



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

12410
TRNG
1 Jun 15

From: Training Officer, Training Support Department, Operations Directorate, Marine Corps Air Station, Cherry Point, NC
To: Distribution List

Subj: CIVILIAN LEADERSHIP DEVELOPMENT (CLD) LOCAL PROGRAM INFORMATION

Ref: (a) MARADMIN 006/11
(b) SECNAVINST 12410.25

Encl: (1) Civilian Leadership Development (CLD) Training Roadmap
(2) DOD Leadership Competency Continuum
(3) CLD Enrollment Form
(4) Individual Leadership Development Plan

1. Reference (a) establishes the CLD program as a Marine Corps University program administered by the Lejeune Leadership Institute (LLI). Reference (b) provides additional information and guidance on Civilian Leadership Development.

2. The CLD program is a voluntary program open to all Appropriated fund and Non-Appropriated Fund civilians aboard MCAS Cherry Point. The CLD program is designed to grow and develop the federal workforce. The program provides top notch training and education opportunities to invest in employees and prepare them with tools for advancement and success during their career. Enclosure 1 provides planning information for participation in the program. This process is linked to the DOD Leadership Continuum in enclosure 2 and civilian leadership competency guidelines.

3. The CLD Program utilizes a four tier approach to leadership development:

Subj: CIVILIAN LEADERSHIP DEVELOPMENT (CLD) LOCAL PROGRAM
INFORMATION

a. Online Training. There are several opportunities for online training including the Total Workforce Management Services (TWMS) site, and various sites that offer courses such as communication, writing, team building and other soft skills training. See <https://www.mcu.usmc.mil/lleadership/mcclld/SitePages/Home.aspx> for additional online training links and information.

b. Local Programs. These programs include professional development and management courses offered at MCAS Cherry Point as well as a locally created leadership development program available for those unable to attend formal leadership development programs.

c. LLI Seminars. LLI has developed a "Lead Self course," a three day course is standardized throughout the Marine Corps and provides CLD members with a working knowledge of leading self. Additional courses are currently in the planning stages.

d. Centrally Managed Courses. Centrally Managed Courses are traditionally funded through LLI and are competitive and extensive leadership development programs. The most popular of these programs are the Aspiring Leader Program, New Leader Program and Executive Leader Program. They are time intensive programs that last 3-18 months.

e. Other. There are many other options for leadership development aboard MCAS Cherry Point. These include developmental assignments, job shadowing, the Academic Degree and Certification Reimbursement Program, Communities of Interest, and others. The Training Support Department also has a resource library with audio titles, recommended reading and developmental materials available for loan and use.

4. Participation. Individuals wishing to participate in the CLD Program should complete enclosure (3), the CLD Enrollment Form. This form can be sent via e-mail to chpttrngomb@usmc.mil or delivered to the Training Support Department, Training & Education Building 4335 Rm 129. Participants should complete their individual development plan enclosure (4). To be considered an active member in the program, participants should have a mentor, complete an individual leadership development plan, and pursue leadership development opportunities.

5. Employees wishing to have additional information on any of

Subj: CIVILIAN LEADERSHIP DEVELOPMENT (CLD) LOCAL PROGRAM
INFORMATION

these programs may contact the local CLD office. The point of contact for additional information is Cathy Hill at DSN 582-2557, commercial (252) 466-2557 or catherine.c.hill@usmc.mil.

B. L. ZAMORA

DISTRIBUTION:
Training Coordinators
All-Hands Station Civilians