



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
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NAVFACINST 12410.2
BD
APR 03 2019

NAVFAC INSTRUCTION 12410.2

From: Commander, Naval Facilities Engineering Command

Subj: ASPIRING LEADER DEVELOPMENT PROGRAM

Ref: (a) SECNAVINST 12410.25A
(b) DON Leadership Competency Model
(c) NAVFACINST 12410.1

Encl: (1) Aspiring Leader Development Program Handbook

1. Purpose. To establish and provide policy for the implementation and administration of subject program. Guidance in this policy is in alignment with provisions of references (a) through (c).

2. Background. The Aspiring Leader Development Program (ALDP) was established as a means to continue to expand upon the leadership development opportunities and experiences offered as part of Naval Facilities Engineering Command's (NAVFAC) Leadership Development Continuum. Specifically, the ALDP targets the development of entry-level leaders. Reference (b) outlines the entry level leadership competencies. A structured competency-based approach to establishing and administering leadership programs supports NAVFAC, Department of the Navy (DON), and Department of Defense (DoD) strategic initiatives and succession planning goals.

3. Scope. The program established by this instruction applies to NAVFAC civilian employees who meet the established eligibility criteria outlined in Enclosure (1).

4. Policy. NAVFAC is committed to developing the leadership competencies of its workforce. The NAVFAC ALDP provides an entry-level opportunity for the competitive selection and development of eligible personnel to ensure a pool of qualified candidates for future leadership positions.

5. Equal Employment Opportunity/Merit Principles. The selection and development of participants will be in accordance with all applicable merit staffing and equal employment opportunity principles and requirements.

6. Action. Commands shall:

a. Provide senior leadership support to achieve program goals and promote overall leadership development.

b. Assign staff to locally manage and administer the ALDP.

c. Allocate sufficient funds annually to meet the expense of full program participation.

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d. Publicize the program to ensure all eligible personnel are informed of leadership development opportunities.

e. Ensure compliance with the policies, requirements, and procedures set forth in this instruction and the ALDP Handbook.

7. Procedures. See Enclosure (1).

8. Records Management.

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) 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 DON/AA DRMD program office.

9. Review and Effective Date. Per OPNAVINST 5215.17A, (the responsible OPNAV organization) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is 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.



P.A. POLLOCK
Chief Management Officer

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <http://doni.doumentservices.dla.mil>