



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
MARINE FORCES NORTH
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NEW ORLEANS, LOUISIANA 70114-1500

ForO 12410.1

G-1
MAR 23 2015

FORCE ORDER 12410.1

From: Commander
To: Distribution List

Subj: CIVILIAN TRAINING PROGRAM

Ref: (a) Title 5, United States Code, Chapter 41, Training
(b) Title 5, Code of Federal Regulations, Part 412
(c) Office of Personnel Management (OPM) Training Policy Handbook; Authorities and Guidelines

1. Situation. This Order is published to provide guidance and instructions on management and participation in the Civilian Training Program. The references outline opportunities and encourage civilian employees to attend job related courses of instruction both on and off duty that may be offered by regionally accredited colleges, universities, and recognized and approved technical institutions.

2. Mission. Marine Forces Reserve (MARFORRES) and Marine Forces North (MARFORNORTH) desire to be recognized as civilian employers of choice. As employers of choice, these commands will be able to better recruit new, more talented personnel to fill existing vacancies and retain highly qualified current employees. As such, it is incumbent on the Civilian Personnel Office to manage a training program for all General Schedule (GS) and Non-Appropriated Fund (NAF) employees to ensure the development of a well-trained workforce in order to meet the current and future needs within the current and projected budgetary restraints.

3. Execution. In order to participate in the Civilian Training Program, the following guidelines must be followed:

a. Individual Development Plan (IDP). The Civilian Training Officer (CTO) will ensure that each department supervisor establishes an IDP on all GS employees within 90 days of reporting aboard, and that a current copy of each IDP is maintained in the Civilian Personnel Office. Individual training requirements for GS employees will be funded based on planned training outlined in the IDP. It is the responsibility of each GS employee and their supervisor to ensure the IDP is updated annually to reflect training completed and training required for the next five year period. The required training will include any desired degree programs.

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Any training requested that is not listed in the IDP will be addressed on a priority of need basis as funds become available. This does not include block training that may be provided annually for groups of employees in general education areas. Non-Appropriated Fund employees are not required to maintain an IDP.

b. Civilian Training Funds. Training funding is normally accomplished by reimbursing the employee registered in the program and is subject to the availability of funds. In the event sufficient funds are not available to cover all allowable employee expenses for a given quarter/semester, the available funds will be distributed on a pro-rated basis, with personnel enrolled in the Pathways Program funded first. Fully funded training opportunities are normally available to civilian employees who are:

(1) Currently filling permanent positions.

(2) Not receiving other educational benefits (i.e., G.I. Bill, scholarships, etc.) sufficient to pay for the expenses covered by the program.

(3) Maintaining an acceptable performance rating prior to applying for any training opportunity.

c. Training Eligible for Funding. The following training is eligible for funding: training related to the employee's current permanent position; training related to a different position within the employee's occupational career field that the person could reasonably expect to hold within the next three to five years; or an occupational career field used at this command for which an employee has established a likelihood of satisfying its qualification requirements. In the event an employee's position is dis-established, training funds will be utilized to retrain the employee in a new field.

d. Course/Training Registration

(1) Registration and payment of requested

courses/training will be accomplished upon the proper completion of an Authorization Agreement and Certification of Training Form (SF 182). A separate SF 182 must be submitted for each course enrolled (limit of two per quarter/semester provided sufficient funds are available). Employees desiring to register should contact the CTO at least 30 days prior to the class convening date.

(2) Supervisors will complete Section B, blocks 1a through 18 of the SF 182 and counsel the employee appropriately. Upon completion of counseling, the immediate supervisor must complete blocks 1a through 1e of Section D. The signed SF 182 must be brought

to the CPO for approval at a minimum of 30 days prior to the class convening date.

e. Continued Service Agreement (CSA)

(1) Employees who participate in long-term training are required to sign a CSA before the training begins. The CSA requires an employee who participates in training to continue to work in the Department of Defense (DoD) for at least three times the number of days in training. For example, if a course of instruction is 60 days in length, the repayment is 180 days of continued service.

(2) If in the attainment of a bachelor's degree the employee is enrolled for three (3) years total and concurrently, the repayment is nine (9) years of continued service within DoD. If the employee voluntarily leaves DoD before the agreed upon amount of service, the agency has the right to recover the cost of the training by offset against accrued pay, compensation, or other monies due the employee. The employee is no longer obligated to reimburse the agency if involuntarily separated from the DoD. The Executive Director of MARFORRES/MARFORNORTH may waive the CSA in whole or in part if it is shown that the recovery would be against equity and good conscience or against the public interest. Some examples of long-term training include:

- (a) Internal and external Leadership Development programs.
- (b) SES Candidate Development programs.
- (c) Academic degree programs.
- (d) Certification or certificate programs.
- (e) Other training the agency deems appropriate.

f. Expenses Eligible for Reimbursement. Expenses eligible for reimbursement are the tuition or registration fees charged by the training source and required texts/workbooks. However, in order to eliminate unreasonable costs, reimbursement will be limited to costs charged by State Colleges and/or Universities for the same course. Any costs at private institutions in excess of the costs charged by the state colleges for the same course will be the responsibility of the employee.

g. Expenses Not Eligible for Reimbursement. Expenses not eligible for reimbursement are non-text materials, transportation, overtime, and miscellaneous fees (e.g. parking, student activity, nonresident, library, laboratory, medical, late fees, health, etc.).

h. Reimbursements. Any eligible reimbursements will be processed upon presentation of itemized expense receipts.

i. Completion/Non-Completion of Authorized Training

(1) Upon completion of the authorized training, employees will submit final grade transcripts or certificate to the CTO within 5 days of training completion. Failure to provide a signed SF 182 and/or grades and certificate of completion will cause the employee to be ineligible for any further funding for the remainder of the fiscal year.

(2) Non-completion, course failure, or failure to maintain a minimum required grade of "C" for the authorized course will require employees to reimburse the government for all funds expended.

4. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to the Civilian Personnel Office.

5. Command and Signal

a. Command. This Order is applicable to all commands, organizations, units, and activities under the cognizance of MARFORRES and MARFORNORTH.

b. Signal. This Order is effective the date signed.



G. T. HABEL
Executive Director

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