



**HROM-Sponsored Training
Course Catalog
1st Quarter FY17**

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Headquarters United States Marine Corps
(HQMC)
Human Resources and Organizational Management
Branch (HROM)
Civilian On-Site Training
Schedule
First Quarter FY17

Date(s)	Time	Course Title	Location
OCT			
12 Oct	0800-1600	<u>New Supervisor Orientation</u>	Quantico, Mann Hall, Room 110a
18-19 Oct	0800-1600	<u>Financial Planning for First Term FERS Employees</u>	Quantico, Mann Hall, Room 110a
20-21 Oct	0800-1600	<u>Financial Planning for First Term FERS Employees</u>	Pentagon, 2B248A
26-27 Oct	0800-1600	<u>Marine Corps Acculturation Program (MCAP)</u>	Quantico, The Clubs of Quantico
NOV			
2 Nov	0900-1200	<u>Position Description (PD) Writing Workshop</u>	Quantico, Mann Hall, Room 110a
3 Nov	0800-1600	<u>New Supervisor Orientation</u>	Pentagon, 2B248A
9 Nov	0900-1200	<u>Position Description (PD) Writing Workshop</u>	Pentagon, 2B248A
15-16 Nov	0800-1600	<u>Retirement, Benefits, and Financial Planning for <u>Late Career</u> FERS Employees</u>	Quantico, Mann Hall, Room 110a
17-18 Nov	0800-1600	<u>Retirement, Benefits, and Financial Planning for <u>Late Career</u> FERS Employees</u>	Pentagon, 2B248A
DEC			
7 Dec	0800-1600	<u>New Supervisor Orientation</u>	Quantico, Mann Hall, Room 110a
13-14 Dec	0800-1600	<u>Marine Corps Acculturation Program (MCAP)</u>	Pentagon, 2B248A

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Financial Planning for First Term FERS Employees

Wienken Advisors' individualized approach to financial planning is to break down the FERS Benefit Package within the context of the "Building Your Financial Home" planning model. This course will cover topics such as: Leveraging time and your benefits to your overall plan; Financial Literacy and Economy Quiz (Begin with the end in mind, Goal Setting – Budget), Budget and Inflation Exercise (Identifying/Filling the GAPS in your retirement, Financial Pivoting-Make the choice that gives you more), Annuity Benefits (Service to age requirements minimum and full benefits), Annual leave credit, Survivor benefits (Ways to maximize pensions benefits-Disability Benefits and Social Security), FEGLI Life Insurance, Medicare, and more.

Audience: Civilian federal government employees under the Federal Employee Retirement System (FERS) with 0-5 years of federal service.

Marine Corps Acculturation Program (MCAP)

The Marine Corps Acculturation Program (MCAP) educates Civilian Marines on the history, culture, and organizational structure of the Marine Corps, as well as all the civilian workforce development opportunities available to Civilian Marines. The MCAP was deployed throughout the Marine Corps in December 2007, so Civilian Marines truly feel part of the team and understand what it means to work for the Corps.

Audience: All Civilian Employees

New Supervisor Orientation (NSO)

Obtain an overview of information on Civilian Workforce Management, Equal Employment Opportunity, Employee/Management Advisory Services, Training & Development, Security (Quantico only), and Safety (Quantico only).

Audience: All New Supervisors (Civilian & Military) in the position as the rating official of Civilian employee(s)

Position Description (PD) Writing Workshop

Headquarters Marine Corps, Human Resources (HR) Classification Section provides Position Description Writing workshops for Supervisors and Managers identified as hiring officials for civilians employees. Position Descriptions (PDs) form the basis for many HR actions, including compensation, hiring, and performance based actions. It is essential that supervisors include important duties, organizational relationships, and essential knowledge in PDs. Class participants will learn the responsibilities for writing position descriptions; understand the format requirements for General Schedule and Federal Wage System positions (including Supervisory and Team Leader); and understand the basic principles and application of OPM Classification Standards and Guidelines.

Audience: Supervisors and Managers identified as hiring officials for civilians employees

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Retirement, Benefits, & Financial Planning for Late Career FERS Employees

Wienken Advisors has an individualized approach to retirement and financial planning by breaking down the FERS Benefit Package within the context of the "Building Your Financial Home" planning model. This course will cover a variety of financial planning topics and strategies such as: Qualified Retirement Money (TSP, IRA's, 401K, etc.); Retirement Benefit Analysis; Asset Allocation, Tax and Estate Tax Strategies; Disability, Health, and Life Insurance; Emergency Fund; Long Term Care; Medicare/Medicaid and Non-Qualified Investment Strategies.

Audience: Federal government employees under the Federal Employee Retirement System (FERS) who are in the latter stages of their federal careers (with five or less years before retirement).

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To Register or for Additional Information: please visit the HROM-Sponsored Training website: <http://www.hqmc.marines.mil/hrom/SponsoredTraining.aspx>. **Please note:** You should always obtain supervisor approval before registering.

Reasonable Accommodation: Please let us know when you register if you require reasonable accommodation to participate in this training.

Locations:

- Mann Hall – Building 2004, MCB Quantico, VA
- Pentagon – Washington, D.C. (**MUST** bring Common Access Card to attend classes)
- The Clubs of Quantico – 3017 Russell Rd, Quantico, VA 22134

Parking:

- 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.

Certificate of Completion: Every participant who registers for any HQMC-funded training must do so with the intent to attend the required class hours for course completion. All classes are from 0800-1600 unless otherwise specified.

Questions or Problems: Please contact the Organizational and Workforce Management Section (ARHM) at: 703-614-9088 or SMB.HQMC.ARHB.TRNG@USMC.MIL.