



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 12410.2A
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27 Jun 11

MARINE CORPS BASE ORDER 12410.2A

From: Commander

To: Distribution List

Subj: CIVILIAN EMPLOYEE TRAINING AND DEVELOPMENT

Ref: (a) CDCO 12772.1
(b) MCO 12410.24
(c) MARADMIN 433/10

Encl: (1) Civilian Training
(2) Guidelines for the Civilian Career and Leadership
Development Program
(3) Individual Development Plan

1. Purpose. To publish policy, procedures and guidance for the training and development of Civilian Marines.

2. Cancellation. MCBO 12410.2.

3. Applicability. Per reference (a) this Order applies to Marine Corps Combat Development Command (MCCDC) and its subordinate commands. The Civilian Career and Leadership Development (CCLD) program portion of this order applies to MCCDC and its subordinate commands and the following tenant activities aboard Marine Corps Base, Quantico (MCBQ): Marine Corps Air Station, Marine Corps Recruiting Command, Marine Corps Network and Operations Security Command, and Marine Corps Operational Test and Evaluation Activity.

4. Policy. It is the policy of this order to provide, within available financial resources training and development of employees for efficient performance of official duties and as required by law or regulation, and to encourage and accommodate employees to the maximum extent practicable in their self-development efforts.

5. Information. The importance of training the Civilian Marine workforce cannot be overstated. Training must be designed to develop professional competencies at all levels, enhance leadership/management skills, and raise safety and security awareness. To keep supervisors and employees abreast of the frequent civilian training schedule changes, the MCCDC G-1 will

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publish course locations, dates and times in a separate document and update it on a regular basis. In addition to the class schedule, this document will also include the current list of mandatory training and links to online training. It will be distributed via e-mail to all supervisors of Civilian Marines and posted on the MCCDC G-1 website site
<http://www.quantico.usmc.mil/activities/?Section=G1>.

6. Training. Supervisors are responsible for keeping their employees informed about training requirements and learning opportunities. Approving attendance for training during the work day is based on mission requirements. The training programs listed below provide additional opportunities for career and leadership development:

a. Annual Training. Annual Civilian Marine training will be monitored by the unit's supporting G-1. Commanders will establish training programs and ensure their Civilian Marines attend all required training. The annual Civilian Marine training plan, found in enclosure (1), consists of all mandatory training as required by higher headquarters and this Command as well as elective courses designed to enhance workforce efficiency can be found in enclosure (1).

(1) Commanders are to appoint a Training Coordinator for their organization. The name of each unit's Training Coordinator shall be provided to their supporting G-1.

(2) Training Coordinators shall provide rosters of their unit's employees who have completed required annual training to their supporting G-1. The G-1 will maintain data on those employees who have completed annual training requirements.

b. Civilian Career and Leadership Development Program (CCLD). CCLD is an integral part of the MCB Quantico's civilian training program and has been established to provide opportunities for both current and future civilian supervisors and managers to develop their leadership skills. Guidelines for the CCLD Program are included in enclosure (2).

c. Academic Degree Program. The Academic Degree Program (ADP) has been established by Headquarters Marine Corps to provide financial assistance to employees whose goal is to obtain a college degree, professional license or certification. This program is available to appropriated fund employees. Guidelines for this program are contained in reference (c).

d. Centrally Managed Civilian Leadership Courses (CMCLC). There are currently 10 Centrally Managed Civilian Leadership Courses (CMCLCs), which range from the grade level of General Schedule (GS) GS-4 and equivalent, up to Senior Executive Service (SES). The CMCLCs range in the length of time from two weeks to two years.

(1) CMCLCs are funded by MCCDC, Training and Education Command, Marine Corps University (MCU), Lejeune Leadership Institute (LLI).

(2) Lists of the CMCLCs can be retrieved from the LLI Website at <http://www.mcu.usmc.mil/LLeadership/default.aspx>. CMCLCs are solicited by LLI through the (CCLD) Program Administrators.

e. Core Leadership Group. The Core Leadership Group (CLG) consists of all supervisors (civilian and military) of Civilian Marines. Supervisors are expected to maintain and develop their management skills by completing continuing education in leadership competencies. Members of the CLG are encouraged to support the CCLD through their own active participation in the Program, by acting as mentors, and by encouraging their employees to participate.

f. Communities of Interest. The Marine Corps adopted civilian Communities of Interest (COI) as an approach to workforce planning and management. Each COI is led by a senior civilian. Each community identifies the required competencies and training for the positions in the group, and develops career paths from entry to senior level. More information on COIs can be found at the COI Website at https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MP/MP_C/d_CWM/Career%20Communities.

g. Individual Development Plans. The Individual Development Plan (IDP) is a tool that will allow employees and supervisors to work together to create a plan for completing mandatory training requirements and establishing developmental activities that will help employees achieve their career goals, enclosure (4) provides the IDP format. Additionally, supervisors are responsible for keeping their employees informed about training opportunities, and to ensure employees complete all mandatory training identified in enclosure (1) by 31 December or by the date established by higher headquarters for specific training requirements.

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7. Subordinate Element Mission. Supervisors of Civilian Marines are required to ensure their employees are familiar with the contents of this order and that training is completed as prescribed in enclosure (1).

8. Coordinating Instructions. Although the bulk of the civilian training plan calls for classroom instruction, some of the courses can be completed via internet web sites by completing the course requirements, printing the completion certificate, and providing a copy to the unit training coordinator to provide to the unit's supporting G-1. The following information must be written on each certificate: first and last name, work section, work section phone number, date completed, and last four digits of the SSN.

9. Responsibilities. Supervisors are responsible for keeping their employees informed about training opportunities, and to ensure employees complete all mandatory training identified in enclosure (1) by 31 December or by the date established by higher headquarters for specific training requirements. This MCBO is effective the date signed.

10. Recommendations. If you have any recommendations for updates to this order or any of the enclosures please contact the MCCDC G-1 Civilian Manpower Office.

/s/

D. J. CHOIKE

DISTRIBUTION: A

Civilian Training

1. Mandatory Training

a. Non-supervisory Employees

(1) New Employees

(a) New Employee Orientation (Within First 90 days)

(b) Marine Corps Acculturation Program (Within First 90 days if never taken)

(c) DON Ethics (Within first 30 days of becoming a DON/USMC employee, if taken previously and certificate is provided, training is not required)

(2) Anti-Terrorism Awareness

(3) EEO Training

(a) No Fear Act

(b) Prevention of Sexual Harassment (POSH)

(4) Civilian Cyber Awareness Training

(5) Safe Home Computing

(6) Anti-Phishing

(7) Portable Electronic Devices and Removable Storage Media

(8) Safety Training-Specialized. Position specific directed by employee's supervisor.

(a) Blood borne Pathogens

(b) Confined Space

(c) Ergonomics

(d) Hazardous Communication

(e) Hearing Conservation

- (f) Lock-out/Tag-out Machinery
- (g) Radiation Protection Assistant Training
- (h) Respiratory Protection Program
- (i) Sight Conservation
- (9) Counter Espionage Training
- (10) Human Trafficking
- (11) Operational Risk Management
- (12) Annual DON Ethics training for employees who must complete an OGE 450 form
- (13) Personal Identifiable Information (PII)
- (14) Information Assurance

b. Supervisors. All supervisors are responsible for ensuring their employees complete their mandatory training.

(1) New Supervisors. Must complete the above training in addition to the below training.

- (a) New Supervisor Orientation (Within First 90 days)
- (b) EEO for Supervisors (Within First 90 Days)
- (c) Supervisor Safety Awareness Training

c. Training Websites.

(1) A majority of the above annual training can be completed online at the following websites:

- (a) MarineNet www.marinenet.usmc.mil
- (b) Total Workforce Management Services
<https://twms.nmci.navy.mil/login.asp>

(2) Onsite courses can be registered for at the following websites:

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(a) MCB Quantico G-1 website

<http://www.quantico.usmc.mil/activities/?Section=G1>

(b) HQMC training website

<http://hqmc03d.hqmc.usmc.mil/hromtrain.nsf>

2. Training Schedule. 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 website:

<http://www.quantico.usmc.mil/activities/?Section=G1>. Contact the G-1 if you experience problems accessing this site.

3. 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>.

4. Civilian Career and Leadership Development (CCLD) Leadership Assessment. The CCLD Leadership Assessment is a voluntary word document leadership skill assessment designed to measure individuals on 33 leadership competencies. It is a competency-oriented self-assessment tool that will allow participants to identify leadership strengths and weaknesses. CCLD Leadership Assessment is a two-part assessment tool that includes both a Personal Characteristics Assessment and a 180 degree Self-Supervisor Assessment. The website for this assessment is <http://www.quantico.usmc.mil/activities/?Section=CMM>.

5. Civilian Leadership Development Training. A current list of CCLD training can be found on the CCLD Calendar on the CCLD website

<http://www.quantico.usmc.mil/activities/display.aspx?PID=2891&Section=CMM>. Training is not limited to courses listed on the CCLD Calendar. The CCLD office has an extensive library of books, DVDs, and CDs available for checking out on a variety of leadership, Corps Values, and professional development topics. In addition, on-line training is available at numerous web sites, such as:

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- (a) MarineNet www.marinenet.usmc.mil
- (b) Navy E-Learning www.nko.navy.mil
- (c) NMCI E-learning <https://training>
- (d) Total Workforce Management Services
<https://twms.nmci.navy.mil/login.asp>

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**GUIDELINES FOR THE CIVILIAN CAREER
AND
LEADERSHIP DEVELOPMENT PROGRAM**

The Civilian Career and Leadership Development Program (CCLD) provides a means for civilian employees to develop the critical core competency and leadership skills needed to advance in their careers.

Eligibility

The CCLD Program is available to all Marine Corps Civil Service and Non-Appropriated Funded (NAF) employees serving in a career, career-conditional, or term appointment.

Civilian Career and Leadership Development Program

The CCLD Program is designed to enhance participants' leadership competencies through assessment, mentoring, planning, and developmental activities. CCLD participants complete an assessment of their leadership competencies and work with a mentor to develop a plan for leadership development. CCLD 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 Development Plan (IDP). Development plans are personalized to meet the needs of each individual participant.

Leadership Planning. Leadership development requires a commitment by the employee to prepare a realistic and focused IDP, as well as support by civilian and military supervisors at all levels to help achieve the plan goals. The CCLD 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 Civilian Marines increased opportunities for career growth.

Leadership Development. One of the goals of the CCLD Program is to improve leadership skills and competencies of all Civilian Marines. The following are the Civilian Leadership Competencies that are the stepping-stones of every Civilian Marine's career:

- o **Foundation Competencies:** Core values, customer orientation, decisiveness/flexibility, diversity awareness, interpersonal/team skills, mission/organization awareness, oral communication skills, problem solving skills, quality principles, self-direction, technical competence, and written communication skills.

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- **Supervisory Competencies:** Change management, coaching/counseling, conflict management, human resources management, influencing/negotiating, managing a diverse workforce, and situational leadership.
- **Managerial Competencies:** Innovative thinking, model/reinforce core values, presentation/marketing skills, process oversight management, program development/planning and evaluating, resource management, risk management, and technology management.
- **Executive Competencies:** External awareness, joint service perspective, organizational representation and liaison, and strategic vision.

To enroll in the CCLD Program or for additional information, contact the Marine Corps Base Quantico Civilian Career and Leadership Development Program Administrator at 703-432-1514.

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

Enter the last four digits of your social security number.

4. 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