



EDUCATION COMMUNITY OF INTEREST

NEWSLETTER

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Navy/Marine Capitol Hill Workshop

By

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One of the unique aspects of the Navy Capitol Hill Workshop is its location. Rather than being conducted in a training facility, or in a classroom on campus, the class is conducted entirely on Capitol Hill, in the House and Senate Office Buildings, and in the United States Capitol. By conducting the class on the Hill, participants have the opportunity to meet and interact directly with key players in the legislative policy process, including congressional staff and Members of Congress. In addition, Participants are also afforded the opportunity to attend congressional committee hearings and floor action in the chambers.

Furthermore, spending four days on Capitol Hill, walking the corridors of the buildings, and sitting in on congressional hearings and floor action allows participants to experience the unique culture of Congress, which is quite distinct from the Navy or Marine cultures. For example, in place of a clear chain of command, the House and Senate consist of 535 more or less co-equal individuals, even more so in the current congressional environment, where party leadership is somewhat ephemeral.

I like to equate participating in a Navy Capitol Hill Workshop on Capitol Hill with the difference between reading about a foreign country, and actually visiting it. The language and acronyms are different, the dress code is different, the power structure and relationships are different, and the whole atmosphere is different. It's no secret that Congress's popularity with the American public is at an all-time low, but that's hardly an excuse for executive branch officials not to make every possible effort to better understand Congress and the legislative process.

Congress authorizes your programs, appropriates all funding for your programs, and has the authority to conduct oversight of your programs. Congress, and Congress alone, sets the annual budget for the Marine Corps, decides its end strength, sets your pay raise and personnel benefits, decides how many V-22s to fund, and makes virtually every other decision on authorizing and funding your programs.

In order for the Marine Corps to have the greatest voice in determining the size, shape, and mission of the service, Marine Corps officials need to work with and educate Members of Congress and congressional staff about their programs, to enable Congress to make the best informed and most constructive decisions about those programs. In order to be most effective in this environment, you need to fully understand all aspects of the institution, its processes, its people, and its culture.

The Government Affairs Institute at Georgetown University (GAI) has been conducting classes on understanding Congress for executive branch departments and agencies, including the military services for nearly fifty years. Created by Congress in 1965 as a unit within the United States Civil Service Commission, which later became the US Office of Personnel Management, GAI was privatized by the federal government, and in 1997 became affiliated with Georgetown University.

GAI's mission is to provide education and training about congressional processes, organization, and practices, and about selected legislative policy issues. The Navy Capitol Hill Workshop, which GAI has been conducting for three decades, is currently offered five times per year, and is open only to Department of the Navy personnel. From time to time, we also conduct a Navy Capitol Hill Workshop specifically tailored for the Marine Corps.

The purpose of the Navy Capitol Hill Workshop is to provide a first-hand understanding not only of congressional process and procedure, but also the "culture" that is the United States Congress. Over the four days, participants will hear from – and be afforded the opportunity to ask questions of – Members of Congress, congressional staff, academic observers, interest groups representatives, news media representatives, and executive branch officials, including Navy Office of Legislative Affairs staff.

This is an especially critical time period for the Marines, as it is for each of the military services. By better understanding the functions and organization of Congress, executive branch personnel can more effectively plan, manage, and budget for those programs, and better represent those programs before Congress, and better contribute to a well-functioning federal system.

Kenneth A. Gold, Ph.D. joined the Government Affairs Institute at the U.S. Office of Personnel Management in 1989 and became Director of the Institute in 1992. Before joining GAI, Dr. Gold taught at the American University in Washington, DC in the University's School of International Service and with the School of Government and Public Affairs.



Presidential Management Fellows Application Window Approaching

Katelyn Keegan, HR Specialist, DON PMF Program Manager/0201

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The Presidential Management Fellowship (PMF) Program was founded by an Executive Order in 1977 to provide outstanding graduate students an opportunity to advance quickly to mid-career leadership positions in the federal government.

Each October the Office of Personnel Management (OPM) solicits applications for the PMF Program through the USAJobs website (www.usajobs.gov). To be eligible to apply, individuals must be a United States Citizen and have either graduated from an accredited advanced degree program in the previous two years or anticipate graduation in the current academic year (September 2013 – August 2014). Applicants can identify themselves with veterans' preference, which is considered as part of the application process. In addition to the USAJobs application, applicants must complete an online assessment and an in-person assessment. More information about the application process can be found on OPM's website at <http://pmf.gov/become-a-pmf/application-process.aspx>.

If an applicant successfully makes it through the assessment process, they are named as Finalists for the PMF Program. They are then invited to attend a job fair with all federal agencies that are planning to hire a PMF for that year. At the job fair, Finalists can meet with agency representatives; get more information on jobs that are open only to PMFs; and, interview for positions. If a Finalist is selected for a position they are then hired on-board by that agency.

While every agency manages their PMF program a little differently, as a PMF, you will be sure to receive salary and benefits as a federal employee; 160 hours of classroom training on leadership, management and policy; meaningful work assignments and assessments; at least one 4 to 6 month developmental assignment; and possibly fast-tracked promotions and career ladders. After completing the program, your agency will have the opportunity to convert you to a permanent or term position without further competition and you will carry the prestige of having been a PMF with you throughout your career.

For more information about the Department of Navy's Presidential Management Fellowship Program, please visit: <https://www.portal.navy.mil/donhr/TrainingDevelopment/Pages/PMF.aspx> or contact us at DONCivDev@navy.mil.

Katelyn Keegan is the DON PMF Program Manager and a Human Resources Specialist. Prior to joining the training community, Katelyn was a member of the Transition Management Team transiting Navy employee's out of the National Security Personnel System (NSPS) to the General Schedule. Formerly, she has worked as a research associate and development director with several nonprofit and political organizations in the Washington, DC metro area. She holds a Master of Public Administration from American University, Washington, DC.



Upgrade Yourself With Online ANYTIME Learning!

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Technology keeps moving, are you? Never stop upgrading your ability to advance with it.

Every year, companies spend millions of dollars upgrading their IT hardware and software infrastructure to make their businesses run more efficiently. The best way to make use of those upgrades is to also upgrade the people who use, install, manage or configure that technology. **What New Horizons does best is upgrade people.** Every course and certification we teach, every learning method we provide is dedicated to empowering the people who make computers, software, technology and businesses run.

There are many ways to upgrade your skills and professional knowledge. **New Horizons Online ANYTIME Learning is one of them -- an easy, convenient, and self-paced online training solution, available to you -- whenever you want it and wherever you are.** You can easily fit it into your busy schedule, at the office, at home or even on the road. With more than 3,000 courses, there is something for everyone, including high-level technical training to the necessary basic desktop applications and business skills. Plus, these online courses are completely searchable so when you need to know a very specific skill, you can pinpoint and take advantage of only that exact part of the online training.

Here are a few ways that of the **Online ANYTIME Learning** can benefit both the student and the company:

- Learn at a self-delivered and comfortable pace
- Customize your learning path using skills assessments
- Choose from a menu of hundreds of courses
- Choose an entire collection of learning, or simply focus on one course topic.
- Find the answer you need, right now, with searchable options on the course content
- Receive ongoing evaluation and feedback on your performance
- Get up to speed rapidly, in the direction of your business goals
- Save time, resources and travel costs. Training is right at your fingertips
- Increase your reach into remote offices with a consistent training curriculum
- Upgrade your skills and staff knowledge, all on a shoestring budget
- Access online learning resources within the collection, including reference- books

Here is a sampling of the New Horizons Computer Learning Centers ELearning libraries:

- Business Professional
- Desktop Applications
- Microsoft Office
- Design & Media
- Cisco
- Microsoft Core Developer
- ITIL
- New Horizons IT Complete
- Networking & Operating Systems
- Programming & Web Development
- Project Management
- See the complete catalog at <http://newhorizonscatalog.com/educate/nh3/nhcatalog/>

With technology and software applications changing so fast, it's critical to take responsibility of upgrading your own competitive skill set. It's a challenging prospect when you think about all the professional and personal responsibilities facing you each day. Online Anytime training can help give you the edge to take on brief training sessions when you want them and where you want them – anytime. Never stop upgrading yourself!



Educational Opportunities in the “Aloha” State, Hawaii

by

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In the middle of the Pacific Ocean there is a chain of lush green islands enveloped in an avenue (rainbows). The Hawaiian Islands are the most isolated population center on earth. Although it is possible to be apprehensive about getting orders to Hawaii, many service members are excited about being stationed in a tropical vacation destination. Oahu is unique as it has all of the branches of the military in close proximity. Oahu, less than 600 square miles in size, is easy to drive around if not during rush hour traffic. This offers convenience to service members to take classes at their own base, main campus, other military installations, or online. Besides all of the sightseeing, surfing, hiking, and snorkeling, service members also have the option to continue their educational endeavors while stationed at Marine Corps Base Hawaii (MCBH).

The Education Center at MCBH (mccshawaii.com/edcenter/) is a starting point for many Marines in seeking out information and guidance to further their education and mana'o (knowledge). The Military Academic Skills Program (MASP) is offered through the Waipahu Community School for Adults for Marines who have been out of the classroom environment and would like a better understanding and foundation in math, reading, communication and testing. The partnership between the Education Center and Waipahu Community School for Adults has been longstanding and has assisted Marines in building skills and confidence to further their education. Marines who are able to take advantage of the MASP class have gone on to do well in college courses and with their ongoing career in the Marine Corps.

MCBH has four anchor schools that offer classes on base. Two of the four anchor schools have main campuses less than 15 miles away. All of the anchor schools belong to the SOC Consortium and work well together to create an ohana (family) to support service members.

Chaminade University's (www.chaminade.edu/) main campus is located in Honolulu. It also has seven military campuses around the island. The main degrees sought out by Marines and Sailors at Chaminade are Criminal Justice, Psychology, and Education. They also offer a Master of Arts in Counseling Psychology which is very popular among service members and spouses.

Embry Riddle Aeronautical University (<http://worldwide.erau.edu/degrees-programs/online-campus/index.html>) specializes in Aeronautics, Technical Management, Aviation Management and Aeronautical Science. Unmanned Aerial Systems is a new offer being offered by Embry Riddle and is available to all service members regardless of their MOS. The classes at Embry Riddle are offered online and through Eagle Vision, a web-based video conferencing platform. Students who wish to take general education courses in a traditional classroom environment can do so, and Embry Riddle acknowledges the camaraderie between the anchor schools that makes this process easier.

Hawaii Pacific University (<http://www.hpu.edu>) has received numerous national honors for its service to military students and is one of the anchor schools at the MCBH Education Center. Although most Marines and Sailors are pursuing business and psychology degrees, HPU is also well known for Marine Biology and Oceanography, programs that are available at the main campus.

Wayland Baptist University (http://www.wbu.edu/hawaii/academics_hawaii/) has their main campus in Texas with a satellite campus in Hawaii. Popular choices for service members desiring to further their education are an Associate of Applied Science or a Bachelor of Applied Science in over 144 specializations. This degree plan was designed to allow service members the opportunity to apply more of their military specialization through non-traditional credit into an area of their choosing. A Bachelor of Applied Science in Environmental Science was added to Wayland Baptist University in 2010 for those wanting to protect the ‘aina (the land), and this major has been gaining in popularity.

All of the anchor schools have frequent terms giving students the opportunity to start programs in a timely manner. The support from the staff of all of the programs is impeccable. Marines have the opportunity to expand their repertoire and education in Hawaii by obtaining scuba-diving PADI certification, lomi lomi (traditional Hawaiian massage) certification, as well as traditional higher educational opportunities at the anchor schools at MCBH and the visiting schools through online learning opportunities. Ultimately, students must take kuleana (responsibility) and be proactive in taking charge of their future.

Jayne B. Alexander is a Personal and Professional Development Instructor who specializes in facilitating the Accessing Higher Education Pathway with the Transition Readiness Program at Marine Corps Base Hawaii. Ms. Alexander has been working with Marines, Sailors and their families for over ten years in the areas of family readiness, deployment, Combat Operational Stress Continuum, resiliency, transition, and education. Ms. Alexander has led training and development courses to all branches of the military and is passionate about helping service members succeed in all walks of life. Her enthusiasm for education is evident as she empowers those she serves both in front of the classroom and through personal advising. When not working in a training and education capacity, Ms. Alexander is actively involved in numerous non-profit and community organizations and enjoys spending time with her son Solomon, who is a kindergartner this year.



Community Member Testimonial

“In the current economic climate with limitations on available resources, the need to maximize opportunities for the community we serve has never been more important. One of the advantages we have now is our ready access to professional networking opportunities through technology and communities of interest. In the same way that technology has positively impacted learning opportunities for students, it has also enhanced our professional tool box. I welcomed the opportunity as an educator and trainer to participate in the Education and Training Community of Interest. I see membership in the COI as a way to build depth and breadth of knowledge of innovations and developments in the training arena. My day to day interactions with students and colleagues are rewarding but often I need to step back and reflect on my practice so that I can develop as an advisor and trainer. The COI provides me with an opportunity to do this by providing tools – the newsletter – and opportunities to engage with likeminded professionals. The arrival of the newsletter in my inbox is one way I am able to glean ideas about what works and doesn’t work so well in practice. The newsletter articles often provide insights into the policy driving our community and I use it as a starting point to conduct additional research in areas that interest me personally. Participation in the COI reminds me of the bigger picture in training and education and I am grateful for the technology that allows me to participate.”

~Caron Ferguson, Education & Career Specialist/1740

Marine Corps Base Hawaii, Kaneohe Bay



Jeanne Chetnik



IN THE SPOTLIGHT...

Jeanne Chetnik, an Instructional Systems Specialist, currently works in MAGTF Training and Education Standards Division at Training and Education Command in Quantico, VA. She has worked in this position for more than 25 years. Previously, she worked for the Instructional Management Department, Education Center, Marine Corps Development and Education Command also in Quantico, the United States Army as an Education Specialist at Ft Belvoir, VA, and prior to that as an elementary/middle/ high school teacher in King George County, VA.

Ms Chetnik's educational credentials are as follows: BA, Slippery Rock University; Slippery Rock, PA and a Teaching Certificate, Collegiate Professional and Master's Degree from the University Of Mary Washington; Fredericksburg, VA. She has also accomplished numerous hours of instruction in Educational Technology (University of Virginia and The Catholic University of America) and has availed herself of hundreds of hours of training in various job related courses conducted by the Army, Marine Corps, and the Federal Government.

One of Ms Chetnik's favorite things to do is to volunteer at [Rikki's Refuge](#), a no-kill animal sanctuary in Orange, VA. In the words of Ms Chetnik, "At Rikki's you will see compassion, unselfishness, and such generosity of spirit. I have witnessed volunteers work miracles with animals that have been traumatized and abused. The Refuge has changed the world for over 5,000 animals since August 1998 and has inspired dedicated volunteers to continue to make Rikki's Refuge a safe haven for the animals." She has volunteered at Rikki's Refuge since 2001 and the Board of Directors since 2003 - why - because this extraordinary Refuge has saved the lives of so many animals and in turn has touched the hearts of so many people - including mine.

"Never doubt that a small group of thoughtfully committed citizens can change the world. Indeed, it's the only thing that ever has." - Margaret Mead

"The words of Margaret Mead run true at Rikki's Refuge - at Rikki's you will see compassion, unselfishness, and such generosity of spirit.etc.

About the Ed COI – "I am excited by the efforts of the Ed COI to successfully create a career path for 17xx's that will allow us all to progress in our careers in a way that makes us all assets to the Marine Corps while at the same time affording us each personal fulfillment in our work."



RESOURCES & INFORMATION

[DEPARTMENT OF EDUCATION INTERSHIPS](#)

ED Student Volunteer Unpaid Internship Program

The Department of Education (ED) offers internships for interested students seeking valuable work experience in government and federal education policy and administration. Volunteers have the opportunity to make meaningful contributions to the Department's mission to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

ED offers internships in the fall, winter/spring, and summer. Typically interns are with the Department for eight to ten weeks (some can stay shorter or longer depending on circumstances). Read [more details about application timelines](#).

[ARMY RESEARCH LABORATORY POSTDOCTORATE FELLOWSHIP PROGRAM THROUGH OAK RIDGE ASSOCIATED UNIVERSITIES \(ORAU\)](#)

One year appointment, renewable up to a total of three years; continuing basis for recruitment Locations: Maryland locations

[HOMELAND SECURITY INTERSHIPS AND TRAINING OPPORTUNITIES](#)

The Department of Homeland Security offers a variety of prestigious scholarships, fellowships, internships and training opportunities to expose talented students to the broad national security mission.

[ALBERT EINSTEIN DISTINGUISHED EDUCATOR FELLOWSHIP PROGRAM](#)

U.S. Department of Energy (Office of Science)

Applications for the 2014-2015 are due December 4, 2013

CONTACT US

Note: Our office is moving to Building 1019...

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