

September 2013

MARINE CORPS GUIDANCE FOR PARTICIPANTS ENROLLED IN  
CENTRALLY MANAGED CIVILIAN LEADERSHIP COURSES (CMCLC)

1. INTRODUCTION

The following guidance applies to leadership programs centrally funded by the Training and Education Command, Lejeune Leadership Institute, Civilian Leadership Branch, Marine Corps University. Program participants are expected to adhere to this guidance. Failure to do so may be cause for dismissal from the program.

This guidance is based on the Joint Travel Regulations (JTR), Part J, Temporary Duty Travel, and was developed to assist you in your planning. Please note that in their literature and other communications, the USDA Graduate School and other training sources may have different guidelines and recommendations; those do not supersede Marine Corps guidance.

Participants shall work through and communicate questions/issues to their Command Civilian Career Leadership Development (CCLD) Administrator who will communicate with the Centrally Managed Program Coordinator at USMC, LLI when necessary.

2. INDIVIDUAL COMMITMENT

The leadership programs may require participants to attend several lengthy class sessions, complete course work and rotational assignments away from their permanent duty station. USMC, LLI funds the tuition for program participation. Tuition will be forfeited by the Marine Corps if the participant drops out of the program due to command responsibilities. Once accepted into a program, every effort will be made to ensure participants attend all class sessions and complete coursework curriculum. CCLD Administrators shall notify the LLI Centrally Managed Civilian Leadership Courses (CMCLC) Coordinator, at 703-784-2788, as soon as possible in the event a participant cannot attend a session/assignment or complete the program for which he/she was selected.

### 3. DOCUMENTATION REQUIREMENTS

#### a. INDIVIDUAL DEVELOPMENT PLAN (IDP)

(1) Most programs require an IDP from the participant. The IDP serves as the document that outlines developmental objectives with provisions. It should identify specific career and developmental objectives to satisfy leadership competencies and support USMC organizational objectives. Requests from participants for travel or rotational assignments will not be approved until an IDP has been developed and is subsequently sent through the CCLD Administrator and forwarded for approval by the CMCLC Coordinator.

b. SERVICE AGREEMENT. Participants must sign and date the Continued Service Agreement contained in the SF-182, Authorization, Agreement and Certification of Training. The obligation to stay in service is three times the length of time spent in formal training. A signed copy of the Continued Service Agreement must have been forwarded with the SF182 when the participant applied for the program.

### 4. DEVELOPMENTAL ASSIGNMENTS

a. Developmental Assignments will be approved by the First Line Supervisor, Developmental Assignment Supervisor, and CMCLC Coordinator prior to commencement of the developmental assignment. Developmental Assignments will be discussed in class and specific documentation will be provided by the instructor.

b. To maximize the USMC's investment in these programs, participants shall explore developmental options with organizations within their commuting area. Participants who need assistance in locating suitable developmental opportunities should contact their CCLD Administrator for assistance. The CMP Coordinator is available for follow-on assistance.

### 5. ROTATIONAL, EXECUTIVE INTERVIEWS, AND SHADOWING ASSIGNMENTS

a. Some programs require rotational and shadowing assignments conducted away from the participant's position of record, preferably in an organization or career field unfamiliar to the participant. The purpose of the assignment is to provide breadth of work experience and opportunities to develop leadership competencies. The CCLD Administrator and CMCLC Coordinator are available for assistance.

b. These assignments shall be done within the participant's commuting area. This is especially true of communities with a large Federal presence. Assignments outside of the individual's commuting area will be considered by LLI, on a case-by-case basis. All developmental assignments shall be approved by the CMCLC Coordinator in advance.

c. Please note that when an assignment outside of the commuting area exceeds 30-days, it is considered a Long Term TDY Training Assignment under the JTR reducing the per diem rate to 55 percent. Per Diem for training assignments of more than 30 consecutive calendar days apply from the day following the arrival day at the training location through the day prior to the departure day.

## 6. TRAVEL

### a. TRAVEL AUTHORIZATIONS

(1) Travel Authorizations will be initiated at the participant's command using the Defense Travel System (DTS) and will utilize the LLI Line of Accounting or DTS Label. Normal DTS rules and regulations apply.

(2) LLI will fund reimbursable travel expenses in accordance with the JTR for each class session associated with the centrally managed program in which a participant is enrolled. For questions, please refer to Chapter 4, Employee Travel of the JTR at <http://perdiem.hqda.pentagon.mil/perdiem/>.

### (3) ACTION REQUIRED

(a) Participants will use the Travel Request Form provided to them to initiate travel authorization. This request will be initiated not less than three weeks prior to the date travel commences. Failure to submit the request within this time frame may prevent a participant from traveling under LLI funding.

(b) After completing the Travel Request Form, the participant will forward it to the local CCLD Administrator for review, if that is that organization's procedure.

(c) After review, the CCLD Administrator will then forward the request to the LLI CMCLC Point of Contact (POC) for approval authorization.

(d) Once LLI has approved and processed the form, it will be sent back to the participant along with approval to use LLI's accounting data/DTS label. At this point, the Travel Authorization can be initiated and routed in accordance with local procedures.

(4) Absolutely no approval action will be taken by the DTS Approving Official until authorization is received from a staff member of LLI to go ahead with the approval process for that particular trip.

(5) This process will be repeated for each and every travel requirement for the duration of the participant's training program. Under no circumstances are Travel Authorizations to be approved based on previous travel approvals. Already having access to LLI's accounting data does NOT automatically authorize anyone to approve orders without prior authorization for that specific travel from the CMP Coordinator. Failure to comply with this guidance shall be cause for dismissal from the training program.

(6) TRAVEL RELATED EXPENSES

(a) When attending approved training classes outside of the commuting area of the permanent duty station, travel by taxi, shuttle or bus is authorized during class attendance to and from the airport/bus terminal/train station. If required to complete the mission of the class, rental cars will be authorized by LLI before travel commences. This is on a case-by-case basis and generally involves extenuating circumstances.

(b) Participants are authorized one personal telephone call for each of the following purposes only: to notify family of a safe arrival at the destination, to inform or inquire regarding a medical condition, and to notify if there is a change in itinerary. The maximum amount allowable for CONUS is \$10 and for OCONUS is \$25.

(c) Conducting business with the permanent duty station should be kept to an absolute minimum. For mission essential communication the maximum allowable amount for business telephone calls is \$20 for CONUS and \$35 for OCONUS.

(d) Rental or purchase of laptops, recorders, projectors or any other equipment for travel or training

purposes are not authorized. If a laptop is brought with the participant from the permanent duty station, internet connectivity fees at hotels are the responsibility of the participant unless it is in direct support of school requirements for training exercises. Documentation from the course manager must be attached to the voucher substantiating any requirement for computers.

(e) "Actual Expenses" are not authorized for a hotel or other expense not within the per diem rate except under extraordinary and pre-approved circumstances expressly authorized by LLI.

b. GOVERNMENT TRAVEL CHARGE CARD. Participants must have a Government Travel Charge Card. See your local Government Travel Charge Card Agency Program Coordinator for questions or issues regarding the charge card.

c. TRAVEL LIQUIDATION. After settlement, a copy of the completed Travel Voucher and liquidation summary, with receipts, will be submitted to LLI. The document must be sent electronically to LLI within five working days of settlement. The copy can be faxed (703-784-6805), ATTN Centrally Managed Program Coordinator.

d. LEAVE IN CONJUNCTION. If applicable, participants must indicate on their Travel Request Form and their Travel Authorization their intention to take leave in conjunction with TAD. Any leave during TAD is at the traveler's cost.

e. ADDITIONAL TRAVEL IN SUPPORT OF TRAINING. Additional travel for meetings established by cohort group assignments will not be approved. Meetings for group assignments are expected to be conducted by telephone or through other means not requiring travel. If interviews with senior leaders are required by the program, they will be accomplished within the duty station commuting area and should not require other than local travel. If it is not possible to arrange for interviews locally, the participant should consider doing them in conjunction with another approved travel, rotation, or shadowing assignment.

**THIS PAGE MUST BE COMPLETED AND SIGNED AND SUBMITTED AS PART OF THE APPLICATION PACKAGE.**

I \_\_\_\_\_ have read and understand the Marine Corps Guidance for Participants Enrolled in Centrally Managed Programs. I agree to abide by these guidelines and I understand that any violation of these guidelines is cause for dismissal from the program in which I have been selected to participate.

**Participant Signature:**

Date: \_\_\_\_\_

**First Line Supervisor:**

I fully support the nominee's participation in this leadership development opportunity and agree to allow the individual the necessary time required to complete the course work and travel for successful participation.

Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature:

**Your Command's HRD-SA (CLD Administrator):**

Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature: