



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
CAMP SMEDLEY D. BUTLER, OKINAWA  
UNIT 35001  
FPO AP 96373-5001

IN REPLY REFER TO  
BO 12410.29  
63  
108 OCT 2002

BASE ORDER 12410.29

From: Commanding General, Marine Corps Base, Camp Smedley D. Butler  
To: Distribution List

Subj: CONSOLIDATED CIVILIAN CAREER TRAINING (CCCT) PROGRAM

Ref: (a) MCO 12410.21B

Encl: (1) Implementing Instructions, CCCT Program

1. Purpose. To publish local guidance in accordance with the reference concerning the subject program.

2. Background. An effective CCCT Program will provide well-trained qualified employees in key occupational specialties. The intent of this program is to develop and retain a diversified work force of skilled Civilian Marines. The CCCT program provides training to cover the following needs:

- a. Trained individuals for projected vacancies while the incumbent is still on board.
- b. Trained employees for new skills required by technological and mission changes.
- c. Expanded career opportunities.
- d. Enhanced functional career management programs.
- e. Integration of high potential employees, including women, minorities, and individuals with disabilities, into key career fields within the work force.

3. Information. The CCCT Center Director, Headquarters Marine Corps is charged with managing the spaces, funds, and related administrative details of the program. The Director, Civilian Human Resources Office (CHRO) has local responsibility for managing the CCCT program. All spaces are chargeable to the CCCT Center. Spaces allocated by the center to Marine Corps Base, Camp Smedley D. Butler will be carried as non-chargeable. The CCCT Center distributes funds for trainee's salaries and for formal training costs when funds are available.

4. Action. Director, CHRO will operate the CCCT Program per the enclosure. They will submit requests for spaces and funds. They will document all personnel actions related to the program.

5. Records Disposition

a. CCCT training expense data and all supporting documentation. Retention period: five (5) years after completion of training or disenrollment of the trainee.

b. CCCT individual training file records to include recruitment/selection papers; and CCCT trainee agreement; CCCT position descriptions; CCCT training plans for graded and upgraded employees. Retention period: two (2) years after completion of CCCT training.



K. D. DUNN  
Chief of Staff

Distribution:  
LISTS I/II/III-A/1V

IMPLEMENTING INSTRUCTIONS, CONSOLIDATED  
CIVILIAN CAREER TRAINING (CCCT) PROGRAM

1. Introduction. It is the policy of MCB Camp Butler to use the CCCT Program to the maximum extent feasible as a tool:

a. To provide potentially superior trained employees, including women, minorities, and the disabled, to be productive members of our local Civilian Marine work force.

b. To support command affirmative employment program goals and objectives to increase the representation of women, minorities, and individuals with disabilities.

2. Director CHRO is Responsible for:

a. Submitting requirements for spaces under this program to the CMC by 1 June of each year.

b. Assign the allocated spaces for this program exclusively for training.

c. Identifying and prioritizing space requests to include the number and grade level of trainees desired for each Civil Service Occupational Specialty.

3. Division Heads are Responsible for:

a. Developing a specific training plan to support each CCCT program participant.

b. Including a statement in the training agreement that the trainee can be integrated into the organizations regular work force upon completion of the training cycle.

c. Appraising the trainee's progress and notifying the CHRO of any deficiencies that may warrant termination from the program.

d. Apprise, and as appropriate, request approval from the CCCT center of any program changes, vacated trainee spaces, changes in trainee status, graduate trainee placement problems, and other matters that may assist in the management of the program. Note: When spaces become vacant, they will be returned to the CCCT center. Commands will not refill spaces without prior authorization.

ENCLOSURE (1)

4. Trainee Input

a. The spaces for this program are centrally managed by the CCCT Center at Headquarters Marine Corps (CMC, CODE MPC). The CCCT Center distributes spaces to the commands on the basis of approved command requirements. The CCCT Center withdraws the space upon completion of the training.

b. This program applies to both the graded and ungraded work force. The initial trainee assignment is no higher than the GS-7 level or the wage grade equivalent. Commands may advertise and fill a position above the GS-7 level only under very special Circumstances and with prior approval from the CCCT center.

5. Length of Training. Under this program, graded trainees will complete their training in 1 or 2 years, and upgraded in a maximum of 3 years, and then be integrated into the Command's regular work force.

6. Program Funding and Requirements

a. Salary Requests. The CCCT Center will provide funding for salaries. The Commands will provide the following information to the CCCT Center by 15 October of each year:

- (1) Number of spaces allocated.
- (2) Number of spaces currently filled.
- (3) Projected number of work years generated for the current fiscal year.
- (4) Program Element Number.
- (5) Decision Unit Code.

(6) Occupational series, grade, local table of organization (T/O) line numbers, and the amount of funds needed to fund salaries and benefits for the current fiscal year. Salary information should include acceleration for fringe benefits. The total amount allocated will include funding for both salary and benefits. Of this amount, 78 percent is for salary and the balance for benefits. The CCCT Center is not responsible for any funding that exceeds that dollar amount.

b. Training Requests

(1) The CCCT Center will provide funds for formal training when available. Commands should submit training requests by 15 October. Using cost code 1D61, requests for funds must include the following:

- (2) Name, occupational series, and grade of trainee.
- (3) Training course title, dates, length, and location.
- (4) Costs broken down by tuition, books, travel, per diem, and other.
- (5) Program Element Number.
- (6) Program Package Code.
- (7) Commands will send a copy of the course completion certificate to the CMC (MPC) within five (5) working days after course completion.

c. Funding Disbursement. The CCCT Center will disburse funds on a quarterly basis. It will also monitor the use of payroll dollars using the Defense Civilian Personnel Data System. If a command fails to use the funds disbursed for the quarter, the CCCT Center will reduce the ensuing quarterly amount accordingly.

#### 7. Recruitment and Selection

a. The local command will recruit candidates for participation in this program. Commands should use both nationwide and local recruiting strategies to acquire the best possible candidates.

b. Commanders must use the procedures and regulations established by the Office Of Personnel Management, the Secretary of the Navy and the CMC in recruiting and selecting trainees for this program.

c. Candidates selected for development, regardless of the source, must possess an overall background of sufficient ability to perform successfully in the target occupational specialty.

8. Equal Employment Opportunity Goals. Applicants and selected candidates will receive equal opportunity in all aspects to include recruitment, selection, assignment, training, and promotions regardless of race, color, religion, sex, national origin, mental or physical handicap age, or reprisal. Commands will use the CCCT Program to the maximum extent possible to fill positions identified in the Federal Equal Opportunity Recruitment Program (FEORP) for targeted recruitment and for the hiring, placement, and advancement of individuals with disabilities.

9. Position Descriptions. The variety of training assignments under this program preclude a single position description, which would cover all trainee occupational specialties. Commands will include specialized duties and qualification requirements of the occupation in the position description.

#### 10. Trainee Agreement

a. The command will fully explain the following to each candidate:

ENCLOSURE (1)

- (1) The full purpose and intent of this program.
- (2) The amount and kind of training and career opportunities available, and possible benefits resulting from rotational assignment.
- (3) Continued service agreements for candidates scheduled to attend non-government training in excess of 80 hours.
- (4) Actions, which will result from unsatisfactory job or scholastic performance.
- (5) That program completion does not in itself guarantee promotion.

b. Each candidate will sign an agreement that contains as a minimum the following provisions:

- (1) Command identification.
- (2) Candidate's name.
- (3) Target occupational specialty and grade/pay level.
- (4) Length of training period including start and projected completion dates.
- (5) Statements indicating:
  - (a) The candidate is in separate Reduction-in-Force category during the period of training.
  - (b) The candidate is subject to continued service and reimbursement obligations.
  - (c) Failure to perform satisfactorily on-the-job or scholastically may result in termination.
  - (d) Completion of the program does not guarantee promotion.

#### 11. Training Plan

- a. Command requests for trainee spaces must include a training plan specifically developed for the target occupational specialty.
- b. Each plan shall incorporate as a minimum:
  - (1) The title and grade/pay level of the entry and target positions of the particular occupational specialty.
  - (2) Length of training.

ENCLOSURE .(1)

(3) A brief statement citing the objectives of the training plan.

(4) Type of training experience. Commands should list specific courses or projects for each of the categories cited below. Briefly describe them, and include in the description the number of hours prescribed. Categories and overall objectives are as follows:

(a) On-the-Job Training. All duty assignments will be meaningful and productive and provide for supervised development in the targeted specialty. Occasionally, the trainee may attend special staff meetings and conferences as orientation to special policy considerations for the Command and the career field. The Command should assign the trainee, from time to time, to full-time or part-time or part-time work with various higher-level employees in completion of special projects. When assigned, the central feature of this developmental experience will be for the candidate to learn by doing. No less than 50 percent of the time will be spent in the target specialty or in functions closely related.

(b) Formal Instruction. The candidate may take specially planned education courses, which contribute, to the career field during or after regular work hours. These may include courses offered onsite, at local schools and colleges, Department of Defense schools, or through interagency facilities. Each training plan will include at least 40 hours of formal instruction.

(c) Special Projects or Assignments. Commands must provide each trainee the opportunity to undertake and complete a minimum of at least two special projects or assignment during the period of training. The assignment should provide supervisory personnel an opportunity to evaluate the trainee's potential to perform satisfactorily in the targeted specialty.

(d) Relational Assignments. These assignments are generally internal within commands, but may be made externally to other Marine Corps commands depending upon the scope of the targeted specialty. In either case, commands should give special attention to rotational assignments in other program areas that interface with the trainee's career field; i.e., an assignment in data processing for budget or personnel trainees.

(e) Self-Development. Commands should encourage trainees to participate in self-directed developmental activities. The activities may include expensive reading in a selected bibliography of materials related to the career field or in the case of trade/craft occupations to applicable job-related materials. Commands should also encourage trainees to participate in professional societies and attend local institutions on their own. The name, position title, and DSN number of the individual responsible at the command for implementing and coordinating the specific training plan.

12. Career Counseling. Commands will ensure regular counseling and appraisal of the trainees' progress throughout the program. It is important to conduct these supervisory/trainee appraisal sessions on a regular and systematic basis.

ENCLOSURE (1)

13. Continued Trainee Development. Consistent with the intent of this program, the CCCT Center expects trainee development to continue beyond the targeted assignments by following Merit Promotion, Career Management, and Executive Development Program Procedures. Accordingly, Commands must plan, program, and budget for trainee developmental assignments.

14. Personnel Actions

a. Local commands will document all personnel actions related to this program based on regulations instituted by the Office of Personnel Management. Commands will submit information on trainees to the automated systems under Unit Identification Code 67847 using the local activities Submitting Office Number.

b. Graduates of the program will move to regular command authorized billets in positions of their occupational specialty:

(1) Commands will advise the CCCT Center if unforeseen circumstances preclude immediate placement in the target occupational specialty. In the interim, the graduate will fill the next available local vacancy in a field closely allied and at the target grade/pay level until a vacancy occurs in the target occupational specialty.

(2) Graduates of the program may transfer to another Marine Corps command if both the gaining and losing commands and the graduate are in agreement. In such cases, if the graduate has incurred a service obligation, it will continue at the gaining Marine Corps command.

c. Commands will take necessary action for unsatisfactory job or scholastic performance by the trainee. Corrective action will be to remove or reassign the trainee, whichever is appropriate.

d. Commands will annotate actions entered into the trainee's official personnel record to indicate they were accomplished under the provisions of this program.