



# UNITED STATES MARINE CORPS

MARINE FORCES RESERVE  
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ForBul 12100  
CIVPERS

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## FORCE BULLETIN 12100

From: Commander, Marine Forces Reserve  
To: Distribution List

Subj: ANNUAL CIVILIAN TRAINING PLAN FOR CALENDAR YEAR 2011

Ref: (a) Title 5, United States Code  
(b) DOD 1400.25M  
(c) SECNAVINST 12410.22A

Encl: (1) General Mandatory Civilian Training  
(2) 2011 Year Calendar

1. Purpose. To provide a basis for the planning, scheduling, and conduct of Civilian Marine training for Marine Forces Reserve (MARFORRES) during calendar year 2011 as directed by the references.
2. Background. This Bulletin provides a quick reference for use in the management of training requirements of Civilian Marine personnel.
3. Action
  - a. Major subordinate commands, department heads, supervisors of Civilian Marines and all Civilian Marines will ensure full compliance and maximum attendance to all scheduled and non-scheduled Civilian Marine training.
  - b. If more detailed information is needed or if there are recommendations concerning the contents of this bulletin or its enclosures; contact the MARFORRES G-1 Civilian Personnel Officer, commercial (504) 678-8710 or DSN 678-8710.
4. Reserve Applicability. This Bulletin is applicable to all civilian employees attached to and serving with MARFORRES.

  
J. D. TURLIN  
Chief of Staff

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## GENERAL MANDATORY CIVILIAN TRAINING

EMPLOYEE GROUP	REFERENCES	NOTES
<b>New Employees – On start date, employee will receive New Employee Orientation Training Packets containing the below training</b>		
New Employee Orientation	*SEE NOTE 1	Required - Command discretion as to content and length
Ethics	5 CFR 2638.703	Initial orientation - within 90 calendar days of appointment
Safety	OPNAVINST 5100.23G	Initial orientation (ASAP after check-in)
Security/Privacy Act	OPNAVINST 5530.14C SECNAVINST 5211.5E	Initial orientation
Civilian Employee Assistance Program (CEAP)	CHRM 792.1	New employees will be informed of the services of this program as they enter on duty
Drug Free Workplace Program	CHRM 792.3	Provide with general notice of implementation of the program during initial orientation or indoctrination.
Prevention of Sexual Harassment (POSH/EEO)	SECNAVINST 5300.26D OCPMINST 12713.2A	POSH training is to be completed within 90 days of entry on duty, to the extent possible
No Fear Act / Notification and Federal Employee Antidiscrimination and Retaliation Act	5CFR 724.203 P.L. 107-174 CHRM Subchapter 1613	Initial orientation – within 90 calendar days of appointment  Covers rights and remedies available under the Antidiscrimination Laws and Whistleblower Protections
Constitution /Citizenship Day	P.L. 108-447	Initial orientation
Information Assurance (IA) Awareness Training	SECNAVINST 5239.3A/DOD Directive 8570.1	Initial orientation
AIDS Awareness	SECNAVNOTE 5300 of 12 Mar 1996	Provide information on workplace and prevention issues in new employee orientation
<b>New Managers</b>		
Managerial competencies will be assessed within 45 calendar days of assignment to determine the training required	*SEE NOTE 2	"For new managers with no previous managerial training, it is anticipated that at least 80 hours of formal managerial training will be needed."
AIDS Awareness	SECNAVNOTE 5300 of 12 Mar 1996	Provide information on workplace and prevention issues in new manager training
<b>Probationary Supervisors</b>		Suggested duration for #1 is 24-32 hrs #2 is 32-40 hrs #3 is 32-40 hrs
Personnel Management Skills & EEO	*SEE NOTE 2	Within first 6 months
Security Procedures	*SEE NOTE 2	Within first 6 months
Safety	OPNAVINST 5100.23E	Within first 180 days
Supervisor Liability (Personnel Management Topic)	*SEE NOTE 2 OCPMINST 12792.3A /	Within first 6 months
Drug Free Workplace Program	CHRM 792.3	Generally within first 6 months

CEAP	CHRM 792.1	Generally within first 6 months
AIDS Awareness	SECNAVNOTE 5300 of 12 Mar 1996	Generally within first 6 months
Communication Skills	*SEE NOTE 2	Within first 6 months
Basic Management Skill	*SEE NOTE 2	Within first 6 months
<b>Supervisor/Manager</b>		
EEO Training	CPI 410 / OPNAVINST 12720.8	Annually
Continuing Development	*SEE NOTE 2	Annually provide training & development opportunities to develop & enhance competencies
CEAP	CHRM 792.1	Every 3 years
AIDS Awareness	SECNAVNOTE 5300 of 12 Mar 1996	Provide information on workplace and prevention issues in supervisory/managerial training
<b>All Employees</b>		
Prevention of Sexual Harassment (POSH)	SECNAVINST 5300.26D	Annually
Consolidated Appropriations Act / Constitution Initiative	P.L. 108-447 of 8 Dec 04	Annually
No Fear Act / Notification and Federal Employee Antidiscrimination and Retaliation Act	P.L. 107-174 CHRM Subchapter 1613 5CFR 724.203 / DON Notification Statement 13 Nov 06	Every 2 years Covers rights and remedies available under the Antidiscrimination Laws and Whistleblower Protections
<b>Other</b>		
Computer Security	5 CFR 930.301	Requires initial, continuing, & refresher training on the importance of computer security, policies and procedures for those employees responsible for management or use of computer systems
Information Security	SECNAVINST 5510.30B SECNAVINST 5211.5E	“Orientation of personnel who will have access to classified information at time of assignment.”  “Annual refresher briefings for those who have access to classified information.”  “Counterespionage briefings once every two years for those who have access to information classified Secret or above.”
Antiterrorism Awareness Trafficking in Persons Awareness Training	DoDI 0-2000.16 22 USC 7104	Site-specific information is required for employees traveling on orders to overseas locations.
Ethics	5 CFR 2638.704	Specific requirements for those employees requiring annual training
Safety	OPNAVINST 5100.23G	Monthly, cover topics applicable to employees. See instruction for specific requirements for those employees requiring further training

NOTE 1: Reference OPM Executive Core Qualifications (ECQ) and the Civilian Human Resources Manual (CHRM) Subchapter 410

NOTE 2: Reference OPM Executive Core Qualifications (ECQ) and the forthcoming Civilian Human Resources Manual (CHRM) Subchapter 412

# January 2011

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
	<b>Business Writing Basics for Professionals</b>			
31	<b>Instructor Training for 1st Responders</b>			

Reference: 5 CFR 410

**ENCLOSURE (2)**

## February 2011

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
	<b>Instructor Training for 1st Responders</b>			
7	8	9	10	11
<b>Instructor Training for 1st Responder</b>				
14	15	16	17	18
21	22	23	24	25
	<b>Military Supervising Civilians</b>			
28				

Reference: OPM Executive Core Qualifications (ECQ)  
 Civilian Human Resources Manual (CHRM) Subchapter 410  
 Civilian Human Resources Manual (CHRM) Subchapter 412  
 OPNAVINST 5100.23E  
 OCPMINST 12792.3A  
 CHRM 792.3/792.1  
 SECNAVNOTE 5300 of 12 March 1996  
 5 CFR 410

## March 2011

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
			<b>Employee Orientation</b>	
21	22	23	24	25
<b>Supervisory Training</b>				
				<b>Budgeting Skills for Professionals</b>
28	29	30	31	
<b>Microsoft Office 2007</b>				

**Notes:**

Supervisor Training: Four to five day class taken once in supervisor position.

\* All other annual mandatory supervisor/manager training is covered in the Yearly Stand Down.

Reference: Civilian Human Resources Manual (CHRM) Subchapter 410  
 Civilian Human Resources Manual (CHRM) Subchapter 412  
 OCPMINST 12410.1  
 5 CFR 410

# April 2011

Mon	Tue	Wed	Thu	Fri
		1	1	1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
	Thrift Savings Plan			
25	26	27	28	29

Reference: 5 CFR 410

## May 2011

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
<b>Supervisory Training</b>				
9	10	11	12	13
	<b>Online Security</b> Computer Security Information Security Trafficking in Persons Awareness			
16	17	18	19	20
23	24	25	26	27
	<b>CEAP for Supervisors</b>	<b>Leadership Development &amp; Teambuilding</b>		
30	<b>Notes:</b> Online security classes required of all personnel - completion tracked by G-6 and Security Office.  * Mandatory Supervisor CEAP Training - training required by all supervisors every 3 years. This will stand as the tracking point for all civilian supervisors at Marine Forces Reserve to ensure supervisors receive training in 3 year intervals.			

Reference: Civilian Human Resources Manual (CHRM) Subchapter 410  
 Civilian Human Resources Manual (CHRM) Subchapter 412  
 OCPMINST 12410.1  
 OCPMINST 12412.1  
 5 CFR 930.301  
 SECNAVINST 5510.30B  
 SECNAVINST 5511.5E  
 DoDI 0-2000.16  
 22 USC 7104  
 5 CFR 410

# June 2011

Mon	Tue	Wed	Thu	Fri
		1	2	3
		<b>Benefits Seminar</b>		
6	7	8	9	10
	<b>Employee Orientation</b>			
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Reference: 5 CFR 410

# July 2011

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
	<b>Military Supervising Civilians</b>			
18	19	20	21	22
		<b>How to Become a Better Communicator</b>		
25	26	27	28	29

Reference: 5 CFR 410

# August 2011

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

# September 2011

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13 Employee Orientation	14	15	16
19	20	21	22 Dealing With Negative Attitudes in the Workplace	23
26	27	28	29	30

Reference: 5 CFR 410

## October 2011

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12 Yearly Stand Down	13	14
17	18	19	20	21
<b>Supervisory Training</b>				
24	25	26	27	28
31 Microsoft Office 2007	<p><b>Notes:</b>                      Supervisor Training: Four to five day class taken once in supervisor position.</p> <p>* All other annual mandatory supervisor/manager training is covered in the Yearly Stand Down.</p>			

Reference:   SECNAVINST 12720.5A  
               SECNAVINST 5300.26C  
               P.L. 107-174  
               CHRM Subchapter 1613  
               5 CFR 724.203  
               5 CFR 410

## November 2011

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
<b>Microsoft Office</b>				
7	8	9	10	11
		<b>Yearly Stand Down</b>		
14	15	16	17	18
	<b>Writing Statements of Work</b>			
21	22	23	24	25
28	29	30		
	<b>IDP Workshop</b>			

Reference:   SECNAVINST 12720.5A  
                   SECNAVINST 5300.26C  
                   SECNAVINST 12410.22A  
                   P.L. 107-174  
                   CHRM Subchapter 1613  
                   5 CFR 724.203  
                   5 CFR 410

# December 2011

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
		Marine Corps Correspondence		
12	13	14	15	16
	Technical Report Writing			
19	20	21	22	23
26	27	28	29	30

Reference: 5 CFR 410