



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
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CHERRY POINT, NORTH CAROLINA 28533-0003

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

Subj: TRAINING AND EMPLOYEE DEVELOPMENT

Ref: (a) 5 CFR 410  
(b) 5 CFR 412  
(c) CPI 410  
(d) SECNAVINST 12410.22A  
(e) Civilian Workforce Campaign Plan  
(f) Commanding General's Policy Letter 001-06 of 26  
Jan 06  
(g) MCO 12410.24 Civilian Leadership Development  
(h) MARADMIN 443/10  
(i) ASBul 12410

Encl: (1) CY 2011 Individual Development Plan (IDP) for MCAS  
Cherry Point Personnel  
(2) Training through Non-Government Facilities  
(3) General Mandatory Civilian Training  
(4) CCLD Program Information and Application  
(5) Academic Degree and Certification Program (ADCP)  
Handbook  
(6) Authorization, Agreement and Certification of  
Training  
(7) CCLD Enrollment and Student Placement Procedures  
(8) Individual Development Plan (VRA)  
(9) Selection and Assignment Criteria  
(10) Certificate Labels

1. Situation. To establish policy and assign responsibilities for the administration of education, training, and development of civilian employees assigned to Marine Corps Air Station, Cherry Point (MCAS CHERPT) in accordance with references (a) through (i). This includes civilians who work for 2d Marine Aircraft Wing (2d MAW), Marine Transport Squadron 1 (VMR-1), or are administratively attached to MCAS CHERPT.

2. Mission. Ensure all directorates with civilian employees develop those employees by following this Order, and the Commandant's and Commanding General's policies outlined in the references.

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

### 3. Execution

a. Concept of Operations. Training and development of employees is an essential element in the management of Department of the Navy (DON) organizations. The complexity and variety of the missions requires continual upgrading of knowledge, skills, and abilities to perform more effectively today and to prepare for future mission requirements. To this end, all civilian employees are required to complete an IDP as shown in enclosure (1). It is the policy of this Command to provide, within available financial resources, training and development of employees for efficient performance of their duties as required by law or regulation, and to encourage and accommodate employees to the maximum extent practicable in their self-development efforts. All training regardless of area of expertise/origin will be coordinated and managed by the Training Support Department (TSD). The guidelines contained in enclosure (2) will be used. Mandatory training required by all civilian employees is listed in enclosure (3). All installation training input for the new year will be submitted to the TSD in November to be included in the annual training plan (ASBul 12410).

b. Tasks. Employee training and development is the responsibility of the individual employee, management and supervisors, and the TSD.

(1) Managers/Supervisors. Managers and supervisors at all levels are responsible for evaluating employee performance, reviewing current and anticipated mission requirements, determining where training can be used to bridge between employee performance and mission demands, and assuring that training is achieved, applied, evaluated, and documented by:

(a) Identifying specific skills that will be needed, in both the short term and long term, to accomplish departmental objectives.

(b) Developing an understanding and appreciation among employees of the significance for continual growth in job competence and professional advancement.

(c) Planning, developing, budgeting, and conducting via the TSD or otherwise making available on the job and off the job training opportunities that will best serve the needs of the organization and the individual.

(d) Ensuring that the training is job-related, distributed equitably, and that all training requirements are met and documented via the TSD.

(e) Ensuring attendance of employees who are scheduled to attend a training course or program.

(f) Ensuring all employees have IDPs on file with the TSD within 30 days of hire.

(g) Ensuring all Veterans Readjustment Act (VRA) appointees have VRA IDPs using the template contained in enclosure (8) on file with the TSD within 30 days.

(h) Evaluating the investment of training and development efforts in terms of increased job competency and efficiency of operations.

(2) Employees. Civilian employees have the ultimate responsibility for their own development and expectations of life-long learning and will:

(a) Familiarize themselves with mandatory training requirements, other training opportunities, and this document.

(b) Communicate their training and career development interests to their immediate supervisor.

(c) Demonstrate self-interest and initiative in meeting their training and developmental needs and expend the time, energy, and effort necessary to achieve career objectives.

(d) Identify opportunities to enhance their value to the organization such as acquiring new skills, participating in professional associations, joining task forces, etc.

(e) Take advantage of training opportunities made available and apply the knowledge, skills, and techniques acquired to the assigned job.

(f) Notify the TSD of failure to enroll in or complete course for which approved and follow appropriate policy for course withdrawal.

(g) Ensure that the TSD receives all evaluations and grades as appropriate and that attendance at training is documented.

(h) Provide certificates of completion to the TSD within 3 days of completion of training for all cost training submitted via SF-182 and within 10 days of completion of training for all other training.

(3) MCAS CHERPT TSD. The TSD is responsible for coordinating progressive employee training and career development programs in keeping with the Office of Personnel Management, Department of Defense, and Department of the Navy regulations and integrating such programs with strategies for planning, programming, and budgeting. The MCAS CHERPT TSD will provide guidance and policy for civilian training and development programs. The MCAS CHERPT TSD will also:

(a) Prepare and publish an Annual Training Plan based on required specialized and mandatory training.

(b) Develop, contract, administer, schedule, announce and register **all** training programs aboard the installation.

(c) Review and approve training nominations for validity, to include eligibility of nominee and availability of approved funds. Ensure that training cannot be accomplished in a more economical manner.

(d) Work with training coordinators and budget personnel, to project costs for future civilian training based upon needs identified in the annual survey and provide estimated cost data to fund administrators for use in budget preparation. Review all submissions to the Program and Budget Advisory Committee (PBAC) for accuracy and validity.

(e) Assist with and advise on the preparation of IDPs for approval of appropriate management officials. Monitor employees' progress with IDPs.

(f) Serve as program administrator for career management programs and trade training programs.

(g) Provide advisory and counseling service for employees seeking self-development.

(h) Establish and maintain training records and manage the reporting of training in Defense Civilian Personnel Data System (DCPDS).

(i) Administer the development of VRA and special appointments.

(j) Assist Departments with performance improvement plans as they relate to training needs only.

(4) Training Coordinators. Training coordinators are designated by the Commanding Officers of H&HS, VMR-1, Directorates, and major departments and shall be appointed in writing via a DD Form-577. The role of training coordinators is to:

(a) Administer, plan, and follow-up on all civilian and certain military training matters.

(b) Ensure all personnel complete mandatory Training.

(c) Ensure all employees have a current IDP within 30 days of hire, and that rosters are submitted to the TSD in the timeframe given.

(5) Equal Employment Opportunity Officer (EEO). Educate managers, supervisors, and employees regarding their roles and responsibilities in ensuring the existence of Equal Employment Opportunity (EEO) in all personnel practices, policies, and procedures, specifically:

(a) Determine and report training needs of EEO program officials, including counselors and EEO committee members, to the TSD on the annual training needs survey.

(b) Determine the required EEO training needs of managers, supervisors, and employees; coordinating and scheduling required EEO training via the TSD, providing instructors for EEO training; evaluating the effectiveness of training provided; and submitting rosters/reports to the TSD. Provide alternate means (electronic media) for those who cannot attend an in-house session.

(c) Analyze training data to determine the rate of participation by minorities and women in the training program.

(6) Safety Manager, Security Manager, and Contracting Officer. Send/schedule all training through the TSD. Report safety and security training and training required by the Procurement Integrity Act of 1989 to be conducted or hosted locally for civilian employees to the TSD on the annual training plan.

c. Coordinating Instructions. In accordance with the references, each directorate will provide development opportunities for civilian employees.

(1) Objectives for training activities include:

(a) To improve employee performance of official duties.

(b) To provide a means for systematically developing employee skills to meet current and future manpower requirements and enhance contribution to the mission.

(c) To provide opportunities for development of high potential employees for future, mission-related duties and responsibilities and established career progressions.

(d) To ensure that newly selected supervisors satisfactorily complete formal training within their probationary period.

(e) Complying with all mandatory training requirements.

(2) In accordance with reference (d), every employee will receive a minimum of forty (40) hours of meaningful developmental/specialized training per calendar year. Like mandatory training, this training shall be documented by supervisors and department training coordinators and forwarded to the TSD for inclusion in the employee's official training record.

(3) To meet the forty (40) hours, the following training events may be creditable:

(a) Formal classroom instruction (either technical or developmental).

(b) College courses (either after or during working hours, if Government approved).

(c) Correspondence courses (if Government approved).

(d) Job specific training.

(e) On the job training.

(f) Conferences.

(g) Lunch-time seminars (speakers, videos, wellness).

(h) Shadowing.

(i) Mentoring.

(j) In-house instruction.

(k) Structured video courses.

(l) CD-ROM training.

(m) Manufacturer's training.

(n) Job detail with developmental objectives and job assignment deliverables.

(4) The following should NOT be documented as training:

(a) Organizational information/update meetings (unless an educational video is used as well).

(b) Working group/team meetings.

(c) Supervisory/employee performance discussions.

(d) On-the-job assistance as required.

(e) Acting in the absence of another.

(f) Cultural awareness meetings.

(g) Local "town hall" meetings.

(5) MCAS CHERPT Supervisors, Directors and COs shall ensure that employees within their directorates/units are extended an equal opportunity to participate in training without discrimination because of race, color, religion, sex, national origin, age, handicapping condition, or any other discriminatory factors unrelated to the need for training.

(6) Employees will not be paid holiday, overtime, compensatory time, or night differential pay while in training except as required by the Fair Labor Standards Act.

(7) An agreement to continue in service (SF-182, pages 4-5) must be completed and signed by the employee before an employee is assigned to training through a non-government facility in excess of eighty (80) hours. He/she must agree in writing to continue in the employment of the Department of Defense after completion of the training for:

(a) Three times the length of the training period if the employee receives a salary during the time spent in training or:

(b) Either one (1) month or a period equal to the amount of time spent in training; whichever is greater, if the employee receives no salary for the time spent in training.

Note: If the employee leaves the Government before the agreed upon amount of service, MCAS CHERPT has the right to require repayment of tuition for the amount of time not served.

(8) Federal employees are responsible for obtaining the qualifications necessary to perform the duties of their position. Once obtained, MCAS CHERPT can pay or reimburse an employee for the cost of examinations, licenses, or certifications, required by the state where the Federal employee works if they are an active member in the Civilian Career Leadership Development (CCLD) program. Information on the CCLD program is contained in enclosure (4).

(9) Attendance and participation in professional meetings and conferences is encouraged and may be approved at government expense if the primary purpose for attendance is training or development. Payment of membership fees or annual dues for membership in a professional organization is a personal expense, not reimbursable to the employee, even if the Government would benefit from the employee's development as a result of the membership. In some instances, an individual

membership is included in the conference fee and conference fees cannot be reduced by the cost of the individual membership. If the Government pays for an employee to attend the conference, the employee may accept the membership as an incidental by product of the meeting.

(10) **The TSD is the only authorized purchasing agent for training aboard MCAS CHERPT.** Requests for training must be submitted on an SF-182. A sample SF-182 is contained in enclosure (6). Directions on where to register, what tracks/classes are needed, points of contact, etc., must accompany the request and arrive at the TSD two (2) weeks prior to course start date. Except in extenuating circumstances, requests not received at least two weeks prior, with all required information will not be processed. The TSD will register and enroll all MCAS CHERPT employees for training and professional development using the Station purchase card and the SF-182. Costs will be reallocated to the appropriate directorate account once the charge is processed on the civilian training officer's card. **Employees or supervisors are not authorized to pre-register an employee for a conference, training event, class, etc. This constitutes an unauthorized commitment. In accordance with ASO 4200.1, the TSD will not pay for training after the fact.**

(11) Training to obtain an academic degree can be done via the Academic Degree Completion Program (ADCP) and is limited to active CCLD participants. The ADCP program is funded by HQMC and is discretionary. The ADCP is a reimbursable program which means the employee must pay all costs up front. If the employee meets the criteria for reimbursement, they will be reimbursed providing availability of funding. Applications for this program are found in enclosure (5) and program requirements are contained in MARADMIN 443/10, reference (h).

(12) Contracts awarded in support of MCAS CHERPT requirements normally identify minimum labor qualifications for employees to work under the contract. These minimum qualifications are structured to provide fully qualified personnel to work under the contract. It is not the responsibility of MCAS CHERPT to contract for expertise and then have to spend additional funds for training and development of the contracted personnel. The following general policy applies to MCAS CHERPT support of training for contractor personnel:

(a) Training of contract personnel will be provided only in situations involving rules, practices, procedures, systems, technical, or new requirements that are unique to MCAS CHERPT. For MCAS CHERPT sponsored training events which are commercially available, contractor employees may attend if seats are available and contractor pays for tuition cost. The contractor must coordinate with the vendor directly to fund.

(b) The Contracting Officer Representative or supervisor/training leader from the area supported by the contractor must nominate the contractor and provide written justification for the training.

(c) The contractor employee shall not/will not displace a Federal employee from the scheduled training.

Note: Any request for contractor training that does not comply with the general policy must be justified in writing and approved/signed by the cognizant Department Head prior to submission to the TSD.

(13) MCAS CHERPT military personnel may attend civilian training programs when the training is related to their duty assignment. Military personnel may attend CCLD classes on a space available basis. The priority for placing students in CCLD classes is listed in enclosure (7).

(14) Contracting for training services with foreign governments or international organizations require approval from the Department of State. Processing time usually requires three (3) months. The request must be submitted via chain of command to the MCAS CHERPT TSD and shall include a completed SF-182 (to include required signatures and accounting data), a brief description (including objectives) of the proposed training, justification for using a foreign source, the location of the proposed training facility, and the date by which approval is required.

#### 4. Administration and Logistics

a. Training Records. Training records are documented evidence that training has accomplished. The TSD maintains the training records for MCAS CHERPT civilian employees and uploads training records to DCPDS. DCPDS is the centralized training information system that maintains training records for civilian

DON employees. **All mandatory training and any training of eight hours or more must be documented in DCPDS.** The TSD is the only section authorized to update training in DCPDS. Authorized sources for DCPDS input are the SF 182 and the MCAS CHERPT Sign-In Form. Required data for each source includes the legal name of employee, last 4 of SSN, organizational code, course title, course code, start and completion dates, number of training hours, training method, cost (if any), Job Order Number (if applicable), and instructor's signature. Enclosure (10) contains a certificate label. This label must accompany all training certificates that do not already have the required information on them. Certificates that do not have the legal name of the individual and course title will not be input into personnel records. Instructors pre-approved to teach within the section will forward the original sign-in sheet immediately upon training completion to the TSD for filing and maintenance. Records of training activities and expenditures (SF 182 and MCAS CHERPT Sign-In Forms) will be maintained for at least six years and three months for audit purposes. Employee historical records in DCPDS will be maintained indefinitely.

6. Command and Signal

a. Command. This Order is applicable to the civilian employees aboard Cherry Point.

b. Signal. This Order is effective the date signed.



ROBERT D. CLINTON  
Executive Officer

DISTRIBUTION: A

CY 2011 INDIVIDUAL DEVELOPMENT PLAN (IDP) FOR MCAS CHERRY POINT PERSONNEL				
SUPERVISOR		NON-SUPERVISOR		
1. Employee Name (Last, First, M. I.)		2. Current Position, Series & Grade	3. SSN (last 4 digits)	4. Organization
5. Short Run Developmental Goals (Immediate, Within a Year)				
a) Meet annual training requirements		List other short-term goals in the space below:		
b) Attend college classes				
c) Certification				
<b>5 a) Developmental Objectives</b> <i>(Knowledge, Skills &amp; Abilities Needed)</i>		<b>5 d) Formal Training</b>	Date Completed	<b>5 e) Formal Training (continued)</b>
		<b>Annual Mandatory Training for Personnel</b>		<b>Mandatory Training for New Employees</b>
		Anti-terrorism Force Protection		New Employee Orientation/Acculturation
		Combating Trafficking in Persons		Performance Management
		EEO/(POSH, EEO, No Fear Act)		
		Environmental Awareness		<b>Mandatory Training for New Supervisors</b>
<b>5 b) (Identify type, dates, lengths, and locations if possible. Include planned conferences.)</b>		Personally Identifiable Information		New Supervisor Orientation
		Information Assurance Training		
		Operation Risk Management		
		Records Management		<b>6. Long Run Career Goals</b>
		Safety Training - General		<b>6 a) Objective (Promotion, Career Change, Academic Degree)</b>
		Hearing Conservation		
		Specialized Safety - job specific:		
<b>5 c) Leadership Programs Planned</b>		Privacy Act Training		
Civilian Career & Leadership Development (CCLD)		Drug Free Workplace (Supervisors)		<b>6 b) Developmental/Rotational Assignments</b>
Aspiring Leader Program		<b>Other Training (Job Skills Training, College Courses, Etc.)</b>		
New Leader Program				
Executive Leadership Program				
Academic Degree Completion & Certification Program				
Mentor				<b>6 c) Formal Training</b>
Other:				
<b>EMPLOYEE SIGNATURE</b>		<b>DATE</b>	<b>SUPERVISOR SIGNATURE</b>	

**7. DEVELOPMENTAL PLAN- TO BE COMPLETED BY CCLD MEMBERS**

COMPETENCY		DEVELOPMENTAL ACTIVITY		MIDYEAR REVIEW/ PROGRESS NOTES		DATE COMPLETED
<i>(All competencies should be from the same Phase recommend three per year- see instructions)</i>		<i>(Ex: Course at CP, book reading, online course, job assignment, etc.)</i>		<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>		
<b>8a. Employee Signature</b>	<b>Date</b>	<b>8b. Mentor Signature</b>	<b>Date</b>	<b>8c. Supervisor Signature</b>	<b>Date</b>	
<b>9a. Employee Completion Signature</b>	<b>Date</b>	<b>9b. Mentor Completion Signature</b>	<b>Date</b>	<b>9c. Supervisor Completion Signature</b>	<b>Date</b>	

TRAINING THROUGH NON-GOVERNMENT FACILITIES

1. Requirements. Training will be provided as practicable by government facilities/resources. The use of non-government facilities/resources is encouraged where the need exists and where it can be clearly demonstrated that the use of non-government facilities/resources is superior. It should be determined that:

a. Non-government training is essential to supply skills and knowledge which are needed by the Command and are not available presently or in the foreseeable future among its work force.

b. Existing programs within the Command or elsewhere in the government are inadequate or the use of such government programs would be more expensive because of factors such as distance or time.

2. Prohibited Uses

a. Training of government employees may not be arranged with non-government facilities which are known to practice discrimination in the admission or subsequent treatment of students because of race, sex, color, age, religion, or national origin.

b. Federal regulations prohibit the selection and assignment of an individual for training through a non-government facility for the purpose of qualifying that employee for promotion to a position for which a fully qualified and suitable employee is reasonably available.

3. Determining the Source of Training. A source comparison is to be done for each training instance in a non-government facility when the total cost exceeds \$500. The following criteria will be used by the Training Support Department for approving non-government training sources/facilities:

- a. Ability to meet identified training needs.
- b. Quality of training, including methods.
- c. Cost effectiveness of location of training.
- d. Timeliness of training.

e. Total discounted price of training.

4. Continued Service Agreement. Employees assigned to training in excess of 80 hours in a single program through a non-government facility for which the Command pays all or part of the non-salary costs must agree in writing to continue in the employment of the government for a period of time as determined by regulations (currently three (3) times the length of the training). If the employee leaves before the expiration of the period of agreed service, the employee will reimburse the training expenses. A Continued Service Agreement is not required for:

- a. Training provided by manufacturers as a part of normal service incident to initial purchase or lease of their products.
- b. Training through correspondence courses.
- c. Training that involves no expense other than pay.

## GENERAL MANDATORY CIVILIAN TRAINING

EMPLOYEE GROUP	REFERENCES	NOTES	MCAS Cherry Point Directorate responsible for providing instructors
<b>New Employees</b>			
New Employee Orientation	*SEE NOTE 1	Required - Command discretion as to content and length but must include mandatory training topics	All Sections
Ethics	5 CFR 2638.703	Initial orientation - within 90 calendar days of appointment	Joint Law Center
Safety	OPNAVINST 5100.23G	Initial orientation (ASAP after check-in)	Safety and Standardization Directorate
Security/Privacy Act	OPNAVINST 5530.14C SECNAVINST 5211.5E	Initial orientation	Joint Law Center
Civilian Employee Assistance Program	CHRM 792.1	New employees will be informed of the services of this program as they enter on duty	Human Resources Office
Drug Free Workplace Program	CHRM 792.3	Provide with general notice of implementation of the program during initial orientation or indoctrination.	Human Resources Office
Prevention of Sexual Harassment (POSH/EEO)	SECNAVINST 5300.26D OCPMINST 12713.2A	POSH training is to be completed within 90 days of entry on duty, to the extent possible	Human Resources Office
No Fear Act / Notification and Federal Employee Antidiscrimination and Retaliation Act	5CFR 724.203 P.L. 107-174 CHRM Subchapter 1613	Initial orientation – within 90 calendar days of appointment  Covers rights and remedies available under the Antidiscrimination Laws and Whistleblower Protections	Human Resources Office
Constitution /Citizenship Day	P.L. 108-447	Initial orientation <a href="http://constitutionday.cpms.osd.mil/course-choice.htm">http://constitutionday.cpms.osd.mil/course-choice.htm</a>	Joint Law Center
Information Assurance (IA) Awareness Training	SECNAVINST 5239.3A/DOD Directive 8570.1	Initial orientation <a href="http://iase.disa.mil/eta/iaav7-3/iaa/launchpage.htm">http://iase.disa.mil/eta/iaav7-3/iaa/launchpage.htm</a>	TISD

AIDS Awareness	SECNAVNOTE 5300 of 12 Mar 1996	Provide information on workplace and prevention issues in new employee orientation	Occupational Health
<b>New Managers</b>			
Managerial competencies will be assessed within 45 calendar days of assignment to determine the training required	*SEE NOTE 2	"For new managers with no previous managerial training, it is anticipated that at least 80 hours of formal managerial training will be needed."	All directorates contribute lectures throughout the year
AIDS Awareness	SECNAVNOTE 5300 of 12 Mar 1996	Provide information on workplace and prevention issues in new manager training	Occupational Health
<b>Probationary Supervisors</b>		Suggested duration for #1 is 24-32 hrs #2 is 32-40 hrs #3 is 32-40 hrs	
Personnel Management Skills	*SEE NOTE 2	Within first 6 months	Human Resources Office
EEO	*SEE NOTE 2	Within first 6 months	Human Resources Office
Security Procedures	OPNAVINST 5100.23E	Within first 180 days	Security & Emergency Services & Manpower
Safety	*SEE NOTE 2	Within first 6 months	Safety & Standardization Directorate
Supervisor Liability (Personnel Management Topic)	OCPMINST 12792.3A /	Generally within first 6 months	Human Resources Office (L&ER) & Joint Law Center
Drug Free Workplace Program	CHRM 792.3	Generally within first 6 months	Human Resources Office
Civilian Employee Assistance Program	CHRM 792.1	Generally within first 6 months	Human Resources Office
AIDS Awareness	SECNAVNOTE 5300 of 12 Mar 1996	Generally within first 6 months	Occupational Health
Supervisor Training	2010 NDAA	(32 hours) Within first 6 months	Training Support Department & Others
Communication Skills	*SEE NOTE 2	Within first 6 months	Training Support Department

Basic Management Skills	*SEE NOTE 2	Within first 6 months	Training Support Department
<b>Supervisor/Manager</b>			
Supervisor Training	FY10 NDAA S. 674 HIRING REFORM	Every 3 years	Training Support Department Human Resources Office Manpower Safety
EEO Training	CPI 410 / OPNAVINST 12720.8	Annually	Human Resources Office
Continuing Development	*SEE NOTE 2	Annually provide training & development opportunities to develop & enhance competencies	Training Support Department
Civilian Employee Assistance Program	CHRM 792.1	Every 3 years	Human Resources Office
AIDS Awareness	SECNAVNOTE 5300 of 12 Mar 1996	Provide information on workplace and prevention issues in supervisory/managerial training	Occupational Health
<b>All Employees</b>			
Prevention of Sexual Harassment (POSH)	SECNAVINST 5300.26D	Annually	Human Resources Office
Consolidated Appropriations Act / Constitution Initiative	P.L. 108-447 of 8 Dec 04	Annually in September; <a href="http://constitutionday.cpms.osd.mil/course-choice.htm">http://constitutionday.cpms.osd.mil/course-choice.htm</a>	Joint Law Center
No Fear Act / Notification and Federal Employee Antidiscrimination and Retaliation Act	P.L. 107-174 CHRM Subchapter 1613 5CFR 724.203 / DON Notification Statement 13 Nov 06	Every 2 years  Covers rights and remedies available under the Antidiscrimination Laws and Whistleblower Protections	Human Resources Office
Combating Trafficking In Persons	22 USC 7104 MARADMIN 101/10	Annually <a href="http://www.state.gov/g/tip/c26189.htm">http://www.state.gov/g/tip/c26189.htm</a>	Joint Law Center
Operational Risk Management	MCO 3500.27B	Annually <a href="https://www.marinenet.usmc.mil/portal/">https://www.marinenet.usmc.mil/portal/</a>	Joint Safety Center
Level 1 Antiterrorism Awareness	DoDI 0-2000.16	Annually <a href="https://atlevel1.dtic.mil/at/">https://atlevel1.dtic.mil/at/</a>	Operations Directorate (Mission Assurance)

Information Assurance Awareness	5 CFR 930.301	Annually <a href="http://iase.disa.mil/eta/index.html#onlinetraining">http://iase.disa.mil/eta/index.html#onlinetraining</a>	TISD
Personally Identifiable Information	USMC Enterprise Information Assurance Directive (EIAD) 011 - PII	Annually <a href="http://iase.disa.mil/eta/index.html#onlinetraining">http://iase.disa.mil/eta/index.html#onlinetraining</a>	Joint Law Center
<b>Other or Job Specific Training</b>			
Information Security	SECNAVINST 5510.30B SECNAVINST 5211.5E	“Orientation of personnel who will have access to classified information at time of assignment.”  “Annual refresher briefings for those who have access to classified information.”  “Counterespionage briefings once every two years for those who have access to information classified Secret or above.”	Manpower
Ethics	5 CFR 2638.704	Specific requirements for those employees requiring annual training	Joint Law Center
Safety	OPNAVINST 5100.23G	Monthly, cover topics applicable to employees. See instruction for specific requirements for those employees requiring further training	Safety & Standardization
CPR/First Aid Training	OSHA	Bi-annual training required for fire, EMS, security, electricians, HVAC, engineers, plumbers, painters, carpenters, wastewater workers, personnel who work in confined spaces, or remote locations	Training Support Department
Confined Space	OSHA	Mandatory for personnel who work in confined spaces	Safety & Standardization
Electrical Arcflash	OSHA	Mandatory for personnel who work in confined spaces	Safety & Standardization
Retirement training		Those personnel who are retiring	Training Support Department
Acculturation	HQMC	All new hires	Training Support Department

NOTE 1: Reference OPM Executive Core Qualifications (ECQ) and the Civilian Human Resources Manual (CHRM) Subchapter 410

NOTE 2: Reference OPM Executive Core Qualifications (ECQ) and the forthcoming Civilian Human Resources Manual (CHRM) Subchapter 412

**Job Specific Training**

**USMC GCPC Program Training Requirements**

<b>Training</b>	<b>When</b>	<b>Who</b>
<u>DON CCPMD Computer Based Training</u>	Prior to designation; required refresher every 2 years	APC, AO, CH, and FAPC
<u>DAU Continuous Learning DoD GCPC Tutorial</u>	Prior to designation; recommended refresher every 2 years	APC, AO, CH, and FAPC
Initial Training on Purchase (SOP/IOP) Card Policy	Upon designation; required refresher every 2 years	APC, AO, CH (HA encouraged)
Ethics Training	Annually	All GCPC Participants who file an OGE 450
DAU CON 237 Simplified Acquisition	Prior to designation	SF 1402 appointed CH
<u>Section 508 Training</u> (recommended)	Upon designation	APC, AO, CH

**Personnel Listed in the MARADMIN below:**

**USMC National Incident Management System Training Requirements**

One time requirement

4.A.(1) PEOPLE OF ALL RANKS SERVING IN THE FOLLOWING CAPACITIES  
ABOARD USMC DOMESTIC INSTALLATIONS:

- 4.A.(1)(A) OCC FLD 58, MILITARY POLICE AND CORRECTIONS
- 4.A.(1)(B) CIVILIAN 0080 SERIES SECURITY SUPERVISORS
- 4.A.(1)(C) CIVILIAN 0083 AND 0085 SERIES LAW ENFORCEMENT
- 4.A.(1)(D) CIVILIAN 0081 SERIES FIREFIGHTERS
- 4.A.(1)(E) MOS 7051, AIRCRAFT FIREFIGHTING AND RESCUE SPECIALIST
- 4.A.(1)(F) EMERGENCY OPERATIONS CENTER (EOC) PEOPLE
- 4.A.(1)(G) EMERGENCY MEDICAL RESPONSE PEOPLE
- 4.A.(1)(H) EXPLOSIVES ORDNANCE DISPOSAL
- 4.A.(1)(I) HAZMAT RESPONSE TEAMS

25 Jan 11

4.A.(2) ALL OFFICERS, ENLISTED E-6 AND HIGHER, AND CIVILIANS GS-12 AND HIGHER SERVING IN THE FOLLOWING CAPACITIES ABOARD USMC DOMESTIC INSTALLATIONS, AND AT COMMANDS WITH REGIONAL INSTALLATION OVERSIGHT (MARCORBASESWEST, MARCORBASESEAST, MCCDC, MARFORRES, AND SUBORDINATE MCIS):

4.A.(2) (A) BASE OPERATIONS

4.A.(2) (B) PUBLIC SAFETY

4.A.(2) (C) ANTI-TERRORISM / FORCE PROTECTION STAFF

4.A.(2) (D) OCC FLD 57, CBRN SPECIALIST

4.A.(2) (E) LEGAL

4.A.(2) (F) COMMUNITY RELATIONS

4.A.(2) (G) PUBLIC AFFAIRS

4.A.(3). ALL OFFICERS, ENLISTED E-4 AND HIGHER AND CIVILIANS GS-10 AND HIGHER ASSIGNED TO MARINE FORCES NORTH.

WWW.TRAINING.FEMA.GOV/EMIWEB/IS/

5.B.(1) IS-100: INTRODUCTION TO INCIDENT COMMAND. NOTE-TAILORED VERSIONS OF THIS COURSE ARE AVAILABLE FOR LAW ENFORCEMENT, PUBLIC WORKS, AND FEDERAL DISASTER WORKERS. ANY VERSION IS ACCEPTABLE.

5.B.(2) IS-800, NATIONAL RESPONSE PLAN.

5.C. EACH COURSE TAKES ABOUT 3 HOURS TO COMPLETE.

#### Acquisition Workforce

#### USMC Acquisition Workforce Training Requirements

<http://catalog.dau.mil/onlinecatalog/CareerLvl.aspx>

# CIVILIAN MARINES

## WELCOME CIVILIAN MARINE!

As your Marine Corps Air Station, Cherry Point Civilian Career and Leadership Development (CCLD) Program Administrator, we welcome you to the program. We're here to help lead you through the process of developing your leadership skills and provide guidance in regard to your career development. Our civilian workforce is comprised of some of the best and brightest professionals in federal service. As part of the Marine Corps team, our "Civilian Marines" strive to provide world-class support in all areas of the Mission of the Marine Corps. They help maintain a sense of continuity in our Marine Corps family and as such are committed to the core values of Honor, Courage and Commitment. The CCLD Program offers opportunities through educational activities to support the efforts of leaders and "potential" leaders in our organization and to prepare them for future challenging roles.

Regards,

*Breeanna Zamora*  
*Training Specialist*  
*Marine Corps Air Station-Cherry Point*  
*Cherry Point, NC (MCAP-CP)*  
*252-466-5311*

*Rita V. Malone*  
*Training Administrator*  
*Marine Corps Air Station-Cherry Point*  
*Cherry Point, NC (MCAP-CP)*  
*252-466-2260*

## GOAL OF THE MCAS-CP CCLD PROGRAM

The goal of the CCLD Program is to enhance the leadership skills and competencies of all Civilian Marines, from entry level to senior executive. The framework of the program is designed to assist Civilian Marines in acquiring leadership competencies at the proper level of their development. Although Civilian Marines have the opportunity to compete for formal training, the leadership development model encourages Civilian Marines to acquire their competencies through learning activities in addition to the classroom. The cornerstones of CCLD are self-assessment, mentoring, planning, and developmental assignments. Each CCLD participant accepted into the program is required to complete a self-assessment, work with a mentor and design an Individual Development Plan (IDP).

It's up to each Civilian Marine to take the initiative, demonstrate capabilities and seize growth opportunities. Participants are responsible for their own career development. Participation in the CCLD Program is voluntary. Career and leadership development requires a commitment by the Civilian Marine in preparing a realistic and focused IDP, as well as support and "buy in" by civilian and military supervisors at all levels to help achieve the plan goals.

## **MISSION**

The mission of the CCLD Program is to provide opportunities for development of leadership competencies for Appropriated and Non-appropriated Civilian Marines at Marine Corps Air Station, Cherry Point.

## **VISION**

The CCLD Program at MCAS-CP will be a vibrant and effective process that is recognized throughout the United States Marine Corps as an important and successful program for the development of civilian leaders.

## **WHAT CAN THE CCLD PROGRAM DO FOR PARTICIPANTS?**

Participation in the CCLD Program offers participants continuous learning opportunities, low-cost/no-cost activities, resources, and a formal mentoring program. CCLD encourages participants to expand their leadership knowledge, demonstrate their capabilities, and increase their visibility. The program provides career development guidance; in some cases, it may also provide networking contacts, career enhancement skills, and increase promotion opportunities.

## **WHAT CAN CCLD DO FOR CIVILIAN MARINES WHO ALREADY HOLD A SUPERVISORY POSITION?**

For the supervisor, the CCLD Program will exercise and sharpen leadership skills, increase creativity, identify risk taking, offer advanced training opportunities, and increase productivity. There will be occasions to network with other supervisors and managers to share ideas.

## **PROSPECTIVE CCLD PARTICIPANTS MUST:**

\*\*\* Contact the MCAS-CP CCLD Training Administrator to register, [rita.malone@usmc.mil](mailto:rita.malone@usmc.mil).

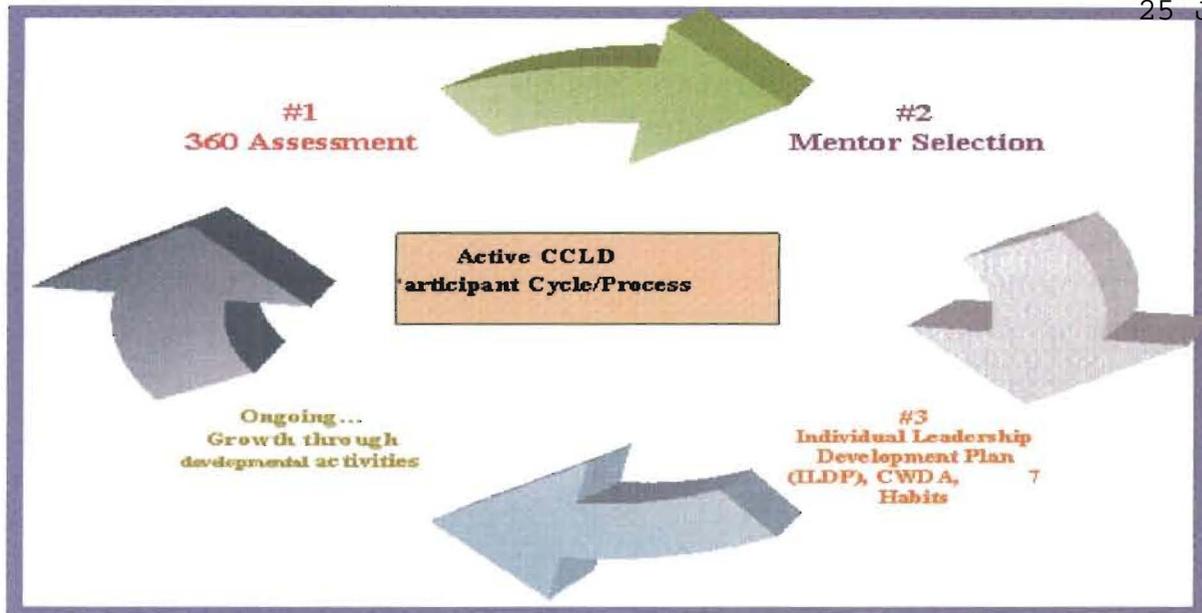
\*\*\* Complete a 180 degree self-assessment to assess your present skill level.  
<http://www.123assess.com/climb/home.do>

\*\*\* Select a Mentor you feel has the qualities to help you succeed.

[HTTPS://INTRANET.MCIEAST.USMC.MIL/C13/CIVILIAN%20MANPOWER/DOCUMENT%20LIBRARY/MCASNR%20CCLD%20MENTOR%20LIST.PDF](https://intranet.mcieast.usmc.mil/C13/CIVILIAN%20MANPOWER/DOCUMENT%20LIBRARY/MCASNR%20CCLD%20MENTOR%20LIST.PDF)

\*\*\* Develop an Individual Leadership Development Plan (IDP)

\*\*\* Follow your established IDP by participating in growth opportunities and working with your Mentor on improvement areas identified in your 180 degree self-assessment.



## What Are CCLD Participant Responsibilities & Benefits in the CCLD Program?

- Select and work with a Mentor.
- Complete a 180 degree Self-Assessment.
- Create an IDP with your Mentor and Supervisor.
- Work toward the completion of the goals identified on your IDP (to include acquiring courses to meet both core competency and leadership development enhancements).
- Participate in volunteer or detail assignments to demonstrate acquired knowledge and understanding of leadership (with supervisory approval).
- Participate in the Academic Degree Completion Program to earn a degree, if desired.
- Learn new techniques for developing better working relationships, communication skills, time management, developing flexibility skills through a variety of training classes sponsored through the CCLD Program.
- Develop an understanding of your organization's mission and vision.
- Become a visionary.

## A Few Reminders about Participation in the Program:

- Once again, all participation in this program is voluntary.
- The CCLD program is not a "fast track" to promotions with guaranteed results. It is up to each participant to take initiative, demonstrate capabilities and seize opportunities.
- Attendance at training events during work hours requires management approval.

- An approved IDP and submission of other training and development requests does not guarantee that funding will be available to execute on these items. CCLD programs are contingent upon the availability of funding. Anything funded will be approved in advance of the event, in writing.
- A requested Mentor has the right to refuse the request. Additionally, at any time, a Mentor or mentored CCLD participant may choose to terminate the relationship.
- A mentored CCLD participant MAY NOT choose a Mentor in their chain of command. No exceptions! Although supervisors and managers play an important role in the growth of the participant's career, someone else should serve as a Mentor.
- A selected Mentor should be at least two grades higher than the mentored employee. A Mentor may be active duty, but that Mentor must be at least one pay grade above the mentee.

## HOW TO CREATE AN INDIVIDUAL DEVELOPMENT PLAN (IDP)

Research prerequisite knowledge, skills and abilities required of the career you aspire to on the CWDA website. [HTTPS://WWW.CWDA.MANPOWER.USMC.MIL](https://www.cwda.manpower.usmc.mil)

- Determine the gap between the competencies you already possess and the requirements of your target career through a skills inventory.
  - Go to <http://www.donhr.navy.mil>
    - Click on Training & Development, then Career Development Tools. There are 3 assessments w/links provided
- Acquire a Mentor and work with him/her to plan your growth activities.
- Complete training opportunities that are in line with your IDP, including rotational assignments. Don't overlook taking web-based courses, which are available at no cost. Take advantage of free training resources. They offer many outstanding courses for technical and personal/professional development.

### FREE ON-LINE COMPETENCY TRAINING:

- Marine Corps Institute: [www.mci.usmc.mil](http://www.mci.usmc.mil)
  - Navy Knowledge Online: [www.nko.navy.mil](http://www.nko.navy.mil)
  - Home Computer Use: [www.navylearning.com](http://www.navylearning.com)
  - Marine Net: [www.marinenet.usmc.mil/portal](http://www.marinenet.usmc.mil/portal)
  - Civilian Marine Website: <https://www.manpower.usmc.mil>
  - Joint Knowledge Online: <http://jko.jfcom.mil>
- Consider non-classroom training activities to sharpen and demonstrate your leadership skills. Volunteering can be an excellent way to gain leadership skills.
  - Review your progress at least quarterly. Update your IDP and make revisions to your goals and objectives as necessary. LIST ALL YOUR NEW ACCOMPLISHMENTS, TRAINING AND PROMOTIONS.

## **WHAT DOES A MENTOR DO FOR A CCLD PARTICIPANT?**

A CCLD Mentor helps the participant identify career goals, develop a career road map, shares career progression advice, offers feedback on strengths and areas of needed improvement, points out opportunities, encourages and motivates, and provides organizational perspective.

### **What are CCLD Mentor Responsibilities?**

- A Mentor strengthens both the participant and the organization (through coaching & mentoring) to create peak performers for the USMC.
- The Mentor coaches an employee in enhancing their skills and intellectual development.
- The Mentor passes along organizational information (structure, policies, etc).
- The Mentor provides candid feedback to the employee about perceived strengths and developmental needs.
- Mentors provide feedback on demonstrated competencies and what competencies need to be enhanced.
- Mentors point out opportunities for the employee to develop and demonstrate (as well as pointing out pitfalls to avoid).
- Mentors advise the employee on how to deal with real or perceived roadblocks.
- Mentors encourage and motivate the employee.
- Mentors build the employee's sense of self and level of self-confidence.
- Mentors link employees with others who can enhance the employee's learning.
- The Mentor serves as a trustworthy sounding board.

**MCAS-CP**  
**Civilian Career and Leadership Development (CCLD)**  
**Academic Degree and Certification Program (ADCP)**

**Introduction:** The payment of costs associated with obtaining degrees and professional credentials is now authorized. The CCLD sponsored Academic Degree and Certification Program (ADCP) has been designed to assist Civilian Marines in obtaining college degrees as well as certain certifications and licenses. Participants are able to work towards degrees in both undergraduate and graduate studies; and certifications and professional licenses can also be funded, provided they are job related and earned through an accredited source.

**Who can participate?** Regular Appropriated Fund MCAS-CP Civilian Marines who have been CCLD participants for at least 6 months prior to applying.

**Funding:** All funding is available on a first come first serve basis, and selection for the program is contingent on having all prerequisites met, and funding availability. The CCLD Program will fund degrees with the following stipulations: Master's Degree- (\$7,000 yearly maximum); Undergraduate Degree (\$5,000 yearly maximum); All other eligible programs (\$4,000 yearly maximum)- Waivers to these caps may be applied for and will be determined on a case by case basis. Courses must start prior to September 30<sup>th</sup> of the current Fiscal Year for which they are funded. Complete packages and courses will be funded on a quarterly basis, according to the order received. The CCLD program will reimburse the cost of the tuition, fees and books, up to the yearly cap. If the student does not receive a B or higher for Graduate level courses or a C or better for Undergraduate courses, they will be responsible for funding all costs associated with the course. Funding may have to be adjusted based on participation.

**Funding for degrees and certifications will be on a reimbursable basis ONLY.**

**Requirements:**

- Be an active CCLD Member
- Complete an application for the ADCP
- Complete a 180 or 360 degree assessment (good for 1 year)
- Complete an Individual Development Plan (IDP)
- Complete an Educational Development Plan (EDP) and provide a Degree Audit
- Complete pages 1-5 of the SF-182
- Provide all receipts
- Sign a release for grades
- All signatures must be in place on the above documents including supervisor & mentor signatures
- Send to CCLD office for enrollment/review/approval
- The student must successfully complete class or classes and turn in grades within 5 days of course completion
- Repeat until degree is awarded.

**Specifics:** The Civilian Marine is responsible for acquiring approval from their immediate supervisor and mentor for courses requested.

Coursework must be from an accredited educational institution and must be taken for academic credit, where either a letter grade or pass/fail is received.

Course work must be job or career related. There must be an understandable connection with the job/career the Civilian Marine might reasonably expect to pursue with the Federal Government. The courses requested for reimbursement must be presented in a planned, systematic sequence of instruction and/or assignments that support organizational objectives and the results must be measurable in terms of individual and organizational performance.

An application may be denied due to previous disciplinary action, incomplete information, lack of funding and/or late submission of the application.

Civilian Marines who utilize the Program are required to complete a continued service agreement.

**Action:** Interested Civilian Marines should send an e-mail to rita.malone@usmc.mil requesting Academic Degree application forms. An estimate of the costs of tuition and books will be requested in order to approximate expenditures and calculate budget obligations.

## **WHAT ARE DEVELOPMENTAL ASSIGNMENTS?**

Developmental Assignments include assignments to new positions that provide CCLD participants with the opportunity to learn new techniques or perform different types of work. These assignments can be short or long term in duration.

The benefits of a development assignment include:

- Broaden knowledge of other functions and departments in the organization
- Prepare for career advancement
- Enhance knowledge or skills in a particular area
- Get exposure to a different career field

For information on development assignments, contact your local CCLD Administrator.

### **Job Rotation**

Job rotation is a career development strategy where an individual temporarily moves laterally into an established or "shadow" position. A Civilian Marine may complete a series of job rotations depending on the field.

### **Special Assignments**

A Special Assignment is a learning strategy in which the individual performs temporary duties on a full-time or part-time basis. These temporary duties may be performed within the individual's current organization or outside the organizational structure. An example of a Special Assignment is being assigned to chair an ad hoc cross-functional team.

### **What is the CWDA?**

The Civilian Workforce Development Application is an information technology tool. All CCLD participants are expected to obtain a CWDA account.

<https://www.cwda.manpower.usmc.mil>

CWDA has two purposes. First, it is designed to help USMC Civilian Marines guide their own professional development; second, it is designed to help senior Community of Interest (COI) leadership address certain workforce management challenges facing them. Civilian Marines may perform the following actions in the CWDA:

View Competencies

Create functional/leadership competency/proficiency assessments

Compare proficiencies against specific COI templates

Record professional development attributes including academic credentials, certificate requirements, rotational assignment requirements, and internship requirements.

View positions by series/location

## **What can a Community of Interest (COI) Leader/Manager do with the CWDA?**

They may perform the following actions in the CWDA:

- View occupational series in each COI
- View competencies for occupational series in the COI
- View professional development attributes in the COI
- View positions in COI by series, grade and activity
- View employees' information in the COI
- View reports and analytical outputs

COIs are integral to a comprehensive career and leadership development program which includes the following components: functional and leadership competencies, identified career paths, skills assessment, opportunities for training and development through classroom, e-learning and rotational assignments, and opportunities to compete for formal schools and programs outside the Marine Corps.

### **A LISTING OF COMMUNITIES OF INTEREST (COI):**

Acquisition Program Management  
Administration  
Analysts  
Community Support  
Contracts  
Education and Training  
Engineering and Science  
Environmental  
Facilities  
Financial  
Human Resources  
Industrial Trades  
Information Technology Management  
Intelligence  
Legal  
Logistics  
Manufacturing and Production  
Media and Public Relations  
Medical  
Safety and Occupational Health  
Security and Law Enforcement

# CCLD HQ Leadership Development Programs

Visit the link to find out more detailed information about each program.

[https://www.manpower.usmc.mil/portal/page/portal/M\\_RA\\_HOME/MP/MPC/d\\_CWM/Leadership/Centrally%20Managed%20Programs](https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MP/MPC/d_CWM/Leadership/Centrally%20Managed%20Programs)

All submissions of packages for centrally funded programs (i.e. USDA Leadership Programs) must come through the MCAS-CP CCLD Administrator's office.

LEADERSHIP PROGRAM TITLE	SCHOOL ORGANIZATION	GRADE	COST	LENGTH OF PROGRAM
Aspiring Leader Program (ALP)	USDA	GS-5-7	Paid by HQMC	Six month program
New Leader Program (NLP)	USDA	GS-7-11	Paid by HQMC	Six month program
Executive Leadership Program (ELP)	USDA	GS-11-13	Paid by HQMC	One year program
Executive Potential Program (EPP)	USDA	GS-13-15	Paid by HQMC	One year program
Congressional Fellows Program	USDA	GS-13-15	Paid by HQMC	One year program or six month program
Programs for Senior Executive Service	USDA	GS-14-15	Paid by HQMC	One year program
DoD Executive Leadership Program	DoD	GS-12-14 & Military	Paid by HQMC	One year program
SDSU Leadership Certification Program (6 courses)	SDSU	GS-5-15	Paid by HQMC	Six month program
DLAMP	DoD	GS-13-15	Paid by HQMC	Five year program

## **Leadership Development Competencies:**

The following CCLD Competencies are the stepping-stones of every Civilian Marine's career:

### **Foundation Competencies**

#### **Core Values**

- Exhibits through personal performance the principles of honor (ethical behavior), courage (mental strength to do what's right) and commitment (technical excellence and quality of work)

#### **Customer Orientation**

- Actively seeks customer input
- Ensures customer needs are met
- Continuously seeks to improve quality of services, products and processes

#### **Decisiveness/ Flexibility**

- Takes action and risks when needed
- Makes difficult decisions when necessary
- Adapts to change in work environment
- Effectively copes with stress

#### **Diversity Awareness**

- Respects and values the differences and perceptions of different groups/individuals

#### **Interpersonal/Team Skills**

- Considers and responds appropriately to the needs, feelings, capabilities, and interest of others
- Provides feedback
- Treats others equitably

#### **Mission/Organization Awareness**

- Possesses knowledge of the mission and organization of the Marine Corps including an understanding of how the organization fits into the entire Department of the Navy

#### **Oral Communication**

- Listens to others
- Makes clear and effective oral presentations to individuals and groups (NOTE: Use of sign language interpreter may be appropriate for persons who are deaf or hard of hearing)

#### **Problem Solving**

- Recognizes and defines problems
- Analyzes relevant information
- Encourages alternative solutions and plans to solve problems

#### **Quality Principles**

- Understands and applies quality principles such as teamwork, quantitative decision making, and continuous process improvement to meet or exceed customer expectations

#### **Self-Direction**

- Realistically assesses own strengths, weaknesses, and impact on others
- Seeks feedback from others
- Works persistently towards a goal
- Demonstrates self-confidence
- Invest in self-development
- Manages time effectively

### **Technical Competence**

- Demonstrates technical proficiency and an understanding of the impact in areas of responsibility

### **Written Communication**

- Communicates effectively in writing
- Reviews and critiques others writing

### **Supervisory Competencies**

#### **Change Management**

- Serve as positive agent for changes in the organization's structural alignment, climate, or operational processes
- Learn about and proactively advocates and influences the adoption of promising new ideas, methods, services, and products from knowledge of best practices in government and industry

#### **Coaching/Counseling**

- Develops skills in observation, listening, and One-on-one teaching, applies them to assist others to learn continually improve their performance; and provides effective feedback

#### **Conflict Management**

- Anticipates and seeks to resolve confrontations, disagreements, and complaints in a constructive manner

#### **Human Resources Management**

- Ensures effective recruitment, selection, training, performance appraisal, recognition and corrective/disciplinary action
- Promotes affirmative employment, good labor relations and employee well being

#### **Influencing/Negotiating**

- Networks with, and provides information to key groups and individuals
- Appropriately uses negotiation, persuasion and authority in dealing with others to achieve goals

#### **Managing a Diverse Workforce**

- Recognizes the values of cultural, ethnic, gender, and other individual differences
- Provides employment and developmental opportunities for a diverse workforce

#### **Situational Leadership**

- Demonstrates and encourages high standards of behavior
- Adapts leadership styles to situations and people. Empowers, motivates and guides others. Team Building
- Fosters cooperation, communication, and consensus among groups

### **Managerial Competencies**

#### **Innovative Thinking**

- Develops insights and solutions
- Fosters innovation among others. Mentoring
- Develops the ability to counsel others to help them achieve personal and professional growth

#### **Model/Reinforce Core Values**

- Instilling values (honor, courage, commitment) is an integral part of making every Marine and, as a component of readiness, is essential in winning battles

#### **Presentation/Marketing Skills**

- Demonstrates the ability to clearly articulate, present, and promote ideas and issues before a wide range of audiences to include senior officials, in such a manner as to ensure program credibility

### **Process Oversight Management**

- Develops/demonstrates the ability to examine systems and workflows within the organization to facilitate process improvement

### **Program Development/Planning and Evaluating**

- Establishes policies, guidelines, plans, and priorities
- Identifies required resources
- Plans and coordinates with others
- Monitors progress and evaluates outcomes
- Improves organizational efficiency and effectiveness

### **Resource Management**

- Prepares and justifies budget
- Monitors expenses
- Manages procurement and contracting

### **Risk Management**

- Identifies potential risks to product /program/processes early and implements effective abatement and control measures
- Defines evaluation criteria early and continuously collects, assesses, shares and responds to data appropriately

### **Technology Management**

- Encourages staff to stay informed about new technology
- Applies new technologies to organizational needs
- Ensures staff are trained and capable
- Stays informed on laws, policies, politics, administration priorities, trends, special interest and other issues
- Considers external impact of statements or actions
- Uses information in decision making
- Demonstrates an understanding of the role of the Department of Defense and the importance of the support roles and missions of all the Military
- Departments and Defense Agencies and how they contribute to the success of the DOD overall
- Establishes and maintains relationships with key individuals/groups outside immediate work unit and serves as spokesperson for the organization
- Creates a shared vision of the organization
- Promotes wide ownership
- Champions organizational change



# MCAS CHERRY POINT CIVILIAN CAREER LEADERSHIP AND DEVELOPMENT

## CCLD ENROLLMENT FORM

### PRIVACY ACT STATEMENT

Under the AUTHORITY 5 U.s.c. 1302 and E.O. 9397 (SSN), this form is for official use only. The PURPOSE of this form is to provide the Office of Personnel Management and other official repository's for records maintain general personnel records, reports of personnel action, and the documents and papers required in connection with these actions effected during an employee's Federal service. ROUTINE USES of this form can disclose information to a Federal agency in the executive, legislative, or judicial branch of government, in response to its request, or at the completion of the agency maintaining records, information in connection with the transferring or separation of an employee and the debriefing of a security clearance. DISCLOSURE is MANDATORY for proper documentation, filing and maintaining of separating Federal employees.

DATE	<input type="text"/>
LAST NAME	<input type="text"/>
FIRST NAME	<input type="text"/>
MI	<input type="text"/>
PHONE NUMBER	<input type="text"/>
EMAIL ADDRESS	<input type="text"/>
DEPARTMENT / SECTION	<input type="text"/>
JOB TITLE	<input type="text"/>
PRESENT GRADE (INSP5/GS/WG/NAF)	<input type="text"/>
SERIES NUMBER	<input type="text"/>
LEVEL	<input type="text"/>
LAST 4 DIGITS OF SSN	<input type="text"/>
HAVE YOU ATTENDED A CCLD ORIENTATION:	<input type="text"/>
INTERESTED IN THE FOLLOWING:	<input type="text"/>
MENTOR TRAINING	<input type="text"/>
ACADEMIC DEGREE COMPLETION PROGRAM	<input type="text"/>
SUPERVISORS NAME	<input type="text"/>
COMMENTS:	<input type="text"/>

Please return this form to Bldg. 4335 / Room 129 or fax to 252-466-3287 (ATTN: CCLD).

# **ACADEMIC DEGREE & CERTIFICATION PROGRAM (ADCP) HANDBOOK**

**MARINE CORPS AIR STATION CHERRY POINT  
(MCAS-CP)**



## **CIVILIAN CAREER LEADERSHIP DEVELOPMENT (CCLD) PROGRAM**

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**Operation Directorate  
Training Support Department  
Civilian Career Leadership Development  
Marine Corps Air Station, Cherry Point, NC 28532  
252-466-3964**

## CIVILIAN MARINES

### Introduction:

The payment of costs associated with obtaining degrees and professional credentials is now authorized. The CCLD sponsored Academic Degree and Certification Program (ADCP) has been designed to assist Civilian Marines in obtaining college degrees as well as certain certifications and licenses. Participants are able to work towards degrees in both undergraduate and graduate studies; and certifications and professional licenses can also be funded, provided they are job related and earned through an accredited source.

### Eligibility:

- All permanent civil service appropriate fund (APF) employees participating in the Civilian Career and Leadership Development (CCLD) program for at least 6 months prior to applying.
- Non-appropriated fund (NAF), active duty personnel, local nationals, contractors, and Senior Executive Service (SES) **are not** eligible to participate.
- Employees **are not** eligible for educational assistance under this program when such programs as GI Bill, Veteran's Administration, VOC Rehab, Acquisition Workforce Tuition Assistance Program, or other types of federally funded programs are used for the same purpose.
- An employee who has been the subject of performance-based, disciplinary or adverse action **is not** eligible to participate in the program for two years after the effective date of such action. If an approved participant is the subject of such action, enrollment in the program will be terminated immediately. Such participants may request an exception to this provision to MPC-30 via their chain of command on extenuating circumstances.

### Approval Requirements:

- All coursework must be a part of the required degree curriculum and be for academic credit, where either a letter grade or Pass/Fail is received and
- Course work must be job or career-related. A career-related course has an understandable connection with the career or job the employee might reasonably expect to pursue with the Federal Government.
- Must have completed everything on the ADCP checklist.
- ADCP package must be approved by the CCLD Administrator.
- Applicants are required to travel to, attend and complete any course requirements during non-duty hours only, unless approved by their Commanding Officer.

### Institution:

- **Cannot** discriminate on the basis of political affiliation, race, color, religion, national origin, sex, marital status, sexual orientation, status as a parent, age, or handicap condition.
- ADCP money **will not** be granted to an institution/individual if either the parent institution or any sub-element of the institution has a policy or practice that prevents the (Reserve Officer Training Corps (ROTC) units or student ROTC participation), or prevents military recruiting on campus, or access to student directory information.
- Must be accredited by a nationally recognized accrediting body to provide a curriculum of Post-Secondary education. ([www.doe.edu](http://www.doe.edu))

**Specifics:**

- The Civilian Marine is responsible for acquiring approval from their immediate supervisor and mentor for courses requested.
- Coursework must be from an accredited educational institution and must be taken for academic credit, where either a letter grade or pass/fail is received.
- Course work must be job or career related. There must be an understandable connection with the job/career the Civilian Marine might reasonably expect to pursue with the Federal Government. The courses requested for reimbursement must be presented in a planned, systematic sequence of instruction and/or assignments that support organizational objectives and the results must be measurable in terms of individual and organizational performance.
- An application may be denied due to incomplete information, lack of funding and/or late submission of the application.
- Civilian Marines who utilize the program are required to complete a continued service agreement.

**Funding Requirements:**

- All funding is available on a first come first served basis, and selection for the program is contingent on having all prerequisites met, and funding availability.
- The CCLD Program will fund degrees with the following stipulations: Master's Degree- (\$7,000 yearly maximum); Undergraduate Degree (\$5,000 yearly maximum); All other eligible programs (\$4,000 yearly maximum)- Waivers to these caps may be applied for and will be determined on a case by case basis.
- Courses must start prior to September 30th of the current Fiscal Year for which they are funded.
- Complete packages and courses will be funded on a quarterly basis, according to the order received.
- The CCLD program will reimburse the cost of the tuition, fees and books, up to the yearly cap.
  - If the student does not receive a B or higher for Graduate level courses or a C or higher for Undergraduate courses, they will be responsible for funding all costs associated with the course.
  - Funding may have to be adjusted based on participation. Funding for certifications will be on a reimbursable basis ONLY.
  - If a student does not furnish grades within 5 working days of them being posted, the student may be denied funding.
- An employee accepted into this program must complete a continued service agreement for a period of at least three times the length of the duration of the academic program.

**Program Forms Requirements**

- Provide all completed forms to the CCLD office for enrollment/review/approval
  - Be an active CCLD Member
  - Complete a 180 or 360 degree assessment (good for 1 year)
    - <http://www.123assess.com/climb/home.do>
    - <http://clda.donhr.navy.mil/>
- Complete an Individual Development Plan (IDP)
- Complete an Educational Development Plan (EDP)
  - Provide a Degree Audit
- Enrolled or seeking enrollment in the Civilian Mentoring Program
  - Mentor & Participant Agreement
  - Mentor Action Plan
- Complete an application for the ADCP
  - SF182 –Authorization, Agreement & Certification of Training
    - Complete pages 1-5 of the SF-182
      - All signatures must be in place on the above documents including supervisor & mentor signatures
- Sign an Acknowledgement & Authorization for Release of Grades form
- Provide all financial and registration information including receipts.
  - The students must successfully complete class or classes and turn grades within 5 days of date grades are made available from the school.
  - Repeat until degree is awarded


**CIVILIAN MARINES**
**MCAS-CP**
**Civilian Career and Leadership Development (CCLD)  
Academic Degree and Certification Program (ADCP)**

**Introduction:** The payment of costs associated with obtaining degrees and professional credentials is now authorized. The CCLD sponsored Academic Degree and Certification Program (ADCP) has been designed to assist Civilian Marines in obtaining college degrees as well as certain certifications and licenses. Participants are able to work towards degrees in both undergraduate and graduate studies; and certifications and professional licenses can also be funded, provided they are job related and earned through an accredited source.

**Who can participate?** Regular Appropriated Fund MCAS-CP Civilian Marines who have been CCLD participants for at least 6 months prior to applying.

**Funding:** All funding is available on a first come first serve basis, and selection for the program is contingent on having all prerequisites met, and funding availability. The CCLD Program will fund degrees with the following stipulations: Master's Degree- (\$7,000 yearly maximum); Undergraduate Degree (\$5,000 yearly maximum); All other eligible programs (\$4,000 yearly maximum)- Waivers to these caps may be applied for and will be determined on a case by case basis. Courses must start prior to September 30th of the current Fiscal Year for which they are funded. Complete packages and courses will be funded on a quarterly basis, according to the order received. The CCLD program will reimburse the cost of the tuition, fees and books, up to the yearly cap. If the student does not receive a B or higher for Graduate level courses or a C or better for Undergraduate courses, they will be responsible for funding all costs associated with the course. Funding may have to be adjusted based on participation.

Funding for degrees and certifications will be on a reimbursable basis ONLY.

**Requirements:**

- Be an active CCLD Member
- Complete an application for the ADCP
- Complete a 180 or 360 degree assessment (good for 1 year)
- Complete an Individual Development Plan (IDP)
- Complete an Educational Development Plan (EDP) and provide a Degree Audit
- Complete pages 1-5 of the SF-182
- Provide all receipts
- Sign a release for grades
- All signatures must be in place on the above documents including supervisor & mentor signatures
- Send to CCLD office for enrollment/review/approval
- The student must successfully complete class or classes and turn in grades within 5 days of course completion
- Repeat until degree is awarded.

**Specifics:** The Civilian Marine is responsible for acquiring approval from their immediate supervisor and mentor for courses requested.

Coursework must be from an accredited educational institution and must be taken for academic credit, where either a letter grade or pass/fail is received.

Course work must be job or career related. There must be an understandable connection with the job/career the Civilian Marine might reasonably expect to pursue with the Federal Government. The courses requested for reimbursement must be presented in a planned, systematic sequence of instruction and/or assignments that support organizational objectives and the results must be measurable in terms of individual and organizational performance.

An application may be denied due to previous disciplinary action, incomplete information, lack of funding and/or late submission of the application.

Civilian Marines who utilize the Program are required to complete a continued service agreement.

**Action:** Interested Civilian Marines should send an e-mail to [rita.malone@usmc.mil](mailto:rita.malone@usmc.mil) requesting Academic Degree application forms. An estimate of the costs of tuition and books will be requested in order to approximate expenditures and calculate budget obligations.

CIVILIAN MARINES



Name: Last First M

Social Security Number (Last 4):

Department/Unit:

Job Grade/Series:

Job Title:

Phone Ext:

Email:

Degree Program Information

Are you currently enrolled in a degree program? Yes No

If yes, which degree: (Associates, Bachelors, Masters, PhD. etc)

Major Field:

Is official curriculum attached? Yes No

Will you graduate this term? Yes No

Current Term: Quarter Semester

Educational Institution:

Certification and License Information

Educational Institution:

Are you seeking a Certification/License? Yes No

If so, which Certification/License?

How many hours of training are required? What is the cost?

Additional Information

Explain how this coursework (or degree program) applies to your current job and/or career goal with the Federal Government:

I certify that I have read and understand the CCLD Academic Degree and Certification Program, Policy and Procedures. I am not eligible for another reimbursement plan or scholarship source and the information provided is correct.

Applicant Signature Date

TO BE COMPLETED BY SUPERVISOR (please circle answer)

- Yes / No 1. Does the coursework maintain and/or improve the skills required in the employee's current position or meet your requirements as an employer?
Yes / No 2. Does the coursework relate to the employee's current trade or business or add knowledge in carrying on their existing vocation?
Yes / No 3. Does the applicant's existing education background satisfy the minimum educational requirements of their current job position?

Approval: I support the above named employee's application for tuition reimbursement.

\*Mentor's Name (please print) Date Mentor's Signature

Immediate Supervisor's Name (please print) Date Immediate Supervisor's Signature

\*(Mentor's Signature Not Required for Certification or License)

To Be Completed by CCLDA

- Active CCLD member EDP Grade Release
Self Assessment IDP Institution
Mentor Phase Plan Degree Audit
Mentor Agreement Plan Mentor Agreement Plan (Confidentiality)

The Applicant has met the above requirements for FY

CCLD Signature: Date:

## ACKNOWLEDGEMENT & AUTHORIZATION FOR RELEASE OF GRADES

As a participant in the CCLD Academic Degree Training Program,

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

MI: \_\_\_\_\_

SSN (Last 4 only): \_\_\_\_\_

I understand that:

- ❖ I am required to deliver a grade report to my Command CCLD Representative within 5 days of the date grades are made available from the school.
- ❖ I am liable for all fees and expenses not specially approved on the SF182.
- ❖ I am liable and responsible for funding all costs associated with the course ( i.e. Tuition, books, fees and expenses) if I fail to successfully complete the approved course with
  - B or higher for Graduate level courses or
  - C or higher for Undergraduate courses
- ❖ The course will not be reimbursed if the above conditions are not complied with.

---

Name of Academic Institution

I further authorize my academic institution to release my grade to the Civilian Career Leadership Development staff, the Command Representative for the purpose of certifying successful completion of the approved coursework.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_


**CIVILIAN MARINES**
**ALTERNATE ELECTRONIC FUNDS TRANSFER (EFT) REQUEST FORM**
**PAYEE INFORMATION**

Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Social Security Number: (Complete) \_\_\_\_\_

Unit/Organization: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**FINANCIAL INSTITUTION INFORMATION**

Bank Name: \_\_\_\_\_

Type of Account: Checking Savings

Account Number:                Routing Number:          - 

(Must fill all nine digits of the routing number)

**PRIVACY ACT STATEMENT**

This information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 33Z and CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means, to the payee's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

**ADDITIONAL INFORMATION**

This form is used by the U. S. Marine Corps for the exclusive purpose of providing travel related EFT payments only. Information provided on this form will not be released to any other agency, or used for the purpose of providing payments for basic pay or other entitlements. When filing travel claims for settlement, write "FF" in block 15 of the travel claim (block 22 for claims printed using FORM FLOW).

**IMPORTANT:** The routing number is a nine-digit number identifying your bank. This number can be found at the bottom of your checks or deposit tickets. Some banks use different routing numbers for EFT payments. Contact your bank if there are any questions concerning the account or routing number prior to submitting this form. You must file a new EFT Enrollment Form with the Travel Officer each time you change banks or account numbers.

I do hereby certify that the information provided is correct, and authorize the Finance Officer to send travel related payments using Electronic Funds Transfer to the bank account indicated above.

---

**Signature**


---

**Date**

<b>AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING</b>			A. Agency, code agency subelement and submitting office number		B. Request Status <i>(Mark (X) one)</i> <input type="checkbox"/> Resubmission <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Correction <input type="checkbox"/> Cancellation	
<b>Section A - TRAINEE INFORMATION</b> <i>Please read instructions on page 6 before completing this form</i>						
1. Applicant's Name <i>(Last, First, Middle Initial)</i>			2. Social Security Number/Federal Employee Number		3. Date of Birth <i>(yyyy-mm-dd)</i>	
4. Home Address <i>(Number, Street, City, State, ZIP Code)</i> (Optional)			5. Home Telephone (Optional) <i>(Include Area Code)</i>		6. Position Level <i>(Mark (X) one)</i>	
					<input type="checkbox"/> a. Non-supervisory <input type="checkbox"/> b. Manager <input type="checkbox"/> c. Supervisory <input type="checkbox"/> d. Executive	
7. Organization Mailing Address <i>(Branch-Division/Office/Bureau/Agency)</i>			8. Office Telephone <i>(Include Area Code and Extension)</i>		9. Work Email Address	
10. Position Title		11. Does applicant need special accommodation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		If yes, please describe below		
12. Type of Appointment	13. <u>Education Level</u> <i>(click link to view codes or go to page 7)</i>	14. Pay Plan	15. Series	16. Grade	17. Step	
<b>Section B - TRAINING COURSE DATA</b>						
1a. Name and Mailing Address of Training Vendor <i>(No., Street, City, State, ZIP Code)</i>			1b. Location of Training Site <i>(if same, mark box)</i> <input type="checkbox"/>			
			1c. Vendor Telephone Number		1d. Vendor Email Address	
2a. Course Title	2b. Course Number Code	3. Training Start Date <i>(Enter Date as yyyy-mm-dd)</i>		4. Training End Date <i>(Enter Date as yyyy-mm-dd)</i>		
5. Training Duty Hours	6. Training Non-Duty Hours	7. <u>Training Purpose Type</u> <i>(Click link to view codes or go to page 9)</i>		8. <u>Training Type Code</u> <i>(Click link to view codes or go to page 9)</i>		
9. <u>Training Sub Type Code</u> <i>(Click link to view codes or go to page 9)</i>	10. <u>Training Delivery Type Code</u> <i>(Click link to view codes or go to page 12)</i>	11. <u>Training Designation Type Code</u> <i>(Click link to view codes or go to page 13)</i>		12. Training Credit	13. <u>Training Credit Type Code</u> <i>(Click link to view codes or go to page 13)</i>	
14. Training Accreditation Indicator <i>(Check below)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	15. Continued Service Agreement Required Indicator <i>(Check below)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	16. Continued Service Agreement Expiration Date <i>(Enter date as yyyy-mm-dd)</i>			17. <u>Training Source Type Code</u> <i>(Click link to view codes or go to page 13)</i>	
18. Training Objective				19. AGENCY USE ONLY		
<b>Section C - COSTS AND BILLING INFORMATION</b>						
1. Direct Costs and Appropriation / Fund Chargeable			2. Indirect Costs and Appropriation / Fund Chargeable			
Item	Amount	Appropriation Fund	Item	Amount	Appropriation Fund	
a. Tuition and Fees	\$		a. Travel	\$		
b. Books & Material Costs	\$		b. Per Diem	\$		
c. TOTAL	\$		c. TOTAL	\$		
3. Total Training Non-Government Contribution Cost			6. BILLING INSTRUCTIONS <i>(Furnish invoice to):</i>			
4. Document / Purchasing Order / Requisition Number						
5. 8 - Digit Station Symbol <i>(Example - 12-34-5678)</i>						

**Section D - APPROVALS**1a. Immediate Supervisor - *Name and title*

1b. Area Code / Telephone Number

1c. Email Address

1d. Signature

1e. Date

2a. Second-line Supervisor - *Name and title*

2b. Area Code / Telephone Number

2c. Email Address

2d. Signature

2e. Date

3a Training Officer - *Name and title*

3b. Area Code / Telephone Number

3c. Email Address

3d. Signature

3e. Date

**Section E - APPROVALS / CONCURRENCE**1a. Authorizing Official - *Name and title*

1b. Area Code / Telephone Number

1c. Email Address

1d. Signature

1e. Date

 Approved  Disapproved**Section F - CERTIFICATION OF TRAINING COMPLETION AND EVALUATION**1a. Authorizing Official - *Name and title*

1b. Area Code / Telephone Number

1c. Email Address

1d. Signature

1e. Date

TRAINING FACILITY ~ Bills should be sent to office indicated in item C6. Please refer to number given in Item C4 to assure prompt payment.

## Privacy Act Statement

**Authority** – This information is being collected under the authority of 5 U.S.C. § 4115, a provision of The Government Employees Training Act.

**Purposes and Uses** – The primary purpose of the information collected is for use in the administration of the Federal Training Program (FTP) to document the nomination of trainees and completion of training. Information collected may also be provided to other agencies and to Congress upon request. This information becomes a part of the permanent employment record of participants in training programs, and should be included in the Governmentwide electronic system, (the Enterprise Human Resource Integration system (EHRI) and is subject to all of the published routine uses of that system of records.

**Effects and Nondisclosure** – Providing the personal information requested is voluntary; however, failure to provide this information may result in ineligibility for participation in training programs or errors in the processing of training you have applied for or completed.

**Information Regarding Disclosure of your Social Security Number (SSN) Under Public Law 93-579, Section 7(b)** – Solicitation of SSNs by the Office of Personnel Management (OPM) is authorized under provisions of the Executive Order 9397, dated November 22, 1943. Your SSN will be used primarily to give you recognition for completing the training and to accumulate Governmentwide training statistical data and information. SSNs also will be used for the selection of persons to be included in statistical studies of training management matters. The use of SSNs is necessary because of the large number of current Federal employees who have identical names and/or birth dates and whose identities can only be distinguished by their SSNs.

Note: This agreement must be signed by the nominee for Government training that exceeds 80 hours (or such other designated period, less than 80 hours as prescribed by the agency) for which the Government approves payment of training costs prior to the commencement of such training. Nothing contained in this SAMPLE agreement below shall be construed as limiting the authority of an agency to waive, in whole or in part, an obligation of an employee to pay expenses incurred by the Government in connection with the training.

## Continued Service Agreement

Employees, who are selected to training for more than a minimum period as prescribed in Title 5 USC 4108 and 5 CFR 410.309, see your supervisor for more information on the internal policies to implement a continued service agreement.

### Employees Agreement to Continue in Service

#### To be completed by applicant:

1. I AGREE that, upon completion of the Government sponsored training described in this authorization, if I receive salary covering the training period, I will serve in the agency three (3) times the length of the training period. If I received no salary during the training period, I agree to serve the agency for a period equal to the length of training, but in no case less than one month. (The length of part-time training is the number of hours spent in class or with the instructor. The length of full-time training is eight hours for each day of training, up to a maximum of 40 hours a week).

**NOTE:** For the purposes of this agreement the term "agency" refers to the employing organization (such as an Executive Department or Independent Establishment), not to a segment of such organization.

2. If I voluntarily leave the agency before completing the period of service agreed to in item 1 above, I AGREE to reimburse the agency for fees, such as the tuition and related fees, travel, and other special expenses (EXCLUDING SALARY) paid in connection with my training. These fees are reflected in Section C Costs and Billing Information. Note: Additional information about fees and expenses can be found in the Guide to Human Resource Reporting (GHRR).  
<http://www.opm.gov/feddata/ghrr/index.asp>
3. I FURTHER AGREE that, if I voluntarily leave the agency to enter the service of another Federal agency or other organization in any branch of the Government before completing the period of service agreed, I will give my organization written notice of at least ten working days during which time a determination concerning reimbursement will be made. If I fail to give this advance notice, I AGREE to pay the full amount of additional expenses 5 U.S.C. 4108 (a) (2) incurred by the Government in this training.

4. I understand that any amount of money which may be due to the agency as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law.
  
5. I FURTHER AGREE to obtain approval from my organization and the person responsible for authorizing government training requests of any proposed change in my approved training program involving course and schedule changes, withdrawals or incompletions, and increased costs.
  
6. I acknowledge that this agreement does not in any way commit the Government to continue my employment. I understand that if there is a transfer of my service obligation to another Federal agency or other organization in any branch of the Government, the agreements will remain in effect until I have completed my obligated service with that other agency or organization.

Period of obligated Service: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Agency Training Electronic Reporting Instructions

### General Instructions:

1. You must complete all questions in sections A-E on the training application. In addition, your financial institution must complete Section F Certification of Training Completion and Evaluation section.
2. Electronic Requirements - An agency should only submit data for completed training that is defined as a training event for which the student has accomplished all components in the title of the event.
3. Collection of training data requires completed training events and that all mandatory data elements have been recorded. Training may vary from agency to agency. This form provides conformity and standardization for the required core data.
4. Codes for underlined elements will link you to the chart. Identify the correct code, then return to the form (links will not automatically return you to the form).

### Section A - Trainee Information

1. **Applicant's Name** - Last Name, First Name, Middle Initial.
2. **Social Security Number** - Use employee's nine (9) digit SSN. (123-45-6789)  
OR  
**Federal Employee Number** - The unique number that Enterprise Human Resources Integration (EHRI) will assign to an employee to identify employee records within the EHRI system. (Agency)
3. **Date of Birth (format yyyy-mm-dd)** - Employee's date of birth (e.g. if employee's birth date is March 25, 1951, it would appear as (1951-03-25).
4. **Home Address** - Employee's home address, include the street number, city, state, and zip code.
5. **Home Telephone Number** - Employee's area code, home telephone number.
6. **Position Level** - Select whether the employee's position level is one of the following:
  - 6a. **Non supervisory** - Anyone who does not have supervisory/team leader responsibilities.
  - 6b. **Supervisory** - First line supervisors who do not supervise other supervisors; typically those who are responsible for an employee's performance appraisal or approval of their leave.
  - 6c. **Manager** - Those in management positions who typically supervise one or more supervisors.
  - 6d. **Executive** - Members of the Senior Executive Service (SES) or equivalent.
7. **Organization Mailing Address** - This is the internal agency address of the employee Branch-Division/Office/Bureau/Agency, include the street name, city, state and zip code.
8. **Office Telephone Number** - Insert the employee's area code, office telephone number and extension.
9. **Work E-mail Address** - Agency e-mail address.
10. **Position Title** - Employee's current position within the agency.

**Section A - Trainee Information (Continued)**

11. **Does Applicant Need Special Accommodations?** - Indicate "Yes" or "No". If the applicant is in need of special arrangements (brailing, taping, interpreters, facility accessibility, etc), describe the requirements in the space provided or on a separate sheet.
12. **Type of Appointment** - The employee type of appointment (e.g., Career Conditional (CC), Career (C), Temporary (Temp.), Schedule A, etc.).
13. **Education Level** -Use the employee educational level codes listed below.

<u>Code</u>	<u>Short Description</u>	<u>Long Description (If Applicable)</u>
1	No formal education or some elementary school--did not complete	Elementary school means grades 1 through 8, or equivalent, not completed.
2	Elementary school completed--no high school	Grade 8 or equivalent completed.
3	Some high school--did not graduate	High school means grades 9 through 12, or equivalent.
4	High school graduate or certificate of equivalency	
5	Terminal occupational program--did not complete	Program extending beyond grade 12, usually no more than three years; designed to prepare students for immediate employment in an occupation or cluster of occupations; not designed as the equivalent of the first two or three years of a baccularate degree program. Includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job training.
6	Terminal occupational program--certificate of completion, diploma or equivalent	See code 5 above for definition of terminal occupational program. Two levels are recognized: (1) The technical and/or semi-professional level preparing technicians or semiprofessional personnel in engineering and nonengineering fields; and (2) the craftsman/clerical level training artisans, skilled operators, and clerical workers.
7	Some college--less than one year	Less than 30 semester hours completed.
8	One year college	0-59 semester hours or 45-89 quarter hours completed.
9	Two years college	60-89 semester hours or 90-134 quarter hours completed.
10	Associate Degree	2-year college degree program completed.
11	Three years college	90-119 semester hours or 135-179 quarter hours completed.
12	Four years college	120 or more semester hours or 180 or more quarter hours completed--no baccularate (Bachelor's) degree.
13	Bachelor's Degree	Requires completion of at least four, but no more than five, years of academic work; includes Bachelor's degree conferred in a cooperative business, industry, or Government to allow student to combine actual work experience with college studies.

**Section A - Trainee Information (Continued)**

<u>Code</u>	<u>Short Description</u>	<u>Long Description (If Applicable)</u>
14	Post-Bachelor's	Some academic work beyond (at a higher level than) the Bachelor's degree but no additional higher degree.
15	First professional	Signifies the completion of academic requirements for selected professions that are based on programs requiring at least two academic years of previous college work for entrance and a total of at least six academic years of college work for completion, e.g., Dentistry (D.D.S. or D.M.D.), Law (LL. B. or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropraxy or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.).
16	Post-first professional	Some academic work beyond (at a higher level than) the first professional degree but no additional higher degree.
17	Master's degree	For liberal arts and sciences customarily granted upon successful completion of one (sometimes two) academic years beyond the Bachelor's degree. In professional fields, an advanced degree beyond the first professional but below the Ph.D., e.g., the LL.M.; M.S. in surgery following the M.D.; M.S.D., Master of Science in Dentistry; M.S.W., Master of Social Work, and MA, Master of Arts.
18	Post-Master's	Some academic work beyond (at a higher level than) the Master's degree but no additional higher degree.
19	Sixth-year degree	Includes such degrees as Advanced Certificate in Education, Advanced Master of Education, Advanced Graduate Certificate, Advanced Specialist in Education Certificate, Certificate of Advanced Graduate Study, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, and Licentiate in Sacred Theology.
20	Post-sixth year	Some academic work beyond (at a higher level than) the sixth-year degree but no additional higher degree.
21	Doctorate degree	Includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. (or equivalent) in any field. Does not include a Doctor's degree that is a first professional degree, per code 15.
22	Post-Doctorate	Work beyond the Doctorate.

**14. Pay Plan** - The employee's pay plan. (e.g., GS, WG, ES...**Pay Band**)

**15. Series** - The position classification four digit series. (e.g., 0201)

**16. Grade** - The employee's grade level. (1-15)

**17. Step** - The employee must insert the appropriate step. (1-10)

**Section B - Training Course Data**

- 1a. **Name and Mailing Address of Training Vendor** - Street number, city, state, and ZIP code of the appropriate vendor. (Agency specific)
- 1b. **Location of the Training Site** - Provide mailing address of the training site if different from 1a. (Agency specific)
- 1c. **Vendor Telephone Number** - Self explanatory. (Agency specific)
- 1d. **Vendor E-mail Address** - Self explanatory. (Agency specific)
- 2a. **Course Title** - Insert the title of the course or the program that the employee is scheduled to complete.
- 2b. **Course Number Code** - Insert the Course Number Code.
- 3. **Training Start Date** - Insert the start date of the training completed by the employee. (yyyy-mm-dd)
- 4. **Training End Date** - Insert the end date of the training completed by the employee. (yyyy-mm-dd)
- 5. **Training Duty Hours** - Insert the number of duty hours for training.
- 6. **Training Non Duty Hours** - Insert the number of non-duty hours for training.
- 7. **Training Purpose Type** - Insert the purpose for taking this course or program using the appropriate training purpose type code.

<u>Code</u>	<u>Short Description</u>	<u>Long Description (If Applicable)</u>
01	Program/Mission	Training to provide the knowledge, skills and abilities needed as a result of agency mission, policies, or procedures.
02	New Work Assignment	Training to acquire the knowledge, skills and abilities needed as a result of assignment to new duties and responsibilities when such training is not part of a planned, career development program (e.g., training provided to a staffing specialist who has been newly assigned to a position involving classification duties).
03	Improve/Maintain Present Performance	Training to provide the knowledge, skills and abilities needed to improve or maintain proficiency in present job.
04	Future Staffing Needs	Training to provide the knowledge, skills, and abilities needed to meet future staffing needs (e.g., to implement succession planning).
05	Develop Unavailable Skills	Training to acquire the knowledge, skills and abilities needed for fields of work for which the labor market cannot produce a sufficient number of trained candidates (e.g., air traffic controllers or Information Technology (IT) professionals).
06	Retention	Training/education used to address staffing issue of retaining an employee (e.g., academic degree training).

- 8. **Training Type Code** - There are three (3) different Training Type Codes. The employee must select one from the Training Type Codes. (Select from the chart on pages 10-12.)
- 9. **Training Sub-Type Code** - There are *Sub-Type Categories* for each of the three (3) different Training Type Codes. Select one (1) Sub-Type Category code that applies to the training type code you selected. (Select from the chart on pages 10-12.)

**Section B - Training Course Data (Continued)**

Training Type Code	Training Sub Type Code
	01 - Legal Education or training in the concepts, principles, and theories, or techniques of law.
	02 - Medical and Health Education or training in the concepts, principles, and theories, or techniques of medicine.
	03 - Scientific Education or training in the concepts, principles, and theories, or techniques of disciplines such as the physical, biological, natural, and social sciences; education; economics; mathematics; or statistics.
	04 - Engineering or Architecture Education or training in the concepts, principles, and theories, or techniques of disciplines such as architecture and engineering.
	05 - Human Resources Education or training in the concepts, principles, and theories of such fields as: public administration, personnel training, equal employment opportunity, human resources policy analysis, succession planning, performance management, classification, and staffing.
	06 - Budget/Finance Business Administration Education or training in the concepts, principles, and theories of business administration, accounts payable and receivable, auditing and internal control, and cash management.
	07 - Planning and Analysis Education or training in the concepts, principles, and theories of systems analysis; policy, program or management analysis; or planning, including strategic planning.
	08 - Information Technology Education and training in the concepts and application of data and the processing thereof; e.g., the automatic acquisition, storage, manipulation (including transformation), management, system analysis, movement, control, display, switching, interchange, transmission or reception of data, computer security and the development and use of the hardware, software, firmware, and procedures associated with this processing. This training type does not include any IT training on agency proprietary systems.
	09 - Project Management Education and training in the concepts, principles, and theories necessary to develop, modify, or enhance a product, service, or system which is constrained by the relationships among scope, resources, and time.
	10 - Acquisition Education or training in the concepts, principles, and theories or techniques related to the 1102 occupation, e.g., procurement, contracting.
	11 - Logistic Specialty Training for professional skills of a specialized nature in the methods and techniques of such fields as supply, procurement, transportation, or air traffic control.
	12 - Security Training of a specialized nature in the methods and techniques of investigation, physical security, personal security, and police science.

**Section B - Training Course Data (Continued)**

Training Type Code	Training Sub Type Code
<p>01 - Training Program Area (continued)</p>	<p>13 - Clerical (Non-supervisory clerical/administrative) Training in skills such as office management, typing, shorthand, computer operating, letter writing, telephone techniques; or word processing.</p>
	<p>14 - Trade and Craft Training in the knowledge, skills, and abilities needed in such fields as electronic equipment installation, maintenance, or repair; tool and die making; welding, and carpentry.</p>
	<p>15 - Foreign Affairs Training for professional skills of a specialized nature in the methods and techniques of such fields as foreign languages, foreign culture, diplomacy, or strategic studies.</p>
	<p>16 - Leadership/Manager/Communications Courses Training that addresses skill areas such as Leadership/Management and Communication (e.g., written, oral and interpersonal) coursework.</p>
<p>02 - Developmental Training Area  Description: Formal developmental/training programs.</p>	<p>20 - Presupervisory Program Development/training program for non-supervisors.</p>
	<p>21 - Supervisory Program Development/training program which provides education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations); human behavior and motivation; communication processes in supervision, work planning, scheduling, and review; and performance evaluation for first-line supervisors.</p>
	<p>22 - Management Program Development/training program which provides mid-management level education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning organizing and controlling. (Supervisors of supervisors; GS-14/15 supervisors; GS-14/15 direct reports to SES).</p>
	<p>23 - Leadership Development Program Formal developmental program that provides leadership training and development opportunities.</p>
	<p>24 - SES Candidate Development OPM-approved program to prepare potential SES members.</p>
	<p>25 - Executive Development Continuing development for leaders above the GS-15 level.</p>
	<p>26 - Mentoring Program Formal stand-alone program with established goals and measured outcomes. Open to all who qualify; protégées and mentors paired to facilitate compatibility, training and support provided, and company benefits directly.</p>
	<p>27 - Coaching Program Formal stand-alone program which provides ongoing partnership with an employee and coach that helps employee produce desired results in professional life.</p>

**Section B - Training Course Data (Continued)**

Training Type Code	Training Sub Type Code
<p>03 - Basic Training Area</p> <p>Description: Fundamental and/or required training programs.</p>	<p>30 - Employee Orientation</p> <p>Training of a general nature to provide an understanding of the organization and missions of the Federal Government, employing agency or activity, or a broad overview and understanding of matters of public policy.</p>
	<p>31 - Adult Basic Education</p> <p>Education or training to provide basic completeness in such subjects as remedial reading, grammar, arithmetic, lip reading or Braille.</p>
	<p>32 - Federally Mandated Training</p> <p>Mandatory training for all employees Governmentwide. This includes training mandated by federal statute or regulation; such as in the areas of computer security awareness (5 CFR 930.301-305), ethics (5 CFR 2638.703 and 704), or executives, managers, and supervisors (5 CFR Part 412).</p>
	<p>33 - Work-life</p> <p>Training to promote work-life (e.g., health and wellness training, employee retirement/benefits training, etc).</p>
	<p>34 - Soft Skills</p> <p>Training involving development of employees ability to relate to others ( e.g., customer service, dealing with difficult people, etc).</p>
	<p>35 - Agency Required Training</p> <p>Agency specific training required by the agency and provided to Federal employees in order to achieve the goals and objectives of the Agency as needed. For example: agency training based on Inspector General's Audit; agency training aimed at improving individual's needs based on Performance Improvement Plan (PIP); agency training based on signing agreement between Union and Management.</p>

**10. Training Delivery Type Code –**

<u>Code</u>	<u>Short Description</u>	<u>Long Description (If Applicable)</u>
01	Traditional Classroom (no technology)	Individual or multiple person led, face-to-face training.
02	On the Job	Formal methods/activities planned and structured to promote learning by doing; e.g., detail assignments/programs.
03	Technology Based	Methods mainly using technology, which may include tutorials embedded in software, CD ROM products, Web-based courses, and interactive media.
04	Conference/workshop	An organized learning event which has an announced educational or instructional purpose; more than half the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in 5 U.S.C. 4110; content of the conference/retreat is germane to improving individual and/or organizational performance; and developmental benefits will be derived through the employee's attendance.
05	Blended	Training that requires two or more methods of delivery that must be completed in order to satisfy the educational requirements.
06	Correspondence	Self-study course material: Training provided via the assignment of non-interactive methods such as a book, document, regulation, or manual.

**Section B - Training Course Data (Continued)**

11. **Training Designation Type Code** - Select and insert the appropriate training credit designation type code:

<u>Code</u>	<u>Short Description</u>	<u>Long Description (If Applicable)</u>
01	Undergraduate Credit	N/A
02	Graduate Credit	N/A
03	Continuing Education Unit	N/A
04	Post Graduate Credit	N/A
05	N/A	N/A

12. **Training Credit** - Amount of academic credit hours of continued education units (1, 1.5, or .75) earned by the employee for the completed training. (This should be completed by the agency).

13. **Training Credit Type Code** - Select and insert the appropriate training credit designation type code:

<u>Code</u>	<u>Short Description</u>
01	Semester Hours
02	Quarter Hours
03	Continuing Education Unit

14. **Training Accreditation Indicator** - Insert a Yes (Y) or No (N).

15. **Continued Service Agreement Required Indicator** - Insert Yes (Y) or No (N) or non applicable (N/A) in appropriate space. (Agency response.)

16. **Continued Service Agreement Expiration Date** - (Enter date as yyyy-mm-dd).

17. **Training Source Type Code** --

<u>Code</u>	<u>Short Description</u>	<u>Long Description (If Applicable)</u>
01	Government Internal	Training provided by a Federal department, agency, or independent establishment for its own employees.
02	Government External	Training provided by an interagency training activity, or a Federal department, agency, or independent establishment other than the one which currently employs the trainee.
03	Non-government	Sources include commercial or industrial concern, educational institutions, professional societies or associations, or consultants or individuals who are not Government employees, (but are contracted to develop and/or provide training course or program.)
04	Government State/Local	Training provided by a state, county, or municipal Government. Education provided by State-operated or other public educational institutions is reported as non-Government.
05	Foreign Governments and Organizations	Training provided by non United States entities which may or may not be outside the United States.

18. **Training Objectives** - It is important that the objectives for the employee(s) enrolling in this course or program is related to the strategic objectives of the organization for which the employee works. Provide text to explain how the training event meets agency objective(s) and purpose type.

19. **Agency Use Only** -For use by an agency as needed.

## **Section C - Costs and Billing Information**

### **1. Direct costs and appropriation/fund chargeable**

- a. **Training Tuition and Fees Cost** - Insert the actual/final cost of training tuition and fees for training completed by the employee that was paid for by the Federal Government.
- b. **Books and Materials Costs** - Insert the materials cost for training completed by the employee that was paid for by the Federal Government. (*Refer to the Guide for Human Resources Reporting Guide at <http://www.opm.gov/feddata/guidance.asp> for more information*).
- c. **Total Cost** - Insert the actual/final cost.

### **2. Indirect costs and appropriation/fund chargeable**

- a. **Training Travel Cost** - Insert the actual/final travel cost excluding per diem for training completed by the employee that was paid for by the Federal Government.
- b. **Training Per Diem Cost** - Insert the actual/final per diem cost (e.g., meals, lodging, miscellaneous expenses) for training completed by the employee that was paid for by the Federal Government.
- c. **Total Cost** - Insert the actual/final cost.

### **3. Total Training Non-Government Contribution Cost** - Insert the cost contributed by the employee or other non-Government organizations for the training completed by the employee.

### **4. Document/Purchase Order/Requisition Number** - Enter Document/Purchase Order/Requisition Number for reimbursement of training costs to responsible Training Vendor. This number is to be referenced in the billing process.

### **5. 8-Digit Station Symbol** - Fill in 8-digit station symbol of the nominating Agency Finance Office.

### **6. Billing Instructions** - Enter name and mailing address of nominating Agency Finance Office for billing purposes.

## **Section D - Approvals**

- 1-3e. Approvals** - To be completed by the employee's immediate and/or second-line supervisor(s) before submission of application to nomination Agency Training Office.

## **Section E - Approvals/Concurrence**

- 1-1e. Approval/Concurrence** - To be completed by the nominating Agency Official who is authorized to approve or disapprove request.

## **Section F - Certification of Training Completion and Evaluation**

**NOTE:** Agency Certifying Officials are certifying the employee has completed the requirements for the training and an evaluation has been completed. The requirement to evaluate training is found in 5 CFR 410.601. The agency head shall evaluate training to determine how well it meets short and long-range program needs of the agency and the individual. The needs should be aligned with the strategic plan to strengthen and develop the performance and behavior of the individual whose positive results will impact the performance of the agency.

CCLD Enrollment & Student Placement Procedures

- #1. Active CCLD participants belonging to UIC 00146 in the order the registration was received.
  - #2. Active CCLD participants belonging to a USMC UIC working aboard Cherry Point in the order received.
  - #3 Inactive CCLD participants belonging to UIC 00146 in the order the registration was received.
  - #4. Inactive CCLD participants belonging to USMC UIC working aboard MCAS Cherry point in the order the registration was received.
  - #5. All non-CCLD DOD UIC 00146 civilians aboard the installation in the order the registration was received.
  - #6. All non-CCLD DOD USMC UIC civilians who work aboard the installation in the order the registration was received.
  - #7. All MCIEAST DOD civilians who do not work aboard the installation in the order the registration was received.
- \*\*\*\*\*If the class is not full 7 days prior, then open to
- #8. All hands - USMC or Navy (no contractors)
  - #9. All other Federal civilians who work aboard the installation (except FRCE).

25 Jan 11

<b>INDIVIDUAL DEVELOPMENT PLAN (VRA)</b>		1. EMPLOYEE'S NAME	2. CURRENT POSITION TITLE, SERIES AND GRADE
3. ORGANIZATION  MCAS Cherry Point M00146		4. DATE OF APPOINTMENT TO POSITION	
		5. EVALUATION DUE DATES	
6. DEVELOPMENTAL OBJECTIVES/GOALS			
a. SHORT TERM (Forthcoming Year)		b. LONG TERM (Following Three Years)	
7. METHOD OF ACCOMPLISHMENT OF OBJECTIVES/GOALS			
a. DEVELOPMENTAL ASSIGNMENTS (Include scheduled dates and facilities)	b. FORMAL TRAINING (Include scheduled courses and dates)	c. OTHER ACTIVITIES (Include scheduled dates and describe activities)	
8. REMARKS			
9. EMPLOYEE'S SIGNATURE (concurrence by employee)    DATE		10. SUPERVISOR'S SIGNATURE (concurrence by supervisor)    DATE	

**BLOCK 7 CONTINUATION SHEET**  
**(METHOD OF ACCOMPLISHMENT OF OBJECTIVES/GOALS)**

a. **DEVELOPMENTAL ASSIGNMENTS:**

b. **FORMAL TRAINING:**

c. **OTHER ACTIVITIES:**

SELECTION AND ASSIGNMENT CRITERIA

1. General. Selection of employees for training leading to possible promotion must follow merit promotion procedures. Nondiscrimination must be followed in the selection of employees for training.

2. Employee Selection. When training is to be given to some but not all employees in a given occupational group or level, factors such as the following should be considered in making a selection:

- a. The degree of need for training.
- b. The potential of employees for advancement.
- c. The extent to which employees' knowledge, skill, attitudes, or performance are likely to be improved by training.
- d. The ability of employees to pass the training on to others upon return to the job.
- e. The length of time and degree which the Command expects to benefit from the employees' improved knowledge, skill, attitudes, and performance.
- f. Training opportunities previously afforded employees.
- g. The employees' personal interest and effort toward self-improvement.

3. Employee Eligibility. Permanent career, career conditional employees, and those on excepted appointments may be selected for training in nongovernment facilities. Temporary and intermittent employees may also be considered when critical skill needs can only be obtained through training in nongovernment facilities and provided that these newly acquired skills will be fully used after training. Full-time, temporary employees whose assignments are expected to last at least one year will be given priority over other temporaries. Use of long-term training for temporary or limited-term employees is discouraged, and, when used, must be fully documented as to need and expected return on investment to the Command. Employees who have submitted a written request for training will be notified of their selection or non-selection and given the reasons for non-selection.

Last 4: \_\_\_\_\_ Tuition Cost:\$ \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Trng Hours: \_\_\_\_\_

**TRNG SOURCE:**

- 1-Gov Internal
- 2-Gov External
- 3-Non-Gov.
- 5-State/Local Gov
- 8-Other

**METHOD:**

- 1-OJT
- 3-Seminar
- 4-Conference
- 8-Classroom
- J-Multi-Media

**PRIORITY:**

- 1-Critical
- 2-Essential
- 3-Reccomended
- 9-Unknown

**DECISION SOURCE:**

- 1-ATP
- 2-IDP Only
- S-Certificate
- T-License

**PURPOSE:**

- 1-Mission/Program Change
- 2-New Technology
- 3-New Work Assignment
- 4-Improve Performance
- 5-Meet future Staffing Needs
- 6-Develop Skills
- 7-Trade/Craft Skills
- 8- Orientation
- 9-Adult Basic Ed
- E-Recruitment
- R-Retention/Retrain

Last 4: \_\_\_\_\_ Tuition Cost:\$ \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Trng Hours: \_\_\_\_\_

**TRNG SOURCE:**

- 1-Gov Internal
- 2-Gov External
- 3-Non-Gov.
- 5-State/Local Gov
- 8-Other

**METHOD:**

- 1-OJT
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- E-Recruitment
- R-Retention/Retrain

Last 4: \_\_\_\_\_ Tuition Cost:\$ \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Trng Hours: \_\_\_\_\_

**TRNG SOURCE:**

- 1-Gov Internal
- 2-Gov External
- 3-Non-Gov.
- 5-State/Local Gov
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**METHOD:**

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- 9-Adult Basic Ed
- E-Recruitment
- R-Retention/Retrain

Last 4: \_\_\_\_\_ Tuition Cost:\$ \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Trng Hours: \_\_\_\_\_

**TRNG SOURCE:**

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