

COMSCINST <b>12410.9L</b>	COG CODE <b>N13</b>	DATE <b>25 MAY 1993</b>
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**DEPARTMENT OF THE NAVY**  
COMMANDER MILITARY SEALIFT COMMAND  
WASHINGTON NAVY YARD BLDG 210  
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WASHINGTON DC 20398-5540

COMSCINST 12410.9L  
N14  
25 May 1993

## COMSC INSTRUCTION 12410.9L

Subj: NON-GOVERNMENT TRAINING, SEMINARS AND CONFERENCES

Ref: (a) FPM 410  
(b) CPI 410

1. Purpose. To state COMSC policy regarding attendance at non-government training courses, seminars and conferences.
2. Cancellation. COMSCINST 12410.9K.
3. Scope. This applies to all MSC staff personnel as well as afloat personnel attending professional training that is not considered upgrade training.
4. Definitions. Tuition is the charge for attending a specific academic course. Registration fees are those required for enrollment and registration for conferences and seminars.
5. Policy
  - a. Authority. Training is drawn from references (a) and (b). Reference (b) authorizes COMSC to approve training by, in or through non-government facilities.
  - b. Training facilities. The use of a non-government facility will be authorized only after it has been determined that adequate training through a government facility is not reasonably available to meet MSC needs in an effective, economical or timely manner.
  - c. Selection. Once the use of a non-government facility is determined to be proper:
    - (1) Training and educational opportunities shall be provided for all those eligible and whose services can reasonably be expected to continue regardless of race, religion, color, national origin, age or sex. Personnel considered hard to spare are not to be overlooked or excluded.

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(2) Training that provides a part of the qualification requirements for higher positions and training opportunities limited by assigned quotas shall be announced and filled on a competitive basis.

(3) Training provided to assist employees in performance of official duties and self development training will not normally be subject to merit selection procedures except in cases where funding constraints limit opportunities.

d. Job Relatedness. Training and education is not only intended to support duties an employee is currently performing. Its use in the preparation for duties which an employee can reasonably be expected to perform in the MSC organization in the future is permissible. This includes potential duties in a different job at the same or higher level than the one currently held by the employee.

e. Support

(1) Most costs associated with required training and training listed in formal training agreements shall be paid for by MSC. The training will generally be conducted during duty hours or as part of a TDY assignment.

(2) Job related self development requests initiated by the individual through the submission of DD 1556 "Request, Authorization, Agreement, Certification of Training and Reimbursement" may be supported by allowing training full-time or part-time, on duty or off duty, and payment of all or any part of tuition costs required for participation.

(3) Training for self edification which bears no relationship to current or potential official duties will be not supported.

(4) Purchases of academic text books and miscellaneous course associated fees (i.e., hospital, student activities, costs for diplomas, insurance, school registration, etc.) shall be paid by the individual.

(5) Laboratory fees for appropriate job related courses may be funded.

(6) Travel, per diem and other related costs will be held to a minimum in all instances.

(7) Dual compensation is not authorized. An individual may not receive tuition assistance from MSC and any other source (i.e., Veterans Administration, grants, prizes, etc.) for the same course or program.

(8) Late payment fees will be paid by MSC if such charges are accrued due to any MSC administrative error and the request for training was completed in a timely manner by the individual, otherwise such costs are to be borne by the individual.

f. Payment

(1) Tuition and conference registration may be paid directly to the academic institution or conference registrar respectively, providing a DD 1556 has been submitted in a timely manner and has been approved. Reimbursement to the individual may be arranged if desired, but in all instances approval for attendance at any training course, seminar or conference must be obtained prior to payment.

(2) In cases of training courses, the participant will present certification of course completion and when one is issued, a certification of final grade. A grade must be at least a "C" in order to be considered passing. If a grade less than "C" is received, the employee will not receive reimbursement, or if payment was made in advance, must reimburse the expenses paid by MSC.

(3) Unsatisfactory completion of training will require the employee to repay tuition costs or make the employee ineligible for reimbursement. However, where training is not satisfactorily completed for such valid reasons as extended illness or hospitalization, long period of TDY or sudden transfer, personnel may be reimbursed for tuition or their repayment of prepaid tuition may be waived by COMSC, the Vice Commander, the Area or the Subarea Commander.

g. Approval. COMSC, the Vice Commander, Area and Subarea Commanders have been delegated training approval authority, providing funds are available.

6. Budget Information. Tuition costs, seminar and conference registration fees will be charged to the appropriate training account. Other related costs (travel, per diem and salary) will be charged to the appropriate accounts as prescribed by other directives. MSC commands will include tuition and conference registration fees in annual budget estimates.

Distribution:  
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Distribution:

COMSCINST 5000.19

List I (Case A, B)

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