



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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CCO 12410.2D
HRO
SEP 09 2011

COMBAT CENTER ORDER 12410.2D

From: Commanding General
To: Distribution List

Subj: CIVILIAN MARINE TRAINING AND PROGRAMS

Ref: (a) Title 5 CFR 410
(b) DoDI 1400.25
(c) SECNAV 12410.24
(d) DoN CHRM 410
(e) MCO 12410.24

Report(s) Required: I. CLD Activity Report, par. 5b, Report Control Symbol
MC-12410-01

1. Situation. To establish policy and procedures governing the conduct of employee development programs aboard the Combat Center.
2. Cancellation. CCO 12410.2C, CCO 12410.3A, and CCO 12410.4A.
3. Mission. The Human Resources Office (HRO) will plan and promote effective training, development, and career planning for civil service employees. HRO will establish the criteria and procedures for administering the Combat Center's civilian workforce training curriculum and programs, in accordance with the references.
4. Execution
 - a. Commander's Intent and Concept of Operations
 - (1) Commander's Intent. For civil service employees to attend training and developmental assignments designed to develop professional competencies at all levels, and enhance leadership and management skills.
 - (2) Concept of Operations. The annual training program consists of mandatory training required by higher headquarters as well as elective courses designed to enhance working efficiency. Training that provides leadership development is strongly encouraged throughout the command. In addition to the annual training plan, the training programs listed below provide opportunities for career and leadership development.
 - b. Subordinate Element Missions. All commands, organizations, units, and activities that are serviced by the Combat Center HRO will comply with the intent of the references and the contents of this Order.

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c. Coordinating Instructions. The following programs are available to all civil service employees working aboard the Combat Center. A copy of the standard operating procedures and guidelines are available at <http://www.marines.mil/unit/29palms/hro/Pages/CareerDevelopment.aspx>.

(1) Civilian Leadership Development Program (CLD). CLD is an integral part of the civilian training program and has been established to provide opportunities for both current and future civilian supervisors and managers to develop their leadership skills.

(2) Academic Degree Program (ADP). Financial assistance for courses taken at an accredited institution is available to Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center civil service employees through the ADP. The ADP has been established by Headquarters Marine Corps to provide financial assistance to employees whose goal is to obtain a college degree, professional certification, or license that is aligned to current job or career goals with the federal government. This program is available to all Marine Corps permanent civil service employees who choose to participate in the CLD program.

(3) Tuition Assistance. The Combat Center provides tuition assistance for individuals interested in course work that is aligned to their current civil service position. The funding provided for tuition assistance will be contingent on annual funding requirements for the command as well as available funding provided to individual organizations within the command.

(4) Centrally Managed Programs (CMP). CMP provides opportunities for civilians of all grades to increase their knowledge and skills through twelve different leadership programs. These competitive programs consist of in-class education, home learning, and developmental assignments. Combat Center commands will fully support these programs by strongly encouraging staff to apply.

(5) Communities of Interest (COI). The Marine Corps adopted the civilian COI program as an approach to workforce planning and management. There are 21 communities of interest, each led by a senior civilian. Each community identifies the required competencies and training for the positions in the group, and develops career paths from entry to senior level.

(6) Individual Development Plans (IDP)

(a) All civil service employees are highly encouraged to have an IDP. IDP's are mandatory for the following categories of personnel:

1. Probationary supervisors and managers;
2. Upward mobility trainees;
3. Career management trainees;
4. Trade trainees; and,
5. Veterans appointed under the Veterans Recruitment

Authority.

(b) This tool will allow employees and supervisors to work together at creating a plan for completing mandatory training requirements

and establishing developmental activities that will help them achieve career goals. IDPs should be established within 30 days of hiring for new employees.

(7) Although the bulk of the civilian training plan calls for classroom instruction, some of the courses can be completed via internet web sites by completing the course requirements, printing the completion certificate, and providing a copy to the HRO training records administrator.

(8) Supervisor Responsibility. Military and civilian supervisors of civil service personnel are required to ensure their employees are familiar with the contents of this Order and that training is completed as prescribed in the guidelines on the HRO website. Supervisors must ensure that employees are given fair and equitable consideration in selection for training without regard for race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation.

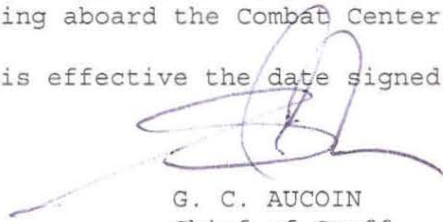
(9) Employee Responsibility. Civilian employees have the ultimate responsibility for their own development and training.

5. Administration and Logistics. Distribution statement A directives issued by the Commanding General are distributed via e-mail upon request and can be viewed at <http://www.29palms.usmc.mil/dirs/manpower/adj/ccotoc.asp>.

6. Command and Signal

a. Command. This Order is applicable to all active-duty, reserve, and civil service personnel working aboard the Combat Center.

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



G. C. AUCOIN
Chief of Staff