



**DEPARTMENT OF THE NAVY**

U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY  
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NAVSUPPACTNAPLESINST 12410.1  
N01  
23 May 23

NAVSUPPACT NAPLES INSTRUCTION 12410.1

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: LEADERSHIP DEVELOPMENT PROGRAM

Ref: (a) 5 U.S.C. Sections 2301, 4103, 4107-4110, and 5757  
(b) E.O. 11348, Providing for the Further Training of Government Employees  
(c) 5 CFR Part 410, Training  
(d) DoD Instruction 1400.25, Volume 410, of 25 September 2013, DoD Civilian Personnel Management System: Training, Education, and Professional Development  
(e) DoD Instruction 1400.25, Volume 1230, of 26 July 2012, DoD Civilian Personnel Management System: Employment in Foreign Areas and Employee Return Rights  
(f) SECNAVINST 12410.25B, Civilian Employee Training and Career Development  
(g) Department of the Navy, Civilian Human Resources Manual, Subchapter 410, Civilian Employee Training and Career Development  
(h) CNICNOTE 3500, Annual Region Training Team Assessment Guidance for Fiscal Year 2022  
(i) CNICINST 12430.1, Interim Performance Management System Policy  
(j) CNICINST 5300.2, CNIC Nonappropriated Fund Personnel Manual  
(k) COMNAVREGEURAFSWANOTE 12430.1, Civilian Workforce Optimization Campaign  
(l) COMNAVREGEURAFSWAINST 12410.1A, Civilian Employee Workforce Development Program

Encl: (1) Sample 5 - Month Leadership Development Program (LDP) Schedule of Events  
(2) Sample Application Letter

1. Purpose. To provide guidance on the overall administration of the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, Leadership Development Program (LDP) per references (a) through (l), which establishes civilian employee training and career development within the Department of the Navy, and to provide guidance on the establishment of an LDP Steering Committee.

2. Scope and Applicability. This instruction applies to all departments supporting and participating in the LDP at NAVSUPPACT Naples.

3. Overview. The NAVSUPPACT Naples LDP provides extensive training encompassing Commander, Navy Installations Command (CNIC) functions for current and future leaders. This mentoring and training program provides essential knowledge for understanding the responsibilities and issues that CNIC organizations encounter and resolve consistently. This program is intended to engage leadership-aspiring, non-supervisory civilian, and local national employees (GS-5 and above – UA-7 and above). Exceptions will be considered on a case-by-case basis as recommended by The Steering Committee and approved by the NAVSUPPACT Naples Executive Officer (XO).

a. LDP participants are assigned to this program full time and will take approximately five months to complete the program. Typical assignments include a group project plus rotations to all NAVSUPPACT Naples departments, tenant commands, and travel to another regional CNIC installation. The duration of assignments may vary depending on the individual participant's previous knowledge or experience. Additionally, each participant is assigned a mentor who provides guidance and assistance during and after the program.

b. The primary goal of the LDP is to provide an opportunity for each participant to investigate and assess leadership styles and effectiveness. Secondly, the participants will gain an in-depth knowledge of roles and responsibilities within a CNIC command and how those lines of duty are executed at NAVSUPPACT Naples. They will develop cross-functional relationships with departments, N-codes, and external organizations.

c. The ideal candidate is someone who has been in role with NAVSUPPACT Naples for no less than 12 months. The individual should have completed at least one performance evaluation cycle and have achieved no less than satisfactory remarks. An ideal candidate should express curiosity in the daily workspace and be known to their colleagues and leaders as a collaborative individual with a high level of personal initiative and accountability. Anyone applying for LDP should have a desire to grow within CNIC and an openness to new experiences and ideas. The program will be a full-time work schedule, 40 hours per week, in office; and those applying should be able and willing to meet the schedule expectations. With learning opportunities in Capodichino, Gaeta, Joint Forces Command, Support Site, and potentially another installation within the Region applicants should be prepared to travel both domestically and within the Region.

d. Graduates will be expected to use their experience to support the command's mission and vision and actively mentor and coach others within NAVSUPPACT Naples.

4. Application. All applications will be considered by the LDP Steering Committee. Applicants will submit a one-page letter addressed to the LDP Steering Committee that states why they believe they should be accepted into the program. Applicant's supervisor and the direct line Department Head (DH) must endorse the application letter. In the case where the applicant works directly for the DH, no supervisor endorsement is required. If the DH provides a non-favorable endorsement to the application the endorsement must state the reason.

NOTE: Successful program completion does not guarantee a promotion or award recognition.

5. Program Management. The LDP Champion (XO), LDP Steering Committee, LDP Chair, and LDP Coordinator will support this program as follows:

a. LDP Champion. The LDP Champion is the NAVSUPPACT Naples XO. The Champion will engage other naval activity senior managers to support the LDP, ensure sufficient funds are provided in the indirect non-labor overhead budget, and will assign a manager to chair LDP Steering Committee. The Champion will assign or delegate a manager to identify a working space for the participants, which will provide an unrestricted workspace throughout the duration of the LDP program. Additionally, the LDP Champion will serve as the final authority on participant selections as referred by the taking LDP Steering Committee.

b. LDP Steering Committee

(1) The LDP Steering Committee will consist of the designated LDP Chair, LDP Coordinator, and DHs from:

- (a) Executive Department (N01)
- (b) Administration Department (N04C) (Chair)
- (c) Operations Department (N3)
- (d) Safety Department (N35)
- (e) Installation Program Integrator (N5) (Coordinator)
- (f) Comptroller Department (N8)
- (g) Quality of Life Director (N9)

c. The LDP Steering Committee

- (1) Establish, review, and revise guidelines for efficient program operation.
- (2) Vote on recommendations for participant selections.

NOTE: Each represented department gets one vote.

(3) Meet, as required, by the selection process, or as called by the LDP Steering Committee Chair.

d. LDP Steering Committee Chair

- (1) Be assigned by the LDP Champion from the Steering Committee membership.
- (2) Work collaboratively with the LDP Coordinator to effectively operate this program.
- (3) Approve mentors assigned to program participants.
- (4) Exercise oversight of the entire program and provide expectations to the departments hosting participants, providing a mentor, or promoting a participant in the LDP.
- (5) Resolve emergent issues as required.
- (6) Communicate with other naval activity managers to support program and participant requirements while visiting on travel.

(7) Work with the LDP Coordinator and meet with all new mentors to discuss the role and expectations of a mentor with regard to the goals of the program.

e. LDP Coordinator. The N5 will perform all roles as the LDP Coordinator.

(1) In partnership with DHs and Special Assistants (SAs), develop the training calendar for all participants inclusive of training time at another installation.

(2) Develop and adjust the training schedules created for the participants. See enclosure (1) for a basic schedule to assist in developing a customized schedule for each participant.

(3) Coordinate and concur in marketing efforts (e.g., Napoli Navigator, NAVSUPPACT Naples Facebook page, literature, etc.)

(4) Schedule and coordinate graduation ceremonies.

(5) Collaboratively work with the LDP Chair, including briefing and matching up mentors with participants.

(6) Take and publish notes for all LDP Steering Committee meetings.

f. DHs and SAs

(1) Support the program by providing meaningful discussions and examples of leadership skills, qualities, and abilities.

(2) Ensure participants learn the capabilities of departments and external command leaders.

(3) Develop, maintain, and adjust schedules for sponsored participants.

(4) Participate in the selection process for recommending candidates to participate in the program.

(5) Meet with LDP Chair and Coordinator to discuss areas of emphasis the participant needs.

g. Supervisors

(1) Endorse, either favorably or non-favorably the applications of participants from their team. Endorsements should consider the attributes from paragraph 2(c) and the candidate's availability.

(1) Meet with their assigned candidate(s) on program expectations.

(2) Meet regularly to discuss progress in the program.

(3) Work with the LDP Coordinator to develop a customized schedule for participants.

h. Participants. The duties of the participant include, but are not limited to:

(1) Select and complete a project that provides measurable benefit for NAVSUPPACT Naples. Projects must be preapproved by the LDP Steering Committee Chair.

(2) Complete rotations at other commands adhering to training schedule set out by LDP Coordinator.

(3) Engage and observe leaders and management on effective styles and approaches to successful leadership.

(4) Learn the functions and responsibilities of each NAVSUPPACT Naples department and division and how they interface.

(5) Meet at least bi-weekly with their supervisor, weekly schedules permitting.

(6) Provide a final written and oral presentation and brief out the NAVSUPPACT Naples Commanding Officer and the LDP Steering Committee including suggestions on program improvements.

(7) Provide an official written trip report from off-site visits.

## 6. Program Expectations

a. Participants should shadow each manager they visit as much as possible including attending appropriate meetings. It is desired that senior managers allow one to two days of shadowing experience for each participant.

b. Each manager will include the participant in business conducted, and introduce participants to all others at meetings. Each manager should explain how and where their career path started, and how they got to the position they currently hold. Managers should be ready to discuss significant events from their career or things that influenced them along the way.

c. Each manager must not pass the participant off to subordinates.

d. Time must be allowed for schedule arrangements, travel arrangements and claims, mentoring, and note taking. Handouts describing individual department area of responsibilities, organizational charts, and phone lists are highly recommended.

e. Participants should minimize taking annual leave while participating in the program. Any emergent situations will be handled through the LDP Coordinator.

f. While participating in the program, timekeeping for participants, as well as all leave approval, will be the responsibility of the Steering Committee Chair. All other normal supervisory duties will remain with the originating code and supervisor (performance appraisals, recognition, discipline, etc.).

7. Tools. The LDP Coordinator will maintain a central and accessible electronic location containing all information pertaining to this program. This electronic site will include applicant information on how to apply, sample schedules, professional development plan examples, and other valuable information.

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records' disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records' disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

9. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, Navy policy, and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

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Lists: I and II

Electronic via NAVSUPPACT Naples website:

<https://cnreurfcent.navy.afpims.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Instructions/>


SAMPLE 5 - MONTH LEADERSHIP DEVELOPMENT PROGRAM (LDP) SCHEDULE OF  
EVENTS

Objectives

- Week 1
  - Meet and greet with LDP Committee to receive project brief
  - Receive schedule from LDP Coordinator
  - Set up in assigned workspace and familiarize with team-members
  - Meet and greet with Mentors, receive pairings and set one on one meetings
  
- Weeks 2-14
  - Shadow Commanding Officer (CO) for one week
  - Shadow Executive Officer (XO) for one week
  - Shadow Command Master Chief (CMC) for one week
  - Spend time with each departmental team for familiarization per schedule
    - Operations
    - Safety
    - Administration
    - Business Operations
    - PAO (+ Protocol if applicable)
    - Housing
    - MWR
    - Public Works
    - Fleet and Family
    - Manpower (Region N1)
  
- Weeks 15-16
  - Shadow Officer In Charge (OIC) Gaeta for one week
    - Familiarize with each departmental team at Gaeta
  - Shadow Joint Forces Command (JFC) OIC for one week
  
- Weeks 17-18
  - Travel to Rota to execute LDP exchange
  - Submit Trip Report and work on project execution
  
- Weeks 19-20
  - Finalize project and presentation
  
- Weeks 21-22
  - Present final project
  - Receive diploma for course completion at graduation ceremony

SAMPLE APPLICATION LETTER

First M. Last - Code/ Office

 DSN 314-626-XXXX

 first.last.ln@us.navy.mil

Dear Steering Committee,

I am excited to apply for the Leadership Development Program at U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy. As a dynamic employee with 10+ years of professional experience performing in my field of expertise coupled with my experience and degrees in business, I am confident that my unique experiences make me a valuable asset to the Program and the Command.

The application instruction mentions specific criteria for consideration and I believe I meet all of them. Coming from a culturally diverse background, I possess skills and communication tools that can only be acquired through experience.

I have no doubt that my proven track record of excellent work ethics, unparalleled attention to details, and knack for customer service and support will make me an immediate asset to the Leadership Development Team, and allow me to contribute to the team's success.

I look forward to your decision and potentially participating in this unique and wonderful growth opportunity. I am available to talk at your earliest convenience.

Thank you so much for your time and consideration.

Sincerely,

First M. Last, Code NX