



UNITED STATES MARINE CORPS
U.S. MARINE CORPS AIR STATION
YUMA, ARIZONA 85369-5001

IN REPLY REFER TO:

Sta0 12410.1D Ch 1
3BF:pb
17 Oct 1986

STATION ORDER 12410.1D Ch 1

From: Commanding Officer
To: Distribution List

Subj: Civilian Employee Training and Development Program

Encl: (1) New Page Inserts to Sta0 12410.1D

1. Purpose. To transmit new page inserts for the basic Order.
2. Action. Remove enclosure (2) and replace with the corresponding enclosures contained in the enclosure hereto.
3. Filing Instructions. This Change transmittal will be filed immediately following the signature page of the basic Order.

DISTRIBUTION: C


J. J. SULLIVAN
By direction

DISTRIBUTION: C

REQUIRED TRAINING PROGRAMS

Training required by higher authority does not limit additional or other training which may be deemed desirable by the Command, position requirements or on-going programs. Department of the Navy requires all civilian employees receive training in the following areas.

1. GENERAL

a. New Employee Orientation

This training will be provided to all employees new to civil service or new to the Department of the Navy (not including temporary employees) as soon as possible after appointment.

b. Security

Security training for civilian employees will be included in orientation training.

c. Health and Safety

Continuing education to help employees avoid and prevent accidents will be included in orientation training in addition to that provided by the Station Safety Office.

d. Civilian Employee Assistance Program

Training to inform employees of the prevention, treatment and rehabilitation programs, and services available for employees with drug or alcohol problems. This training will be included in orientation and supervisory training.

2. SPECIALIZED

a. Supervisory Training

Training is required for all new supervisors during their probationary period on Federal, DON, and local personnel management policies and practices. At least 40 hours of basic supervisory development shall be accomplished within the first 6 months of the required probationary period. Military personnel who supervise civilian employees will be included in this training. The personnel management training will encompass the following major subject areas:

(1) Recruitment and staffing processes, including merit promotion principles and special employment programs.

(2) Classification and position management concepts and principles.

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(3) Employee training and development, including needs identification, sources of training, and evaluation of training impact on performance.

(4) Equal Employment Opportunity, including DON policy on the prevention of sexual harassment.

(5) Employee relations, including employee rights and benefits, awards and recognition, discipline, grievance and appeals processes, leave administration, counseling, and drug and alcohol abuse programs.

(6) Labor-management relations (including pertinent Labor-Management Agreement).

(7) Legal responsibilities of supervisors.

(8) Personnel Management Information Systems.

(9) Performance Appraisal (including establishment of performance standards).

b. Equal Employment Opportunity Training

This includes required training for Deputy Equal Employment Opportunity Officers, special emphasis program managers, EEO Counselors, supervisors and managers. All managers and supervisors will have four (4) hours each year.