

**HEADQUARTERS UNITED STATES MARINE CORPS (HQMC)  
HUMAN RESOURCES AND ORGANIZATIONAL MANAGEMENT BRANCH (HROM)**

**FY2013 CIVILIAN ON-SITE TRAINING SCHEDULE**

11 FEBRUARY 2013

**\*\*NEW COURSES COMING SOON\*\***

- Leadership for Supervisors and Managers
- Organizational Communication and Collaboration
- Research and Analytical Skills
- Customer Focus in the Federal Government
- Change Management
- Presentation and Briefing Skills
- Written Communication
- And More!

**PLEASE NOTE:** Schedule of new courses will be posted as soon as they are confirmed.

<u>Date(s)</u>	<u>Time</u>	<u>Course Title</u>	<u>Location</u>
<b>FEB</b>			
19-20 Feb	0800-1600	Marine Corps Acculturation Program (MCAP)	Pentagon, Rm 2C253
26-27 Feb	0800-1600	Plain Language Writing For Federal Employees	Quantico, Mann Hall, Rm 110a
<b>MAR</b>			
5 Mar	0800-1600	Naval Correspondence	Pentagon, Rm 2C253
6 Mar	0800-1600	Naval Correspondence	Quantico, Mann Hall, Rm 110a
12 Mar	0800-1600	New Employee Orientation	Quantico, Mann Hall, Rm 110a
12-13 Mar	0800-1600	Project Management	Pentagon, Rm 2C253
14 Mar	0800-1600	New Supervisor Orientation	Quantico, Mann Hall, Rm 110a
19-20 Mar	0800-1600	Pre-Retirement Planning - Mid Career	Quantico, Mann Hall, Rm 110a
20-21 Mar	0800-1600	Marine Corps Acculturation Program (MCAP)	Quantico, Museum, Trailer #2
21-22 Mar	0800-1600	Pre-Retirement Planning - Mid Career	Pentagon, Rm 2C253
26-28 Mar	0800-1600	Leadership for Non-Supervisors	Quantico, Mann Hall, Rm 110a
<b>APR</b>			
4 Apr	0800-1000	Office of Workers Compensation Program (OWCP)	Quantico, Mann Hall, Rm 110a
4 Apr	1300-1500	Office of Workers Compensation Program (OWCP)	Quantico, Mann Hall, Rm 110a
9 Apr	0800-1600	New Employee Orientation	Quantico, Mann Hall, Rm 110a
9-10 Apr	0800-1600	Pre-Retirement Planning - New Gov Employees	Pentagon, Rm 2C253
10 Apr	0800-1600	New Supervisor Orientation	Quantico, Mann Hall, Rm 110a
11 Apr	0800-1000	Office of Workers Compensation Program (OWCP)	Pentagon, Rm 2C253
11 Apr	1300-1500	Office of Workers Compensation Program (OWCP)	Pentagon, Rm 2C253
11-12 Apr	0800-1600	Pre-Retirement Planning - New Gov Employees	Quantico, Mann Hall, Rm 110a
16-18 Apr	0800-1600	Leadership for Non-Supervisors	Pentagon, Rm 2C253
17-18 Apr	0800-1600	Marine Corps Acculturation Program (MCAP)	Quantico, Museum, Trailer #2
<b>MAY</b>			
7-8 May	0800-1600	Retirement Planning - FERS	Quantico, Mann Hall, Rm 110a
9 May	0800-1600	New Supervisor Orientation	Pentagon, Rm 2C253
9-10 May	0800-1600	Retirement Planning - FERS	Pentagon, Rm 2C253
21-22 May	0800-1600	Marine Corps Acculturation Program (MCAP)	Pentagon, Rm 2C253
28-30 May	0800-1600	Leadership for Managers and Supervisors	Pentagon, Rm 2C253
<b>JUN</b>			
4 Jun	0800-1600	New Employee Orientation	Quantico, Mann Hall, Rm 110a
6 Jun	0800-1600	New Supervisor Orientation	Quantico, Mann Hall, Rm 110a
11-12 Jun	0800-1600	Pre-Retirement Planning - Mid Career	Quantico, Mann Hall, Rm 110a
13 Jun	0800-1600	Retirement Planning Refresher - CSRS/FERS	Pentagon, Rm 2C253
13-14 Jun	0800-1600	Organizational Communication and Collaboration	Quantico, Mann Hall, Rm 110a
19-20 Jun	0800-1600	Marine Corps Acculturation Program (MCAP)	Quantico, Museum, Trailer #2

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JUL			
9 Jul	0800-1600	New Employee Orientation	Quantico, Mann Hall, Rm 110a
11 Jul	0800-1000	Office of Workers Compensation Program (OWCP)	Pentagon, Rm 2C253
11 Jul	1300-1500	Office of Workers Compensation Program (OWCP)	Pentagon, Rm 2C253
11 Jul	0800-1600	New Supervisor Orientation	Quantico, Mann Hall, Rm 110a
12 Jul	0800-1000	Office of Workers Compensation Program (OWCP)	Quantico, Mann Hall, Rm 110a
12 Jul	1300-1500	Office of Workers Compensation Program (OWCP)	Quantico, Mann Hall, Rm 110a
17-18 Jul	0800-1600	Marine Corps Acculturation Program (MCAP)	Quantico, Museum, Trailer #2
30 Jul	0800-1600	Naval Correspondence	Pentagon, Rm 2C253
31 Jul	0800-1600	Naval Correspondence	Quantico, Mann Hall, Rm 110a
AUG			
15 Aug	0800-1600	New Supervisor Orientation	Pentagon, Rm 2C253
20-21 Aug	0800-1600	Marine Corps Acculturation Program (MCAP)	Pentagon, Rm 2C253
SEP			
10 Sep	0800-1600	New Employee Orientation	Quantico, Mann Hall, Rm 110a
12 Sep	0800-1600	New Supervisor Orientation	Quantico, Mann Hall, Rm 110a
18-19 Sep	0800-1600	Marine Corps Acculturation Program (MCAP)	Quantico, Museum, Trailer #2

To register for a class or find additional course information, please visit the HROM-Sponsored Training website: <http://www.hqmc.marines.mil/hrom/SponsoredTraining.aspx> . Remember that you should always obtain **supervisor approval** before registering.

All classes are scheduled from 0800 to 1600, unless otherwise specified. Each participant who registers for HQMC funded training should do so with the intent to **fulfill the required hours for course completion**. **LATE** arrivals greater than 10 minutes will not be seated and **MUST** reschedule. Should you have schedule meetings during the time you are required to attend any On-Site Training Classes, we recommend that you register for another class at a later date.

**REASONABLE ACCOMMODATIONS:** Please let us know when you register if you require reasonable accommodations to participate in this training.

**LOCATIONS:**

- Mann Hall (Building 2004) - MCB Quantico, VA
- National Museum of the Marine Corps - 18900 Jeff Davis Hwy, Triangle, VA
- Pentagon – Washington, D.C. (**MUST** bring Common Access Card)

**PLEASE NOTE:** Pentagon **PARKING** is very limited, and we encourage use of **PUBLIC TRANSPORTATION**. If you are driving to the Pentagon, you **MUST** contact our office at least one week prior to attending your scheduled training. Participants attending classes at the Pentagon **MUST** bring Common Access Card. There is **NO** eating in the Pentagon class room; however, drinks with a lid or cap will be allowed.

Questions or problems, please contact us at: 703-604-2755 or [SMB.HQMC.ARHB.TRNG@USMC.MIL](mailto:SMB.HQMC.ARHB.TRNG@USMC.MIL).