



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

12410
CG
08 MAY 2015

COMMANDING GENERAL'S POLICY LETTER 03-15

From: Commanding General
To: All Commanders and General and Special Staff Department
Heads, Marine Corps Installations East-Marine Corps Base,
Camp Lejeune

Subj: CIVILIAN TRAINING, EDUCATION, AND PROFESSIONAL
DEVELOPMENT AWARENESS

Ref: (a) DoD Instruction 1400.25, Volume 410 of 25
September 2013
(b) SECNAV Instruction 12410.25
(c) MCO 12410.24

Encl: (1) Training, Education, and Professional Development
Brief
(2) Flyer
(3) Leadership Opportunities
(4) Awareness Spreadsheet Roster

1. Purpose. To provide for informational awareness of civilian Training, Education and Professional Development (TE&PD) programs, policies, responsibilities, procedures and opportunities, and to ensure fair and equitable access to all civil service employees.

2. Information. The references dictate executive, managerial, and supervisory oversight of TE&PD activities and programs to ensure fair and equitable treatment for all civil service employees relative to TE&PD opportunities, and adherence to equal employment opportunity regulations and merit system principles.

3. Action

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. A renewed emphasis shall be placed on providing awareness of TE&PD programs and opportunities available to all civil service employees.

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(2) Concept of Operations. Commanders, Department heads, managers, and supervisors will promote fair and equitable treatment of all civil service employees relative to TE&PD opportunities and ensure adherence to equal employment opportunity regulations and merit system principles.

b. Tasks

(1) Commanders, Managers, and supervisors will ensure employees under their cognizance are aware of available TE&PD opportunities and provide their command Human Resource Development Strategic Advisor (HRDSA) contact information to their employees.

(2) Installation Commanders will establish review policies to insure TE&PD programs are in line with the references, to include funding limits per individual per fiscal year. These limits per individual can only be exceeded if funds are available as a whole.

(3) HRDSAs develop and implement command policy, procedures, and information requirements for TE&PD activities and programs in accordance with the references. HRDSAs will provide the TE&PD Brief, Informational Flyer, and Awareness Roster Spreadsheet to each Department's Training Liaison who will record the initial TE&PD awareness contact for every civil service employee and return rosters to the Training and Education Office/Command HRDSA.

(4) Department Training Liaisons will provide the TE&PD briefs (handouts) and flyers (enclosures (1) through (3)) to all civil service employees onboard within their departments, obtain each employee's signature on the roster, and submit completed rosters (enclosure (4)) with department heads' endorsement to the HRDSA no later than 15 July 2015 to be documented in their training record.

(5) Subsequently, department heads, managers, and supervisors will provide the latest TE&PD information published to all civil service employees on a regular basis.

(6) Additionally, TE&PD information and awareness will be provided at New Employee Orientation, Acculturation, and Human Resources Supervisory training classes.

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c. Coordinating Instructions. Civil service employees will review the TE&PD brief and flyer and sign the roster acknowledging their receipt of the TE&PD information. Additionally, employees are responsible for actively managing their career and pursuing training, education, and professional development opportunities consistent with their organization's mission and personal career goals. An Individual Development Plan is to be used to design career goals and objectives in conjunction with performance assistance plans.

4. Point of contact is the Civilian Human Resource Officer-East Training and Development Program Manager, Dr. Kimberly Holmes at commercial: (910) 450-7475 of DSN: 750-7475.


R. F. CASTELLVI



Training, Education, and Professional Development Brief

TRAINING, EDUCATION, AND PROFESSIONAL DEVELOPMENT

Development

- ❖ Training Classes
 - ❖ On-site
 - ❖ Workshops
 - ❖ Seminars
 - ❖ Lunch and Learns
- ❖ Career Counseling
 - ❖ Total Workforce Management System
 - ❖ IDP

Programs

- ❖ Centrally Funded
- ❖ Leadership Programs
 - ❖ CLD Program
 - ❖ Mentoring
- ❖ Academic Degree
 - ❖ Degree Completion
 - ❖ Certifications

INDIVIDUAL DEVELOPMENT PLAN (IDP)

REQUIRED FOR ALL EMPLOYEES

- ❖ IDP is a joint effort:
 - ❖ Employee
 - ❖ Supervisor
 - ❖ Mentor (optional)
- ❖ Short/Long Term Goals
- ❖ Mandatory training
- ❖ Job skills training
- ❖ Develop Competencies
- ❖ Formal Training
- ❖ Developmental Assignments

CIVILIAN LEADERSHIP DEVELOPMENT PROGRAM (CLD)



- Centrally Funded
- Competency-Based
- Mentoring
- Competitive Training Opportunities
- Contact your local HRDSA (insert contact information)

ACADEMIC DEGREE COMPLETION PROGRAM (ADCP)



- ❖ Centrally Funded
- ❖ Active CLD Participant
- ❖ All civil service employees eligible
- ❖ Contact your local HRDSA (insert contact information)

CENTRALLY MANAGED LEADERSHIP PROGRAMS

Leadership Programs

- ❖ Aspiring Leader
- ❖ New Leader
- ❖ Executive Leadership
- ❖ Executive Potential

Program Components

- ❖ Centrally funded
 - ❖ Competitive
 - ❖ Self-development
 - ❖ CLD
 - ❖ Mentoring

Employee Training and Professional Development

“People Are Our Most Important Asset”



Human Resource Development Strategic Advisors (HRDSA):

COMMAND	NAME	BUILDING	PHONE#	EMAIL
MCIEAST-MCB CL	Lynette Ward	WFLC	(910)451-4793	Lynette.Ward@usmc.mil
MCAS Cherry Point	Bree Zamora	Marvel Bld.	(252) 466-5311	Breeanna.Zamora@usmc.mil
MCAS New River	Joyce Hemby	AS211/ Rm 319	(910) 449-5461	Joyce.Hemby@usmc.mil
MCB - Albany	Steven Spraggins	3010/Rm 18	(229) 639-5297	Steven.Spraggins@usmc.mil
MCAS Beaufort	Caroyl Berry	596 Geiger Blvd./ RM 132	(843) 228-7621	Caroyl.Berry@usmc.mil

Employee Training & Development

MANDATORY TRAINING (Annual Training-ALL Civilians)

NEW EMPLOYEE

On Boarding/Orientation
Acculturation/OSHA 10

CHOOSE ONE BASED ON STATUS/HIRING

TRADITIONAL IDP

Required for all employees
(Due Sept each Year)

VRA PLAN

2 Year Specialized Plan for VRA Appointees

SUPERVISOR PLAN

Plan for New Supervisors to meet OPM Requirements, and supplemental training.

METHODS/MEANS TO ACCOMPLISH PLAN OBJECTIVES

LEADERSHIP DEVELOPMENT

Tier 1: Online Trng
Tier 2: Local Programs (Lead Self, Lead Others, and Local Courses)
Tier 3: LLI Seminars
Tier 4: Centrally Managed Courses (CMC)

SKILLS TRAINING

Communities of Interest (COI)
Industry Training
Competency Based Training
Computer Skills
TEECOM Courses

REQUIRED TRAINING

SERIES/MOS Specific
Safety
Appointment Specific (ex. Credit Card)
Other

ALL OTHER DEVELOPMENT

Academic Degree & Certification Program
Developmental Assignments
Job Shadowing
Resource Library (Audio & Visual)

2-5 YEARS FROM RETIREMENT

Succession Planning
Managing Transitions

ENCLOSURE (2)

More information on reverse

Mandatory Training is training that is required for ALL civilians annually such as Operational Security, Prevention of Sexual Harassment, etc. This training can be completed by attending a one-day in seat offered in February, May, August, and October, or through completing the required modules online in Total Workforce Management System (TWMS). <https://twms.navy.mil/selfservice/login.asp>

New Employees are required to take New Employee Orientation (NEO); the NEO program is designed to meet all the initial requirements for new hires including OSHA-10 and acculturation. NEO is traditionally held February, May, August, and October of every year. Employees are automatically enrolled via HRO.

Traditional Individual Development Plans are required for all employees per the DODI 12410.2. This plan should utilize the training methods and means in the yellow boxes to meet the individuals objectives based on input from the employee and supervisor. Plans are due to the Training Support Department annually in September.

Veteran's Readjustment Act (VRA) Plans are required for those hired under VRA authority and cover 2 years.

Supervisor Plans are required for new supervisors and individuals newly assigned as supervisors. They meet OPM directive requirements and provide valuable supplemental training to prepare supervisors in their new role.

LEADERSHIP DEVELOPMENT: Marine Corps Civilian Leadership Development Program (MCCLDP)

The MCCLDP is a program administered by Marine Corps University under the Lejeune Leadership Institute (LLI) that uses a 4 tier approach to leadership development.

<https://www.mcu.usmc.mil/leadership/mccld/SitePages/Home.aspx>

Tier 1: Online soft skill courses- available through MarineNet partnership, aligned with the DoD leadership competencies.

Tier 2: Local Area Programs- These are programs at MCAS Cherry Point and MCIEAST locations such as the Lead Self, Lead Others, Leadership 201, and supplemental courses taught at the command to meet the DoD competencies.

Tier 3: LLI Seminars- These are programs developed by LLI and taught at local commands as standardized curriculum throughout the Marine Corps.

Tier 4: Centrally Managed Courses- These are programs funded by LLI or the local command that support advance leadership development. Some programs available include the graduate school Aspiring, New and Executive Leadership Programs.

SKILLS TRAINING

The Communities of Interest (COIs) Program is a collection of job-specific communities created to provide occupational sponsorship, or professional identity, for all of the jobs available in the Civilian Marine workforce. TECOM Courses- Courses designed for specific Military Occupational Series (MOS) and are funded traditionally through TECOM or the command and standardized throughout the Marine Corps. They are not just available to active duty personnel, often civilians are able to attend when school seats are available and the training relates to their job series.

ALL OTHER DEVELOPMENT

The Academic Degree & Certification Reimbursement Program (ADCP) is a program funded by Headquarters Marine Corps for appropriated fund civil service employees. Employees are able to be reimbursed for degree and certification programs that contribute to their professional development.

Developmental Assignments are periods of time where an employee takes on a longer term task or assignment outside of their normal job function in order to learn a new skill or competency. They usually last anywhere from 10-30 days or more (depending on the employee/supervisor/sponsor agreement).

Job Shadowing is an opportunity for employees to shadow a leader in action, usually for a period of 3-7 days to gain knowledge through observation for development and growth.

The Resource Library is housed by the local commands and may contain audio and visual books, materials, and resources for individuals on a variety of topics- don't see what you are looking for? Just ask!

Additional Information on any of the above programs or employee development can be obtained by visiting
Contacting your local HRDSA.

LEADERSHIP OPPORTUNITIES

GRADE GS or EQUIV	COURSE/PROGRAM	PROGRAM DATES	PROGRAM INFORMATION	PROGRAM TIME COMMITMENT	Application Deadline- To Command HRDSA	OPEN TO	PROGRAM COST
4-6	Aspiring Leader Program (ALP)- Graduate School	20 Apr 15 - 22 May 15	TAD & Course cost funded through the Lejeune Leadership Institute (LLI). A two month program that focuses on developing individual's self- leadership. For more information: http://graduateschool.edu/index.php?option=com_content&task=view&id=210	2 Months (2.5 weeks away from desk); 2 weeks TAD- Washington DC	12/29/14	GS & WG Equivalents (Funded through LLI- limited seats available)	Tuition: \$2175 TAD: Two Weeks DC
3-9	Lead Self-Cherry Point	1 Apr 15- 6 May 15	Local Development Program consisting of six courses and a book review to enable employees to lead themselves.	Six Days away from desk	3/25/15	GS/WG/NA F	Locally Funded
9-15	Lead Others-Cherry Point	20 Apr 15- 27 May 15	Local Development Program consisting of six courses and a book review to enable employees to lead others and provide experience leading others.	Six Days away from desk	4/8/15	GS/WG/NA F	Locally Funded
7-11 Open to others on ind. basis	Leadership 201 (Lejeune)	11 Feb 15- 11 Jun 15	Local Development Program consisting of nine courses, action brief, and other outside assignments designed to develop employee's leadership abilities.	Seven Days away from desk; additional outside assignments	2/4/15	GS/WG/NA F	Locally Funded
7-11	New Leader Program (NLP)- Graduate School	16 Mar 15- 25 Sep15	TAD & Course cost funded through the Lejeune Leadership Institute. A six month program that focuses on developing individual's self- leadership and leadership of others. For more information: http://graduateschool.edu/index.php?option=com_content&task=view&id=211&Itemid=492	6 Months (4 weeks away from desk)	12/29/14	GS & WG Equivalents (Funded through LLI- limited seats available)	Tuition: \$3325 TAD: Three Weeks DC

LEADERSHIP OPPORTUNITIES

7-11	Defense Civilian Emerging Leader Program (OPM)	TBD- 2016	https://www.portal.navy.mil/donhr/TrainingDevelopment/Pages/DCELP.aspx	12 months (6 residential courses; 1 month away from desk)	3/27/15	****No funding provided, directorate /department required to fund nominee selections	
11-13	Executive Leadership Program (ELP)- Grad School	4 May 15-5 Feb 16	TAD & Course cost funded through the Lejeune Leadership Institute. A nine month program that focuses on developing individuals to lead others. For more information: http://graduateschool.edu/index.php?option=com_content&task=view&id=212&Itemid=154	9 months (8-9 weeks away)	2/13/15	GS & WG Equivalents (Funded through LLI- limited seats available)	Tuition: \$4625 TAD: Four Weeks DC
12-13	DOD Executive Leadership Program (ELDP)	TBD	CONTACT TRAINING SUPPORT DEPARTMENT FOR ADDITIONAL INFORMATION IF INTERESTED	12 months (10 trips x 1-4 weeks at a time)			
13-15	Executive Potential Program (EPP)- Grad School	TBD	TAD & Course cost funded through the Lejeune Leadership Institute. A one year program that focuses on helping senior leaders meet the challenges facing today's federal workforce. For more information: http://graduateschool.edu/index.php?option=com_content&task=view&id=213&Itemid=154	12 months (4 weeks away from desk)	2/13/15	GS & WG Equivalents (Funded through LLI- limited seats available)	Tuition: \$6675 TAD: Four Weeks Varies
13-15	Legislative/ Congressional Fellows- Gov Affairs Institute	TBD	CONTACT TRAINING SUPPORT DEPARTMENT FOR ADDITIONAL INFORMATION IF INTERESTED	12 months (1 year away & 1 year follow on)			

LEADERSHIP OPPORTUNITIES

14-15	Dwight D. Eisenhower School-National Defense University	TBD	CONTACT TRAINING SUPPORT DEPARTMENT FOR ADDITIONAL INFORMATION IF INTERESTED	10 months (10 months away)			
14-15	Defense Senior Leadership Development (DSLDP)	TBD	CONTACT TRAINING SUPPORT DEPARTMENT FOR ADDITIONAL INFORMATION IF INTERESTED	18-24 months			
15 & SES	Federal Executive Institute (FEI)-OPM	TBD	CONTACT TRAINING SUPPORT DEPARTMENT FOR ADDITIONAL INFORMATION IF INTERESTED	1 month (2x 2 week sessions away)			

