

WORKFORCE DEVELOPMENT FOR CIVILIAN MARINES



New Supervisor Orientation
HROM – Organizational and
Workforce Management Section



Training and Development

What's available to you?

- Individual Development Plans (IDPs)
- On-site training (Pentagon/Quantico)
- Advice and guidance
- Communities of Interest
- Marine Corps Civilian Leadership Development Program (MCCLDP)



Individual Development Plan (IDP)

- Tool to help employees
 - Achieve performance objectives
 - Achieve career goals
 - Within context of org mission & goals
- Develop jointly (employee and supervisor) after performance plan is established
- Review progress and update as needed
- IDP Handbook available
 - Email to request Word version:
smb.hqmc.arhb.trng@usmc.mil



On-Site Training

- Annual on-site training schedule 📅
 - Free broad-based skills training based on annual survey
 - Announcements distributed via training coordinators 📁
 - Posted on training registration website
<http://www.hqmc.marines.mil/hrom/SponsoredTraining.aspx>
 - For more information or help: 703-604-2755

Training Websites

- www.marinenet.usmc.mil (on-line)
 - Note: not all classes are available for civilians
- www.mci.usmc.mil (correspondence)
- www.nko.navy.mil (on-line)
- www.us.army.mil (on-line)

Advice & Guidance

- Off-site training
- Organization-specific training
- Training documentation



Marine Corps Civilian Communities of Interest (COIs)

- 20 career groups led by senior civilians 📁
- COI leader appoints program manager to
 - identify competencies, career paths & training
 - manage COI program and funding
- Check M&RA's website for more information on specific COIs:
www.manpower.usmc.mil



Marine Corps Civilian Leadership Development Program (MCCLDP)

- Civilian Leadership Development (CLD)
 - Build & enhance leadership competencies
- Academic Degree Program (ADP)
 - Tuition assistance for an academic degree, license, or certification
- Centrally Managed Civilian Leadership Courses (CMCLC)
 - Compete for leadership development programs



Civilian Leadership Development (CLD)

- Open to all civilians in all pay systems (except SES)
- Build DoD Leadership Competencies
- Basic Steps for Enrollment:
 - Complete and submit application
 - Take skills assessment
 - Select mentor and schedule meetings
 - Build an Individual Leadership Development Plan (ILDP) with mentor and supervisor
 - Complete ILDP activities
 - Re-assess skills and update ILDP, as needed



Mentor Relationship

- Outside chain of command
- Based on open communication
- Identify strengths and developmental needs
- Coaching to enhance skills & knowledge
- Share organizational information & perspectives
- Develop problem-solving abilities
- Encouragement and motivation
- Networking



Marine Corps Civilian Leadership Development Program


Academic Degree Program (ADP)

- Tuition assistance program, not a full scholarship
 - Academic Degree
 - License
 - Certification
- Open to all civilians & pay systems (except NAF & SES)
- Curriculum must:
 - support organizational objectives
 - produce improvement in organizational or individual performance
- Requirements:
 - Must be CLD participant
 - Agree to abide by all ADP procedures
 - Continued service agreement (3X length of course)



Marine Corps Civilian Leadership Development Program

Centrally Managed Civilian Leadership Courses (CMCLC)

- Applicants compete for USMC quotas to various leadership development programs 
- Available at all levels, from GS-4 and up
- Open to all civilians in any pay system as long as they meet the GS grade equivalency requirement
- CLDP participation not required
- Programs vary re: time away from desk and on-the-job assignments
- Dates vary from year to year
- CLDP Administrator distributes calls for nominations
- A panel at the LeJeune Leadership Institute (LLI), Marine Corps University (MCU), reviews applications and selects participants



Supervisor's Role

- Complete and sign supervisor's section of the CLD application
- Participate in skills assessment
- Review and approve ILDP
 - Work with employee if changes are needed
- Give employee time to meet with mentor and complete ILDP activities
- Complete supervisor's portion of CMCLC application
- Encourage and support employee



Training & Development Benefits

- Expand knowledge, skills and abilities
- Gain a better understanding of the organization and what is needed to succeed and advance
- Demonstrate capabilities
- Work on challenging and interesting projects
- Increase visibility
- Build a support network
- Build confidence
- Increase job and career satisfaction



Contact Information

CLDP Administrators

- HQMC: HQMC, HQBN, MarBrks/MCI
Mr. Nathan Taylor, 703-604-4637
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- Quantico: MCCDC, MCB and all tenant activities except HQMC, MCSC and MCIA
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Training registration:
<http://www.hqmc.marines.mil/hrom/SponsoredTraining.aspx>

Training & Workforce Development Website:
<http://www.hqmc.marines.hrom/OrgWorkforceMgmt/TrainingWorkforceDevelopment.aspx>

