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**CHRO TRAINING ANNOUNCEMENT: ASPIRING LEADER PROGRAM (ALP) ALP 19-1**

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**TARGET AUDIENCE: ALL GS-04 THROUGH GS-06 AND EQUIVALENT**

Lejeune Leadership Institute (LLI) has No funding for the ASPIRING LEADER PROGRAM 19-1 at this point thus wants to be prepared for the unexpected fund fall.

**COURSE DESCRIPTION:**

The Aspiring Leader Program prepares Federal employees for positions as team leaders, supervisors, and managers. During this training, participants are assigned to a Leadership Development Team to strengthen leadership and interpersonal skills, stimulate commitment to personal development, and explore and address current issues facing Federal employees. Who should participate? Those DON civilians at the grade level of GS-4 through GS-6 and equivalent who have a minimum of 1 year of Federal service, have demonstrated flexibility in work habits, have the ability to work in an unstructured environment, can initiate work independently with minimum supervision, direction, or assistance. The instructions provided in the program address fundamental competencies that are identified by the Office of Personnel Management (OPM) as essential for all federal employees. These competencies are Continual Learning, Written Communication, Oral Communication, Interpersonal Communication, Integrity/Honesty, and Public Service Motivation.

**REQUIREMENTS:**

As a participant you will be expected to attend two one-week training sessions. Complete an assessment to identify current skills and competencies needed for continual growth and development. Develop a plan outlining your career development goals that also identifies barriers and strategies for overcoming challenges. Engage in a variety of writing assignments to elevate your written communication skills and create a personal philosophy and framework for practicing leadership.

**DATES:** (Week 1: 18-22 Mar 2019, Week 2: 22-26 Apr 2019)

**LOCATIONS:** Washington, DC at the Graduate School USA.

**FUNDING:**

As of now, Lejeune Leadership Institute (LLI) has No funding for this program but we want to be prepared for the unexpected fund fall. If funds are received, LLI will pay the tuition, travel and per diem expenses for those nominees that are selected. If LLI does not receive funds or someone from a Command is not selected, the applicant's organization can opt to pay for their nominee to attend if they choose to do so.

**REQUIRED DOCUMENTS:**

- ALP Application
- SF 182 w/ signed Service Agreement (page 4-5 of SF 182)
- Marine Corps Guidance for Participating in CMCLC w/ Signed Page 7
- Resume

Make sure that the following information is also included on your application documents:

(a) On the SF182: POC information for who will be responsible for paying the tuition that should get the invoice. This should be included in Section C - Costs and Billing Instructions, Block 6.

(b) On the Graduate School USA Application: Part F - Payment Method Information. Do not write the GPC account number, just include POC phone number and email. Graduate School USA budget personnel will contact the POC to obtain the information needed for invoice payment.

**REQUIRED DOCUMENTS CAN BE FOUND AT MCB CAMP SMEDLEY D. BUTLER WEB SITE UNDER CHRO/TRAINING ANNOUNCEMENTS:** <http://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/Civilian-Human-Resources-Office-US/US-Training/>

**PACKAGES MUST BE ELECTRONICALLY SUBMITTED TO: MCBButler CHRO Training <MCBBUTLERCHROTraining@usmc.mil> DUE BY COB WED 23 JAN 2019.**

**CHRO WILL COORDINATE BOARD FOR REVIEW, RANKING, ENDORSEMENT, AND FORWARDING.**

**LOCAL POC: CHRO Training Email: MCBBUTLERCHROTraining@usmc.mil> / 645-7689.**