WELCOME CIVILIAN MARINE!

As the MCB Butler Civilian Leadership Development Program administrator, I welcome you to the program and I am here to help guide you through the process of developing your leadership skills and provide guidance with regard to career development. Our civilian workforce is comprised of some of the best and brightest professionals in federal service. As part of the Marine Corps team, our "Civilian Marines" work to provide excellent support in all areas of the Mission of the Marine Corps. They provide continuity of our Marine Corps family and as such are committed to the core values of honor, courage and commitment. The CLD Program provides an opportunity for activities to support the efforts of identified groups of "potential" leaders in our organization to prepare themselves for future leadership roles. These opportunities are open to both Appropriated and Non-Appropriated Fund Civilian Marines.

Ms. Sharon K. Belle, CLD Administrator, MCB Butler-MCIPAC
(Email: mcbbutlerchrotraining@usmc.mil/sharon.belle@usmc.mil ,DSN: 645-7689)

GOAL OF THE CLD PROGRAM

The goal of the CLD Program is to enhance the leadership skills and competencies of all civilian employees, from entry level to senior executive. The framework of the program is designed to give employees the opportunity to acquire leadership competencies at the appropriate level of their development. Although employees have the opportunity to compete for formal training, the leadership development model encourages employees to acquire their competencies through learning activities in addition to the classroom. The cornerstones of CLD are self-assessment, mentoring, planning, and developmental assignments. Each CLD participant is required to complete a self-assessment, work with a mentor and design an Individual Development Plan (LDP). It is up to each Civilian Marine to take the initiative, demonstrate capabilities and seize growth opportunities.   Participants are responsible for their own career development. Participation in the CLD Program is voluntary. Leadership development requires a commitment by the employee in preparing a realistic and focused LDP, as well as support and "buy in" by civilian and military supervisors at all levels to help achieve the plan goals.

MISSION

The mission of the CLD Program is to provide a program for the development of leadership competencies for appropriated and non-appropriated civilian employees on Marine Corps Base Camp Butler. The Civilian Leadership Development Program is helping to develop civilian leaders for the future of the United States Marine Corps**.**

VISION

The CLD Program at MCB Butler will be a vibrant and effective process recognized throughout the Marine Corps as an important and successful program for the development of civilian leaders.

WHAT CAN THE CLD PROGRAM DO FOR PARTICIPANTS?

Participation in the CLD Program offers participants continuous learning opportunities, low-cost/no-cost activities, resources, and a formal mentoring program. CLD offers the opportunity for participants to expand their leadership knowledge, demonstrate their capabilities, increase their visibility, and provides career development guidance. In some cases, it may also provide networking contacts, career enhancement skills, and increase promotion opportunities.

WHAT CAN CLD DO FOR CIVILIAN MARINES WHO ALREADY HOLD A SUPERVISORY POSITION?

For the supervisor, the CLD Program will exercise and sharpen your leadership skills, increase your creativity and risk taking, offer advanced training opportunities, and increase productivity. You will also have the opportunity to network with other supervisors and managers on base to share ideas.

Prospective CLD participants must:

*** Contact the organization's CLD representative to register, at email: mike.nakamura.ja@usmc.mil or mcbbutlerchrotraining@usmc.mil (DSN: 645-5411/7689).
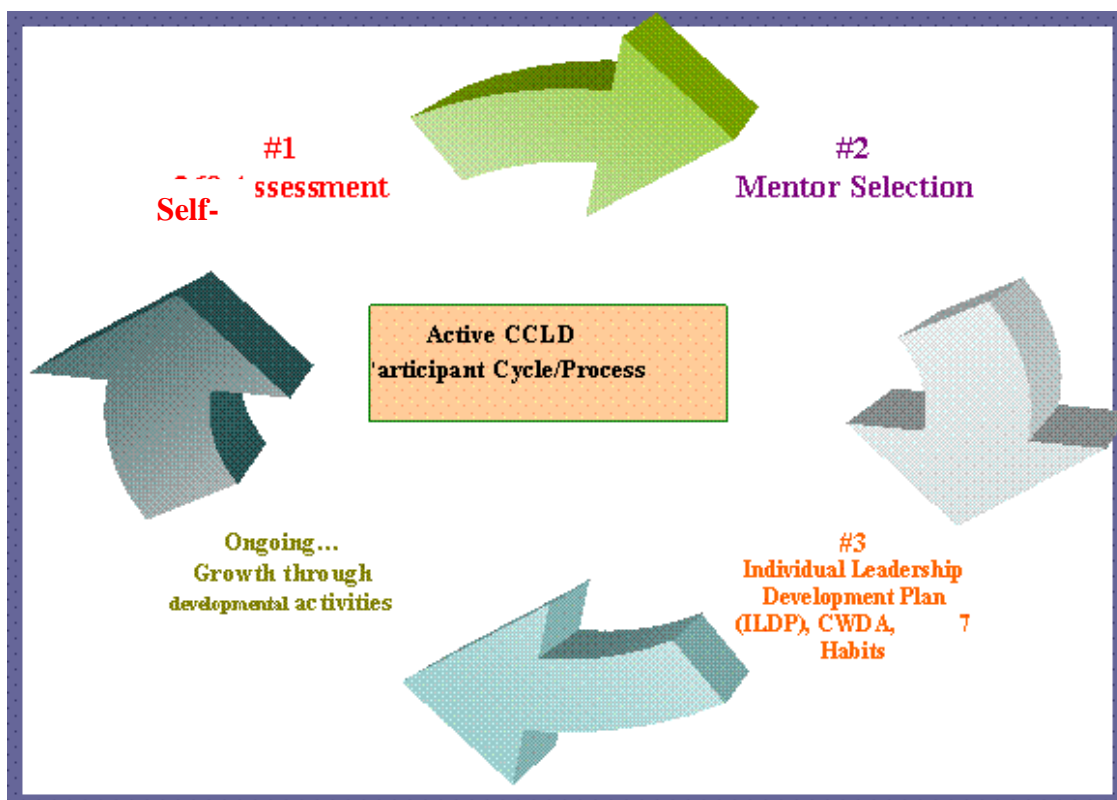
*** Complete a self-assessment to assess your present skill levels at: HTTPS://CWDA.MANPOEWR.USMC.MIL

OR THE OPM WEBSITE: https://cldcentral.usalearning.net
(Competency assessment is identified on the top right side in the circle. You may need to create an account if you don't have one.)

 PLEASE NOTE THAT YOU SUPERVISOR MUST ALSO HAVE TO DO AN ASSESMENT FOR YOU.

THE DIAGRAM BELOW IS A GRAPHIC DISPLAY OF THE CLD PROGRAM PROCESS.

What Are CLD Participant Responsibilities & Benefits in This Program

- Complete a -Self Assessment.
- Create an Individual Development Plan (IDP) with your Supervisor.
- Select and work with a mentor
- Begin working towards the completion of the goals identified on your IDP (to include acquiring courses to meet both core competency enhancements and leadership development enhancements).
- Participate in volunteer or detail assignments to demonstrate acquired knowledge and understanding of leadership.
- Learn new techniques for developing better working relationships, communication skills, time management, developing flexibility skills.
- Develop an understanding of your organization's mission and vision.
- Become a visionary.

A Few Reminders about Participation in the Program

- Participation in this program is strictly **voluntary**.
- The CLD program is not a "fast track" to promotions with guaranteed results. It is up to each participant to take initiative, demonstrate capabilities and seize opportunities.
- Generally, time off is not given to CLD participants during working hours for participation in the program. Attendance at training events during work hours requires management approval.
- An approved ILDP and submission of other training and development requests does not guarantee that funding will be available to execute on these items. CLD programs are contingent upon the availability of funding. Anything funded will be approved in advance of the event, in writing.
- A requested mentor has the right to refuse the request. Additionally, at any time a mentor or mentored CLD participant may choose to terminate the relationship.
- A mentored CLD participant **could** choose a mentor in their own chain of command. A selected mentor should be at least two grades higher or have skills or knowledge greater than the mentored employee has. A mentor may be active duty.

HOW TO CREATE AN INDIVIDUALIZED LEADERSHIP DEVELOPMENT PLAN?

The IDP form provided at the end of this package of information can be found on your TWMS account at: https://twms.navy.mil/login.asp. Just click on **"MY IDP."** Your IDP can be completed-revised at anytime online and saved. Below are some IDP preparation helpful points:

- Determine the gap between the competencies you already possess and the requirements of your target career through your skills inventory/ 360-degree assessment.
- Utilize your mentor and work with them to plan your growth activities and complete your IDP.

- Complete training opportunities that are in line with your IDP, including rotational assignments. Utilize web-based courses, which are available at no cost. Take advantage of free training resources.
- Consider non-classroom training activities to sharpen and demonstrate your leadership skills. Volunteering can be an excellent way to gain leadership skills.
- Review your progress at least semi-annually. Update your IDP as required. Revise your goals and objectives. List all your new accomplishments, training, and promotions.

WHAT DOES A MENTOR DO FOR A CLD PARTICIPANT?

A CLD mentor helps the participant identify career goals, develop a career road map, shares career progression advise, offers feedback on strengths and areas of needed improvement, points out opportunities, encourages and motivates, and provides organizational perspective.

What are CLD Mentor Responsibilities?

- A mentor strengthens both the participant and the organization (by both coaching & mentoring to create peak performers for the USMC).
- The mentor coaches an employee in enhancing their skills and intellectual development.
- The mentor passes along organizational information (structure, policies, etc).
- The mentor provides candid feedback to the employee about perceived strengths and developmental needs.
- Mentor's provide feedback on demonstrated competencies and what competencies need to be enhanced.
- Mentor's point out opportunities for the employee to develop and demonstrate (as well as pointing out pitfalls to avoid).
- Mentor's advise the employee on how to deal with real or perceived roadblocks.
- Mentor's encourage and motivate the employee.
- Mentor's build the employee's sense of self and level of self-confidence.
- Mentor's link employees with others who can enhance the employee's learning.
- The mentor serves as a trustworthy sounding board.

WHAT ARE DEVELOPMENTAL ASSIGNMENTS?

Developmental Assignments include assignments to new positions that provide CLD participants with the opportunity to learn new techniques or perform different types of work. These assignments can be short or long term in duration.

The benefits of a development assignment include:

- Broaden knowledge of other functions and departments in the organization
- Prepare for career advancement
- Enhance knowledge or skills in a particular area
- Get exposure to a different career field

Job Rotation

Job rotation is a career development strategy where an individual temporarily moves laterally into an established or "shadow" position. An employee may complete a series of job rotations depending on the field.

Special Assignments

A Special Assignment is a learning strategy in which the individual performs temporary duties on a full-time or part-time basis. These temporary duties may be performed within the individual's current organization or outside the organizational structure. An example of a Special Assignment is being assigned to chair an ad hoc cross-functional team.

What is the CWDA?

The Civilian Workforce Development Application is an information technology tool. All CLD participants are expected to obtain a CWDA account; link at: https://cwda.manpower.usmc.mil/ . The CWDA is designed to help USMC civilian employees guide their own professional development. Employees may perform the following actions in the CWDA:

- View Competencies
- Create functional/leadership competency/proficiency assessments
- Compare proficiencies against specific COI templates
- Record professional development attributes including academic credentials, certificate requirements, rotational assignment requirements, and internship requirements.
- View positions by series/location

CLD HQMC Leadership Development Programs

LEADERSHIP PROGRAM TITLE	SCHOOL ORGANIZATION	SCHOOL POC	GRADE	COST	LENGTH OF PROGRAM
Aspiring Leader Program (ALP)	USDA	alp@grad.usda.gov 202-314-3580	GS-4-7	Paid by CCLD	Six month program
New Leader Program (NLP)	USDA	nlp@grad.usda.gov 202-314-3580	GS-7-11	Paid by CCLD	Six month program
Executive Leadership Program (ELP)	USDA	elp@grad.usda.gov 202-314-3580	GS-11-13	Paid by CCLD	One year program
Executive Potential Program (EPP)	USDA	epp@grad.usda.gov 202-314-3580	GS-13-15	Paid by CCLD	One year program
Congressional Fellows Program	USDA	cfp@grad.usda.gov 202-314-3580	GS-13-15	Paid by CCLD	One year program or six month program
Programs for Senior Executive Service	USDA	202-314-3580	GS-14-15	Paid by CCLD	One year program
DoD Executive Leadership Program	DoD	DSN: 278-9380 (USMC)	GS-12-14 & military	Paid by CCLD	One year program
SDSU Leadership Certification Program (6 courses)	SDSU	www.neverstoplearning.net 619-594-5669	GS-5-15	Paid by CCLD	Six month program
DLAMP	DoD	DSN: 278-9380 (USMC)	GS-13-15	Paid by CCLD	Five year program

Leadership Development Competencies

The following are the Civilian Leadership Competencies that are considered the stepping-stones of every Civilian Marine's career:

Core Values
• Exhibits through personal performance the principles of honor (ethical behavior), courage (mental strength to do what's right) and commitment (technical excellence and quality of work)

Customer Orientation
• Actively seeks customer input
• Ensures customer needs are met
• Continuously seeks to improve quality of services, products and processes

Decisiveness/ Flexibility
• Takes action and risks when needed
• Makes difficult decisions when necessary
• Adapts to change in work environment
• Effectively copes with stress

Diversity Awareness
• Respects and values the differences and perceptions of different groups/individuals

Interpersonal/Team Skills
• Considers and responds appropriately to the needs, feelings, capabilities, and interest of others
• Provides feedback
• Treats others equitably

Mission/Organization Awareness
• Possesses knowledge of the mission and organization of the Marine Corps including an understanding of how the organization fits into the entire Department of the Navy

Oral Communication
• Listens to others
• Makes clear and effective oral presentations to individuals and groups (NOTE: Use of sign language interpreter may be appropriate for persons who are deaf or hard of hearing)

Problem Solving
• Recognizes and defines problems
• Analyzes relevant information
• Encourages alternative solutions and plans to solve problems

Quality Principles
• Understands and applies quality principles such as teamwork, quantitative decision making, and continuous process improvement to meet or exceed customer expectations

Self-Direction
• Realistically assesses own strengths, weaknesses, and impact on others
• Seeks feedback from others
• Works persistently towards a goal
• Demonstrates self-confidence
• Invest in self-development
• Manages time effectively

Technical Competence
• Demonstrates technical proficiency and an understanding of the impact in areas of responsibility

Written Communication
• Communicates effectively in writing
• Reviews and critiques others writing

Supervisory Competencies

Change Management

• Serve as positive agent for changes in the organization's structural alignment, climate, or operational processes
• Learn about and proactively advocates and influences the adoption of promising new ideas, methods, services, and products from knowledge of best practices in government and industry

Coaching/Counseling

• Develops skills in observation, listening, and One–on–one teaching, applies them to assist others to learn continually improve their performance; and provides effective feedback

Conflict Management

• Anticipates and seeks to resolve confrontations, disagreements, and complaints in a constructive manner

Human Resources Management

• Ensures effective recruitment, selection, training, performance appraisal, recognition and corrective/disciplinary action
• Promotes affirmative employment, good labor relations and employee well being

Influencing/Negotiating

• Networks with, and provides information to key groups and individuals
• Appropriately uses negotiation, persuasion and authority in dealing with others to achieve goals

Managing a Diverse Workforce

• Recognizes the values of cultural, ethnic, gender, and other individual differences
• Provides employment and developmental opportunities for a diverse workforce

Situational Leadership

• Demonstrates and encourages high standards of behavior
• Adapts leadership styles to situations and people. Empowers, motivates and guides others. Team Building
• Fosters cooperation, communication, and consensus among groups

**The document below is the Department of the Navy online Individual Development Plan (IDP) that is required for participation in the CLD Program. I IDP should be developed annually and revised as required

DEPARTMENT OF NAVY INDIVIDUAL DEVELOPMENTAL PLAN	*The Individual Development Plan serves as a career development roadmap and blue print for an individual to effectively plan and map out a career.*

SECTION I (*Employee Section*)

1. Name (Last, First, Middle Initial): TERPIN, JOEY L.	2. Current Position Title: HR SPECIALIST	3. SSN (*Last 4 digits*) 1234

4. Career Group and Pay Schedule and Band: **STANDARD YA 2**	5. ☐ Annual ☐ Midterm ☐ Final	6. Rating Period: From: 4/30/06 To: 5/1/07	7. Mentor's Name/Title/Phone Number: (*if applicable*)

8. Organization: OCHR NAVY YARD	9. Fiscal Year: (*Funding year*) 2006	10. Date: 05/23/2006	11. No further development desired or needed. ☐	Check here in the box

12. a. Career goal: (short term 1 to 3 years) By January 2007, I would like to attain the position as a HR Program Manager in Employee Development	b. Career goal: (long-term 3 years or more) To become a Director for leading a training division & overseeing the development and career growth of government employees

13. Developmental Programs: a. I am in the following program ☐Executive Development Leadership Program ☐Executive Leadership Program ☐HR Intern Program ☐Career Program Intern ☐SCEP ☐Federal Executive Institute ☐Presidential Management Fellow ☐Defense Leadership and Management Program ☐ Supervisory Training Program ☐Other

b. I want to be in the following program: ☐Executive Development Leadership Program ☐Executive Leadership Program ☐HR Intern Program ☐Career Program Intern ☐SCEP ☐Federal Executive Institute ☐ Presidential Management Fellow ☐Defense Leadership and Management Program ☐Supervisory Training Program ☐Other

SECTION II (*Supervisor Section*)

14. Supervisor Notes/Comments:

SECTION III

15. Employee's Signature Date	16. Supervisor's Signature Date	17. ☐Supervisor's Copy ☐ Employee's Copy ☐Training Office Copy ☐Mentor's Copy

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Headquarters Marine Corps Academic Degree (ADP) Program

<Academic Degree Program Overview>
The Academic Degree Program (ADP) provides limited financial assistance for employees seeking an academic degree.
This program is part of the Civilian Leadership Development (CLD) Program.
The guidelines in this handbook comply with the requirements of MARADMIN 433/10 and established HQMC fiscal procedures.

<Participant Eligibility Requirements>
All civilian employees at HQMC, HQBN Henderson Hall, Marine Barracks and Marine Corps Institute are eligible to participate in the HQMC ADP except:
. Employees occupying a position that is accepted from competitive service because of its confidential policy-determining, policy making, or policy-advocating character.
. Non-appropriated fund employees
. Employees not enrolled and actively participating in the Civilian Leadership Development (CLD) Program
ADP participants must be enrolled and remain active in the HQMC CLD Program, which includes taking a leadership skills assessment, selecting a mentor, working with the mentor and supervisor to develop an Individual Leadership Development Plan (ILDP) based on the skills assessment, complete all activities per the ILDP, and update the assessment and ILDP as needed. See your command CLD Administrator for more information or to apply for the CLD Program.

<Academic Degree Program Requirements>
. The academic degree training funded through the ADP must be part of a degree-seeking program that supports organizational objectives and leads to improvements in organizational or individual performance.
. All training funded through the ADP must be conducted by an institution that is accredited by a nationally recognized body to provide a curriculum of post-secondary education. Additionally, the institution must not discriminate on the basis of political affiliation, race, color, religion, national origin, sex, marital status, sexual orientation, status as a parent, age, or handicapping condition.
. Applicant must agree to and sign a continued service agreement that equals three times the length of time spent in ADP-funded training, to commence following the completion of the last class in the program or when the participant withdraws. Unless otherwise specified by the institution, time spent in training will be calculated using the HQMC ADP formula.

ADP cannot be used in conjunction with any other tuition reimbursement program funded by another federal source with no payback requirement (i.e. Montgomery GI Bill, Pell Grants) ADP participants may still use these sources for tuition assistance, but not for the same courses funded through ADP. Engaging in this activity constitutes fraud and is punishable by law.
. Payment will not be made until the participant receives a passing grade and provides a copy of that grade to the CLD Administrator.
. ADP tuition assistance is subject to availability of funds and is not guaranteed for every course required to complete a degree.
. ADP participants must follow all procedures for requesting tuition assistance, registering for classes, canceling or substituting classes, verifying successful completion, and all other program requirements. Failure to do so may result in personal liability for any balance due to the college or university, as well as possible termination from the CLD and ADP programs.

<ADP Process and Procedures>
The ADP application, funding requests, and payment process and procedures are outlined below.
For more information or to apply, please contact the MCB Butler CLD Administrator, Lina Kuniyoshi at DSN: 645-5021/7689 (or email to: lina.kuniyoshi.ja@usmc.mil/mcbbutlerchrotraining@usmc.mil)

Step 1: Application:
To enroll, complete the following and submit to the CLD Administrator:
. CLD Application
. CLD Self-Assessment
. Mentor Agreement
. Individual Leadership Development Plan (ILDP)

After Become CLD participants:
. ADP Application (Include all courses need to be taken in each Fiscal Year)
. Copy of the required curriculum
. SF-182 & Continued Service Agreement (Need separate SF-182 for each course)
. Course Description
. Tuition Cost Info

Step 2: Training Requests (SF-182)
Once the application is approved, complete and submit training requests using the SF-182 form and instructions provided by the CLD Administrator. Keep in mind the following:
. A separate SF-182 must be submitted for each course and be submitted at least 2 weeks prior to the start date of the course.
. Ensure the required documentation on tuition and other costs are submitted with your SF-182 to avoid unnecessary delays in processing your request. This includes the course description and documentation from your school on tuition cost.

Step 3: Purchasing books and resources materials
. Due to limited funding, textbooks and class material will not be funded; it is the responsibility of the participant to purchase textbooks and resource materials for classes/training.

Step 4: Course Cancellations and Substitutions
. Cancellations and substitutions should be restricted only to reasons outside your control, such as prerequisites you were not informed of before the class started.
. If you drop out of a course after the drop-add date, you will be responsible for any payment due for that course.
. To cancel a course prior to the drop-add date, contact the CLD Administrator immediately to cancel the SF-182.
. To substitute another course prior to the drop-add date, contact the CLD Administrator immediately to cancel the SF-182, and submit a new SF-182 for approval. Normally, the turn-around time for approving the substitute SF-182 is within 24 hours. No substitutions will be made for course(s) that are already in progress.
. Cancelling a pre-approved course without a concurrent replacement SF-182 does not preserve ADP funding for later use.

Step 5: Payment Receipt
For CLD Administrator to check and secure the budget to meet actual tuition amount paid to school, submit the Payment Receipt to CLD Administrator within 2 weeks from the receipt date.

Step 6: Notifying CLD Administrator of course completion to ensure payment
. As soon as possible, but no later than 30 days following the completion of the course, forward a copy of your official grade report to your CLD Administrator.
. Payment will not be made until it is verified that a satisfactory grade was received for the course. For the purpose of payment, a satisfactory grade is "C" or above for undergraduate study, and "B" or above for graduate work.
. If you failed to finish the course or did not receive a satisfactory grade, you will be responsible for payment.
. The Government payment should occur within 30 days after we receive your official grade report. Ask your CLD Administrator to follow up
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Civilian Marines
Support our Marines. Be Part of the Team.

Civilian Career Leadership Development Program Enrollment Form (MCB Camp Butler)

Name: _____ **Date:** _____

Position Title, Series, Grade: _____

Organization: _____

Duty Phone: _____

Mailing Address: _____

Supervisor's Name and Signature:

_____

HAVE YOU COMPLETED CCLD SELF-ASSESMENT   YES_____NO _____
(If you answered YES, please attach copy of Self-assessment)

HAVE YOU COMPLETED AN INDIVIDUAL DEVELOPMENT PLAN?

YES_____   NO_____
(If you answered YES, please attach a copy of your IDP)