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MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
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MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE BULLETIN 12500

From: Commanding General
To: Distribution List

Subj: CALENDAR YEAR (CY) 2013 POLICY FOR CIVILIAN TRAINING

Ref: (a) MCO 12410.24 Civilian Leadership Development
(b) SECNAV 12410.25 Civilian Employee Training and Career Development

Encl: (1) CY 2013 Training Plan for Civil Service Employees
(2) CY 2013 Guidelines for the Civilian Leadership
Development Program (CLDP)
(3) CY 2013 Guidelines for Training Assistance (TA)
Program
(4) CY 2013 Guidelines for the Academic Degree Completion
Program (ADCP)
(5) CY 2013 Individual Development Plan (IDP) for Non-
Supervisory Personnel
(6) CY 2013 Individual Development Plan (IDP) for
Supervisory Personnel

1. Purpose. To publish guidance and policy for the CY 2013 Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ), civilian workforce training curriculum, per references (a) and (b).

2. Background. Camp Lejeune relies on civilian Marines to perform its mission. To develop the most cost-effective, mission-oriented annual training plan, the Employee Development Branch surveys the workforce leadership and updates mandatory training requirements identified by higher headquarters (HHQ). Enclosure (1) is developed using the data from this annual survey.

3. Action

a. The importance of training the civilian Marine workforce cannot be overstated. Providing professional education to our civilians is equivalent and as important as providing Professional Military Education to our active duty Marines. The return on investment is a civilian workforce that is sharp, able, and ready to meet today's demanding workplace challenges. Training must be designed to develop professional competencies at all levels, enhance leadership and management skills, and raise safety and security awareness. Supervisors are responsible for informing their employees about training requirements and learning opportunities. Training requests will be approved by supervisors based on developmental needs and mission requirements. Programs of professional development administered under this policy must be consistent with Merit System Principles. Identification and selection of employees for training and development opportunities must be done fairly and equitably, without regard to political affiliation, race, color, religion, national origin, sex, marital status, sexual orientation, status as a parent, age, or handicap.

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b. The annual civilian training plan consists of all mandatory training as required by HHQ and this Command as well as elective courses designed to enhance workforce efficiency. Supervisors are responsible for identifying specialized job-related training requirements for their employees. Contact the Workforce Learning Center (WFLC) Administrator, 910-451-4793, for assistance. To ensure supervisors and employees are kept informed of frequent civilian training schedule changes, the WFLC will publish course locations, dates and times in a separate document and update it on a regular basis. This document will also include the current list of mandatory training and links to online training. It will be distributed via email to all supervisors of civilian employees and posted to the G-1 external website site: <http://www.mcieast.marines.mil/UnitHome.aspx>. Contact the WFLC if you experience difficulty accessing this site. The training programs listed below provide additional opportunities for career and leadership development:

(1) Civilian Leadership Development Program (CLDP). CLDP is an integral part of the Camp Lejeune civilian training program, and has been established to provide opportunities for both current and future civilian supervisors and managers to develop their leadership skills. Enclosure (2) provides guidelines for the CLDP.

(2) Core Leadership Group. The Core Leadership Group consists of all supervisors (civilian and military) of civil service employees. Supervisors are expected to maintain and develop their management skills by continuing education in leadership competencies. Members of the Core Leadership Group are encouraged to support CLDP through their own active participation in the program, acting as mentors, and encouraging their employees to participate.

(3) Training Assistance. TA funding is available to MCB CAMLEJ civil service employees through the TA and ADCP. TA is used by this command to enhance the skills of the civilian workforce by providing funding for job-related training or courses. Enclosure (3) provides the guidelines for this program. The ADCP has been established by Headquarters Marine Corps to provide financial assistance to employees whose goal is to obtain a college degree or job-related certification. This program is available to all Marine Corps career civil service employees who choose to participate in the CLDP. Enclosure (4) provides the guidelines to this program.

(4) Department Heads are required to ensure their civil service employees are familiar with the contents of this bulletin and that training is completed as prescribed in enclosure (1).

(5) Although the bulk of the civilian training plan calls for classroom instruction, some courses can be completed via internet web sites by completing the course requirements, printing the completion certificate, and providing a copy to the WFLC staff. This can be accomplished by scanning and emailing a copy of the certificate to lejeune_wflc@usmc.mil or faxing it to the WFLC office at 451-8392. The following information must be written on each certificate: name, work section, phone number, course hours, start and end date, mandatory (if applicable), and last four digits of the Social Security Number. Only certificates for mandatory training and courses eight or more hours in length should be submitted to the WFLC. Certificates must be submitted within two weeks of course completion.

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(6) All civil service employees are required to have an IDP. This tool allows employees and supervisors to work together to create a plan for completing mandatory training requirements and establishing developmental activities to help achieve career goals. IDP's must be established no later than 31 January 2013 for current employees and within 30 days of hiring for new employees. Enclosures (5) and (6) provide an IDP form for non-supervisory and supervisory personnel, respectively, or use the IDP in Total Workforce Management Services (TWMS) at <https://twms.nmci.navy.mil/selfservice>. In addition, supervisors are responsible for keeping their employees informed about training opportunities, and to ensure employees complete all mandatory training identified in enclosure (1) by the deadline date listed in enclosures (5) and (6) or 31 December 2013.

4. Reserve Applicability. This Bulletin is applicable to civil service employees and their military, or Non-Appropriated Fund (NAF) supervisors located at MCB CAMLEJ.


J. R. ARMOUR
By direction

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Camp Lejeune's civilian training plan provides for mandatory training for supervisors and non-supervisors as well as technical, job skill, leadership, and professional development training. A schedule of all civilian training is published on a regular basis and distributed via email to supervisors and posted to the Marine Corps Base Civilian Training SharePoint site: <https://intranet.mcieast.usmc.mil/Manpower%20%20Adjutant/CIVILIAN%20HUMAN%20resource%20office/employee%20development%20branch/default.aspx>. Contact the WFLC if you experience problems accessing this site.

Individual Development Plans

All employees are required to have an IDP. Supervisors are responsible for working with their employees to develop IDPs that meet their training requirements. The IDP must list all mandatory and elective training planned for 2013. IDP formats for non-supervisory and supervisory personnel are provided in enclosures (5) and (6), or use TWFM Services at <https://twms.nmci.navy.mil/selfservice>. Assessment tools such as the one included in the Civilian Workforce Development Application (CWDA) may be used to assist in the preparation of the IDP.

Civilian Workforce Development Application (CWDA)

CWDA is a web-based application developed to help Civilian Marines with professional development by providing access to information about the knowledge, skills, and abilities needed for them to be successful in their jobs. Employees can use the application to conduct self-assessments of their skills compared to job requirements and identify any gaps. The employee will also have the opportunity to invite his or her mentor and supervisor to participate in the assessment process and provide feedback. The website for this application is <https://cwda.manpower.usmc.mil>. If you have trouble accessing this site, contact the CLDP Administrator, 910-451-4793.

Mandatory Training• Non-supervisory Employees

- o Antiterrorism Awareness – DoDI 2000.16
- o Combating Trafficking in Persons (CTIP) (must be completed once per fiscal year) – DoDI 2200.01
- o Computer Security "Information Assurance" (all employees who operate a computer) – 5 CFR 930.301
- o Counterintelligence Awareness – DoDI 5240.6
- o Drug-Free Workplace for Employees – Executive Order 12564 – initial training – then every 3 years
- o EEO Training (includes Equal Employment Opportunity, No Fear Act, and Prevention of Sexual Harassment) – 29 CFR 1614.102(a)(4)
- o Environmental Awareness – Command directed
- o Lethal Keystrokes – DODD 5015.2
- o Operations Security (OPSEC) – DOD Directives 5205.02
- o Personally Identifiable Information (PII) (must be completed once per fiscal year) – DoD Reg 5400.11-R
- o Plain Writing Act – Public Law 111.274
- o Privacy Act (PA) (must be completed once per fiscal year) – DOD Reg 5400.11-R

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- o Records Management (all employees who create and use records) -- DoDD 5015.2
- o Safety Training - General - 29 CFR 1960.59(a)
- o Safety Training - Specialized (position specific - directed by employee's supervisor)
 - Blood borne Pathogens
 - Confined Space
 - Ergonomics
 - Hazardous Communication
 - Hearing Conservation
 - Lock-out/Tag-out Machinery
 - Radiation Protection Assistant Training
 - Respiratory Protection Program
 - Sight Conservation
- o Minimum of one elective course in the foundation competencies, e.g., Interpersonal Skills, Integrity and Honesty, Written Communication, Oral Communication, Continual Learning, Technical, and Public Service Motivation.
- New employees
 - o Acculturation
 - o New Employee Orientation as soon as possible after start date (within 90 days)
- Supervisory Employees
 - o Antiterrorism Awareness - DoDI 2000.16
 - o Combating Trafficking in Persons (CTIP) (must be completed once per fiscal year) - DoDI 2200.01
 - o Computer Security "Information Assurance" (all employees who operate a computer) - 5 CFR 930.301
 - o Counterintelligence Awareness - DoDO 5240.6
 - o Drug-Free Workplace for Supervisors - Executive Order 12564-initial training-then every three years
 - o EEO Training for Supervisors (includes Equal Employment Opportunity, No Fear Act, and Prevention of Sexual Harassment) - 29 CFR 1614.102(a)(4)
 - o Environmental Awareness - Command directed
 - o Lethal Keystrokes - DoDD 5015.2
 - o Operations Security (OPSEC) - DOD Directive 5205.02
 - o Personally Identifiable Information (PII) - DoD Reg 5400.11-R
 - o Plain Writing Act - Public Law 111.274
 - o Privacy Act (PA) - DoD Reg 5400.11-R
 - o Records Management (all employees who create and use records) -- DoDD 5015.2
 - o Supervisory Safety Training 29 CFR 1960.59(a)
 - o Specialized Safety Training - (position specific--directed by employee's supervisor)
 - Blood borne Pathogens
 - Confined Space
 - Ergonomics
 - Hazardous Communication
 - Hearing Conservation
 - Lock-out/Tag-out Machinery

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- Radiation Protection Assistant Training
- Respiratory Protection Program
- Sight Conservation

- Worker's Compensation for Supervisors—Command directed
- Human Resource Management Refresher training—every 3 years

- **New Supervisors** – 5 U.S.C. 4121
 - Human Resource Management
 - Training in basic management skills
 - Training in communication skills

All supervisors are required to participate in continuing education to enhance their leadership skills. A minimum of one elective course in Leading People competencies is needed. Examples are Conflict Management, Leveraging Diversity, Developing Others, and Team Building. In addition, all supervisors are responsible for ensuring their employees complete their mandatory and elective training. Certificates of completion for on-line mandatory and training 8 hours or more must be submitted within two weeks after completed to the WFLC to be included in employees' permanent records.

Competency-Based Training

The following elective courses and competency training are planned for Calendar Year 2013, and will be included in the 2013 Civilian Training Schedule if funding is available:

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Course Title	Hrs	Competencies	Description
To Be Announced		<ul style="list-style-type: none"> Accountability 	<p>Training in this area fosters and ensures an environment that administers all resources in a manner that instills public trust while accomplishing the mission. Monitors progress and evaluates outcomes to improve organizational efficiency and effectiveness. Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and ensures sound management processes and procedures are in place, ensuring that national interests are well served. Accepts responsibility for mistakes. Complies with established control systems and rules.</p>
<p>Acculturation</p> <p>MCIEAST-MCB CAMLEJ Staff</p>	4	<ul style="list-style-type: none"> Corps Values 	<p>This course is mandatory for all new civilian employees at MCB. You will learn Corps values to assist you to better understand your role as a Civilian Marine.</p>
To Be Announced		<ul style="list-style-type: none"> Conflict Management 	<p>Training will be provided that anticipates problems and takes steps to prevent counter-productive confrontations; and manages and resolves conflicts and disagreements in a constructive manner.</p>
To Be Announced		<ul style="list-style-type: none"> Continual Learning 	<p>Training will be provided that helps individuals assess and recognize own strengths and weaknesses; pursue self-development; use challenges as opportunities to improve and become more effective; pursue chances to stretch skills to further professional growth; and seek ways to improve the capacity of others and the organization through knowledge sharing, mentoring, and coaching.</p>

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Course Title	Hrs	Competencies	Description
To Be Announced		<ul style="list-style-type: none"> • Creativity • Innovation 	Training will be provided that develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting-edge programs, processes, and solutions.
Crucial Conversations WFLC Staff	14	<ul style="list-style-type: none"> • Communication • Conflict Management 	Whenever you're not getting the results you're looking for, it's likely that a crucial conversation is keeping you stuck. Whether it's a problem with poor quality or a strained relationship—whatever the issue—if you can't talk honestly with nearly anyone about almost anything, you can expect poor results. In this class, you will learn to employ skills that produce results by mastering crucial conversations.
Crucial Confrontations WFLC Staff	14	<ul style="list-style-type: none"> • Communication • Conflict Management • Accountability 	You will learn when others break a promise, violate an expectation, or simply behave badly, top-rated employees know when to speak up, how to pick the right problem, and take charge of emotions. Crucial Confrontations training teaches people this model for resolving gaps in execution, performance, and accountability.
Customer Service WFLC Staff	4	<ul style="list-style-type: none"> • Customer Orientation 	You will learn the essential information and skills needed to excel in interactions with internal and external customers. This class develops your customer service skills through recognizing and dealing with the customer's emotions, using listening and questioning skills, and presenting information to satisfy customers. You will learn to create rapport with any customer or co-worker and work toward positive outcomes.

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Course Title	Hrs	Competencies	Description
To Be Announced		<ul style="list-style-type: none"> • Decisiveness 	<p>Training will be provided to help individuals make well-informed, effective, and timely decisions whether data limited or vast or solutions produce unpleasant consequences; perceive the impact and implications of decisions; analyze critically, synthesizing patterns among diverse systems and looking at inter-dependencies; gauge unintended consequences; and use sound judgment to simultaneously integrate and weigh situational constraints, risks, and rewards.</p>
To Be Announced		<ul style="list-style-type: none"> • Developing Others 	<p>Training will be provided to help develop the ability of others to perform and contribute to the organization by inspiring and providing a learning environment of ongoing feedback and opportunities to learn through formal and informal methods, enabling employees to address skill gaps and realize their highest potential. Also individuals will learn how to actively encourage and support enhancement of a joint perspective.</p>
To Be Announced		<ul style="list-style-type: none"> • Entrepreneurship 	<p>Training will be provided to help individuals learn how to position the organization for future success by identifying new opportunities; build the organization by developing or improving products or services; identify potential risks early and implement effective abatement or control measures; learn to take calculated risks to accomplish organizational objectives; and define evaluation criteria and continuously collect, assess, share, and respond to data appropriately.</p>

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Course Title	Hrs	Competencies	Description
To Be Announced		<ul style="list-style-type: none"> External Awareness 	<p>Training will be provided that helps others learn to actively seek to understand others' cultural, religious, political, and societal norms and customs; build language proficiency as required by the mission; maintain an integrated understanding of Congressional and globalization factors that would influence defense, domestic, and foreign policy and uses it in strategic and operational planning; understand and keep current on local, national, and international policies and trends that affect the organization and shape stakeholders' views; and maintain awareness of the organization's impact on the external environment.</p>
To Be Announced		<ul style="list-style-type: none"> Flexibility 	<p>Training will be provided to assist workers in being open to change and new information; and rapidly adapt to new information, changing conditions and strategy, or unexpected obstacles, processes, and requirements.</p>
<p>Human Resource Management Refresher for Supervisors</p> <p>MCIEAST-MCB CAMLEJ Staff</p>		<ul style="list-style-type: none"> Human Resource Management 	<p>This course is for Marine Corps supervisors and military managers and covers all aspects of human resources management, including employee transition to supervision; management and leadership roles and responsibilities; equal employment opportunity; merit system principals and prohibitive personnel practices; workforce planning, skill acquisition and development; performance management; staffing, recruitment and merit promotion procedures; classification of positions and position management; and the basics of employee and labor relations management.</p>

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Course Title	Hrs	Competencies	Description
To Be Announced		<ul style="list-style-type: none"> • Influencing • Negotiating 	<p>Training provided for employees when representing the organization, how to establish and maintain relationships with key individuals and/or groups; understand what motivates them; how to persuade others; build consensus through give and take; and gain cooperation from others to obtain information, find solutions, and accomplish goals.</p>
To Be Announced		<ul style="list-style-type: none"> • Integrity • Honesty 	<p>Training will be provided to help you learn to nurture ethically-minded organizations through personal discipline, values, self-control, and policies that reinforce ethical behavior; demonstrate selflessness of action by doing the right thing regardless of personal and professional consequences; behave in a honest, fair, and ethical manner without regard to pressure from other authorities; show consistency in words and actions; instill trust and confidence; and model high standards of ethics.</p>
To Be Announced		<ul style="list-style-type: none"> • Interpersonal Skills 	<p>Training will be provided to assist the workforce to develop and maintain effective working relationships, especially in difficult situations; engage and inspire others; treat others with courtesy, sensitivity and respect; consider and respond appropriately to the needs and feelings of different audiences, situations, and/or cultures; actively solicit feedback; exemplify professionalism, tact, and empathy; and build trust and commitment.</p>
<p>It's the Conversations You're Not Having</p> <p>WFLC CLDP Staff</p>	2.5	<ul style="list-style-type: none"> • Communication • Flexibility • Interpersonal 	<p>Are you stuck or not achieving what you want in relationships, team work, or numerous other areas in your life? In this mini-session, you will learn how to find the root cause of these and other problems and change your life forever.</p>

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Course Title	Hrs	Competencies	Description
To Be Announced		<ul style="list-style-type: none"> Joint Perspective 	<p>Training to ensure senior leadership has an in-depth understanding of how the DoD operates and how the Military Services, DoD Components, stakeholders, partners, and customers integrate toward mission accomplishment; apply joint doctrine when planning, coordinating, and communicating the organization's policies and processes.; consider interoperability in communications, logistics, and information sharing so that systems are integrated across organizational lines; and review and apply concepts from applicable studies, laws, regulations, policies, plans, programs, systems, criteria, and standards related to joint capabilities, operations, or programs.</p>
<p>Just the Facts</p> <p>WFLC CLDP Staff</p>	2.5	<ul style="list-style-type: none"> Persuasion Influence 	<p>During very important conversations, we sometimes say things in exactly the wrong way. In this class, you will learn how to honestly and accurately share your views, even opinions, in a way that minimizes defensiveness and encourages people to respond.</p>
To Be Announced		<ul style="list-style-type: none"> Leveraging Diversity 	<p>Training provided will foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization; seek out diverse ideas, opinions, and insights, respecting the values and perceptions of others; and examine biases and seek insights to help avoid stereotypical responses and behavior.</p>
<p>CLDP Orientation</p> <p>WFLC, CLD Administrator</p>	3	<ul style="list-style-type: none"> CLDP 	<p>This course is designed for the new CLDP participant to provide information and training on the Program. Also, includes assistance with preparing and submitting required forms.</p>

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Course Title	Hrs	Competencies	Description
To Be Announced		<ul style="list-style-type: none"> • Mentoring 	<p>Mentoring is a skill set that requires focus, time, the ability to communicate and a true desire to help a protégé reach a greater potential. This class explores the mentoring process from finding a mentor or protégé, to guiding the relationship to a positive conclusion. This class will help you make a real difference in your organization. Mentors are leaders who encourage and help people improve and succeed. It is a way of thinking and interacting that communicates high expectations, respect, and caring, but mentoring is so much more than merely giving advice. Mentoring for high performance will teach the concepts and skills of a mentoring relationship that builds commitment, motivates employee engagement, and gets measurable results.</p>
To Be Announced		<ul style="list-style-type: none"> • Oral Communication 	<p>Training will be provided to help individuals demonstrate ability to clearly and effectively articulate, present, and promote varied ideas and issues (to include sensitive or controversial topics) before a wide range of audiences; make clear and convincing oral presentations; and listen effectively—clarify information as needed.</p>
To Be Announced	7	<ul style="list-style-type: none"> • Problem Solving 	<p>Training in this area will help you identify and analyze problems; weigh relevance and accuracy of information; seek, generate, and evaluate alternative perspectives and solutions; make timely and effective recommendations based on potential implications of findings or conclusions; critically evaluate problems to identify their causes and choose courses of action that balance the interests of the mission and stakeholders.</p>

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Course Title	Hrs	Competencies	Description
To Be Announced		<ul style="list-style-type: none"> • Public Service Motivation 	<p>Training provided will help employees show a commitment to serve the public; ensure that actions meet public needs; and align organizational objectives and practices with public interests.</p>
To Be Announced		<ul style="list-style-type: none"> • Resilience 	<p>Training in this competency will help employees deal effectively with pressure, ambiguous and emerging conditions, multiple tasks; remain optimistic and persistent even under adversity and uncertainty; recover quickly from setbacks; and anticipate changes and learns from mistakes.</p>
To Be Announced		<ul style="list-style-type: none"> • Strategic Thinking 	<p>In the training provided, you will learn how to formulate objectives and priorities and implement plans consistent with the long-term interests of the organization in a global environment and take into consideration the environment, resources, capabilities, constraints, and organizational goals and values; capitalize on opportunities and manage risks and contingencies, while recognizing the implications for the organization and stakeholders.</p>
To Be Announced		<ul style="list-style-type: none"> • Team Building 	<p>Courses offered will provide training for team leaders to Inspire and foster team commitment, spirit, pride, and trust; facilitate cooperation and motivate team members to accomplish goals.</p>

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Course Title	Hrs	Competencies	Description
<p>The 7 Habits of Highly Effective People</p> <p>HRO Staff, MCCS</p>	21	<ul style="list-style-type: none"> • Coaching/Counseling • Conflict Management • Change Mgmt 	<p>This class focuses on taking responsibility for results; exercising more initiative; setting meaningful goal; getting more organized by improving your planning and time-management skills; making work relationships more productive through "win-win" thinking; improving listening and communication skills; solving problems creatively; dealing with conflict productively; adopting a "continuous-improvement mindset"; and improving a balance between work and life.</p>
<p>Thought Patterns for High Performance 3.0</p> <p>The Pacific Institute Facilitated by WFLC CLDP Staff</p>	16	<ul style="list-style-type: none"> • Self-Direction • Coaching/Counseling • Change Mgmt 	<p>This class focuses on getting to the root cause issues that result in individual and organizational under-functioning. If you want lasting change, you modify the foundation of beliefs, habits, and expectations. This class will provide you the tools and techniques needed to apply these concepts.</p>
<p>To Be Announced</p>		<ul style="list-style-type: none"> • Vision 	<p>Training provided will help personnel learn how to communicate a clear mission and set of values, providing guideposts for decision making and action; take a long-term view and build a shared vision with others; act as a catalyst for organizational change; and influence others to translate vision into action.</p>

The following computer training will be provided if funding available:

- o Adobe InDesign
- o Adobe Professional
- o Adobe Acrobat (includes LiveCycle ES)
- o GIS/GPS/AutoCAD
- o Microsoft Office
 - Access
 - Excel
 - Outlook
 - Power Point
 - Project
 - Word
- o SharePoint

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- o Web Design

Also, if funding available, the Workforce Learning Center will provide the following classroom training:

- o Briefing and Presentations
- o Business Writing
- o Effective Written Communication
- o Emotional Intelligence
- o Mentoring and Coaching
- o Naval Correspondence
- o CSRS/FERS Pre-retirement seminars

Training is not limited to courses listed in the Training Plan. Personnel requiring specialized training are eligible for tuition funding under the TA Program (subject to availability of funds). On-line training is available at numerous web sites, such as MarineNet (www.marinenet.usmc.mil), Navy E-Learning (www.nko.navy.mil, TWMS (<https://twms.nmci.navy.mil/selfservice>); ESAMS ([https://esams.cnmc.navy.mil/ESAMS GEN 2/LoginEsams.aspx](https://esams.cnmc.navy.mil/ESAMS_GEN_2/LoginEsams.aspx)), and the Graduate School (<http://graduateschool.edu>). The WFLC has an extensive library of books, CDs, and DVDs on a variety of leadership, Corps Values, and professional development topics. Contact the CLDP Administrator, 910-451-4793, for checking out library materials.

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CY 2013 Guidelines for the Civilian Leadership Development Program (CLDP)

The CLDP provides a means for civilian employees to develop the critical core competency and leadership skills needed to advance in their careers.

Eligibility. The CLDP is available to all Marine Corps Civil Service and NAF employees interested in self-development. Also open to Navy and Coast Guard civilian employees.

Civilian Leadership Development Program. The CLDP is designed to enhance participants' leadership competencies through assessment, mentoring, planning, and developmental activities. CLDP participants complete an assessment of their leadership competencies and work with a mentor to develop a personalized plan for leadership development. Participants will document their goals and developmental activities on an Individual Leadership Development Plan (ILDP).

Leadership Planning. Leadership development requires a commitment by the employee to prepare a realistic and focused ILDP, as well as support by civilian and military supervisors at all levels to help achieve the Plan goals. The CLDP will ultimately provide civilian Marines with career maps, access to mentors, access to competitive and non-competitive training, and developmental opportunities that will provide them increased opportunities for career growth.

Leadership Development. One of the goals of the CLDP is to improve leadership skills and competencies of all civilian Marines. Listed below is the Civilian Leadership Development Framework core competencies:

- o **Leading Change:** Involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals.
- o **Leading People:** Involves the ability to lead and inspire a multi-sector group, not only employees—civilian and military, but also other government agency personnel at the Federal, State, and local levels, as well as contractors and grantees, towards meeting the organization's vision, mission, and goals.
- o **Results Driven:** Involves the ability to meet organizational goals and customer expectations.
- o **Business Acumen:** Involves the ability to manage human financial, and information resources strategically.
- o **Building Coalitions:** Involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

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- o **Enterprise-Wide Perspective:** Involves a broad point of view of the DoD mission and an understanding of individual or organizational responsibilities in relation to the larger DoD strategic priorities.

To enroll in the CLDP or for additional information, contact the Camp Lejeune CLDP Administrator at 910-451-4793.

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CY 2013 Guidelines for Training Assistance Program

Recognizing the value of a competent, highly educated civilian workforce, MCIEAST-MCB CAMLEJ, implemented a TA program for civil service employees in 2005. This will continue in 2013, provided sufficient funds are available to support the program. This program allows civilian personnel to participate in training and education that improves individual job performance and contributes to the mission, and performance goals of the Base.

Eligibility Criteria

a. Full-time civil service employees serving on a career, career-conditional, or term appointment are eligible. Temporary employees, NAF employees, military personnel, and contractors are not eligible for this program.

b. Part-time civil service employees who work 16 or more hours per week with a career, career-conditional, or term appointment are eligible.

c. The TA Program provides funding for job-related training that improves individual performance and contributes to the organization's mission and performance goals. The training must be related to the knowledge and skills required by the employee's current position or to prepare for anticipated official duties. While training for the sole purpose of obtaining an academic degree is not permitted under this program, job-related college courses are covered. Civilian employees who are in a degree program should apply for assistance under the ADCP.

d. Payment may be made directly to the training vendor or educational institution provided they accept the SF-182 form and agree to bill the government. If they do not accept the SF-182, students will pay the tuition, notify the WFLC of the change, and request reimbursement after completing the course.

e. Personnel receiving educational benefits such as the GI Bill, VA Benefits, or scholarships that cover the full cost of the training are not eligible to receive funding for college tuition under the TA Program.

f. Personnel from commands other than MCIEAST-MCB CAMLEJ, are not eligible for assistance under this program.

Expenses Covered

a. College Courses: If an employee is approved for TA and sufficient funds are available, this Command will pay for tuition and required textbooks up to \$1,500.00 per fiscal year. Exceptions to this limit will be made on a case-by-case basis. No other expenses are covered by the TA Program. The college must be accredited by a nationally recognized accrediting body to provide a curriculum of post-secondary education.

b. Other Training: TA funding may be approved for job skill training from commercial training vendors up to \$1,500.00 per fiscal year. Exceptions to this limit will be made on a case-by-case basis. The employee's work section would be responsible for any temporary additional duty costs incurred. If there is sufficient demand for a course to make it more cost

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efficient to conduct it locally, the WFLC will make arrangements to bring the training to Camp Lejeune.

c. Funding: All funding must be approved prior to the course start date.

Continuation of Service. Applicants will be required to sign a continuation of service agreement equal to three times the number of course hours.

Repayment of Expenses. Employees receiving TA will be required to sign and submit a Reimbursement Agreement agreeing to repay funds advanced on their behalf if they fail to successfully complete the course. For academic courses, this means a grade of "C" or higher ("B" for graduate level courses.)

Links to College Information

Camp Lejeune Life Long Learning (information about colleges aboard the Base):
<http://www.mccslejeune.com/LLL/index.html>

Coastal Carolina Community College: <http://www.coastalcarolina.edu>

Index of Colleges and Universities: <http://www.scholarstuff.com/>

Defense Activity for Non-Traditional Education Support (DANTES),
http://www.dantes.doded.mil/Dantes_web/DANTESHOME.asp

Instructions for Applicants

1. Discuss your training requirements with your supervisor and document the training you select on your IDP.
2. Complete a Form SF-182 for each course of instruction. Funding must be approved prior to the course start date. Please contact the WFLC at 451-4793 for this form in Adobe format. The SF-182 must be typed. Obtain your first and second line supervisor signatures. Also, sign and submit with the SF-182 the Agreement to Reimburse the Government for training not completed. See Figure 1.
3. Submit the signed SF-182 with original signatures to the Employee Development Administrator (Building 524, WFLC.) The application for assistance must be submitted no later than seven calendar days prior to the first class meeting.
4. You will be notified by e-mail when the training request has been approved. You will then pick up the approved SF-182 and submit it to the school so that the tuition may be billed to the WFLC. If the school does not accept the SF-182, you may pay the tuition and be reimbursed after completing the course. In most cases, you will be required to pay for your textbooks and request reimbursement after completing the course. Some schools, e.g., Coastal Carolina Community College, Campbell University, etc., will accept an SF-182 when you obtain your books from their bookstore.

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5. When you have completed the course, you must submit proof of satisfactory completion (certificate or grade of "C" or better, "B" for graduate level courses) to the Employee Development Administrator. If you are requesting reimbursement, you must complete the form SF-1164 and submit along with receipts for tuition and/or books. These documents must be submitted within two weeks after the ending date of the course. The reimbursement request will be processed and forwarded to Defense Finance and Accounting Service for payment.

6. Employees who fail to complete the course for which TA has been approved will be required to repay the government the full amount paid to the school on their behalf.

7. For further information on the TA Program, please contact the Employee Development Administrator at 910-451-4793.

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REIMBURSEMENT AGREEMENT
FOR
TRAINING ASSISTANCE PROGRAM (TA)
CAMP LEJEUNE, NC

I, _____, agree to reimburse the government the full amount paid for the training requested on the approved SF182 if I do not complete the training as agreed in my funding request.

If I do complete the training, I agree to provide the Workforce Learning Center a copy of the certificate or grade within 2 weeks of the completion date.

Signature

Date

20 DEC 2012CY 2013 Guidelines for the Academic Degree Completion Program (ADCP)

The ADCP provides financial assistance to Marine Corps Civil Service employees whose goal is to obtain a college degree.

Eligibility. The ADCP is available to all Marine Corps Career Civil Service employees who choose to participate in the CLDP. Funding for academic degree completion is authorized only to individuals participating in planned, systematic, and coordinated professional development programs. Employees must be active participants in the CLDP before applying for the ADCP.

Civilian Leadership Development Program. The CLDP provides a means for Civilian Marines to develop the critical core competency skills needed for supervisory, managerial, and executive positions. The program is designed to enhance participants' leadership competencies through assessment, mentoring, planning, and developmental activities. CLDP is open to career Civilian Marines at all grade levels who are interested in self-development. Participants will document their goals and developmental activities on an ILDP. Contact the CLDP Administrator at 910-451-4793 for additional information on the CLDP.

Degree Programs. The degree program must be in a field related to the applicant's current position or in one that will help meet his/her career goals within the Marine Corps. Funding is permitted for any course of post-secondary education that is offered by a nationally accredited educational institution. You may obtain information about the degree programs offered locally by going to the Lifelong Learning Center, Building 825. Information is also available online at <http://www.mccslejeune.com>. Click on the "Education and Libraries" tab and then click on "Colleges and Universities" to get to the sites of the various colleges that offer classes here at Camp Lejeune. You are not limited to these colleges - you may attend any accredited educational institution. Many students complete their degrees on-line. Another site with valuable information to assist you in your degree completion search is Defense Activity for Non-Traditional Education Support (DANTES), http://www.dantes.doded.mil/Dantes_web/DANTESHOME.asp.

Certifications. In addition to academic degree training, this program can be used to pay for expenses associated with obtaining professional credentials. Costs associated with obtaining and renewing professional credentials, licenses, and certifications may be reimbursed under this program. The professional credential, accreditation, license, certification and/or examination must be highly relevant to the performance of the employee's official duties.

ILDP. The academic degree or certification must be included as a developmental goal in your ILDP. In addition, you should list any college courses that provide training in CLDP competencies on the ILDP form under the appropriate competency. For example, if you are taking an English course, you would list the course under the "Written Communication" competency.

Covered Expenses. Provided funds are available, you will be reimbursed for tuition and book expenses up to the maximum rate, not to exceed \$3,600 per fiscal year.

Approval. You will be notified when your application for the ADCP is approved. The SF-182 for each course must be submitted prior to the class start date. You will not be reimbursed for courses not approved prior to the start date of the course.

Application Package20 DEC 2012

1. Application for the Academic Degree and Certification Program.
2. Copy of your 2013 ILDP that includes educational goals.
3. Copy of your course curriculum from the college or university.
4. SF-182 for each course to be taken this fiscal year.

Forms are available on the Civilian Training SharePoint site at:
<https://intranet.mcieast.usmc.mil/Manpower%20%20Adjutant/CIVILIAN%20HUMAN%20resource%20office/employee%20development%20branch/default.aspx>. For further information on the ADCP, please contact the Camp Lejeune Civilian Leadership Development Administrator at 910-451-4793.

Reimbursement Instructions

1. Within two weeks after successful completion of the course(s), submit a completed SF-1164 form to the WFLC. Include official grade and paid tuition and/or book receipt(s) with reimbursement request.
2. Submit an SF-1164 for each course individually. The reimbursement request must match the SF-182 funding request.
3. Reimbursement should occur within 30 days after the submission of the above information. Do not inquire about the receipt of reimbursement until the full 30 days have elapsed.

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Reporting Requirement: MC-12410-01

CY 2013 INDIVIDUAL DEVELOPMENT PLAN NON-SUPERVISORY PERSONNEL

1. Employee Name (Last, First, M.I.):	2. Current Position, Series and Grade:	3. Organization:		
4. Short Run Development Goals (Immediate, Within a Year):				
a) Meet annual training requirements <input type="checkbox"/> List other short-term goals in the space below: b) Attend College classes <input type="checkbox"/> c) Certification <input type="checkbox"/>				
5 a). Developmental Objectives: (Knowledge, Skills & Abilities Needed)	5 d) Formal Training	Date Completed	5 d) Formal Training (continued)	
	Mandatory Training for Non-Supervisory Personnel		Specialized Safety - Job Specific: List Below	
	Antiterrorism <input type="checkbox"/>		<input type="checkbox"/>	
	Combating Trafficking in Persons-due 30 Sep <input type="checkbox"/>		<input type="checkbox"/>	
	Computer Security "Information Assurance Training" <input type="checkbox"/>		<input type="checkbox"/>	
	Counterintelligence Awareness <input type="checkbox"/>		<input type="checkbox"/>	
	Drug-Free Workplace for Employees <input type="checkbox"/>		Other Training (Job Skills Training, College Courses)	
	5 b). Developmental Assignments/Conferences: (Identify type, dates, lengths, and locations if possible. Include planned conferences.)	Environmental Awareness <input type="checkbox"/>		<input type="checkbox"/>
		EEO (POSH, EEO, No Fear Act) <input type="checkbox"/>		<input type="checkbox"/>
		Lethal Keystrokes <input type="checkbox"/>		<input type="checkbox"/>
	Operations Security (OPSEC) <input type="checkbox"/>		<input type="checkbox"/>	
	Personally Identifiable Information-due 30 Jun <input type="checkbox"/>		<input type="checkbox"/>	
	Plain Writing Act <input type="checkbox"/>		<input type="checkbox"/>	
	Privacy Act-due 30 June <input type="checkbox"/>		<input type="checkbox"/>	
5 c). Leadership Programs Planned	Records Management <input type="checkbox"/>		<input type="checkbox"/>	
Marine Corps Civilian Leadership Development (CCLD) <input type="checkbox"/>	Safety Training - General <input type="checkbox"/>		<input type="checkbox"/>	
Aspiring Leader Program <input type="checkbox"/>	Workers Compensation <input type="checkbox"/>		Foundation Level Competencies- Minimum One Elective	
New Leader Program <input type="checkbox"/>			<input type="checkbox"/>	
Executive Leadership Program <input type="checkbox"/>	Mandatory Training for New Employees-90days <input type="checkbox"/>		<input type="checkbox"/>	
Other:	New Employee Orientation <input type="checkbox"/>		<input type="checkbox"/>	
	Acculturation <input type="checkbox"/>			

6. Long Run Career Goals (over the Next Five Years):			
6 a) Objective	6 b) Developmental Assignments	6 c) Formal Training	
7. Rotational Assignments During the Next 12 Months <i>Check Appropriate Boxes</i> A. Rotational Assignment Planned <input type="checkbox"/> <i>(Indicate Where In Block 5 b)</i> B. Rotational Assignment Not Planned/Required <input type="checkbox"/> C. Required Rotational Assignment Completed <input type="checkbox"/>			
8a. Employee Signature	Date	8b. Mentor Signature (optional)	Date
8c. Immediate Supervisor Signature	Date		

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INSTRUCTIONS FOR PREPARING THE INDIVIDUAL DEVELOPMENT PLAN

1. EMPLOYEE NAME = Enter your full name.
2. CURRENT POSITION, SERIES & GRADE = Enter title of position, occupational series, and grade.
3. ORGANIZATION = Enter your Work Section, Division & Department.
4. SHORT RUN DEVELOPMENT GOALS = Enter your goals to be attained within one year. This should include the goal "Meet annual mandatory training requirements) and other goals specific to you and your position.
- 5a. DEVELOPMENTAL OBJECTIVES = Enter the knowledge, skills and abilities you need to develop in order to meet your goals. These should be specific developmental objectives that are to be met by one or a combination of experience or formal training.
- 5b. DEVELOPMENTAL ASSIGNMENTS = Identify type of assignment (e.g. cross-training, detail, rotational assignment). Include scheduled dates and location if possible.
- 5c. LEADERSHIP PROGRAMS = Identify any leadership programs you are planning on applying for.
- 5d. FORMAL TRAINING = Enter all formal training planned for the year. Type X next to the listed classes that apply to you and type in additional courses. Include a scheduled dates if possible.
6. LONG RUN CAREER GOALS (Over the next Five Years) = State your career goals for the next five years from now.
- 6a. OBJECTIVE = Enter the knowledge, skills, and abilities you need to develop in order to meet your goals. These should be specific developmental objectives that are to be met by one or a combination of experience or formal training.
- 6b. DEVELOPMENTAL ASSIGNMENTS = Identify type of assignment (e.g. cross-training, detail, rotational assignment).
- 6c. FORMAL TRAINING = Cite best information available. Include and formal education you are planning in the next five years.
7. ROTATIONAL ASSIGNMENTS DURING THE NEXT 12 MONTHS = Check the appropriate box (planned , not planned, or completed)
- 8a. EMPLOYEE SIGNATURE AND DATE = Sign and date this form. Your signature indicates that you concur with this IDP.
- 8b. MENTOR SIGNATURE AND DATE = It is recommended that you discuss your IDP with your mentor if you have one. Have that person sign and date this form.
- 8c. SUPERVISOR SIGNATURE AND DATE = Supervisor's signature indicates concurrence with the employee's IDP

CY 2013 INDIVIDUAL DEVELOPMENT PLAN FOR SUPERVISORY PERSONNEL

1. Employee Name (Last, First, M.I.):		2. Current Position, Series and Grade:		3. Organization:	
4. Short Run Development Goals (Immediate, Within a Year):					
a) Meet annual training requirements <input type="checkbox"/>		List other short-term goals in the space below:			
b) Attend College classes <input type="checkbox"/>					
c) Certification <input type="checkbox"/>					
5 a). Developmental Objectives: (Knowledge, Skills & Abilities Needed)		5 d) Formal Training:		Date Completed	
		Mandatory Training for Supervisors		Specialized Safety - Job Specific	
		Antiterrorism <input type="checkbox"/>		<input type="checkbox"/>	
		Combating Trafficking in Persons-due 30 Sep <input type="checkbox"/>		<input type="checkbox"/>	
		Computer Security "Information Assurance Training" <input type="checkbox"/>		<input type="checkbox"/>	
		Counterintelligence Awareness <input type="checkbox"/>		<input type="checkbox"/>	
		Drug-Free Workplace for Supervisors <input type="checkbox"/>		Other Training:	
		Environmental Awareness <input type="checkbox"/>		(Job Skills/Supervisory Competencies, College Courses)	
		EEO (POSH, EEO, No Fear Act)-Supervisory <input type="checkbox"/>		<input type="checkbox"/>	
		Lethal Keystrokes <input type="checkbox"/>		<input type="checkbox"/>	
Operations Security (OPSEC) <input type="checkbox"/>		<input type="checkbox"/>			
Personally Identifiable Information-due 30 Jun <input type="checkbox"/>		<input type="checkbox"/>			
Plain Writing Act <input type="checkbox"/>		<input type="checkbox"/>			
Privacy Act-due 30 Jun <input type="checkbox"/>		<input type="checkbox"/>			
Records Management <input type="checkbox"/>		<input type="checkbox"/>			
5 c). Leadership Programs Planned:		Safety Training - Supervisory <input type="checkbox"/>		Minimum one elective course at Supvy/Mgr Level:	
Marine Corps Civilian Leadership Development (CCLD) <input type="checkbox"/>		Workers Compensation for Supervisors <input type="checkbox"/>		<input type="checkbox"/>	
Aspiring Leader Program <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
New Leader Program <input type="checkbox"/>		Mandatory Training for New Employees-90 days <input type="checkbox"/>		Mandatory Training for New Supervisors:	
Executive Leadership Program <input type="checkbox"/>		New Employee Orientation <input type="checkbox"/>		HR Management for Supervisors <input type="checkbox"/>	
Other: <input type="checkbox"/>		Acculturation <input type="checkbox"/>		Communication Skills <input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		Basic Management Training <input type="checkbox"/>	

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6. Long Run Career Goals (over the Next Five Years):			
6 a) Objective (e.g. promotion, career change, academic degree)	6 b) Developmental Assignments (Cite best information available)	6 c) Formal Training (Cite best information available)	
7. Rotational Assignments During the Next 12 Months Check Appropriate Boxes			
A. Rotational Assignment Planned <input type="checkbox"/>		(Indicate Where In Block 5 b)	
B. Rotational Assignment Not Planned/Required <input type="checkbox"/>			
C. Required Rotational Assignment Completed <input type="checkbox"/>			
8a. Employee Signature	Date	8b. Mentor Signature (optional)	Date
8c. Immediate Supervisor Signature	Date		

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INSTRUCTIONS FOR PREPARING THE INDIVIDUAL DEVELOPMENT PLAN

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- 5b. DEVELOPMENTAL ASSIGNMENTS = Identify type of assignment (e.g. cross-training, detail, rotational assignment). Include scheduled dates and location if possible.
- 5c. LEADERSHIP PROGRAMS = Identify any leadership programs you are planning on applying for.
- 5d. FORMAL TRAINING = Enter all formal training planned for the year. Type X next to the listed classes that apply to you and type in additional courses. Include a scheduled dates if possible.
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- 6a. OBJECTIVE = Enter the knowledge, skills, and abilities you need to develop in order to meet your goals. These should be specific developmental objectives that are to be met by one or a combination of experience or formal training.
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- 6c. FORMAL TRAINING = Cite best information available. Include and formal education you are planning in the next five years.
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- 8a. EMPLOYEE SIGNATURE AND DATE = Sign and date this form. Your signature indicates that you concur with this IDP.
- 8b. MENTOR SIGNATURE AND DATE = It is recommended that you discuss your IDP with your mentor if you have one. Have that person sign and date this form.
- 8c. SUPERVISOR SIGNATURE AND DATE = Supervisor's signature indicates concurrence with the employee's IDP