

**HEADQUARTERS UNITED STATES MARINE CORPS (HQMC)
HUMAN RESOURCES AND ORGANIZATIONAL MANAGEMENT BRANCH (HROM)**

FY2013 CIVILIAN ON-SITE TRAINING SCHEDULE

29 JULY 2013

<u>Date(s)</u>	<u>Time</u>	<u>Course Title</u>	<u>Location</u>
JUL			
30 Jul	0800-1600	Naval Correspondence	Pentagon, Room 2C253
31 Jul	0800-1600	Naval Correspondence	Quantico, Mann Hall Rm, 110a
31 Jul	0830-1130	EEO and Diversity Training	Pentagon, Room 2C253
31 Jul	1230-1530	EEO and Diversity Training	Pentagon, Room 2C253
AUG			
1 Aug	0830-1130	EEO and Diversity Training	Quantico, Little Hall Theater
1 Aug	1230-1530	EEO and Diversity Training	Quantico, Little Hall Theater
6-7 Aug	0800-1600	Plain Language Writing For Federal Employees	Pentagon, Room 2C253
13 Aug	0800-1600	New Employee Orientation	Pentagon, Room 2C253
15 Aug	0800-1600	New Supervisor Orientation	Pentagon, Room 2C253
20 Aug	0800-1600	Customer Focus in the Federal Government	Quantico, Mann Hall Rm, 110a
20-21 Aug	0800-1600	Marine Corps Acculturation Program (MCAP)	Pentagon, Room 2C253
21-22 Aug	0800-1600	Grammar, Punctuation and Proofreading	Quantico, Mann Hall Rm, 110a
22 Aug	0800-1600	Customer Focus in the Federal Government	Pentagon, Room 2C253
SEP			
4-5 Sep	0800-1600	Effective Writing Workshop – Level One	Pentagon, Rm, 2C253
10 Sep	0800-1600	New Employee Orientation	Quantico, Mann Hall, Rm, 110a
12 Sep	0800-1600	New Supervisor Orientation	Quantico, Mann Hall, Rm, 110a
18-19 Sep	0800-1600	Marine Corps Acculturation Program (MCAP)	Museum, Trailer #2

To register for a class or find additional course information, please visit the HROM-Sponsored Training website: <http://www.hqmc.marines.mil/hrom/SponsoredTraining.aspx>. Remember, to always obtain supervisor approval before registering.

All classes are scheduled from 0800 to 1600, unless otherwise specified. Each participant who registers for HQMC funded training should do so with the intent to **fulfill the required hours for course completion**. Should you have schedule meetings during the time you are required to attend any On-Site Training Classes, we recommend that you register for another class at a later date. **LATE** arrivals greater than 10 minutes will not be seated and **MUST** reschedule.

LOCATIONS:

- Mann Hall (Building 2004) - MCB Quantico, VA
- National Museum of the Marine Corps - 18900 Jeff Davis Hwy, Triangle, VA
- Pentagon – Washington, D.C. (Participants **MUST** bring Common Access Card to attend classes)

PLEASE NOTE: Pentagon **PARKING** is very limited, and we encourage use of **PUBLIC TRANSPORTATION**. If you are driving to the Pentagon, you **MUST** contact our office at least one week prior to attending your scheduled training. There is **NO** eating in the Pentagon class room; however, drinks with a lid or cap will be allowed.

REASONABLE ACCOMMODATIONS: Please let us know when you register if you require reasonable accommodations to participate in this training.

Questions or problems, please contact the Organizational and Workforce Management Section (ARHM) at: 703-604-2755 or SMB.HQMC.ARHB.TRNG@USMC.MIL.