



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
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AIR STATION BULLETIN 12410

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

Subj: MARINE CORPS AIR STATION CHERRY POINT ANNUAL TRAINING PLAN (ATP) FOR  
FISCAL YEAR (FY) 2017

Ref: (a) 5 CFR 410  
(b) MCO 12410.24  
(c) DONCHRM 410  
(d) MCO 1553.3B  
(e) ASO 12410.2  
(f) Policy Letter 01-16

1. Purpose. MCAS Cherry Point will conduct annual training in accordance with this Bulletin to develop professional competencies at all levels, enhance leadership/management skills, and raise safety and security awareness.

2. Background. In accordance with references (a) through (f), this Bulletin is promulgated to provide information and instructions for the conduct of annual training and to identify annual training requirements. The Operations Directorate, Training Support Department (TSD), is responsible for coordinating and disseminating this training plan in accordance with the references.

3. Action

a. Commander's Intent. All Marines and Civilian Marines will be afforded the opportunity to complete required training and participate in developmental training opportunities.

b. Concept of Operations. This Bulletin captures all mandatory training required by higher headquarters in addition to elective courses designed to enhance workforce efficiency. This plan will allow employees and supervisors to work together to create a meaningful individual training plan to complete mandatory training requirements and establish developmental activities that will help them achieve their career goals.

c. Tasks

(1) Training Support Department (TSD)

(a) Consolidate and publish the MCAS Cherry Point ATP.

(b) Distribute the ATP via e-mail to all subordinate activities/directorates and publish to the MCAS Cherry Point Training SharePoint site at: <https://cherrypoint.usmc.afpims.mil/StaffOffices/TrainingSupportDepartment.aspx>

(c) Contract all funded training aboard the Installation.

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(d) Report MCAS Cherry Point mandatory training compliance rates to higher headquarters as directed.

(2) Commanding Officers and Directors

(a) Commanding Officers and Directors are responsible for ensuring that all assigned Marines and Civilian Marines comply with this Bulletin and complete annual training.

(b) Forward all unit training schedules to the TSD, to be included in the ATP. Coordinate with the TSD prior to attempting to schedule training regardless of topic/location. For courses taught by local Subject Matter Experts (SMEs) and Program Managers, the following procedures and areas of responsibility apply.

(c) Ensure supervisors comply with and disseminate the Annual Training Plan and inform employees about training requirements and learning opportunities.

1. Training Support Department. The TSD shall announce and coordinate classes taught by TSD staff, contracted courses (funded), and all Leadership Development courses. The TSD will also record training completions for all required and program training, and all training greater than four hours in length.

2. Program Managers. For training requirements where there is a program manager, such as credit card training, Defense Travel System, Environmental and Safety programs, the program manager shall be responsible for ensuring training is complete per program requirements. Program managers shall provide TSD with copies of completion rosters for training recording purposes.

(d) Direct Marines to complete annual training within MarineNet and Civilian Marines to complete training within the Total Workforce Management System (TWMS) to the maximum extent possible. For individuals with limited computer access, or those unable to complete online training, in-seat training will be provided and coordinated by the TSD. Subject matter experts and program managers shall provide an instructor to support these training evolutions. This day long training will consist of requirements that are standard for both military and civilians. In addition, where not expressly stated in policy to be completed via other means, Commanders have the authority and flexibility to conduct training requirements through unit training. Training shall be documented in the Marine Corps Total Force System (MCTFS) for Marines, TWMS for appropriated civilians, and PeopleSoft for Non-Appropriated employees. These one day training sessions will be held at the Two Rivers Theater on the following dates: 3 November 2016, 9 February 2017, 4 May 2017, and 4 August 2017.

(e) Ensure new civilian employees attend New Employee Orientation (NEO), within 90 days of being hired. The dates for these training evolutions are: 31 October-3 November 2016, 6-9 February 2017, 1-4 May 2017, and 1-4 August 2017.

(f) Supervisory refresher training will be conducted in accordance with reference (f) on 11 January 2017, 26 January 2017, 13 July 2017, and 26 July 2107. Times and additional details will be disseminated in further guidance. The dates for required Military Supervisor training in reference (f)

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are: 31 October 2016, 5 December 2016, 3 January 2017, 6 February 2017, 6 March 2017, 3 April 2017, 1 May 2017, 5 June 2017, 31 July 2017, 28 August 2017, and 2 October 2017.

(g) Ensure employees are afforded opportunities to participate in leadership development courses. The following course dates are currently approved:

1. 19 October 2016: Change Anything.
2. 9 November 2016: The Speed of Trust.
3. 7 December 2016: Myers Briggs Type Indicator.
4. 7 December 2016: Military & Civilians Working Together.
5. 12 January 2017: DiSC Behavior Profile.
6. 22-23 February 2017: Personify Leadership.
7. 8 March 2017: Championing Diversity.
8. 23 March 2017: The 5 Choices to Extraordinary Productivity.
9. 26-28 April 2017: The 7 Habits of Highly Effective People.
10. 24 May 2017: Project Management.
11. 21-22 June 2017: Influencer.
12. 27 July 2017: Leadership Foundations.
13. 16 August 2017: Presentation Advantage.
14. 27-28 September 2017: Crucial Conversations.

(h) Encourage civilian employees wishing to participate in extensive developmental opportunities to submit applications to the Civilian Leadership Development (CLD) office for the following graduate school programs.

1. Aspiring Leader Program (ALP) (GS 4-6 & Equivalents)

a. ALP 2017-1 (April 2017 - May 2017) Application due: 17 January 2017.

b. ALP 2017-2 (July 2017 - August 2017) Application due: 17 April 2017.

c. ALP 2017-3 (September 2017 - October 2017) Application due: 26 June 2017.

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2. New Leader Program (NLP) (GS 7-11 & Equivalents)

a. NLP 2017-1 (March 2017 - September 2017) Application due:  
5 December 2016.

b. NLP 2017-2 (August 2017 - February 2018) Application due:  
1 May 2017.

3. Executive Leader Program (ELP) (GS 11-13 & Equivalents)

a. ELP 2017-1 (May 2017 - January 2018) Application due: 4  
January 2017.

b. ELP 2017-2 (September 2017 - June 2018) Application due:  
25 May 2017.

4. Reserve Applicability. This Bulletin is applicable to MCAS Cherry Point and its subordinate commands.

  
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