



TECOM Connection



Learn more about Mr. Jamie Deets and the Civilian Development Program and Academic Development Program on page 6



Congrats!

Photographed: Rhonda Fortson and John Maykoski (President and CEO Graduate School USA)

[Certificate of Accomplishment in Program and Management Analysis](#)

Marine Corps Recruit Depot/Western Recruiting Region Adjutant Division, San Diego CA



Read more about the featured division on page 3

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TECOM CONNECTION MISSION

TECOM Connection is a bi-monthly newsletter that highlights professional development opportunities and training information of TECOM civilian employees and supervisors of civilians. TECOM Connection also aims to highlight various information for all TECOM employees, military and civilian, in order to enhance collaboration and communication across the workforce. We also hope to include professional articles, written by TECOM employees, to offer a venue to educate and promote discussion amongst the workforce on various professional topics.



Message to the Force 2017: “Seize the Initiative”

Excerpt from *CMC Message to the Force: “Seize the Initiative”* (Feb 2017)

**General Robert B. Neller,
37th Commandant of the
Marine Corps**

This message is an extension of my ongoing discussions with all of you. *It provides six resolutions for all of us to follow in 2017.* I expect all Marines to read this message and take action. I’m also directing all Commanders to discuss these resolutions and DC tasks within their units. These principles promote unity of action, increase tempo, and enable individual initiative. Every one of you must and will play a critical role in improving our Corps. *This is a team effort.* The Sergeant Major of the Marine Corps and I look forward to hearing your feedback. Your responses and actions will help guide our course into the future.

Where WE Need to Go: we have to continue to adapt, innovate, and change to meet future threats. We must always challenge the status quo and ask ourselves: Are we doing the right things? Are we doing them in the right way? What do we need to do differently? We need to approach our challenges with humility, an open mind, and a burning desire to win. To that end, we must all resolve to:

1) Improve readiness because we need more Marines and equipment ready to fight *now*.

- 2) *Modernize the force because our future readiness depends upon it.*
- 3) *Become smarter because your mind is your most important weapon.*
- 4) *Take better care of ourselves because combat is the most extreme and demanding test.*
- 5) *“Protect What You’ve Earned” because our success in battle depends upon teamwork.*
- 6) *Have more fun as Marines because it is a privilege to be part of this elite warfighting organization.*

Conclusion: All who have earned the Eagle, Globe, and Anchor have contributed to our reputation as the world’s most formidable, feared, and respected military organization. This is our sacred heritage. Every Marine must protect it and own a piece of our success. Never forget that we exist to defeat our nation’s enemies. *The American people expect their Marines to fight our Country’s battles and win—always. Victory is our legacy—in the past, now, and in the future.*

MARINE CORPS

INNOVATION

CHALLENGE

(Watch video of Maj Gen James W. Lukeman, Training and Education Command, and Sgt. Maj. Justin D. LeHew, Sergeant Major, Training and Education Command, discuss TECOM Innovation Challenge)

Beginning 1 March 2017, the CMC’s Innovation Challenge will be open for 30 calendar days (1-31 March 2017) to all U.S. Federal employees defined as U.S. military personnel and Department of Defense Non-bargaining unit, Appropriated Fund Civilians only. Submissions will be reviewed 3-28 April and TECOM will notify challenge winner (s) in May. Winner (s) will also have an opportunity to follow and participate in the potential implementation of their idea. Any submissions received after 31 March are ineligible.

Those who register to access this challenge site may either submit an idea or review other ideas to be inspired, vote for their favorite, or comment on other ideas. You are allowed to edit your response after you submit it (up until the closing day of the competition).

For more information, evaluation criteria, submitting, challenging incentives and more: Click on

[Marine Corps Innovation](#)

[Challenge](#)

Learn more about the

[MARINE CORPS](#)

[CHALLENGE](#)

FEATURED DIVISION

Marine Corps Recruit Depot/Western Recruiting Region Adjutant Division



The Depot Adjutant Team Members from left to right:
 LCpl Job Maldonado, Mrs. Cinthia Christopher, Dr. Hollie D.
 Kelly, Mrs. Amy Vance, Cpl Johnathan Hernandez, SSgt
 Sheyla Gonzalez, Mr. Donald Smith

Mission

The mission of the Marine Corps Recruit Depot/Western Recruiting Region Adjutant Division is to provide quality administrative support to the Depot, the Region, and our six subordinate commands in the accomplishment of their recruiting, recruit training, and installation management missions. The Depot Adjutant ensures timely and accurate service in the areas of General Correspondence, Files and Directives, Boards and Board Packages, Voting Assistance, Freedom of Information Act requests, Postal Operations, Serious Incident and Casualty Reporting, Personal and Unit Awards, and direct administrative support for the Commanding General's Office and the General Staff.

WORDS OF WISDOM and OTHER REASONS WE ENJOY WORKING AT MCRD SAN DIEGO

LCpl Job Maldonado – Words of Wisdom: Success is never truly achieved alone. Along the way there must have been mentors, rivals, and teachers that have, in some way helped you in your success. A favorite funny story of the Adj section would be dealing with the vermin that inhabit our historic building – the constant fear and disgust that some of my coworkers have against them is truly amusing! I like working on the Depot because it's a small, tight knit community, where it is nearly impossible not to know someone, even if you do not directly work with them.

Mrs. Cinthia Christopher – A funny story about our section was when Dr. Kelly was recording a voting message on the answering machine and told everyone to keep quiet - Ms. Vance decided to open a very loud, crunchy bag of chips in the middle of the recording. It was hilarious! I enjoy working at MCRD because of the amazing working relationship between the Marines and Civilians.

Dr. Hollie D. Kelly – Words of Wisdom: Make a positive difference in another's life or you are wasting your own. One of the reasons, I enjoy working at the Depot is the diversity – of thought, experiences, skill sets, cultures..... it all works to make our team stronger and more versatile. Having the opportunity to make a difference in the lives of these great team members is one of the highest privileges of leadership.

Mrs. Amy Vance – Words of Wisdom: Don't allow a bad day to follow you around – leave it outside the door. I enjoy working here because we get a lot of random phone calls, and every once in a while you get a nice person on the phone who just needs some help finding an old photo or record. They usually will share a little bit of background information and be so grateful when I point them in the right direction. Those calls are the ones that make the frustrating calls worth it. I love talking to the Marines of past generations.

Cpl Jonathan Hernandez – Words of Wisdom: Treat others the way you want to be treated! What I like best about working at the Depot is that you can easily flashback to when you were in those recruits' shoes. I look back and remember why I joined and how badly I wanted to become a United States Marine.

SSgt Sheyla Gonzalez – Words of Wisdom: Be the change you wish to see in the world. One of the funniest things at work is the fact that Mr. Myrick, our Deputy G-1 and a very serious looking person is the designated starter of all birthday songs! I enjoy working at the Depot because of the Western Recruiting Region, I get to provide administrative assistance to Marines that I may never meet.

Mr. Donald Smith - Words of Wisdom: A leader's mantra, "set goals, communicate goals, meet goals" – repeat; and what I like best about working at the Depot is the professional work environment and at times being able to witness first-hand the transformation process of the future of the Marine Corps (recruits).

TRAINING PAGE



SUPERVISORY TRAINING

TECOM Supervisor Training: “A Call to Action” was conducted on February 1 – 2 2017. National Defense Authorization Act (NDAA) 2010, Section 1113, requirement within 90 days of on-boarding and command/agency refresher training at least once every 3 years by initial date.

The course was opened by SES Dennis Thompson.

INDIVIDUAL DEVELOPMENT PLAN (IDP)

The Individual Development Plan:

- Is a document created by you and your supervisor to address training and career plans
- Serves as the “blueprint” for all short-term and long-term training and developmental actions which will enhance your performance and career goals
- Is a living document, and should be reviewed by you and your supervisor as changes are made
- Due to progress of your professional development and changes or revisions in career objects

Total Workforce Management Service (TWMS) click here: [MyIDP User Guide](#)

Create an IDP: <https://mytwms.navy.mil/>

HAZMAT/SIP TRAINING



Thanks to all Daly Hall personnel who received training & participated in this exercise!

Michael J. Blaine,
Mission Assurance Program
Manager

In order to determine if Daly Hall (Quantico, VA) had sufficient Shelter in Place (SIP) rooms for its personnel, the TECOM G-3/5/7 conducted two Hazardous Material (HAZMAT) / SIP training sessions during February.

The training discussed the daily HAZMAT threat facing MCBQ. The training also provided practical steps to address and mitigate the threat. Participation in Quantico Mass Note (QMS) was encouraged to be informed of emergencies. On 28 Feb 17 we conducted a HAZMAT / SIP exercise. ~105 Daly Hall personnel received training. ~ 110 personnel participated in the exercise. As a result of the exercise, we determined the optimal number of personnel for each SIP room and determined we need no additional SIP rooms.

The Daly Hall Evacuation & Emergency Action Plan is being modified to include lessons learned from this exercise. As a result of the exercise, we determined the optimal number of personnel for each SIP room and determined we need no additional SIP rooms. The Daly Hall Evacuation & Emergency Action Plan is being modified to include lessons learned from this exercise.

⇒ 1st TECOM HAZMAT/SIP EXERCISE

⇒ This type of training will be on the annual TECOM TEEP

⇒ Next year, move into rooms and begin sealing the rooms

If you need a refresher or did not take training, please use the link below:

Department of Labor/OSHA
[Shelter-in-Place](#)

TRAINING PAGE

2016 FEDERAL EMPLOYEE VIEWPOINT SURVEY (FEVS)

According to the OPM results showed that Civilian Marines are:

- Self-motivated, dedicated, and committed to the Marine Corps mission
- Highly satisfied with the respect and support they receive from supervisors
- Enjoy the work they perform and feel it is important

To learn more regarding survey and previous years results - click on [MANPOWER & RESERVE AFFAIRS \(CIVILIAN MARINES\)](#)

REMINDER - Don't forget your ANNUAL training!

FY17 List of Mandatory and Recommended Training. Click [here](#) to view a list for all employees, and mandatory/recommended training for Supervisors and Managers

TWMS ASSISTANCE & QUESTIONS - click [here](#)

CIVILIAN EMPLOYEE TRAINING AND CAREER DEVELOPMENT

The Secretary of the Navy sign out the revised [SECNAVIST 12410.25A](#) on December 12, 2016. The revised instruction includes new policy, responsibilities, and requirements for workforce development.

APPLICABLE TO ALL DON CIVILIAN EMPLOYEES

SHAREPOINT TRAINING

March 29th: Online SharePoint Training on Quick Launch Navigational Editing.
 April 13th: SharePoint Beginner-level Training.
 April 27th: Online SharePoint Training on Checking In/Out.
 May 11th: SharePoint Intermediate-level Training.
 May 24th: Online SharePoint Training on Columns.

LINKS:

Account Users: <https://vce.tecom.usmc.mil/SharepointTraining/default.aspx>
 Public Users: <https://vcepub.tecom.usmc.mil/SharepointTraining/default.aspx>

Contact: Kyle Gutierrez (SharePoint Trainer) Email: kyle.gutierrez.ctr@usmc.mil / Phone: (703) 784-0928

HROM-SPONSORED TRAINING

Civilians and their supervisors have easy access to free on-site training classes by the Human Resources and Organizational Management Branch (HROM). Classes are conveniently held at the Pentagon and MCB Quantico, and include soft skills training, pre-retirement workshops, supervisor training, and the Marine Corps Acculturation Program (MCAP).

[HROM Current Quarter Course Catalog](#)
[Training Registration Guide](#)

FREE MICROSOFT OUTLOOK TRAINING

Need more Outlook training in emails, text and images?

(Click on the link above)

HROM Corner



Jamie Deets

"I look forward to assisting you in the pursuit of professional excellence."

Civilian Leadership

Development Program (CLDP)

The CLDP is a volunteer program open to all civilians in all pay systems, except the Senior Executive Service (SES) who desire to enhance their leadership skills as the progress in their career field. Click on the heading link above to find additional information and to apply for the program.

Mentoring Program

Mentoring is an effective way to provide professional development and to enhance learning between colleagues at different levels and stages of their career. Click on the heading link above.

Academic Program

The ADP is a tuition assistance program for those active CLDP participants seeking an academic degree, professional license, or certification. Click on the heading link above.

My name is Jamie Deets and I am the Workforce Development Coordinator for Marine Corps Base Quantico. My primary responsibilities are for coordinating and executing civilian education and training programs for the Appropriated Fund Employee (APF) civilian workforce aboard Marine Corps Base Quantico. I am thrilled at the opportunity to help others in achieving their personal and professional development goals.

I am a retired Marine who spent 31 years on active duty. I thoroughly loved serving as a Marine so when the opportunity presented itself to continue serving the Corps as a civilian employee, I jumped at it. I've always enjoyed helping others to reach their goals and to capitalize on their talents. Today, those same opportunities exist, however I am now helping civilians vice uniformed Marines in achieving their goals.

I have several programs that are terrific opportunities for anyone interested in continuing their education. First and foremost, there's the Academic Degree Program (ADP). This is a tuition assistance program for APF employees who are looking to obtain a college degree or a professional certification. One special note is that if you are a veteran, you must have used your GI Bill benefits in

their entirety before being eligible for the ADP program.

The Centrally Managed Leadership Program offers employees from entry level all the way up to GS-15's and their equivalents the opportunity to participate in some dynamic leadership development programs. Some of these programs require long periods of absence from your primary position in order to complete the prescribed course.

For more information on these programs I recommend that you contact me at [Ja-mie.deets@usmc.mil](mailto:Jamie.deets@usmc.mil) or by phone at 703-784-3101. Additionally, you can find information on the MCB Quantico website at <http://www.quantico.marines.mil/Offices-Staff/G-1-Manpower/Civilian-Manpower-Management/>.

MENTOR MATCH

SERVICES ON TWMS

CLICK [HERE](#) TO VIEW MORE INFORMATION ON HOW TO REGISTER

White House Leadership Development Program (WHLDP)

White House Leadership Development Program (WHLDP) is a new one year leadership program targeted and restricted to HIGH performing career GS-15s (or equivalent). **LLI's DEADLINE for receipt of applications is **NLT MONDAY MARCH 27, 2017**.

REQ: **REQUEST WIDEST DISSEMINATION TO GS-15 OR EQUIVALENT CIVILIANS AND THEIR SUPERVISORS** Please disseminate this information AND request for nomination packages as appropriate or in compliance with TECOM's procedures.

NOTE: WHLDP is a full-time rotational assignment in the National Capital Region (NCR). And all candidates must leave their home command for the program duration. There is no tuition cost for the command; however, the program is non-reimbursable with each home command responsible for candidate's salary and benefits.

POC: Submit VIA EMAIL to patricia.williams1@usmc.mil AND candidates MUST Cc: nathan.g.taylor2@usmc.mil, NLT MONDAY, MARCH 27, 2017. Mr. Nathan Taylor of Headquarters Marine Corps Civilian Leadership Development Administrator Human Resources and Organizational Management can be contacted at Office: 703-697-7312 or 703-614-9088.

Gunny's Corner

(From SgtMaj to Management Analyst)



John Armstead and wife

I joined the Marine Corps in 1986, and after reaching the pinnacle of the enlisted rank, I retired in February 2015. I am from that great state of OHIO, the home of the NBA world champs, the Cleveland Cavaliers. The 2017 world champs, the Cleveland Indians, yes this year's champions. Let's not forget about THE Ohio State University. We will not discuss our professional football team off the shore of Lake Erie just yet.

I met my beautiful bride while stationed in Hawaii, and 27 years ago she made me the luckiest man alive by saying yes! We have are blessed with three kids, and seven grandkids ranging from 17 to 2. Our youngest son is a Marine Sergeant and a member of the TECOM team as well. He is currently serving at TBS as Floor Chief for H&S Company, Motor Transportation Platoon. Our oldest son is the Manager for GNC in Central Park, as well as the Senior Area Manager for Fredericksburg. When I'm not working, I enjoy volunteering coaching youth sports, and when the weather permits playing golf and riding my motorcycle.

I joined TECOM as a Management Analyst with the G-1, Military Affairs team on January 23, 2017. Prior to joining TECOM, I worked at Manpower Management Records and Performance Branch (MMRP) aboard Quantico. During my career my biggest reward was supporting and taking care of Marines, so when my opportunity to work for MMRP came available it was an easy decision. This time I would be able to continue supporting and taking care of Marine veterans. I am now fortunate to be a member of TECOM whose primary mission is to educate and train our Marines for today and any future battles the country may face. During the month that I have been here, I have met a lot of amazing people who proudly serve the Marine Corps. I look forward to getting to know everyone better overtime. Semper Fidelis!!!!

HELPFUL TIPS

[Military Skills Translator](#)
Match Military Experience to Civilian Jobs

[Tips on Transitioning from a Marine Who Knows](#)

[7 Secrets from Successful Military Career Transitions](#)

[How to Transition from Military to Civilian Work](#)

[Military Transition Checklist](#)

[Financial Checklist for Transitioning military members](#)

IMPORTANT ANNOUNCEMENT

ALMAR 008/17, Social Media Guidance

<http://www.marines.mil/News/Messages/Messages-Display/Article/1113849/social-media-guidance-unofficial-internet-posts/>

Marines who believe they have been subject to inappropriate online conduct and who would like to maintain their privacy are encouraged to report the misconduct to their chaplain or a Victims Legal Counsel. Other resources include the Chain of Command, NCIS, Local Law Enforcement, Inspector General, Equal Opportunity Advisors, Victim Witness Assistant Coordinators, Victim Advocates, Behavioral Health Counselors, and Military OneSource. Additionally, the Marine Corps DSTRESS Line 1-877-476-7734 provides anonymous phone and chat referral service available 24 hours a day, 7 days a week. Marines who have witnessed prohibited conduct should report the misconduct to their Chain of Command.

Chopawasmic Toastmasters Club

A Great Professional Development Opportunity for Marines and Civilians by Tammy Belk (President)

TESTIMONIAL ...

As Marines, whether you were initiated in boot-camp or the Officers Candidates School (OCS), we are thought to lead our fellow peers. Leaders that are timid in front of their peers however, aren't effective leaders. As a leader, you must be able to give speeches, give classes, and display confidence in front of their peers or the very Marines they are entrusted to lead. As the saying goes, "the number one fear of people is public speaking."

When I joined Toastmaster, I was not sure how much I will love it and what the program actually is. After few months, I came to love their idea and the fact that I am learning all for free! Toastmaster International is an educational organization that teaches communication, public speaking, and leadership skills. By joining the program, I have gained all that and much more. Not only will you be confident in speaking in front of crowd, but also the networking they presented. I met professionals from all walk of life, from former Marines to Special Agents.

To summarize it, Toastmaster thought me self-confidence. Their friendly environment also inspired me to meet many friends. And last, Toastmaster encouraged me to always be myself. I am grateful for the confidence, friendship, and encouragement that comes with being a member of Toastmaster. Due to Toastmaster, I am now an effective communicator.

Captain Glen Ankrah

~Chopawasmic Club 2635~



Toastmasters International was founded in 1942 and is a world leader in communication and leadership development. Our organization has more than 345,000 memberships. Members improve their speaking and leadership skills by attending one of the 15,900 clubs in 142 countries that make up our global network of meeting locations.

The world needs leaders. Leaders head families, coach teams, run businesses and mentor others. These leaders must not only accomplish, they must communicate. By regularly giving speeches, gaining feedback, leading teams and guiding others to achieve their goals in a supportive atmosphere, leaders emerge from the Toastmasters program. Every Toastmasters journey begins with a single speech. During their journey, they learn to tell their stories. They listen and answer. They plan and lead. They give feedback—and accept it. Through our community of learners, they find their path to leadership.

Toastmasters International Mission

We empower individuals to become more effective communicators and leaders.

Club Mission

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in

greater self-confidence and personal growth.

Also, this I recommend this club information from our website: www.choptm.org

HISTORY OF THE CHOPAWAMSIIC TOASTMASTERS CLUB AT QUANTICO

Among the many significant world events of the year, 1961 marked the chartering of the Chopawasmic Toastmasters Club. Toastmaster O. R. Whitelock, the Civilian Personnel Training Officer, recognized the need for an organization to promote public speaking. He held a meeting for all interested persons to discuss his ideas, and it was from this meeting that the Chopawasmic Toastmaster Club became a reality. Mr. Whitelock was subsequently elected the first Chopawasmic club president. The first meeting was held on March 24, 1961 and the club was chartered on August 24 of the same year. (A club could only become chartered after meeting the requirement of having 20 members.) Our club charter has the distinction of being signed by the founder of Toastmasters International, Dr. Ralph A. Smedley, and is one of the few active charters in existence which bears his signature.

A significant change of law occurred during the early 1970's. The United States government ruled that any type of organization on a government

MEMBERSHIP STARTS

For **MARINES & CIVILIANS**

April 2017 to Oct 2017

Website: www.chopm.org

Contact: Ms. Tammy Belk

(703) 432-7899

installation where members were voted into office could not discriminate against females as members. Chopawasmic took the initiative and wrote to Toastmasters International requesting a special dispensation to be allowed to change the club bylaws and Constitution so that women could become members. Ellen Dodd and Peggy Tignor joined together, and simultaneously became the first female members of Toastmasters. Peggy Tignor went on to become the first female president.

Another milestone for the Chopawasmic Club occurred when club member Barbara Geslock became the first woman in Toastmasters International to achieve the Able Toastmaster Award (ATM). This award is only given to Toastmasters who have earned a high level of competency in communication and leadership skills.

While our club is rich in heritage, it is only through the influx of new members that this history will be preserved. That is the reason we invite guests to our meetings and invite them to join our club. We tell them of the positive changes Toastmaster's has made in our individual lives, and ask them to experience learning with us in a friendly, supportive atmosphere. Chopawasmic Toastmasters provides a wonderful opportunity for personal growth that can truly change your life. Join us, as we continue to make Toastmasters' history!



Editor's Corner



A Recipe for Blossoming in the Work Environment

Spring is here and that means warmer and longer days. Sometimes we need a positive spring outlook as we move forward throughout the year in terms of our work environments. Consider this quick work/life recipe for success: *4 cups of self-control, 1/2 cup of compassion, 1 cup of humor, 3 cups of non-judgment, 1 bunch of outlook, 1 slice of ambition, 3 drops of encouragement and 1 pinch of noble eyes.*

Preparation:

1. *You always have a choice to control yourself*

Nobody can make you feel, say, or do something that you don't want. You are your own chef, therefore you are responsible for your actions.

2. *The only person that you can change is yourself.*

When you accept and change your behavior and/or thoughts, you can relate to others in a new fresh way. Trying to change others is a fruitless task, with dashed hopes and full of disappointment. So, don't waste your time or energy on this. We are all different people.

3. *At all times remember your goal.*

This will empower and provide strength, patience, and a clear point of view, helping you to act calmly and wisely. Set new goals as needed! If you don't like something - strive for a new goal. It's just that simple...note it may take awhile to reach it...just be patient.

4. *Give and Take - Open, Positive Communication and Empowerment*

Having a sense of positive cooperation and healthy competition. Attend at least one TECOM event and/or give in another way to show appreciation and participation. Meet a fellow coworker that you do not know and try to get to know them better. Help others outside the workplace— there are many volunteer opportunities available. Overall, simply be nice or don't say anything at all. It's just that simple.

5. *Work - life balance*

Empowering and setting clear boundaries between your professional and personal life. A healthy and harmonious work life balance will encourage productivity and a thriving work environment. Schedule times for your favorite hobby or event. Plan a special dinner for friends, family and/or fellow coworkers. Serves everyone! Works well... try it!

~ Terra Eiding, Editor

CONGRATULATIONS TO TERRY FLAGG !

Above and Beyond Award



Ms. Terry Flagg joined the Marine Corps team in 2004. Prior to joining the team, Terry started her federal government career as a Cooperative Office Education (COE) student trainee while in High School. Terry has worked with several DoD agencies, HQ, Military Traffic Management Command, Army Audit Agency and Defense Appellate Division as support staff and the Department of Agriculture where she worked as a Cartographic Technician. Terry currently has 23 years of federal government service. Terry is a graduate of George Mason University, earning a B.A. in Geography, and Liberty University, earning a M.A. in Human Services with a business concentration. She serves as the Scheduler for room reservations and Event Coordinator at Marine Corps University. Terry was presented the MCU Above and Beyond Award for consistent personal and professional excellence, and performance Above and Beyond that which was expected of an individual of her grade and experience. Terry is a native Virginian, married, and has three children. Terry has many hobbies and interests such as tennis, swimming, caving, quilting, and is an active member in the Gideon Auxiliary Fredericksburg Camp.