation

a. Using enclosure (2), the designated trainee's supervisor will evaluate the progress of the trainee on a monthly basis and at the end of the training period. The evaluations will include information on the trainee's overall progress, demonstrated ability to apply the subject matter learned, ability to perform assignments, evidence of the trainee's efforts in self-development activities, and need for program modification.

b. The trainee will also submit monthly evaluations of program progress and skill development to the training supervisor using enclosure (3) as the trainee evaluation.

c. The original of all evaluations will be submitted to the CIPO Employee Development Specialist, via the directorate AE, within 1 week following the end of the evaluation period and/or completion of the training period.

d. The CIPO Employee Development Specialist must certify that the trainee has met the outlined training plan requirements including the 1,040 hours. CIPO will maintain the certification and the evaluation forms for a period of 2 years after completion of the training period.

4

ONIINST

12335.4

23 Sep 98

## 12. Promotion to the Next Grade Level

a. Promotions under this program are to be executed immediately following completion of all training requirements within the allotted timeframe. They will not be subject to the ONI Human Resources Council approval process. Promotions are contingent upon:

(1) Successful completion of the 6-month training program and fulfillment of the training objectives.

(2) The supervisor's certification of the trainee's demonstrated ability to apply the subject matter of the training, and capacity to perform assignments at a higher level of difficulty, and/or with greater independence and responsibility. The final evaluation must address this information.

b. Upon satisfactory completion of the training, the supervisor will notify, via the trainee's chain of command, the directorate AE of the trainee's eligibility for promotion. The request for promotion must include the final evaluation and a copy of the completed training plan which the AE will forward to CIPO with the promotion paperwork (SF-52).

c. The trainee may be promoted to the target position on the pay period following receipt of the promotion paperwork (SF-52) by the CIPO Personnel Staffing Specialist.

d. Promotions cannot be made retroactive; therefore, it is essential that the supervisor promptly notify the AE of the trainee's eligibility. The supervisor must ensure documentation is timely, specific, and complete.

13. Documentation. In addition to the documentation requirements above, the following notation must appear on Notification of Personnel Action forms documenting initial appointments to entry-level positions covered by this agreement: "DON Special Training Agreement, CPL 410-5 of 25 August 1980 as renewed 23 August 1982. Employee qualified for this trainee position only under approved training agreement; not eligible for other positions in this series until completion of prescribed training."

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Deputy and Chief of Staff