

## 360 Coaching FAQs

### Prior Assessments

**Q:** I recently completed a 360 assessment while attached to another command / institution (e.g. National Defense University, Defense Acquisition University etc.). Can I use that assessment to fulfill the Navy Leadership and Ethics Center (NLEC) course requirement?

**A:** **Generally No. The product must be completed as part of our curriculum.** Call or e-mail our 360 program manager at 401-841-7430.

### Non-Compliance

**Q:** What happens if I do not complete the 360 assessment process?

**A:** Students who do not complete the process will not be given credit for completion of the NLEC Leadership course. Prospective Commanding Officer students who do not complete the process do not meet the requirements to be qualified for Command and will receive a Performance Information Memorandum (PIM) documenting non-compliance with the Command Qualification Instruction (OPNAVINST 1412.14).

### Timing

**Q:** I'm not scheduled to attend NLEC for several months. Do I need to start this process so soon?

**A:** Yes. We open feedback events for large groups of students based on when we receive orders or a quota request from your detailer / placement officer for your seat at NLEC. The feedback process should begin within the first few days of receiving the initial participant e-mail from LPI. This will allow your selected respondents the maximum amount of time to provide meaningful feedback before the cutoff date.

### Email Addresses

**Q:** Why do you recommend providing a personal e-mail address for the 360 review process?

**A:** We often find that students in transition between billets (PCS moves) may not monitor or have access to their work e-mail account. A personal e-mail address allows us to better facilitate the feedback submission process even if you are in transit or at an intermediate (TAD) stop during your move.

### Omitting Respondents

**Q:** I am currently executing a Permanent Change of Station (PCS) move or I am assigned to a major staff or non-traditional job. I do not have any bosses / peers / direct reports. Can I omit any of these respondent categories?

**A:** No. To generate an effective LPI 360 report and be in compliance with OPNAVINST 1412.14, you must receive feedback from a minimum of seven observers which will include at least one boss, two peers and two direct reports. Only the "other" category is optional. In this case, we recommend you solicit feedback from trusted coworkers at your last significant operational assignment or an assignment that closely mirrors the one you are moving into.

### Other Category

**Q:** Whom should I solicit to submit feedback in the "other" category?

**A:** The "other" category is completely optional. You may choose anyone who doesn't fall into one of the other three categories to submit feedback as an "other." For this category, consider soliciting feedback from your spouse or significant other, friends outside the Navy, civilian colleagues you've worked with, etc.

### Tracking Progress

**Q:** It has been a few days since I entered the e-mail addresses of my chosen respondents into the LPI 360 website. Can I view who has submitted feedback on my behalf and track their progress?

**A:** You may log on to <https://www.lpionline.com> using your unique Login ID to view the number of respondents in each category who have submitted feedback. Other than those in the "boss" category, you will not be able to view the respondents by name.

### Cutoff Dates

**Q:** The cutoff date for submitting feedback is approaching or has expired but not all of my respondents have submitted feedback. Can I request to have the respondent window extended or re-opened?

**A:** Yes, Contact the LPI Program Manager at 401-841-7430.

### Technical Help

**Q:** I am experiencing technical difficulties with the LPI 360 website. How can I get help?

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**A:** Go to the HELP bar.

### **Additional Questions**

**Q:** I have other questions related to the 360 assessment program. Who can I call?

**A:** For 360 program / requirements questions, please contact the 360 Program Manager, CAPT Rod Gunning at (401) 841-7430 or via email at [Rodney.gunning@nlec.usnwc.edu](mailto:Rodney.gunning@nlec.usnwc.edu).