



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

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27 MAY 2016

COMMANDING OFFICER'S POLICY LETTER 01-16

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: MARINE CORPS AIR STATION, CHERRY POINT TRAINING POLICIES AND REQUIREMENTS

Ref: (a) DODI 1400.25v410
(b) SECNAVINST 12410.25
(c) ASB 12410
(d) National Defense Authorization Act (NDAA) 2010, Section 113

Encl: (1) Employee Training Roadmap
(2) Individual Development Plan (IDP)
(3) Training Information Board (TIB) Liaison Appointment Letter
(4) Supervisor Training Plan

1. Purpose. To establish policy for the mandatory, required, and supervisory training and scheduling requirements for MCAS Cherry Point personnel.

2. Information. Commanders and directors of MCAS Cherry Point are responsible for the training of military and civilian personnel assigned to them. This is a critical area of responsibility, which if neglected, leaves Marines, sailors, and civilians vulnerable to being tasked with accomplishing missions for which they are not prepared.

a. Every leader should know what training is required of all personnel, both military and civilian. References (a) through (d) establish requirements for employee development and training. Enclosure (1) provides an employee roadmap for training and development, and it is imperative for supervisors and senior leadership to facilitate the training and development of their employees.

b. It is a supervisor's responsibility to ensure that employees complete Individual Development Plans in accordance with reference (a). These plans must encompass necessary or desired training to improve performance, skills, and assist employees in achieving their annual performance objectives. Supervisors shall complete a supervisory IDP in accordance with reference (b). Completion of the IDP will be reflected in each performance appraisal at the end of the evaluation period.

c. Every Supervisor should be personally and visibly engaged in the creation and execution of their employee's annual training plan. Training requests and plans for the fiscal year shall be submitted in accordance with the references.

d. Each Directorate shall appoint a training liaison (see enclosure (3)). Liaisons shall serve as the communication conduit between the Directorates and the Training Support Department (TSD).

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3. Employee Training and Development. The three categories of employee training are:

a. Mandatory Training. Required of the total workforce, encompassing all civilians and military members. Mandatory training shall be completed in accordance with reference (c).

b. Required Training. Based on billet, series, program, or additional duty. This encompasses programs such as credit card training, CPR, forklift operators, and confined space. Required training shall be managed by program managers and the TSD as outlined in the references.

c. Leadership Training. Encompasses Civilian Leadership Development (CLD), and professional skills such as team building and communication. Supervisors shall afford employees the opportunity to complete skill-based training programs and CLD requirements in accordance with the references.

4. Supervisor Training Program Requirements. Reference (d) establishes the requirements for Civil Service employees serving in a supervisory function to complete supervisory training.

a. New Supervisor Training. New supervisors will be required to complete the supervisory training courses located on the Total Workforce Management Services (TWMS) site. Per reference (d), these classes shall be completed within one year of being appointed as a supervisor. New supervisors will also be required to complete two in-seat skills-based courses, and can choose from a list of courses provided by the Training Support Department (TSD), or any other in-seat course that addresses the competencies specified. A supervisory training plan is provided as enclosure (4).

b. Refresher Supervisor Program. Civilian supervisors shall complete refresher training once every three years. The refresher supervisory program will be offered on a semi-annual basis, with a course offered in January and July. Course material shall be prepared by local subject matter experts (SMEs) from each of the Directorates, and be pertinent to relevant issues facing the command. Course development will be coordinated through the TSD, and is approximately 1.5 to 3 hours in length. All supervisors, both military and civilian, may attend refresher training.

c. Military Supervisors. Military officers appointed to supervise civilian personnel shall complete a "Military Supervising Civilians" course within 60 days of appointment. This course will be offered monthly on an as needed basis. Instructors shall be SMEs from the Human Resource Office aboard MCAS Cherry Point or Marine Corps Base, Camp Lejeune.

5. Training and mentoring our workforce is absolutely essential to the well-being of our workforce. As such, supervisors are also strongly encouraged to participate in the Mentor Program. While participation in the program is voluntary, directors and commanding officers shall provide equal opportunities and access to employees who wish to participate, either as mentors or mentees, or both.

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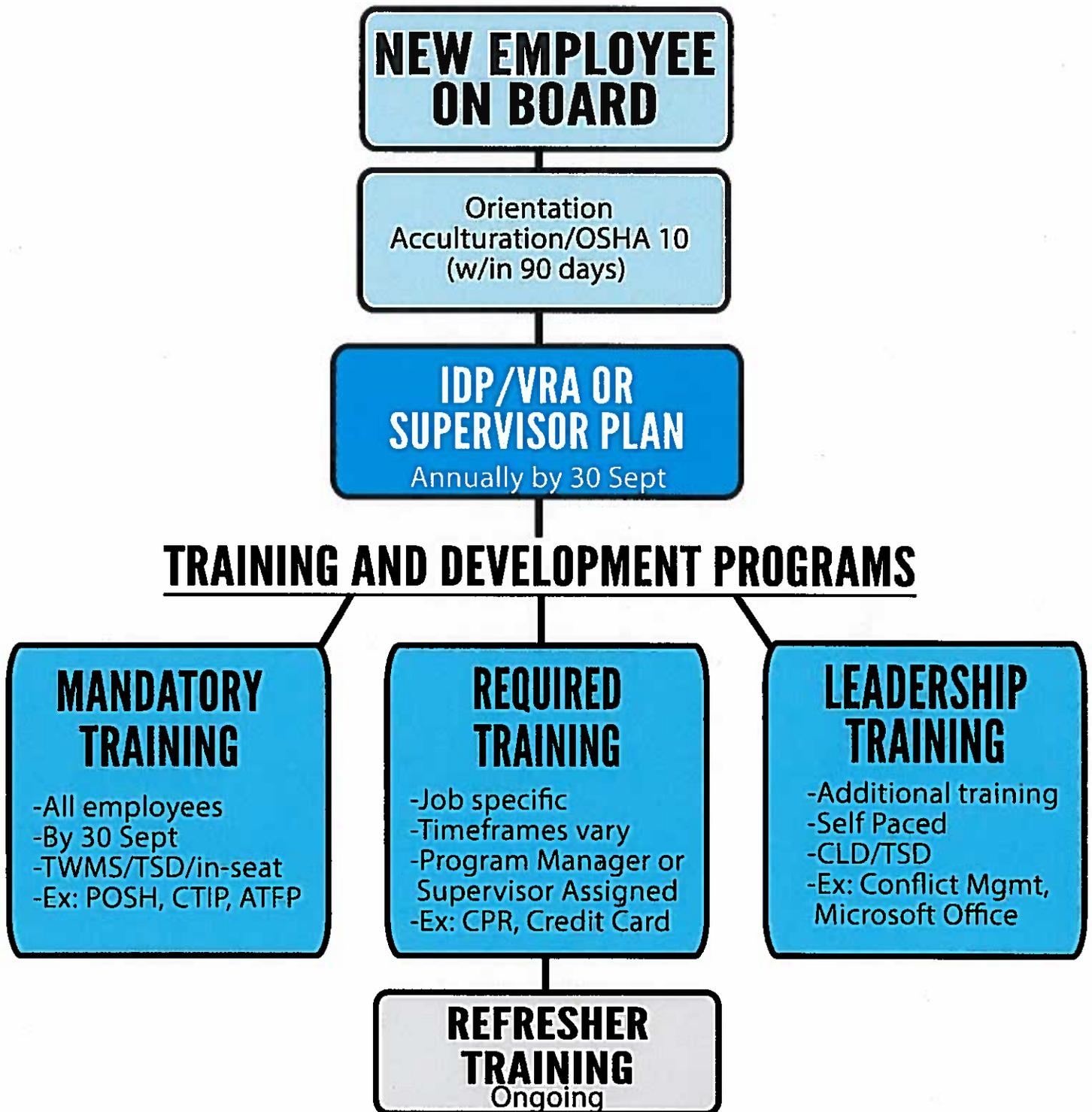
6. Additional information on all training programs and opportunities can be found by contacting Cathy Hill, TSD, at DSN 582-2557, commercial (252) 466-2557 or catherine.c.hill@usmc.mil or at:
<https://cherrypoint.usmc.afpims.mil/StaffOffices/TrainingSupportDepartment.aspx>

7. Scope. This Policy Letter is applicable to MCAS Cherry Point and its subordinate commands.



C. PAPPAS III

DISTRIBUTION: A



LEADERSHIP DEVELOPMENTAL PLAN - TO BE COMPLETED BY CLD MEMBERS

COMPETENCY (Choose 3 from DOD Leadership Competency Continuum) <i>(All competencies should be from the same Phase recommend three per year- see instructions)</i>	DEVELOPMENTAL ACTIVITY <i>(Ex: Course at CP, book reading, online course, job assignment, etc.)</i>	MIDYEAR REVIEW/ PROGRESS NOTES <i>A mid year review s/b conducted, please note any challenges and update progress on achieving the developmental activity. Date completed is the date the developmental activity is completely finished.</i>	DATE COMPLETED

8a. Employee Signature	Date	8b. Mentor Signature	Date	8c. Supervisor Signature	Date

9a. Employee Completion Signature	Date	9b. Mentor Completion Signature	Date	9c. Supervisor Completion Signature	Date



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From: Director of Operations, Marine Corps Air Station, Cherry Point
To: Employee Job Series, Rank, First Name Last Name

Subj: APPOINTMENT AS A TRAINING LIAISON

Ref: (a) CO POLICY LETTER 01-16

1. Pursuant to the above reference, you are hereby appointed as the Training Liaison for the XXXXXX Directorate. As the Training Liaison, you will serve as the command's primary point of contact for the XXXXXX Directorate, handling all correspondence and assistance with training matters.
2. You are directed to review the reference in its entirety.
3. You are required to attend a monthly training liaison meeting, scheduled the third Thursday of each month. The training meeting will be from 1230-1330, unless otherwise announced by the Training Liaison Coordinator. The room location will be posted on the TV monitors at each entrance to the Training & Education Bldg., 4335.
4. When you transition from your billet, a new appointment letter must be secured for the new Directorate's Training Liaison and a copy provided to the Training Support Department 30 days prior to checking out.
5. For any additional assistance or information that you require regarding the duties as the Directorate's Training Liaison, contact Mrs. Carrie Ulery, Training Liaison Coordinator for Marine Corps Air Station, Cherry Point. She can be reached at (252) 466-3835.

XXXXXXXXXX

Copy to:
Employee File
Training Support Department

Enclosure (3)

