FY 2020

MCISRE

Civilian Career Programs

Introduction

This Career Program Guide is a tool for creating and updating your individual development plan (IDP). It provides information on developmental opportunities available to you as a Marine civilian. Each listing includes information on a program, recommended grade-level, and a list of core competencies addressed during the program. You and your supervisor are encouraged to refer to this Career Program guide several times a year—especially during performance management discussions. Please consult the Marine Civilian Continuum (below) for the progression of competencies required of Marine Corps Intelligence civilians as they rise through the leadership ranks.

You are not limited to the programs in this guide. Individual development plans should include a combination of developmental experiences. For example, a well-rounded IDP might include classroom training, mentoring, rotations, and detail assignments. Do not hesitate to consult the MCISRE Workforce Development Team for help in identifying additional professional development opportunities; contact the team via email at MCISREWorkforceDevelopment@mcia. osis.gov. The goal is to ensure you plan for, and receive, the right technical and soft-skill developmental experiences at the right time in your career.

Marine Civilian Leader Development Continuum

Deliberate development through progressive learning opportunities that broaden experience and increase responsibility

Lead the Institution
Vision • External Awareness • Strategic Thinking
Political Savvy • Global Perspective
National Security Strategy

Lead Organizations/Programs
Technology Management • Financial Management • Creativity and Innovation Partnering • Entrepreneurship • Integration National Defense • National Security Foundation

Lead People
Human Capital Management • Leveraging Diversity Conflict Management • Developing Others Marine Civilian Coporate Perspective • National Security Foundation

Lead Teams/Projects
Team Building • Accountability • Decisiveness Influencing/Negotiating • Marine Civilian Mission and Culture

Lead Self
Flexibilty • Resilience • Continual Learning • Service Motivation • Computer Literacy Integrity/Honesty • Customer Service • Problem Solving • Technical Credibility Interpersonal Skills • Oral Communiation • Written Communication • Mission Orientation

Competitive Programs

Any program requiring 80 or more duty hours is considered a competitive program, and requires submission of a Competitive Professional Development package. For more information on the Competitive Professional Development Program, please access the following link:

https://intelshare.intelink.gov/sites/mcia/ teams/043/Shared%20Documents/Policies/ Policy%20Letter%201-12%20Competitive%20 Professional%20Development%20Program%20 (CPDP)%20Nomination%20and%20 Selection%20Process.pdf

Bridging the Gap Leadership Development Program
Washington, DC
A rigorous 1-year program centered on OPM Executive Core Qualifications. Assesses leadership/management competencies through gap analysis, provides leadership development skills, and prepares participants for senior leadership opportunities. *(GS-14 – GS-15)*

Competencies: creativity and innovation, conflict management, team building, problem solving, financial/human capital/technology management, and negotiation

https://portal.secnav.navy.mil/orgs/MRA/ DONHR/EMPO/Pages/BridgingTheGap.aspx

Brookings Executive Education
Washington, DC
Provides courses, seminars, and fellowships on innovative leadership and management practices. Length/time requirements vary. Local funding potentially available. *(GS-14 – GS-15)*

Competencies: team building, influencing, negotiation, strategic thinking, external awareness, problem solving, managing a diverse workforce, joint perspective, and national security perspective

http://www.brookings.edu/about/execed

Capitol Hill Fellowship Program
Washington, DC
Designed for executives and managers who require high-level knowledge of Congress. Full time for 12 months, then a 1-year follow-on assignment. Local funding potentially available. *(GS-13 or military O-3 – O-5 or equivalent)*

Competencies: external awareness, organization representation, liaising, and strategic vision

http://data.georgetown.edu/ssce/gai
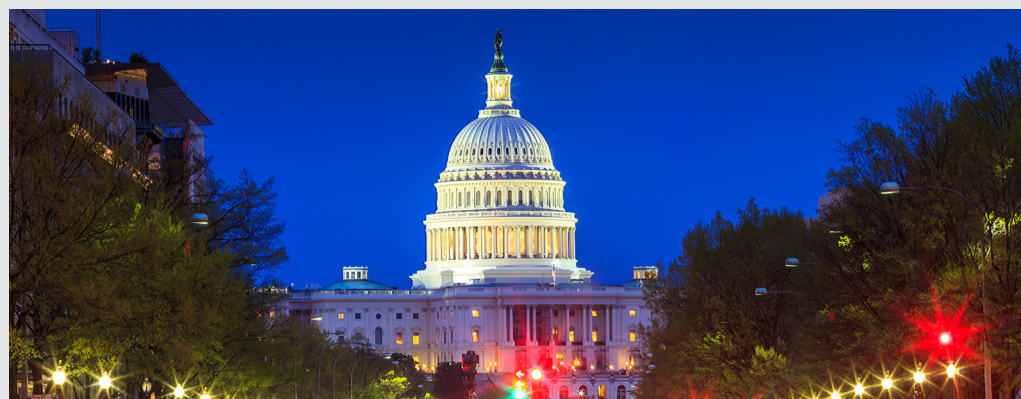
Competitive Programs

Defense Civilian Emerging Leader Program

Southbridge, MA; Washington, DC

Develops the next generation of innovative leaders with the technical competence to meet the future needs of the DoD. Provides emerging DoD leaders the skills and competencies needed in leadership roles and mission-critical capacities. Six residential training sessions held over 12 months: five sessions in Southbridge, MA, and 1 in Washington, DC. MCU funding potentially available. (*GS-7 – GS-11 or equivalent*)

Competencies: acquisition, financial management, and human resources

http://www.cpms.osd.mil

Defense Senior Leader Development Program

Washington, DC

Competency-based approach to the development of senior civilian leaders with the enterprise- wide perspective needed to lead organizations and programs. Lasts 18 to 24 months. MCU funding potentially available. (*GS-14 - GS-15 or equivalent; 1 year of supervisory experience*)

Competencies: interpersonal skills, integrity/honesty, communication, continual learning, public service motivation, leading change, leading people, results-driven business acumen, coalition building, and enterprise-wide perspective

http://www.cpms.osd.mil

Dwight D. Eisenhower School, formerly ICAF (Non-Acquisition Positions)

Washington, DC

Prepares military members and civilians for strategic leadership and success in developing national security strategy. Lasts 10 months, full time. MCU funding potentially available.

Competencies: acquisitions

http://www.ndu.edu/icaf/GS-14 or equivalent

Executive Leadership Development Program

Washington, DC

Provides extensive exposure to the roles and mission of the DoD and of what warfighters refer to as the tip of the spear. Requires 10 weeks over a 12-month period. Includes overseas locations. MCU funding potentially available. (*GS-11 – GS-13 or equivalent*)

Competencies: team building, problem solving, decision making, external awareness, organizational representation and liaison, joint service perspective, and national security perspective

http://www.graduateschool.edu

Executive Leadership Program

Washington, DC

Designed to enhance the competencies that successful government leaders and managers need. Four 1-week sessions over 9 months. MCU funding potentially available. Three 1-week sessions over 6 months. MCU funding potentially available. Program includes a 60-day assignment. (*GS-11 – GS-13 or equivalent*)

Competencies: team building, resource management, innovative thinking, presentation/marketing skills, situational leadership, development/planning, and evaluation

http://www.graduateschool.edu

Executive Potential Program

Washington, DC

Provides the training and developmental experiences that high-potential employees need for moving into executive leadership positions. Four 1-week sessions over 12 months. MCU funding potentially available. (*GS-13 – GS-15 or equivalent*)

Competencies: external awareness, vision, human resource management, conflict management, technology management, team building, oral communication, problem solving, and interpersonal skills

http://www.graduateschool.edu

Competitive Programs

Federal Executive Institute, Leadership for a Democratic Society
Charlottesville, VA

Provides a broad understanding of the Constitution and how the Constitution informs government. Provides better understanding of the policy framework in which executives must lead and the interplay among stakeholders at national and global levels. Four weeks, full time. Local funding available. (*GS-15 and above or equivalent*)

Competencies: team building, influencing, negotiating, strategic thinking, external awareness, problem solving, managing a diverse workforce, joint perspective, and national security perspective

http://www.leadership.opm.gov

Legis Congressional Fellowship Program
Washington, DC

Provides practical congressional insight and comprehensive understanding of the legislative policy making process. Participants can make valuable contacts on Capitol Hill and throughout federal agencies. Programs last 7 or 12 months. Local funding available. (*GG-13 and above*)

Competencies: legislation and speech writing and high-level briefing skills workforce, joint perspective, and national security perspective

http://www.brookings.edu/about/exceed/legis-fellowship

Marine Corps University Command and Staff Program
Quantico, VA

Provides graduate-level education and training to develop critical thinkers, innovative problem solvers, and ethical leaders who will serve as commanders and staff officers in service, joint, interagency, intergovernmental, and multinational organizations. (*GG-12 – GG-13*)

Competencies: understanding war, national policy and strategy, military culture, critical thinking, ethical leadership, and communication

https://www.usmcu.edu/csc

Navigation – Naval Intelligence Leadership Development Program
Location Varies

Naval Intelligence (NAVINTEL) leadership is committed to investing in its employees in order to build its next generation of leaders. The first-of-its-kind program is an enterprise-wide initiative that seeks to develop high-performing NAVINTEL employees into competitive candidates for future NAVINTEL leadership roles. During the program, which requires a 3-year commitment, you will navigate your individual career journey, realize your strengths, and position yourself for future leadership positions. (*GG-13, -14, and -15*)

New Leader Program
Washington, DC

Introduces employees to core leadership competencies and provides practice in the team skills that are central to modern management. Three 1-week sessions over 6 months. MCU funding potentially available. Program includes a 30-day assignment. (*GS-7 – GS-11 or equivalent*)

Competencies: team building, self-direction, problem solving, and interpersonal/team skills

http://www.graduateschool.edu

Presidential Management Fellows
Washington, DC

Enables agencies to bring highly qualified candidates into their management ranks through direct-hire authority. Requires 160 hours of coursework, followed by a 4- to 6-week developmental assignment. MCU funding potentially available. (*Hired at GS-9 or GS-11*)

Competencies: interpersonal skills, integrity/honesty, communication, continual learning, public service motivation, leading change, leading people, results-driven business acumen, coalition building, and enterprise-wide perspective

https://www.pmf.gov/

Strategy and Policy
Quantico, VA

The Strategy and Policy course is an advanced professional military education opportunity for colonels, Navy captains, and GS-15s designed to bridge the gap between the Top-Level School and the Executive Education Program. The course runs for two and a half weeks during April/May. (*GS-15*)

Competencies: critical thinking, decision making, creative thinking, and strategic thinking

www.usmcu.edu/courses/strategy-and-policy-course

Competitive Programs

Seminar XXI
Washington, DC
Six evening sessions and three weekend sessions. Local funding available. (*GG-14 or GG-15*)

Competencies: team building, influencing, negotiating, strategic thinking, external awareness, problem solving, joint perspective, and national security perspective

http://web.mit.edu/semxxi

Washington DC Leadership Development Program
Arlington, VA
This 6-month program is based on a "whole person" model composed of four dimensions: intellectual, emotional, physical, and behavioral. The curriculum applies this model through specific monthly sessions taught by highly-skilled professional facilitators who focus on the development of the OPM Leadership Competencies or Executive Core Qualifications. Research shows that development of these competencies is essential to success in senior-level public-sector leadership positions.

Competencies: personal growth, flexibility, and risk-taking

https://cldcentral.usalearning.net/mod/page/view.php?id=10770

White House Leadership Development Program
Location varies
The White House Leadership Development Program aims to strengthen enterprise leadership across the U.S. Government by providing senior-level federal employees with expanded perspectives and skillsets to address challenges facing the country. These increasingly complex challenges span agencies and jurisdictions, requiring senior leaders to work across agencies and organizational boundaries while leveraging networks on a greater scale than in the past to ensure the U.S. Government continues to effectively deliver services to the American people. (*GG-15*)

Competencies: leadership, and organizational performance

https://www.cpms.osd.mil/Content/Documents/LDP/WHLDP_Manual_2018.pdf

White House Leadership Presidential Management Fellows
Washington, DC
Enables agencies to bring highly qualified candidates into their management ranks through direct-hire authority. Requires 160 hours of coursework, followed by a 4- to 6-week developmental assignment. MCU funding potentially available. (*Hired at GS-9 or GS-11*)

Competencies: interpersonal skills, integrity/honesty, communication, continual learning, public service motivation, leading change, leading people, results-driven business acumen, coalition building , and enterprise-wide perspective

https://www.pmf.gov/

Non-competitive Programs

Non-competitive programs, generally defined as any program requiring fewer than 80 duty hours, require employees to submit a Standard Form 182 (SF-182). SF-182's must be routed through the appropriate directorate head to the MCISRE Workforce Development Team (**MCISREWorkforceDevelopment@mcia.osis. gov**) no later than 30 business days prior to the beginning of the training event. A blank SF-182 can be accesses at the following link:

https://intelshare.intelink.gov/sites/mcia/ teams/043/Shared%20Documents/Blank%20 SF182.pdf

Briefing Techniques
Graduate School USA

Audience: all employees
Competencies: planning and delivering presentations, managing perceptions, and using visual aids

www.graduateschool.edu

Clear Writing Through Critical Thinking
Graduate School USA

Audience: all employees
Competencies: critical thinking, written communication, logic, influencing, and problem analysis

www.graduateschool.edu

Coaching and Mentoring for Excellence
OPM, Management Development Center

Audience: managers, supervisors, and those interested in developing their staff
Competencies: personnel development, flexibility, interpersonal skills, oral communication, and strategic thinking

www.leadership.opm.gov

Communicating Face to Face
OPM, Management Development Center

Audience: all employees
Competencies: conflict management, influencing/negotiating, interpersonal skills, oral communication, and partnering

www.leadership.opm.gov

Communication Skills
Graduate School USA

Audience: all employees
Competencies: organizing and delivering presentations, recognizing barriers, and organizing written communication

www.graduateschool.edu

Conflict Resolution Skills
OPM, Management Development Center

Audience: all employees, especially project/ team leads, supervisors, and managers
Competencies: conflict management, interpersonal skills, oral communication, problem solving, and resilience

www.leadership.opm.gov

Effective Communications & Human Relations Skills for Success
Dale Carnegie Training

Audience: all employees
Competencies: listening, communication, relationship, building, dealing with challenging personalities, and stress management

www.dalecarnegie.com

Effective Facilitation
Leadership Strategies

Audience: project/team leads, supervisors, and managers
Competencies: conflict management, flexibility, influencing/negotiating, and team building

www.leadstrat.com

Effective Writing in The Federal Government
OPM, Management Development Center

Audience: all employees
Competencies: influencing/negotiating, political savvy, strategic thinking, technology management, and written communication

www.leadership.opm.gov

Executive Writing
Graduate School USA

Audience: all employees
Competencies: written communication, and writing evaluation skills

www.graduateschool.edu

Extraordinary Leadership
OPM, Management Development Center

Audience: supervisors and managers
Competencies: accountability, continual learning, decisiveness, integrity/honesty, and interpersonal skills

www.leadership.opm.gov

Facilitation Skills for Leaders
OPM, Management Development Center

Audience: project/team Leads, supervisors, and managers
Competencies: conflict management, flexibility, influencing/negotiating, and team building

www.leadership.opm.gov

Grammar for Professionals
Graduate School USA

Audience: all employees
Competencies: grammar, and written communication

www.graduateschool.edu

Non-competitive Programs

High Impact Presentations

Dale Carnegie Training

Audience: all employees
Competencies: communication, presentation, and motivation of others

www.dalecarnegie.com

HR University/Manager's Corner

The Manager's Corner has resources to enhance HR-related technical and leadership competencies for federal supervisors, managers, and executives.

https://hru.gov/Studio_Managers/Studio Managers_Corner.aspx

International Career Advancement Program

Aspen, CO

The purpose of the International Career Advancement Program (ICAP) is to help bring greater diversity to the staffing of senior management and policymaking positions in international public service, both in the government and for private nonprofit organizations. ICAP's goal is to assist highly-promising mid-career professionals from underrepresented groups in advancing to more senior positions in international affairs.

Competencies: leadership

https://www.du.edu/korbel/faculty/icap.html

Leadership Assessment Program Level 1

OPM, Management Development Center

Audience: high performers, team leads, and supervisors with less than 1 year of experience

Competencies: conflict management, decisiveness, interpersonal skills, oral communication, and problem solving

www.leadership.opm.gov

Leadership Assessment Program Level 2

OPM, Management Development Center

Audience: supervisors and managers with at least 1 year of supervisory experience
Competencies: personnel development, flexibility, influencing/negotiating, interpersonal skills, and resilience

www.leadership.opm.gov

Leadership Skills for Non-Supervisors

OPM, Management Development Center

Audience: employees not in formal supervisory or managerial positions
Competencies: flexibility, influencing/negotiating, integrity/honesty, interpersonal skills, and resilience

www.leadership.opm.gov

Management Development: Leading from the Middle

OPM, Management Development Center

Audience: recently promoted second-line managers and experienced first-line supervisors seeking to update their management skills and knowledge
Competencies: accountability, conflict management, personnel development others, diversity leveraging, and problem solving

www.leadership.opm.gov

Management Development: Leading Organizations

OPM, Management Development Center

Audience: second- and third-line managers seeking to improve the performance of their organizations
Competencies: human capital management, influencing/negotiating, political savvy, strategic thinking, and vision

www.leadership.opm.gov

Navy Capitol Hill Workshop

Washington, DC

Audience: GS-11 or O-2 or equivalent
Competencies: acquisition, national security perspective, external awareness, and coalition building

http://gai.georgetown.edu/?p=451

Problem Solving

Graduate School USA

Audience: all employees
Competencies: problem-solving, cause and effect analysis, and brainstorming

www.graduateschool.edu

Project Management

Graduate School USA

Audience: project/team leads
Competencies: planning, executing, and controlling projects

www.graduateschool.edu

Project Management Principles

OPM, Management Development Center

Audience: potential project managers
Competencies: accountability, problem solving, strategic thinking, team building, and technical credibility

www.leadership.opm.gov

Resiliency 2.0

OPM, Management Development Center

Audience: supervisors, managers and non-supervisors
Competencies: flexibility, interpersonal skills, problem solving, resilience, and team building

www.leadership.opm.gov

Supervisory Development (SDS 2) Learning to Lead

OPM, Management Development Center

Audience: supervisors
Competencies: conflict management, personnel development, interpersonal skills, leveraging diversity, and oral communication

www.leadership.opm.gov

Team Development: Team Building and Team Leadership

OPM, Management Development Center

Audience: supervisors and project/team leads and members
Competencies: conflict management, continual learning, influencing, negotiating, interpersonal skills, diversity leveraging, public service motivation, and team building

www.leadership.opm.gov

Writing for Results

Graduate School USA

Audience: all employees
Competencies: written communication, problem analysis, and influencing

www.graduateschool.edu

Helpful Links for Competitive and Noncompetitive Courses

Workforce Development Homepage:
https://intelshare.intelink.gov/sites/mcia/Teams/043/Pages/Workforce-Development.aspx

https://www.usmcu.edu/cdc

www.leadstrat.com

www.dalecarnegie.com

www.leadership.opm.gov

www.graduateschool.edu

All programs listed are not an exhaustive list of program possibilities. If you find a program you would like to participate in that is not listed, please apply using the "other" category.

Contact Us

POCs MCISRE Workforce Development Team

ADDITIONAL POCs

Carolyn Smith
Training & Development
703-432-7572

Shaneika Friend
Training & Development
703-432-7553

Stephanie Williams
Employee Relations
703-432-7507

Mike Benavidez
Joint Duty Assignment (JDA)
571-256-9253

Jennifer Thompson
Performance Management
703-432-7504

For more information, contact the MCISRE Workforce Development Team or visit our website:

MCISREWorkforceDevelopment@mcia.osis.gov

https://intelshare.intelink.gov/sites/mcia/apps/training/ SitePages/Home.aspx

*Programs exceeding 80 duty hours require employees to complete a continued service agreement (CSA). Requirements for continued service will equal three times the duty hours completed in a program. Continued Service Agreement will be prepared once employee is approved for a specific program.

veritas per sententia
Intelligence Department

For more information contact the
MCISRE Workforce Development Team

MCISREWorkforceDevelopment@mcia.osis.gov