



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER  
CIVILIAN HUMAN RESOURCES OFFICE  
UNIT 35020  
FPO AP 96373-5020

IN REPLY REFER TO:  
12410  
1CHRO  
14 DEC 2018

From: Director, Civilian Human Resources Office, Marine Corps Installations Pacific-Marine Corps Bases Camp Butler  
To: All Serviced Commands, Marine Corps Installations Pacific-Marine Corps Bases Camp Butler

Subj: FISCAL YEAR 2020 (FY-20) ANNUAL TRAINING NEEDS SURVEY

Ref: (a) Executive Order No. 11348  
(b) 5 CFR 410  
(c) CHRO memo on Final Regulations on Training, Supervisory, Managerial, and Executive Development  
(d) DoDI 1400.25 Vol 410  
(e) DON CHRM 410  
(f) MCBJO 12410.28A

Encl: (1) Workforce Development, FY-20 Annual Training Needs Survey  
(2) Course Description List

1. This is to conduct the FY-20 Annual Training Needs Survey for the commands serviced by Civilian Human Resources Office (CHRO), Marine Corps Installations Pacific-MCB Camp Butler (MCIPAC-MCBB). This survey is in support of each command's requirement to assess strategic, organizational and individual development training needs of their workforce and to plan and budget training in accordance with the provisions of references (a) through (f). One of our goals is to provide employees, supervisors, and managers with competitive and cost-effective training.

2. As your service provider, one of our responsibilities is to conduct the Annual Training Needs Survey, including the analysis, subsequent scheduling, and delivery of general soft skill training. This centralized support and consolidation of each activity's annual training needs survey provides the CHRO, Workforce Development Unit (WDU) the opportunity to arrange training at the most cost-effective prices.

3. This survey allows Appropriated Funds and military supervisors the opportunity to assess and identify its activity training needs for FY-20. We suggest that you retain a copy of your survey and incorporate it in to your Annual Activity Training Plan. The survey can also be used to prioritize and allocate funds for your identified training needs.

4. On enclosure (1), please indicate a realistic assessment of your projected FY-20 training requirements. The survey has additional spaces at the end of each category to add needed courses that are not part of the list. Our common goal is to equip our workforce with the competencies and skills necessary to support the MCIPAC-MCBB mission and goals. Enclosure (2) is a list of course descriptions.

5. Please note that your input is important and will be regarded as your intention to schedule employees to attend the training.

6. Kindly review and validate the survey results and return all completed surveys to the CHRO, WDU by 15 February 2019.

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7. Please contact the Workforce Development Unit, U.S. Programs at 645-7689 or mail to: [mcbbutlerchrotraining@usmc.mil](mailto:mcbbutlerchrotraining@usmc.mil) if you have any questions concerning this survey.

  
DIANE P. BARTON