

**MARINE CORPS GUIDANCE FOR PARTICIPANTS ENROLLED IN
CENTRALLY MANAGED CIVILIAN LEADERSHIP COURSES**

1. INTRODUCTION

The following guidance applies to leadership programs centrally funded by the Lejeune Leadership Institute, Civilian Leadership Development Branch, Marine Corps University. Program participants are expected to adhere to this guidance. Failure to do so may be cause for dismissal from the program and result in the repayment of funds that have been used for the participant's training and/or travel related to the program.

This guidance is based on the Joint Travel Regulations (JTR), Part J, Temporary Duty Travel, and was developed to assist you in your planning. Please note that in their literature and other communications, the Graduate School USA and other training sources may have different guidelines and recommendations; those do not supersede Marine Corps guidance.

Participants shall work through and communicate any questions/issues to their Command's Human Resources Development Strategic Advisor (HRDSA) who will communicate with the Centrally Managed Civilian Leadership Course (CMCLC) Program Coordinator at USMC, LLI when necessary.

2. INDIVIDUAL COMMITMENT

The leadership programs may require participants to attend several lengthy class sessions, complete course work, interviews developmental, shadowing and rotational assignments away from their permanent duty station. USMC, LLI funds the tuition for program participation. Tuition will be forfeited by the Marine Corps if the participant drops out of the program due to command responsibilities. Once accepted into a program, every effort should be made to ensure participants attend all class training sessions and complete coursework curriculum requirements and deliverables. In the event that a participant cannot attend a session, complete an assignment or complete the program for which he/she was selected, HRDSAs shall notify the LLI CMCLC Program Coordinator, at 703-784-2788, as soon as possible.

3. DOCUMENTATION REQUIREMENTS

a. Command Endorsement. All applications submitted to the CMCLC Program Coordinator for consideration to a program must include a Command Endorsement as part of the nomination package. HRDSAs are responsible for making sure that packages have a signed Command Endorsement letter that identifies by name the person that is applying to the program. This ensures that the Command is aware of and in support of the individual's request to participate in a CMCLC program.

b. Standard Form 182 (SF-182). Authorization, Agreement and Certification of Training. To apply for a program, all applications must include a signed and dated SF182 as part of the application package. Section A (Trainee Information), Section B (Training Course Data), Section C (Costs and Billing Information), Section D (Approvals), and Section E (Approvals / Concurrences) should be completed.

c. Continued Service Agreement (CSA). Participants must sign and date the CSA (Pages 4-5) that is contained in the SF-182, Authorization, Agreement and Certification of Training. The obligation to stay in service is three times the length of time spent in formal training. A signed copy of the CSA must be forwarded with the SF182 when the participant applies for a program. Applications will not be accepted without the completed, signed and dated CSA as part of the SF-182.

d. Page 7 (Marine Corps Guidance For Participants Enrolled In CMCLC). A participant, his/her supervisor and the participant's HRDSA must sign Page 7 and submit it as part of the application package.

- (1) The participant's signature acknowledges that he/she has read the information included in the guidance and agrees to abide by that guidance. Signature also acknowledges that if a participant is dismissed from a program, this dismissal may require the participant to repay tuition and/or travel costs associated with previous participation in a program.
- (2) The First Line Supervisor's signature acknowledges support for the individual in the program and agrees to allow the participant time to complete course work and travel as required to participate.

- (3) The Command HRDSA's signature acknowledges receipt and submission of the completed package submitted for the program.

4. DEVELOPMENTAL ASSIGNMENTS

- a. Developmental Assignments will be approved by the First Line Supervisor, Developmental Assignment Supervisor, and CMCLC Program Coordinator PRIOR to commencement of the developmental assignment. Developmental Assignments will be discussed in specific program class sessions and participant handbook. Additional documentation will be provided by the instructor; however participants must still follow and adhere to Marine Corps guidance for all developmental assignments.

- b. To maximize the USMC's investment in the programs, participants shall explore developmental assignment options and opportunities with other organizations located within their commuting area. This includes other federal, state, local agencies or private organizations. Participants who need assistance in locating suitable developmental opportunities should contact their HRDSA for suggestions or recommendations.

5. ROTATIONAL, EXECUTIVE INTERVIEWS, AND SHADOWING ASSIGNMENTS

- a. Some programs require rotational and shadowing assignments conducted away from the participant's position of record, preferably in an organization or career field unfamiliar to the participant. The purpose of the assignment is to provide breadth of work experience and other opportunities to develop leadership competencies.

- b. These assignments shall be done within the participant's commuting area. This is especially true of communities with a large Federal presence. Assignments outside of the individual's commuting area will be considered by LLI but LLI does not have funds to support the assignment if it is outside or within the commuting area. All developmental assignments shall be approved by the participant's First Line Supervisor, Host Supervisor and CMCLC Program Coordinator in advance of beginning the assignment.

- c. Please note that when an assignment outside of the commuting area exceeds 30-days, it is considered a Long Term TDY Training Assignment under the JTR reducing the per diem rate to 55 percent. Per Diem for training assignments of more than 30 consecutive calendar days apply from the day following the

arrival day at the training location through the day prior to the departure day. The only Long Term assignments are for participation in long term courses such as the Congressional Fellowship, Dwight D. Eisenhower School, and portions of Defense Senior Leadership Development Program.

6. TRAVEL

a. TRAVEL AUTHORIZATIONS

(1) Travel Authorizations will be initiated at the participant's command using the Defense Travel System (DTS) and will utilize the LLI Line of Accounting (LOA) or DTS Label. Normal DTS rules and regulations apply.

(2) LLI will fund reimbursable travel expenses in accordance with the JTR for each class session associated with the centrally managed program in which a participant is enrolled.

(3) ACTION REQUIRED

(a) Participants will use a Travel Cost Estimate Worksheet provided by the CMCLC Program Coordinator to initiate travel authorization. This worksheet will be sent to the program participants prior to the date that program travel commences. Failure to complete and submit the worksheet within the suspense time frame may prevent a participant from traveling under LLI funding.

(b) After completing the Travel Cost Estimate Worksheet, the participant will forward it to the LLI CMCLC Program Coordinator for review and approval authorization.

(c) Once LLI has reviewed and approved the form, the CMCLC Program Coordinator will send the travel authorization with approval to use LLI's accounting data/DTS label. At this point, the travel authorization can be initiated by the participant and routed in accordance with local procedures.

(4) Absolutely no approval action will be taken by the program participant or the DTS Approving Official until an authorization is received from a staff member of LLI to go ahead with the approval process for that particular trip.

(5) This process will be repeated for each and every travel requirement for the duration of the participant's training program. Under no circumstances are Travel Authorizations to be approved based on any previous travel approvals. Already having access to LLI's accounting data **DOES NOT** automatically authorize anyone to approve orders without prior authorization for that specific travel from the CMCLC Program Coordinator. Failure to comply with this guidance shall be cause for dismissal from the training program.

(6) **TRAVEL RELATED EXPENSES**

(a) When attending approved training classes outside of the commuting area of the permanent duty station, travel by taxi, shuttle, train or bus is authorized during class attendance to and from the airport/bus terminal/train station. If required to complete the mission of the class, rental cars may only be authorized by LLI **BEFORE EACH travel** to training each time the training is scheduled to commence. This is on a case-by-case basis and generally involves extenuating circumstances.

(b) Rentals or purchase of laptops, recorders, projectors or any other equipment for travel or training purposes are not authorized. If a participant brings a laptop from his/her permanent duty station, internet connectivity fees at hotels are the responsibility of the participant, unless it is in direct support of school requirements for training exercises. Documentation from the training course manager must be attached to the travel voucher substantiating any requirement for computers.

(c) **"Actual Expenses"** are not authorized for a hotel or any other expenses that are not within the per diem rate, except under extraordinary and pre-approved circumstances expressly authorized by LLI.

b. **GOVERNMENT TRAVEL CHARGE CARD (GTCC)**. Participants must have a Government Travel Charge Card. See your local Government Travel Charge Card Agency Program Coordinator for questions or issues regarding the charge card. The participant is responsible for making sure that the GTCC is activated for usage prior to travel.

c. **TRAVEL LIQUIDATION**. Following completion of the training, the participant shall file a travel voucher in DTS within five working days for expenses incurred during training. Receipts for

lodging, transportation, etc., should be included as substantiating documents. Meal receipts should not be included because they are part of your per diem allowances.

d. **LEAVE IN CONJUNCTION.** If applicable, participants must indicate on their Travel Cost Estimate Worksheet and their Travel Authorization their intention to take APPROVED leave either before or after in conjunction with TAD. Any leave during TAD is at the traveler's cost and not LLI.

e. **ADDITIONAL TRAVEL IN SUPPORT OF TRAINING.** Additional travel for meetings established by cohort group assignments will not be approved. Meetings for group assignments are expected to be conducted by telephone or through other means not requiring travel. If interviews with senior leaders are required by the program, they will be accomplished within the duty station commuting area and should not require other than local travel. If it is not possible to arrange for interviews locally, the participant should consider doing them in conjunction with another approved travel, rotation, or shadowing assignment. If the participant does not/cannot arrange for interviews, rotation or shadowing assignments locally, the participant and/or the participant's Command will be responsible for any expenses incurred. LLI does not have funds to support any of these program requirements.

I _____ (PRINTED NAME)

have read and understand the Marine Corps Guidance for participants enrolled in Centrally Managed Civilian Leadership Courses Programs. I agree to abide by these guidelines and I understand that any violation of these guidelines is cause for dismissal from the program in which I am a participant. Dismissal from the program may require me to repay or reimburse part or all of tuition, travel and/or per diem expenses spent by LLI for my participation in the program's training.

Participant's Signature:

_____ Date: _____

First Line Supervisor:

I fully support the nominee's participation in this leadership development opportunity and agree to allow the individual the necessary time required to complete the course work and travel for successful participation.

Printed Name _____ Date: _____

Signature: _____

Participant's Command HRDSA:

Printed Name _____ Date: _____

Signature: _____

