UNITED STATES TRANSPORTATION COMMAND
Scott Air Force Base, Illinois 62225-5357

USTRANSCOM INSTRUCTION 36-13
15 July1999

Personnel

MILITARY AND CIVILIAN TRAINING AND PROFESSIONAL DEVELOPMENT PROGRAM

This instruction establishes policies, goals, objectives, and responsibilities for the United States Transportation Command (USTRANSCOM) and Military and Civilian Training and Professional Development Program. It applies to all assigned USTRANSCOM military and civilian personnel at Scott AFB, Illinois. This instruction does not include joint Operation Planning and Execution System (JOPES) training, which is provided by the JOPES Training Organization. Send comments and suggested improvements to this publication on Air Force Form 847, Recommendation for Change of Publication, to USTRANSCOM/TCI 1-PT. The use of a name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by USTRANSCOM.

SUMMARY OF REVISIONS

Sets forth policy and procedures for USTRANSCOM Training and Professional Development Program. Clarifies the source of funding to use for training. Assigns responsibility for budgeting, obligating, and tracking training funds and funds required for travel and per diem associated with training. * Denotes changed material.

1. References, Abbreviations, Acronyms, and Terms. References, related publications, abbreviations, acronyms, and terms used in this instruction are listed in Attachment I.

2. Policy, Goals, ~nd Objectives:

2.1. The underlying *policy* of USTRANSCOMs military and civilian training and professional development program assumes that trained and educated people are a critical resource through which USTRAN SCOM accomplishes its mission.

2.2. The overall *goal* of the program is to provide quality military and civilian training and professional development opportunities that are essential to develop and retain critical job knowledge, skills, and abilities both now and in the future. This supports USTRANSCOM's Strategic Plan FY 1998-FY 2017 Goal 001 "People: A trained, ready, top-quality Total Force."

2.3. The objectives of USTRANSCOM's military and civilian training and professional development program correlate to *USTRANSCOM* Strategic Plan FY 998-FY 2017

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OPR: TCJ1-PC (Susan Brethauer)

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supporting objective to "implement a world-class human resources management program that ensures the right number of people, with the right knowledge, skills, and abilities, are available at USTRANSCOM."

2.3.1. Establish training and professional development to satisfy organizational and individual needs using the most efficient methods.

***2.3.2.** Provide equal opportunities for military members and civilian employees to attend training and professional development programs.

2.3.3. Ensure that fair and equitable access to training and professional development without regard to race, color, religion, sex, national origin, disability, or other factor unrelated to training and professional development.

2.3.4. Develop training plans (Attachment 2) based on valid requirements and priorities identified by USTRANSCOM senior leadership, career program managers, functional managers, and those specified by the Office of Personnel Management (OPM), Department of *Defense* (DOD), *and* related directives.

2.3.5. Develop policies, program resources (manpower, facilities, training technology, and funds), and provide overall direction to comply with OPM, DOD, and related directives.

2.3.6. Ensure resources are allocated to meet priority needs and provide for timely, effective, professional development of military and civilian personnel.

3. Responsibilities:

3.1. Directors/Chiefs of Direct Reporting Elements (DREs) have overall responsibility to ensure that assigned military and civilian personnel have the necessary knowledge, skills, and abilities to perform their duties. Specifically, each directorate/DRE will:

3.1.1. Identify operational requirements and/or deficiencies within their organization that generate training and professional development needs.

3.1.2. Approve an annual training plan for their function.

3.1.3. Designate, in writing, to the Directorate of Manpower, Personnel, and Quality (TCJl) Training Branch (TCJ 1 -PT):

***3.1.3.1.** A primary and alternate directorate/DRE training coordinator who is an officer, enlisted person, or civilian.

***3.1.3.2.** A directorate/DRE senior civilian employee as a permanent member of the Civilian Development Advisory Council (CDAC).

***3.1.4.** With rare exception, project/budget funds for all training using the same funding source as the billet(s).

***3.1.5.** Issue travel orders, as appropriate, for attendance at training.

***3.1.6.** Appoint qualified and motivated personnel to act as training coordinators and provide training to accomplish accompanying responsibilities.

***3.1.7.** Ensure all development plans for military and civilian billets are updated annually. Periodically update the database to add new personnel.

3.2. *Service Element Commanders* are responsible for providing Service-specific training programs for their Service element. Service Element Commanders will:

3.2.1. Validate/approve Service-specific training (e.g., on-the-job training, Professional Military Education (PME), etc.) and professional development as submitted by Senior Service Enlisted Representatives (SSERs).

3.2.2. Review and approve requests from SSBRs; identily and arrange Service-specific training and professional development requirements.

3.3. *TCJJ-PTis* the focal point for administering the Military and Civilian Training and Professional Development Program. Specifically, TCJ 1-PT will:

3.3.1. Act as the command representative to other organizations and agencies (DOD/Service/contractor) for obtaining mission-essential and professional development course quotas, registering individuals, and requesting waivers for course prerequisites. Exceptions are:

***3.3.1.1.** Military PME, enlisted upgrade, advancement, or promotion training. See paragraph 3.6. for procedures regarding this training.

***3.3.1.2.** Tuition paid from General Defense Intelligence Program (GDIP) funds. Registration will be accomplished by the Intelligence Directorate (TCJ2) training coordinator.

***3.3.1.3.** Continuing Medical Education (CM E)/medical training required for medical personnel. Command Surgeon (TCSG) personnel will accomplish registration.

***3.3.1.4.** Profess ional education for attorneys offered by DOD and other federal agencies. Chief Counsel (TCJA) personnel will accomplish registration.

3.3.2. Represent TCJ 1 on boards committees, panels, and working groups, where command training needs are discussed.

3.3.3. Conduct quarterly (or as needed) training coordinator meetings.

***3.3.4.** *Consolidate and forward* directorate/DRE Air Force formaJ school quota requirements to appropriate **school or training office.**

3.3.5. Advertise opportunities that meet program goals for train ing and professional development.

3.3.6. Maintain administrative records of command training.

3.3.7. Perform database administrator duties, as required, for the training database.

3.3.8. Serve as technical advisor to the CDAC for training and profession al development issues.

3.3.9. Execute, in conjunction with the Civilian Personnel Section (TCJ 1-PC), CDAC, and training coordinators, U STRANSCOM civilian development and training p01 icies and procedures. *

3.3.10. Schedule and support on-site trainin g, as required.

***3.3.11.** Maintain budget accounts for tuition expenditures and training metrics for civilian training and professional development. Provide quarterly updates on expenditures to training coordinators and CDAC members.

***3.3.12.** Obligate funds and pay tuition costs. When tuition cost includes lodging and/or meals, TCJ1-PT will fund as tuition. The directorate/DRE will not fund per diem costs separately. (Exceptions arc TCJ2 and TCSG, who will pay for GDIP-funded training (TCJ2) and Defense Health Plan (DHP) funded training (TCSG) afier TCJ I-PT approves the training request.)

3.4. *Training coordinators* are the directorate/DRE focal point for administering the Military and Civilian Training **and Professional Development Programs. Training coordinators will:**

3.4.1. Consolidate, prioritize, and submit projected annual training requirements for the directorate/DRE.

***3.4.2.** Enter the individual development plan (IDP) for directorate/DRE personnel into the training database. Add new personnel to database within 30 days of reporting for duty. Annually, make required updates to training plans.

3.4.3. Review and coordinate on all DOD (DD) Forms *1556,* Request, Authorization, Agreement, Certification of Training and Reimbursement, for training within the directorate/DRE before submitting to TCJ 1-PT.

***3.4.4.** Coordinate with directorate/DRE resource advisor/manager to ensure annual budget forecasts support training requirements and any travel and per diem costs associated with training projections.

3.4.5. Provide directorate/DRE training program status, as requested.

3.4.6. Attend training coordinator meetings.

***3.4.7.** Maintain appropriate accounting of completed training (i.e. paid travel voucher, airline travel sheet, etc.). Forward copies of completed training certificates to TCJ I-PT.

3.4.8. Attach:

***3.4.8.1.** A copy of the individual's training plan to the DD Form 1556 prior to submitting to TCJ 1-PT for approval.

***3.4.8.2.** Written justification from individual's supervisor when requested training is not on the IDP.

3.5. SSFR will:

3.5.1. Periodically, or as required, brief Service Element Commanders on Service-unique training.

3.5.2. Consolidate and forward Service-specific training resource requirements to Service Element Commanders.

3.6. *Military Personnel and Awards Branches,* Army (TCJ1-PA), Awards (TCJ I-PD), Air Force (TCJI-PF), and Navy (TCJI-PN) will:

3.6.1. Update PME information in the personnel database as necessary/required.

3.6.2. Provide information, instructional materials, and support for all Service-specific training, such as, PMB, upgrade, advancement, promotion, etc.

3.6.3. Counsel members on promotion/advancement requirements as appropriate: schedule promotion advancement tests for members affected.

3.7. *First line supervisors will:*

***3.7.1.** Identify specific core train mg needs for billets. Individual professional development requirements will be established by comparing the person's prior training, skill level, experience, etc., to the IDP. Make adjustments to training requirements in terms of skill, knowledge, and abilities necessary for mission accomplishment and professional development.

***3.7.2.** Estimate costs for training and professional development (separating tuitio n from travel and per diem costs). Forward to the directorate/DRE training coordinator/resource manager, as required. (This is normally accomplished during the update of annual training plans conducted within the directorate/DRE by training coordinators.)

3.7.3. Annually review each individual's development plan for accuracy, and provide necessary changes to the directorate/DRE training coordinator.

3.7.4. Ensure employees are scheduled for and attend necessary training and professional development activities. Arrange appropriate substitutes when necessary.

***3.7.5.** Provide written justification when requesting training that is not on an IDP or when requested by TCJI-PT due to individual not meeting course prerequisite(s).

3.8. *Individuals* are ultimately responsible for their own profess ional development. All individuals are expected and encouraged to:

3.8.1. Assess personal strengths and career goals and plan self-development activities.

***3.8.2.** Keep their individual professional development plan accurate and up-to-date. Career development for employees shall be encouraged to the extent practicable. To this extent, an employee will be required to develop, with the assistance of their supervisor and TCJ 1-PT, an individual development plan.

3.8.3. Discuss training and professional development with supervisors on a periodic basis, but at least annually.

3.8.4. Take full advantage of training opportunities provided, and apply newly acquired knowledge and skills to the USTRANSCOM mission.

***3.9.** *Resource advisors/managers* are the directorate/DRE focal point for consolidating training budget requests and tracking training-related expenditures. Resource advisors will:

***3.9.1.** Plan/consolidate/stibmit budget estimates for civilian and military training requirements identi~ing the appropriate funding source (transportation working capital funds (TWC F), operations and maintenance (O&M), GDIP, DHP).

***3.9.2.** Forward budget estimates for tuition requirements to TCJ 1-PT annually, upon request.

***3.9.3.** Ensure sufficient funds are programmed and available to pay for travel and per diem costs associated with training.

***3.9.4.** Certify in block 27, DD Form *1556,* that funds are available when travel and/or per diem costs will be incurred or when a source other than TWCF will be used to pay for tuition. Sign block 29 on DD Form 1556.

4. Funding:

***4.1.** Funding/approval authorities differ regarding attendance at meetings of non-Government associations including technical, scientific, and professional societies. When attendance clearly meets a training objective, as determined by TCJ 1-PT, use of training funds may be appropriate. When attendance is not primarily for training, contact TCJA for guidance on appropriateness of attending at Government expense.

***4.2.** Funding sources for training vary. Generally, training required by/offered to a significant portion of the command population (e.g. Introduction to Defense Transportation (IDT), Microsoft Word, Excel, etc. provided by a contractor to USTRANSCOM, and on-site courses obtained by TCJ 1-PT) can be sourced from TWCF. Most training required for an individual to perform specific mission tasks (e.g. intelligence, transportation, medical) must be funded from the same source as funds the billet (e.g. GDIP TWCF, DHP, O&M).

***5 Continuing Education Units (CEUs). Training** classes procured from non-Government sources that are Government-funded, generally should provide CEUs. When CEUs are not awarded by the training source, TCJI will determine the appropriateness of spending Government funds to pay tuition costs.

PAMELA 0. WILLIAMS Acting Director,
Manpower, Personnel,
and Quality

2 Attachments
I. Glossary of References, Abbreviations, Acronyms, and Terms
2. Individual Development Plan Outline

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

Section A—References

Title 5, United States Code, Section 4103

Department of Defense (DOD) Directive (DODD) 1322.18, Military Training

DODD 1430.4, Civilian Employee Training

USTRANSCOM Defense Transportation System (DTS) 2015 Strategic Plan, Executive Summary

USTRANSCOM Policy Directive (PD) 36-15, USTRANSCOM Civilian Development and Advisory Council (CDAC)

Air Force Policy Directive (AFPD) 36-4, Air Force Civilian Training and Education

Air Force Instruction (AFI) 36-401, Employee Development and Training

AFI 36-601, Air Force Civilian Career Program Management

Air Force Manual (AFMAN) 36-606, Volume 1, Air Force Civilian Career Program Management

AFI 36-2201, Developing, Managing, and Conducting Training

Section B--Abbreviations, Acronyms, and Terms

***Civilian Development Advisory Council (CDAC). Composed of a senior civilian representative,** designated in writing from each directorate/DRE. The CDAC, in concert with the Director, Manpower, Personnel, and Quality (TCJI), establishes USTRANSCOM's overall civilian personnel management philosophy, policies, goals, objectives, and procedures.

***Continuing Education Unit (CEU). Unit(s) of education accredited** by the American Council of Education as meeting specific criteria for adult learning.

***Core Training. Direct mission related training required to perform the function(s) assigned to a** specific billet. Training must be completed prior to entry on the job, obtained within 12 months of assignment to the billet, or waived due to individual already possessing the required knowledge/skill.

DTS 2015. The USTRANSCOM 20-year strategic plan that lays the foundation and provides the direction for the "ought to be" Defense Transportation System of the 21st Century.

Individual Development Plan (IDP). Training plans that outline core training and professional development activities for each billet within a directorate/DRE office. Crisis Action Team (CAT) training and recurring training are also identified as necessary.

INDIVIDUAL DEVELOPMFNT PLAN OUTLINE

USTRANSCOM individual development plan (IDP) will be divided into four categories as outlined below. All training plans will be standard across the command to the greatest extent possible. It is the *supervisor's responsibility* to identify training needs of their employees and develop the JDP.
The four categories of training in an TDP are:

CORE: Critical/mandatory for employee to perform mission-related duties. (Incumbent cannot perform duties without the knowledge/skills learned during this training). Must be accomplished within 12 months of assignment to current position at USTRANSCOM or waived by self-certification, completion at previous assignment, or on-the-job training.

PROFESSIONAL: Not critical/mandatory but mission-related training to further enhance employee's skills within their directorate/DRE.

CAT: Training directly required for employee to augment the crisis action team.

RECURRING: Technical, proficiency training required to maintain certification/license and mandatory, non-job related training (e.g., EBO Awareness, Security Training, Suicide Prevention).