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## CHRO TRAINING ANNOUNCEMENT: HUMAN RESOURCES MANAGEMENT (HRM) & SAFETY TRAINING FOR SUPERVISORS

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DATE: 13-15 December 2023

TIME: DAY 1 & 2: 0800 – 1630hrs

DAY 3: 0800 – 1200hrs

PLACE: Civilian Human Resources Office (CHRO) Camp Foster, Bldg. 495, Classroom #4 (2nd floor) AND MS Teams

DESCRIPTION: HRM Training covers both Local National and US Civilian programs. HRM also addresses some of the mandatory training requirements for those who supervise civilian personnel, to include the initial and 3-year refresher training requirements.

- DAY 1 & 2, HRM training (US and LN Programs):
  - Day 1 covers the US Civilian Human Resources programs: Students will learn Merit System Principles, Prohibited Personnel Practices, Position Classification, Staffing and Placement, Training, Labor & Employee Management Relations.
  - Day 2 covers the Local National (MLC/IHA) Human Resources Programs: Topics include overview of MLC/IHA, Staffing and Placement, Position Classification, Training, Labor & Employee Management Relations. **\*Military or APF Civilians who supervise only MLC/IHA employees are only required to attend Day 2 of HRM and the Supervisor Safety Training on Day 3, NOT Day 1.**
- DAY 3, Supervisor Safety Training (SST):
  - Within 90 days of being appointed as a supervisor, all USMC supervisors are required to attend initial supervisory safety training. This training provides an overview of both the Marine Corps and the installation safety programs along with general information about mishap investigation and reporting requirements.

### ELIGIBILITY:

This class is open to SUPERVISORS of U.S. Appropriated Fund (APF) and MLC/IHA employees. Priority for this training is as follows:

1. USMC Appropriated Fund employees appointed within the last 12 months to a supervisory position, in the competitive service, and serving a probationary supervisor period
2. USMC Appropriated Fund supervisory employees not currently on supervisory probationary period
3. Military supervisors of APF and MLC/IHA employees and MLC/IHA supervisors

### HOW TO APPLY:

DAY 1 & 2 HRM Training: Sign-up via SharePoint

[https://usmc.sharepoint-mil.us/sites/mcipac\\_chro\\_WorkforceDevelopment/SitePages/Training-Events-and-Signup.aspx](https://usmc.sharepoint-mil.us/sites/mcipac_chro_WorkforceDevelopment/SitePages/Training-Events-and-Signup.aspx) \*There is Face-to-Face and MS Teams option. Links to MS Training will be sent prior to training.

\*If you have a @fe.navy email address, you will not be able to access the SharePoint unless you have flank speed email @us.navy.mil, so please contact us for signup.

For DAY 3, Supervisor Safety Training: Sign-up via the ESAMS (Enterprise Safety Applications Management System), Classroom Training Enrollment at

[https://esams.cnmc.navy.mil/ESAMS\\_GEN\\_2/LOGIN/](https://esams.cnmc.navy.mil/ESAMS_GEN_2/LOGIN/)

Course Title: USMC Supervisor Safety Training (SST) - (Initial and Refresher)

Date: 12/15/2023

Installation: Camp Foster, Okinawa – Japan – MCB Butler

Sign- up due date is 4 Dec 2023.

Point of contact for this course is the Workforce Development Unit, CHRO

e-mail: [MCBBUTLERCHROTraining@usmc.mil](mailto:MCBBUTLERCHROTraining@usmc.mil); phone: 645-7689