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

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MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE BULLETIN 12410

From: Commander
To: Distribution List

Subj: FISCAL YEAR (FY) 2024 TRAINING POLICY FOR CIVIL SERVICE EMPLOYEES

Ref: (a) MCO 12410.24A
      (b) SECNAV Instruction 12410.25A
      (c) MARADMIN 133/17
      (d) DoDI 1400.25-V410, "DoD Civilian Personnel Management System:
       Training, Education, and Professional Development" September 25, 2013

Encl: (1) FY 2024 Training Plan for Civil Service Employees
      (2) FY 2024 Guidelines for the Marine Corps Civilian Leadership
          Development Program (MCCLDP)
      (3) FY 2024 Guidelines for Tuition Assistance (TA)
          Program
      (4) FY 2024 Guidelines for the Academic Degree Program (ADP)
      (5) FY 2024 Training Liaison Program
      (6) FY 2024 Individual Development Plan (IDP) for Non-
          Supervisory Personnel
      (7) FY 2024 Individual Development Plan (IDP) for
          Supervisory Personnel

1. Purpose. To develop and promulgate a cost-effective, mission-oriented annual training plan, the Employee Training and Development Branch (ETDB) surveys the workforce leadership and updates mandatory training requirements identified by higher headquarters to inform the annual training plan. Enclosure (1) is developed using the data from this annual survey.

2. Background. Marine Corps Base, Camp Lejeune, (MCB CAMLEJ) relies on Civilian Marines to perform its mission. This Bulletin promulgates guidance and policy for the FY 2024 MCB CAMLEJ, civil service workforce training curriculum.

3. Action

   a. Commander's Intent and Concept of Operations

      (1) Commander's Intent. To provide professional education to our civilians is equivalent and as important as providing Professional Military Education to our active duty Marines. The end state is a civilian workforce that is sharp, able, and ready to meet today's demanding workplace challenges. Supervisors are responsible for informing their employees about training requirements and learning opportunities.

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(2) <u>Concept of Operations</u>. The annual training plan for civil service employees 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. 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 handicapping condition. Contact the Employee Training and Development Program Manager, 910-450-7475, for assistance. To ensure supervisors and employees are kept informed of frequent civilian training schedule changes, the ETDB staff 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. The training programs listed below provide additional opportunities for career and leadership development:

(a) <u>Civilian Workforce Training</u>. MCB CAMLEJ invests in Civilian Marines by identifying required leadership, behavioral, and technical competencies; establishing career paths; providing flexible developmental and mentoring opportunities; and creating educational and developmental programs and policies that support Marine Corps mission requirements. A Continued Service Agreement (CSA) must be signed by the employee for training for which payment is required prior to the commencement of training. Employee agrees to serve the Marine Corps at least one month per course/training, beginning after the length of training period.

(b) <u>Civilian Leadership Development Program (CLDP)</u>. CLDP is an integral part of the MCB CAMLEJ 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.

(c) <u>Core Leadership Group</u>. 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 completing 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. Per reference (c), supervisors should complete the following tasks:

<u>1</u>. Supervisors will ensure employees under their cognizance are aware of available training and education opportunities.

<u>2</u>. Supervisors will provide the Human Resource Development Strategic Advisor (HRDSA) contact information to all civilian personnel.

(d) Tuition Assistance. Tuition Assistance (TA) funding is available to MCIEAST-MCB civil service employees through TA and the Academic Degree Program (ADP). TA is used by this Command to enhance the skills of the civilian workforce by providing funding for job-related training or courses. Enclosure (4) provides the guidelines for this program. The ADP has been established by Headquarters Marine Corps to provide financial assistance to employees whose goal is to obtain a college degree or job-required certification. This program is available to all Marine Corps career civil service employees who choose to participate in the CLDP. Enclosure (5) provides the guidelines to this program.

b. Tasks

(1) Department Heads will ensure their civil service employees are familiar with the contents of this Bulletin.

(2) Each department will establish a Training Liaison to serve as the point of contact for training coordination with the ETDB for their section. Enclosure (6) provides detailed information.

c. Coordinating Instructions. The majority of mandatory civilian training will be provided via the Total Workforce Management System (TWMS) and automatically uploaded to employees' permanent records. For mandatory courses and training of 8 hours or more completed via other sites and/or internet web sites, employees need to print the completion certificate and provide a copy to their Training Liaison who will submit to the ETDB. The Training Liaison at each site is responsible for scanning and emailing a copy of the certificate to lejeune_wflc@usmc.mil or faxing it to the ETDB office at 910-451-8392. The following information must be included on each certificate: name, course hours, start and end date, mandatory (if applicable.) Only certificates for mandatory training and courses eight or more hours in length should be submitted to the ETDB. Certificates must be submitted within two weeks of course completion.

4. Administration and Logistics. Per the references, all civil service employees are required to have an Individual Development Plans (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. IDPs must be established 1 April 2024 and no later than 30 April 2024 for current employees and within 30 days of hiring for new employees. IDPs are available in (TWMS) at https://mytwms.dc3n.navy.mil. Enclosures (7) and (8) provide an IDP format for non-supervisory and supervisory personnel, respectively, who do not have computer access. 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 or 30 September 2024.

5. Reserve Applicability. This Bulletin is applicable to MCIEAST-MCB CAMLEJ civil service employees and their military or non-appropriated fund (NAF) supervisors.

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Date 2023 09 07 14 25 24 -04'00'

P. J. SALVETTI, JR.
By direction

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FY 2024 Training Plan for Civil Service Employees

Camp Lejeune's training plan for civil service employees provides 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. Contact the Employee Training and Development Branch (ETPB) at 910-451-4793 or 9175 if you experience problems accessing this site.

INDIVIDUAL DEVELOPMENT PLAN (IDP)

Per MCO 12410.24A, SECNAVINSTR 12410.25A and MARADMIN 133/17, all employees are required to have an Individual Development Program (IDP). Supervisors are responsible for working with their employees to develop IDPs that meet their training requirements. The IDP should list all mandatory and elective training planned for 2024. IDP format is available through Total Workforce Management Services (TWMS) at https://mytwms.dc3n.navy.mil. Enclosures (7) and (8) are provided for non-supervisory and supervisory personnel who do not have computer access. Assessment tools, such as the one included in the Civilian Workforce Professional Development Assessment Program (CWPDAP), https://www.manpower.usmc.mil/webcenter/portal/oracle/webcenter/page/scopedMD /s689caac1_c709_4f48_af68_bb8ace3adace/Pagedc3698dd_1b82_4e4d_9dbf_3e719ee61a e9.jspx, may be used to assist in the preparation of the IDP.

Civilian Workforce Professional Development Assessment Program (CWPDAP)

CWPDAP is a tool created to provide civilian Marines with access to relevant feedback that will help them in their individual development and foster continued growth and excellence. The CWPDAP assessments are questionnaires that enable individuals to use a structured, objective approach to determine their strengths and developmental needs. The assessments can be either stand-alone, where the employee is the only source of review, or a 360-Review where the employee can invite others to participate in the assessment process.

Mandatory Training

- **Non-supervisory Employees**
  - Annual Time and Attendance - ASN (M&RA) Memo dated 24 Jun 2021
  - Antiterrorism Awareness - DoDI 2000.16
  - Counterintelligence Awareness (USMC Annual Security Awareness) – DoDI 5240.06
  - Controlled Unclassified Information - MARADMIN 664/20
  - Cyber Awareness Challenge (all employees who operate a computer) – 5 CFR 930.301
  - DON SECDEF Directed OPSEC and Unauthorized Disclosure Training – SECDEF Mem, 20 Jul 2020
  - No Fear Act - 5 CFR 724.203
  - POSH - SECNAV 5300.26D, 3 Jan 2006, DoDI 1400.25, Vol. 410, 25 Sep 2013
  - Privacy Act (PA) and Personally Identifiable Information (PII) – DOD Reg 5400.11-R
  - Records Management (all employees who create and use records) - DoDD 5015.2

- o Sexual Assault Prevention and Response (SAPR) - NDAA 2012, Section 1615
- o Violence Prevention Awareness – MCO 5580.3
- o Competency Training – Command directed

*** 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 New Employee Orientation as soon as possible after start date (within 90 days)
  - o Acculturation
  - o Combating Trafficking in Persons (CTIP) - DoDI 2200.01
  - o Ethics

- **Supervisory Employees**
  - o Annual Time and Attendance - ASN (M&RA) Memo dated 24 Jun 2021
  - o Antiterrorism Awareness — DoDI 2000.16
  - o Civilian Employee Assistance Program for Supervisors (DONCEAP) – CHRM 792.1
  - o Counterintelligence Awareness - DoDI 5240.06
  - o Controlled Unclassified Information - MARADMIN 664/20
  - o Cyber Awareness Challenge (all employees who operate a computer) — 5 CFR 930.301
  - o DON SECDEF Directed OPSEC and Unauthorized Disclosure Training – SECDEF Mem, 20 Jul 2020
  - o DON Uniformed Services Employment and Re-employment Act (USERRA) – DoDI 1400.25, Vol. 410, 25 Sep 2013 ASN Memo dtd 4 June 2014
  - o Drug-Free Workplace for Supervisors – Executive Order 12564 CHRM 792.3
  - o Hiring Talent - 2019 DoD Managerial and Supervisory Learning and Evaluation Framework

  - o **Human Resources Supervisory Training — ONLINE - TWMS (15 separate courses; every 3 years)**
    - Addressing Poor Performance
    - Coaching, Counseling, and Mentoring
    - DON EEO Training
    - DON Training and Development
    - DON USERRA-Uniformed Services Employment and Re-employment Act
    - Drug-Free Workplace for Supervisors
    - Hiring Talent
    - Labor Relations
    - Merit System Principle Basics for Hiring Managers
    - Performance Management Phases
    - Recognition Incentives and Awards
    - Supervisors Responding to Whistleblower Complaints
    - Supervisor Safety Awareness Training
    - Telework Training for DON Supervisors
    - Workers Compensation

  - o No Fear Act - 5 CFR 724.203

- o POSH – SECNAV 5300.26D, 3 Jan 2006, DoDI 1400.25, Vol. 410, 25 Sep 2013
- o Privacy Act (PA) and Personally Identifiable Information (PII) – DOD Reg 5400.11-R
- o Records Management (all employees who create and use records)— DoDD 5015.2
- o Sexual Assault Prevention and Response (SAPR) - NDAA 2012, Section 1615
- o Supervisory Safety Awareness Training - 29 CFR 1960.59(a)
- o Violence Prevention Awareness – MCO 5580.3
- o Whistleblower Reprisal - P.L. 115-73, 11-91
- o Competency Training – Leadership – Command directed

*** Supervisors also have an option of participating in a one day classroom training that will include the topics required for the **Human Resources Management Training**

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 required each year — 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 mandatory training and any other training of eight hours or more are to be submitted to the departmental Training Liaison for submission to the Employee Training and Development Branch (ETDB) to be included in employees' permanent records unless completed in TWMS.

- o **New Supervisors -** 5 U.S.C. 4121
  - ▪ Human Resources Supervisory Training
  - ▪ Training in basic management skills
  - ▪ Training in communication skills

Developmental Training
Competency-Based

The following elective courses and competency training are planned for FY 2024 Civilian Training Schedule if funding is available:

Course Title	Hrs	Competencies	Description
Crucial Accountability	16	• Accountability • Communication	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.
Acculturation	4	• Corps Values	This course is mandatory for all new civilian employees at MCIEAST-MCB. You will learn Corps values to assist you to better understand your role as a Civilian Marine.
How to Deal with Difficult People	8	• Conflict Management	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.
Project Management	8	• Problem Solving • Decisiveness	Training will be provided that teaches the fundamentals of project management. You will learn how to plan, budget, schedule, and monitor projects, and how to maximize resources for the greatest profitability.
Crucial Confrontations	16	• 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.

Course Title	Hrs	Competencies	Description
Crucial Conversations	16	• Communication • Conflict Management	Whenever you are not getting the results you are looking for, it is likely that a crucial conversation is keeping you stuck. Whether it is a problem with poor quality or a strained relationship—whatever the issue—if you cannot 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.
Delivering Excellent Customer Service	4	• 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.
Cross-Generational Communication	8	• Interpersonal Skills • Leveraging Diversity	Training will be provided to teach how to effectively manage and communicate with each generation so there can be a productive and harmonious work environment.
MCCLD Leadership Seminar	24	• Developing Others	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.
Conflict as a Growth Opportunity	2	• Conflict Management • Problem Solving • Resilience	Training will be provided ways you can learn, grow, and expand your skills in conflict situations to help prepare for

Course Title	Hrs	Competencies	Description
			clashes and develop strategies for disagreements in positive ways.
Multiculturalism: The Journey Beyond	8	• External Awareness	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.
iLove Feedback	8	• Developing Others • Continual Learning • Flexibility	Training will be provided to define effective feedback, explores the positive impacts of feedback on organizations, and outlines the Five Best Practice Steps model for giving feedback.
Human Resources Management Refresher for Supervisors **Training on line only in TWMS Database**	8	• Human Resources Management	This course is for Marine Corps supervisors and military managers and covers all aspects of human resources management.
Human Resources Supervisory **Lunch and Learn Workshops**	2	• Human Resources Management	Lunch and Learn workshops will be provided on numerous Human Resources supervisory topics throughout the year.
Building Trust, Credibility, and Rapport	2	• Accountability • Partnering	As a leader, it's your responsibility to avoid this gap by fostering a culture of trust, and that starts with building trust between yourself and each team member. In this module, you learn the difference between trust, credibility, and respect, and how their nuances contribute to your ability to lead people to great heights. Building and restoring trust is not easy, but using the right techniques and tools will engender a healthy environment that

Course Title	Hrs	Competencies	Description
			engages people and ensures you retain them.
The Speed of Trust	8	• Integrity • Honesty	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 an 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.
Building Coalitions	8	• Interpersonal Skills • Team Building	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.
Problem Solving and Analytical Skills	8	• Problem Solving • Strategic Thinking • Continual Learning • Vision	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.
Naval Correspondence	8	• Written Communication • Continual Learning	Training provided will help each participant fully understand how to apply the rules and regulations of the Naval Correspondence Manual to their everyday work life. This course will teach participants to

Course Title	Hrs	Competencies	Description
			write/format all types of official documents used throughout the Navy.
Getting Things Done	8	• Strategic Thinking • Continual Learning	This training will enlighten you with many new strategies and techniques to accommodate the 'new normal' from which many are working. You will learn how to stay on top of their work and avoid feeling buried in it.
Leveraging Critical and Creative Thinking	8	• Creativity and Innovation	Training will be provided to learn the right questions to ask, how to challenge assumptions, apply creativity, and seek other viewpoints to add clarity by using a Problem-Solving Model.
Persuasive Writing	8	• Written Communication	Training provided will discuss core concepts such as message formation; recognition of readers' needs; organization of relevant information; word economy and the application of persuasive writing. The training will address tools and tactics that can be used to improve the persuasiveness of writing.
Career Planning	8	• Career Development	Training in this competency will cover the key elements and practice opportunities in a very high energy, interactive, hands-on way so everyone knows how to apply this to their personalized plans and goals.
Presentation Skills	8	• Oral Communication	In the training, you will provided with the practical skills and knowledge necessary to express yourself clearly with confidence in a variety of speaking situations and learn presentation techniques, how to plan and structure effective presentation, effective delivery methods, and how to overcome anxiety when making a presentation.
Team Building: Migrating to Excellence	8	• Team Building	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.
Time Refuses to Be Managed: Manage Yourself Instead	21	• Coaching/Counseling • Conflict Management • Change Management	This class focuses on taking responsibility for results; exercising more initiative;

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Course Title	Hrs	Competencies	Description
			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.

The following computer training will be provided if funding is available:
- o   Adobe InDesign
- o   Adobe Professional
- o   Adobe Acrobat (includes LiveCycle ES)
- o   Microsoft Office 365
  - ▪   Access
  - ▪   Excel
  - ▪   One Note
  - ▪   Outlook
  - ▪   Power Point
  - ▪   Project
  - ▪   Word
- o   SharePoint
- o   Web Design

Also, if funding is available, ETDB will provide the following classroom training:
- o   Briefing and Presentations
- o   Business Writing
- o   Customer Service
- o   Grammar and Proof Reading
- o   Communication
- o   Mentoring and Coaching
- o   Naval Correspondence
- o   Team Building
- o   Civil Service Retirement System/Federal Employees Retirement System 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 Training Assistance Program (subject to availability of funds). On-line training is available at numerous web sites, such as MarineNet (https://www.marinenet.usmc.mil); Navy E-Learning (http://learning.nel.navy.mil); TWMS (https://mytwms.dc3n.navy.mil); LinkedinLearning.com; Enterprise Safety Application Management System (https://esams.cnic. navy.mil/ESAMS_GEN_2/LoginEsams.aspx); and the Graduate School (http://graduateschool.edu). The ETDB has an extensive library of books and compact discs on a variety of leadership, Corps Values, and

professional development topics. Contact ETDB at 910-451-4793 or 9175 to check out library materials.

FY 2024 Guidelines for the Marine Corps Civilian Leadership Development (MCCLD) Program

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

Eligibility
The MCCLD Program is available to all Marine Corps civil service and Non-Appropriated Fund (NAF) employees interested in self-development. Also open to Navy and Coast Guard civilian employees.

MCCLD Program
The MCCLD Program is designed to enhance participants' leadership competencies through assessment, mentoring, planning, and developmental activities. MCCLD Program 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 MCCLD Program 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 MCCLD Program is to improve leadership skills and competencies of all civilian Marines. Listed below are the MCCLD 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.

- 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 MCCLD Program or for additional information, contact the
Employee Training and Development Specialist at 910-451-4793.

FY 2024 Guidelines for Tuition Assistance (TA) Program

Recognizing the value of a competent, highly educated civilian workforce, MCIEAST-MCB CAMLEJ implemented a tuition assistance program for civil service employees in 2005. This will continue in 2024, 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

    1. Full-time Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) civil service employees serving on a career, career-conditional, or term appointment are eligible. Temporary employees, Non-Appropriated Fund employees, military personnel, and contractors are not eligible for this program.

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

    3. 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 Academic Degree Program (ADP).

    4. 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 Employee Training Development (ET&D) Specialist of the change, and request reimbursement after completing the course.

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

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

Expenses Covered

    1. College Courses: If an employee is approved for Training Assistance and sufficient funds are available, this command will pay for tuition and required textbooks up to $2,000 per fiscal year (FY). 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.

    2. Other Training: TA funding may be approved for job skill training from commercial training vendors up to $2,000 per FY. 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 efficient to conduct it locally, the Employee Training and Development Branch (ET&DB) will make arrangements to bring the training to MCIEAST-MCB CAMLEJ.

    3. 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. (Attachment (A))

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:

    1. Camp Lejeune Life Long Learning (information about colleges aboard MCIEAST-MCB CAMLEJ): http://www.mccslejeune.com/edu

    2. Coastal Carolina Community College: http://www.coastalcarolina.edu

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

    4. 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 ET&D Specialist at 451-4793 for this form in Adobe format. The SF-182 must be typed. Obtain your immediate supervisor's signature. Also, sign and submit with the SF-182 the Agreement to Reimburse the Government for training not completed. See Attachment (A).

    3. Submit the signed SF-182 with original signatures to the ET&PD Specialist. The application for assistance must be submitted no later than seven calendar days prior to the first class meeting.

    4. Applicants 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 ET&DB. 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 a SF-182 when you obtain your books from their bookstore.

    5. When you have completed the course, you must submit proof of

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satisfactory completion (certificate or grade of "C" or better, "B" for graduate level courses) to the ET&D Specialist. If you are requesting reimbursement, you must complete the form SF-1164 and submit it 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 ET&D Specialist at 910-451-4793.

**REIMBURSEMENT AGREEMENT
FOR
TUITION ASSISTANCE PROGRAM
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 Employee Training
and Professional Development Branch a copy of the certificate or grade
within two weeks of the completion date.

_____   _____
Signature   Date

FY 2024 Guidelines for the Academic Degree Program (ADP)

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

Eligibility
The ADP is available to all Marine Corps Career Appropriated-Funded Civil Service employees who choose to participate in the Marine Corps Civilian Leadership Develop (MCCLD) Program. 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 MCCLD Program before applying for the ADP.

Continued Service Agreement (CSA)
A CSA must be signed prior to commencement of training period for training of substantial duration or cost. For academic degree, certificate or authorized course, length of training period must be based on the number of contact hours established by the academic institution (The number of academic credit hours assigned to the course(s) times the number of weeks in a term, times the number of terms required to complete the course(s), certificate or degree). Employee agrees to continued service three times the length of the training period, if received salary covering the training period. CSA may begin on the day after all requirements for the degree, certificate, or course have been met. If employee does not receive salary covering training period, the CSA must provide for continued service for a period equal to at least the length of the training but, in no case less than 1 month.

MCCLD Program
The MCCLD Program 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. MCCLD Program 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 Individual Leadership Development Plan (ILDP). Contact the Employee Training and Development (ET&D) Specialist at 910-451-4793 for additional information on the MCCLD Program.

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. Information about the degree programs offered locally is available at the Lifelong Learning Center, Building 825. Information is also available online at http://www.mccslejeune.com/edu. This site will identify the colleges and universities available on site. You are not limited to these colleges - you may attend any accredited educational institution. Another site with valuable information to assist you in your degree completion search is DANTES, http://www.dantes.doded.mil/.

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 subject to availability of funds. The professional credential, accreditation, license, certification, and/or examination must be highly relevant to the performance of the employee's official duties.

Individual Leadership Development Plan (ILDP)
The academic degree must be included as a developmental goal in your ILDP. In addition, you should list any college courses that provide training in MCCLD Program 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 for the rate approved upon successful completion of the course (C or higher – undergraduate; B or higher – graduate, post-graduate.)

Approval
You will be notified when your application for the ADP 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 Package

1. Application for the Academic Degree Program.

2. Copy of your 2024 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.

5. Continued Service Agreement

For further information and forms on the ADP, please contact the Employee Training and Development (ET&D) Specialist 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 ET&D Specialist at the Employee Training and Development Branch for each course individually. Include official grade and paid tuition and or book receipt(s) with reimbursement request. The reimbursement request must match the SF-182 funding request.

2. 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.

FY 2024 TRAINING LIAISON PROGRAM

Training Liaison Function

- ❖ Serve as the Point of Contact for training coordination in your Department.
- ❖ Maintain general knowledge of training and registration processes. Register employees for classes approved by their supervisor and submit registration form to lejeune_wflc@usmc.mil for enrollment and remind employees to submit registration form.
- ❖ Remind employees to utilize the Total Workforce Management System (TWMS) for their Individual Development Plans (IDP) to list all training requests.
- ❖ Collect all training certificates and verifications from the employees in your Department.
    - o Monthly – Submit proof of training completion to Work Force Learning Center (WFLC) each month, thus eliminating direct submission from each employee to WFLC.
- ❖ Track all training completions from the employees in your Department.
    - o Maintain copies for your own records and audits
- ❖ Report any challenges to WFLC for trouble shooting solutions.
- ❖ Attend quarterly Training Liaisons meetings with WFLC staff as requested.

Work Force Learning Center

- ❖ Report to Office of Civilian Human Resources for entry into permanent employee files.
- ❖ Provide updates and training announcements to all Training Liaisons.
- ❖ Announce training and development opportunities.
- ❖ Host quarterly Training Liaison meetings:
    - ° Up-to-date training info   ° Share best practices
    - ° Tackle Challenges   ° Questions and Answers
- ❖ Serve as the Training Support System for all Training Liaisons.

TRAINING LIAISON

NAME:	
EMAIL:	
DEPARTMENT / SECTION:	
PHONE NUMBER:	
SUPERVISOR NAME:	
SUPERVISOR EMAIL:	
SUPERVISOR PHONE:	
DATE ASSIGN:	

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

5. SHORT RUN DEVELOPMENTAL 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 an "X" next to listed classes that apply to you and type in additional courses.   Include scheduled dates if possible.

6. LONG RUN CAREER GOALS (Over the Next Five Years)

   State your career goals for 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 any 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

FY 2024 INDIVIDUAL DEVELOPMENT PLAN (IDP) FOR SUPERVISORY PERSONNEL

1. Employee Name (Last, First, M.I.)	2. Current Position, Series & Grade	3. Organization

4. Short Run Development Goals (Immediate, Within a Year)

a) Meet annual training requirements		*List other short-term goals in the space below:*
b) Attend college classes		
c) Certification		

5 a) Developmental Objectives	5 d) Formal Training	Date	5 e) Formal Training (continued)	Date
(Knowledge, Skills & Abilities Needed)	Department of the Navy Annual Privacy Training		**Mandatory Training for New Employees - within 90 Days**	
	DOD Cyber Awareness Challenge 2023		Acculturation	
	DOD Mandatory CUI Training		Combatting Trafficking in Persons	
	DONCEAP for Supervisors		DON Annual Ethics Training v.5	
	DON Civilian SAPR Training		New Employee Orientation	
	DON Level I Antiterrorism Awareness Training		**Human Resource Mgmt (TWMS online only): every 3 years**	
	DON Mandatory Time and Attendance Training V2022		* Addressing Poor Performance	
	DON No FEAR Training		* Coaching, Counseling, and Mentoring	
5 b) Developmental Assignments	DON POSH Anti-Harassment Training		* DON EEO Training	
(Identify type, dates, lengths, and locations	DON USERRA		* DON Training and Development	
if possible. Include planned conferences.)	Drug-free Workplace for Supervisors		* DON USERRA	
	FY23 Operations Security		* Drug-Free Workplace for Supervisors	
	Hiring Talent		* Hiring Talent	
	NCIS Counterintelligence		* Labor Relations	
	Records Management in the DON: Everyone's Responsibility		* Merit System Principles Basics for Hiring Managers	
5 b) Leadership Programs Planned	Supervisor Safety Awareness Training		* Performance Management Phases	
Civilian Leadership Development Program (CLD)	Supervisors Responding to Whistleblower Complaints		* Recognition Incentives and Awards	
Aspiring Leader Program	Workplace Violence Prevention		* Supervisors Responding to Whistleblower Complaints	
New Leader Program			* Supervisor Safety Awareness Training	
Executive Leadership Program	**Competency Training - Minimum One Elective:**		* Telework Training for Supervisors	
Other:			* Workers Compensation	
	Specialized Safety - Job Specific: List Below			

6. Long Run Career Goals (over the Next Five Years)

6 a) Objective	6 b) Developmental Assignments	Date	6 c) Formal Training	Date
(e.g. promotion, career change, academic degree)	(Cite best information available)			

7. Rotational Assignments During the Next the Next 12 Months (Indicate Where in Block 5 b)

Check Appropriate Boxes		
A. Rotational Assignment Planned		
B. Rotational Assignment Not Planned/Required		
C. Required Rotational Assignment Completed		

8a. Employee Signature	Date	8b. Mentor Signature (optional)	Date	8c. Supervisor Signature	Date

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

5. SHORT RUN DEVELOPMENTAL 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 an "X" next to listed classes that apply to you and type in additional courses. Include scheduled dates if possible.

6. LONG RUN CAREER GOALS (Over the Next Five Years)

State your career goals for 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 any 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