

Module 6

Workforce Development



CIVILIAN CAREER AND LEADERSHIP DEVELOPMENT



CCLD Overview

- Marine Corps Wide Program
 - <https://www.manpower.usmc.mil>
- Established by Civilian Career and Advocacy Board (CCAB)
- Part of Civilian Workforce and Campaign Plan (CWCP)
- Supported by CMC White Letters 01–99;03–07
- USMC Policy/Program Mgt: DC M&RA (MPC–30)/MCU LLI
- Implemented at local command level
 - Civilian Leadership Development
 - Academic Degree Program
 - Centrally Managed Programs
 - Marine Corps Acculturation Program (MCAP)
 - USMC Communities of Interest (COI)
 - Civilian Workforce Development Application (CWDA)



Civilian Leadership Development (CLD)



CLD Overview

- Goal: To improve leadership competencies and skills of Civilian Marines at all levels
- Key Players
 - Employee
 - Mentor
 - Supervisor
- Main Steps
 - Employee enrolls in CLD program
 - Employee/Supervisor take leadership skills assessment
 - Employee selects mentor
 - Employee creates Individual Development Plan (IDP)
 - Supervisor approves IDP
 - Employee completes IDP activities



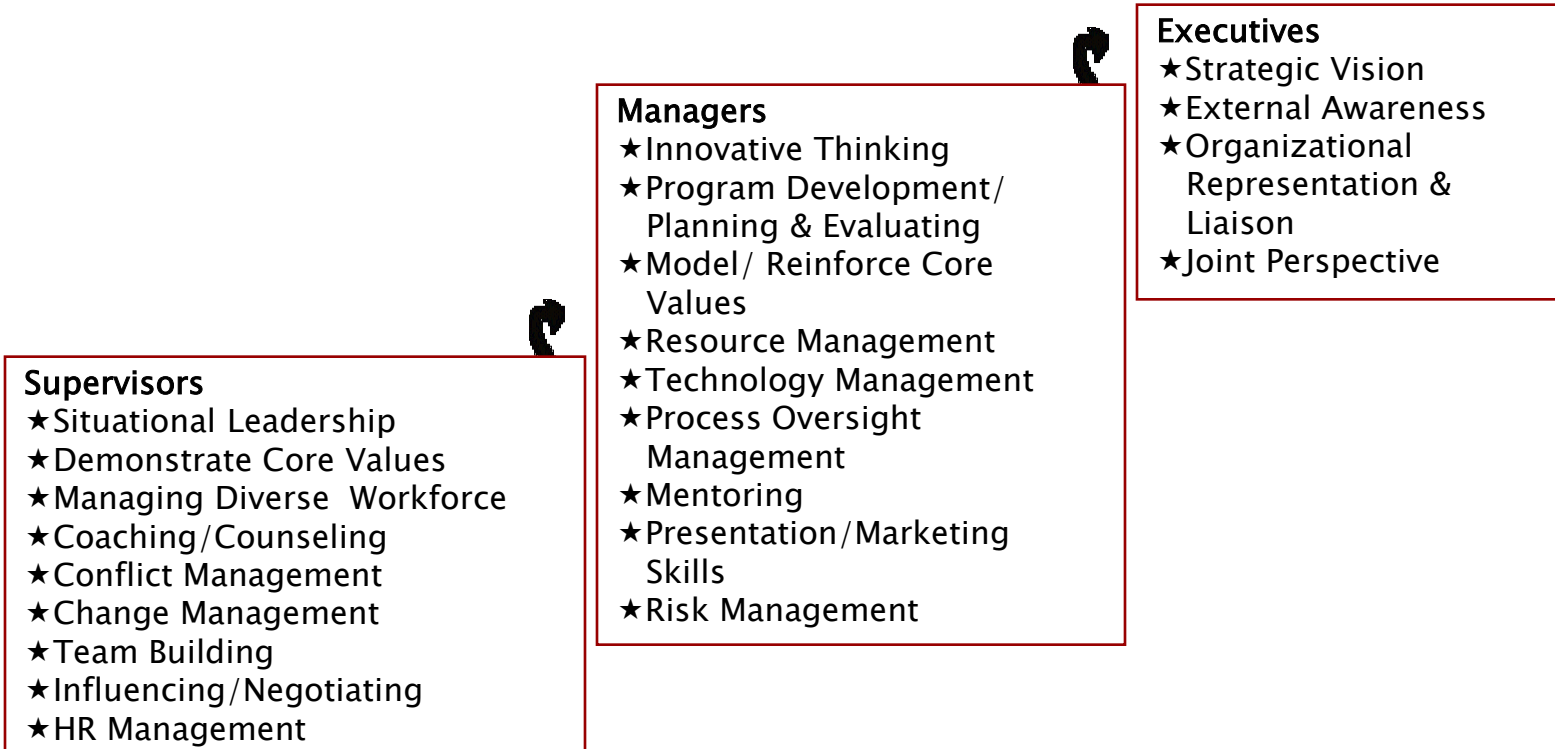
CLD Benefits

- Build confidence
- Work on challenging and interesting projects
- Expand knowledge, skills and abilities
- Demonstrate capabilities
- Increase visibility
- Gain a better understanding of the organization and what is needed to succeed and advance
- Build a support network
- Increase job and career satisfaction



It's up to you - You get out of it what you put into it

CLD Continuum



Foundational Competencies

Oral Communication	Interpersonal Team Skills	Flexibility
Written Communications	Self-Direction	Decisiveness
Problem Solving	Quality Principles	Diversity Awareness
USMC Mission	Core Values	Customer Orientation
	Organizational Awareness	



CLD Participant Guidelines

1. Enroll in the CLD Program
 - CLD Administrator
2. Take a leadership skills assessment
 - 180° (Self and supervisor) or 360° (adds peers and subordinates if applicable)
3. Select a mentor
 - Not in your chain of command
 - 2 grade levels
 - Ask others for recommendations
 - Mentor list available on CLD Website
 - Meet with potential mentors
 - Select your mentor and seek his/her agreement



CLD Participant Guidelines

A good mentor is one who ...

- Coaches an employee in enhancing skills
- Passes along organizational information (structure, politics, personalities, and Marine Corps culture)
- Provides candid feedback to the employee about perceived strengths and developmental needs
- Points out opportunities for the employee to develop and demonstrate capabilities
- Advises the employee on how to deal with real or perceived road blocks
- Serves as a sounding board
- Encourages and motivates the employee
- Builds the employee's sense of self and level of self-confidence
- Links the employee with others who can enhance their learning



CLD Participant Guidelines

4. Meet with mentor
 - Review skill assessment results
 - Identify strengths & weaknesses
 - Discuss career goals
 - Draft the IDP
5. Meet with supervisor
 - Discuss and finalize IDP
6. Begin and continue participation
 - Complete IDP activities
 - Follow CLD Administrator instructions for requesting CLD-funded training
 - Meet with mentor as needed
 - Periodically reassess strengths & weaknesses and update IDP
7. Report progress to CLD Administrator as required



Available Training

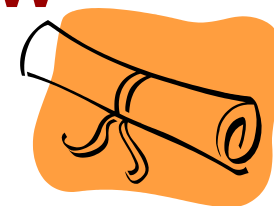
- CLD Competency Training
- Off-site Training
 - www.careertrack.com
- Online Training
 - www.marinenet.usmc.mil
- HQMC Training
 - <http://hqmc03d.hqmc.usmc.mil/hromtrain.nsf>
- Correspondence Courses
 - www.mci.usmc.mil
- Civilian Marine Reading List



Academic Degree Program (ADP)



ADP Program Overview



- For Civilian Marines who are seeking an academic degree, professional license, or certification in an accredited institution
- Degree program must support Organization Objectives
 - The program produces measurable improvement in either individual or organization performance.
- Applicant must sign a continued service agreement and agree to abide by all ADP procedures
- Funding is limited and not guaranteed for every course



ADP Participant Guidelines

1. Apply for admission into the ADP
 - Complete ADP Application
2. Once approved, submit SF-182 to request ADP funding
 - DO NOT register for your course UNTIL you receive approval from your CLD administrator
 - Provide copy of grade; must be C or better for Undergraduate degree and a B or better for Graduate or higher degrees to qualify for ADP funding
 - Tuition will not be paid until grade tuition and book receipts have been provided.



MARADMIN 433/10

www.marines.mil/news/messages/Pages/MARADMIN433-10.aspx

Centrally Managed Civilian Leadership Courses (CMCLC)



CMCLC Overview

- Applicants compete for USMC quotas to various leadership development programs
- SES-level panel reviews applications and selects participants
- CLD Administrator distributes calls for nominations
- Programs vary i.e.: time away from desk and on-the-job assignments
- Dates vary from year to year; applicants urged to begin application early

Marine Corps University, Lejeune Leadership Institute

http://www.mcu.usmc.mil/lejeune_leadership/pages/CLDP.aspx



Centrally Managed Programs

CENTRALLY MANAGED PROGRAM	LENGTH OF PROGRAM	GRADE LEVEL (includes federal pay equivalents)	ANNOUNCED HQMC	DUE DATE
Executive Potential Program (EPP)	12 months (5 months away from desk)	GS 13 and above	NOV	JAN
Industrial College of the Armed Forces (ICAF)	10 months (full time)	GS 14 and above (non-acquisition personnel)	NOV	JAN
Aspiring Leader Program (ALP)	3 months (1 month away from desk)	GS 5-7	NOV/MAY	FEB/JUL
New Leader Program (NLP)	6 months (2 months away from desk)	GS 7-11	DEC/MAR	FEB/MAY
Executive Leadership Program (ELP)	9 months (3 months away from desk)	GS 11-13	MAY	JUL
LEGIS/Congressional Fellowship Program	12 months (full time)	GS 13 and above	JAN	MAR
Seminar XXI	2 weeks (full time)	GS 14 and above in Wash Metro Area	JAN	MAR
DoD Executive Leadership Development Program (ELDP)	10 months (5 to 12 days away from desk each month)	GS 12-14	JAN	APR
Federal Executive Institute (FEI)	4 weeks (full time)	GS 15 and above	MAR	MAY
Defense Senior Leader Development Program (DSLDP)	2 years (residential PME, 4 seminars, IDP activities)	GS 14-15	FEB	APR
National Security Managers Course	6 Weeks (full time)	GS 15	NOV	JAN



Marine Corps Acculturation

- For newly joined Civilian Marines
- Learn Marine Corps history, culture, structure
- Understand the important role Civilian Marines have in supporting the mission, and discover how you fit in
- MCAP changed from 1 day to 2 days to incorporate tour of Marine Barracks Washington (8&I)
- Senior leaders will kick it off and or conduct closing ceremony
 - Civilian Marine pins presented to those who don't have one
- Go to HQMC Training Registration website to register:
<http://hqmc03d.hqmc.usmc.mil/training/training.nsf>



Marine Corps Civilian Communities of Interest (COIs)

- 20 career groups led by senior civilians within HQMC
- COI leader appoints program manager to
 - identify competencies, career paths & training
 - to manage COI program and funding
- Check M&RA's website for more information on specific COIs

Community of Interest

Administration	Legal
Analysis	Logistics
Community Support	Manufacturing & Production
Contracts	Media & Public Affairs
Education & Training	Program Management
Environmental	Safety & Occupational Health
Facilities	Engineering & Science
Financial	Security & Emergency Services
Human Resources	Industrial Trades
IT/IM	Intelligence



Civilian Workforce Development Application

- Employee
 - View competencies
 - Create functional/leadership competency profile, proficiency assessments/gap analysis
 - View positions by series/location
- Leadership
 - View/Modify competency templates
 - View/Analyze functional/leadership competency profiles, proficiency assessments/gap analysis
 - Workforce Structure Visibility

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



Module 6 Summary

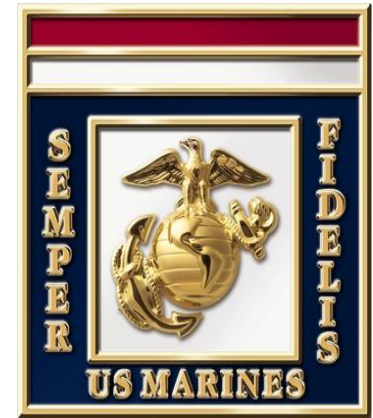
- On-site, on-line, and off-site training
- Individual Development Plan
- Civilian Career and Leadership Development
 - CLD
 - ADP
 - CMCLC
 - MCAP
 - CWDA
- Communities of Interest

Questions?



WRAP-UP

- Course evaluations
- Certificates of completion
- Closing remarks
 - Recite civilian oath
 - Civilian Marine pins



I, (name), do solemnly swear (or affirm) that I will support and defend the constitution of the United States against all enemies, foreign and domestic;
that I will bear true faith and allegiance to the same;
that I take this obligation freely, without any mental reservation or purpose of evasion;
and that I will well and faithfully discharge the duties of the office on which I am about to enter.
So help me God.

5 U.S. Code, Sect 3331

