Open Season, Rotations and Training Requests

Presented by: Career Management
Naval Acquisition Career Center
Mechanicsburg, PA

Updated as of 09/04/2018
Agenda

Announcements

Rotations

Trainings

Questions
# Announcements

<table>
<thead>
<tr>
<th>1st Open Season</th>
<th>2nd Open Season</th>
<th>3rd Open Season (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• July start</td>
<td>• January start</td>
<td>• May start</td>
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<tr>
<td>• September plans due</td>
<td>• Early March plans due</td>
<td>• Late May plans due</td>
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<tr>
<td>• Mid-October travel starts</td>
<td>• Mid March travel starts</td>
<td>• June travel starts</td>
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<tr>
<td>• Travel ends 30 September</td>
<td>• Travel ends 30 September</td>
<td>• Travel ends 30 September</td>
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Please ensure you read this email and the attachment in their entirety prior to contacting NACC with questions. In anticipation of FY19 funding being available, we would like to start soliciting requests for NACC funded external rotations, technical trainings, program reviews and professional development training in accordance with your IDP requirements.

Please adhere to the following caveats:

External Rotations:
- Rotation cannot exceed $25K in cost
- Minimum 31 days in length
- Maximum 90 days in length
- All career fields eligible for one paid external rotation
- Must have one year in the program on travel start date
- Courses for DAWIA Level I certification must be complete
- If an external rotation has already been completed you are not eligible for an additional NACC funded rotation

Please note the following:
- A rotation cannot exceed $26,000.
- Minimum 31 days in length.
- Maximum 90 days in length.
- All career fields eligible for one paid external rotation.
- Must have one year in the program on travel start date.
- Courses for DAWIA Level I certification must be complete.
- If an external rotation has already been completed you are not eligible for an additional NACC funded rotation.
Announcements

Schedule for submission of requests as follows:
- 08/08/2018 Open Season begins
- 08/31/2018 Funding request and estimates due to NACC via NACC_Career_Management@navy.mil email box
- 09/10/2018 NACC submits funding plans/costs to NETC for approval (no employee action)
- 09/17/2018 Approved funding request will be sent according to travel departure date order by your Career Manager
- 09/24/2018 Approved travelers begin to submit DTS authorizations
- 10/22/2018 First travel commences no earlier than 30 days following submission of funding request (Pending NACC Budget Approval)
- 09/30/2019 All FY18 travel complete
It is the travelers' responsibility to ensure they have a Government Travel Credit Card (GTCC) issued by their command in time for the start of travel. Rotational assignments can be expensive. Travelers and commands should determine the proper GTCC credit limits and discuss with their local Agency Program Coordinators (APC) if the credit limits need to be adjusted.
Rotations

Internal Rotations

External Rotations

Rotation Types

Rotations Outside DON

OCONUS Rotations
Internal Rotations

- No cost
- How the organization works
- Across the hall, parking lot or base
External Rotations

DON Acquisition Development Program Rotation Request Form

Name:

Homeport Command:

Homeport Activity:

DAWIA Level I Courses Complete:

Estimated Travel Costs From DS:

Rotation Command:

Rotation Location:

External Rotations

Welcome to Naval Station Norfolk
External Rotation Guidelines

- 90 days maximum
- 30 days minimum
- $25K
- Scheduled via Open Seasons
- Onboard 1 year at rotation start date
- DAWIA Level I classes complete
- Acceptable performance
Rotations Outside the DON

- Training is not readily available within DON
- Established working relationship
- Ongoing project

No Legislative Branch Rotations
OCONUS Rotations

Commanding Officer or Senior Civilian approval required.

HEAR YE! HEAR YE!
OCONUS Rotations

Commanding Officer or Senior Civilian justification and approval required
Time and Attendance

• Employees remain tied to their homeport for time and attendance
• Employee must communicate in advance any work, schedule, travel, leave and other requirements with both homeport and rotational supervisor
• Leave generally not approved
Naval Acquisition Development Program (NADP) employees are responsible for ensuring their time and attendance is correctly entered and certified at their local command/activity via SLDCADA for each pay period. – NADP Payroll Guide
Visit Requests/Foreign Travel

- Visit request to the rotational command

- Foreign Travel (Business or Pleasure)
  - CNO requires the Antiterrorist/Force Protection (ATFP) briefing be completed within six months prior to overseas travel
  - Employees must also contact their Host Command Security office on foreign travel for any requirements they may have above and beyond that of NACC.

Visit request/Foreign travel procedures located on the NADP Website
AILD/AJLD

Travel funding for both are available all year

DAU courses required for certification in primary career field

Any funded technical training, professional development training and program review

AILD/AJLD and DAU should be most cost effective location
Funded Training Request Requirements

NADP Website – Operating Guide

Appendix G - NACC Funded Travel Procedures
Training Request
(Technical Training, Professional Development Training, and Program Reviews)

- Training cannot exceed $4K to include travel and tuition
- A completed SF182 is required for training that has a tuition cost (ONLY use signature blocks 1a-1e)
- Course description related to the training request
- Course cost from training provider
- IDP Summary noting the requirement to include city, state and dates of training for those without tuition cost
Training Request
(Technical Training, Professional Development Training, and Program Reviews)

• Training cannot exceed $4K to include travel and tuition
• A completed SF182 is required for training that has a tuition cost (ONLY use blocks 1a-1e)
• Course description
• Course cost from training provider
• IDP Summary noting the requirement to include city, state and dates of training for those without tuition cost

**A COMPLETE and CORRECT package must be received. Any incomplete or incorrect packages will be returned unprocessed."
Training – With Tuition

SF-182
### Section D - APPROVALS

1a. Immediate Supervisor - Name and title

1b. Area Code / Telephone Number

1c. Email Address

1d. Signature

1e. Date

2a. Second-line Supervisor - Name and title

2b. Area Code / Telephone Number

2c. Email Address

2d. Signature

2e. Date

Only 1a. through 1e.
Training – No Tuition

Naval Acquisition Development Program (NADF) Individual Development Plan (IDP) Summary - Entry Level Employee Engineering (ENG) Career Field

1. Compensatory Development: As identified in the main page NADF IDP.

   2. Program Dates:
      - Start Entry on Duty (EOD)
      - Promotion 1
      - Promotion 2 (if applicable)
      - Promotion 3 (4 Year NADF/WW only)
      - Graduation

3. Rotational Assignments: (Required. If travel training is required, NACC will fund the cost of 1 rotational assignment within program constraint. Non-support command funds travel cost overruns and any costs for additional rotational assignments.)

<table>
<thead>
<tr>
<th>Command/Location (include city and state)</th>
<th>Planned Date</th>
<th>Date: Rotation Performed</th>
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<tbody>
<tr>
<td>Internal</td>
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<tr>
<td>External</td>
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4. DAWA Training Requirements: (See Core Certification Standards at [http://catalog.dau.mil](http://catalog.dau.mil)) You must apply for certification in eDAU.

<table>
<thead>
<tr>
<th>Certification (field for comments)</th>
<th>Date Certified</th>
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<tr>
<td>Level 1</td>
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<td>Level 2</td>
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   | Additional DAU Course (Not funded by DAU or NACC. Non-commensurate learning module) | Course Code | Date Completed |
   | One Additional 100 Level DAU Course (use MDP Outline) |             |               |
   | One Additional 100 or 200 Level DAU Course (see MDP Guidance) |             |               |

5. Other Training Requirements:

<table>
<thead>
<tr>
<th>Training (Field for comments/course information)</th>
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<th>Date Completed</th>
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<tr>
<td>NADF Employee Orientation Training (online via ZVMS)</td>
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<td></td>
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<tr>
<td>Program Review (NACC funded)</td>
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Submit updated IDP summary with new signatures and dates to NACC_CAREER_MANAGEMENT@NAVY.MIL. Within 45 days of EOD.

The signatures below acknowledge that you are aware of all NADF requirements and have read the policies outlined in the NADF Operating Order and on the NADF website. Your signature below further indicates that you verify the information on this form is accurate and correct.

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Sign</th>
<th>Date Signed</th>
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Document type of training here...
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<tr>
<td>Supervisor</td>
<td></td>
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<tr>
<td>CFM</td>
<td></td>
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<tr>
<td>Receipt acknowledged by NACC Career Manager</td>
<td></td>
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</tr>
</tbody>
</table>

...ensure you digitally sign and send to NACC
3. Rotational Assignment/Technical Training Course (optional). NACC will fund one rotation not to exceed 90 days within program funding constraints or one technical training course. Follow procedures outlined in the NADP Operating Guide to request funding.

<table>
<thead>
<tr>
<th>Rotation/Technical Training</th>
<th>Funding</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide command/course name and location (include city &amp; state)</td>
<td>NACC</td>
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Comments Regarding Any Section of this Form

Homeport Signatures
- Employee Signature: 
- Supervisor Signature: (optional)
- CFM Signature: 

NACC Signature
- Receipt Acknowledged by NACC Career Manager:
QUESTIONS?