

MARADMIN 265/06

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MSGID/GENADMIN/CMC WASHINGTON DC MRA/MP//

SUBJ/CIVILIAN WORKFORCE DEVELOPMENT APPLICATION (CWDA) PHASE II
/DEPLOYMENT (CORRECTED COPY)//

REF/A/MSGID:DOC/USMC/15MAY2006//

REF/B/MSGID:DOC/USMC/26JUN1997//

REF/C/MSGID:DOC/USMC/29DEC1998//

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NARR/REF A IS SPECIAL EDITION CIVILIAN MARINE NEWSLETTER. REF B IS MARINE CORPS ORDER 12410.24, CIVILIAN LEADERSHIP DEVELOPMENT, REF C IS MARINE CORPS ORDER 12430.2, PERFORMANCE MANAGEMENT PROGRAM.//
GENTEXT/REMARKS/1. AS RECENTLY PROVIDED IN SUBJECT SPECIAL EDITION CIVILIAN MARINE NEWSLETTER, (REF A) THE CIVILIAN WORKFORCE DEVELOPMENT APPLICATION (CWDA) IS AN AUTOMATED TOOL THAT ASSISTS THE MARINE CORPS IN MANAGING WORKFORCE DEVELOPMENT ACTIVITIES AS IT CONTINUES TO PARTNER WITH DON IN TOTAL FORCE AND COMMUNITY MANAGEMENT INITIATIVES SUCH AS STRATEGIC PROFESSIONAL AND LEADERSHIP DEVELOPMENT AND COMPETENCY MANAGEMENT. THE LONG TERM VISION FOR CWDA IS TO INTEGRATE NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) INFORMATION FOR ORGANIZATIONAL MANAGEMENT AND DESIGN, AND WORKFORCE SHAPING.

2. WITH ITS ASSESSMENT PROCESS AND CAREER DEVELOPMENT ROADMAPS, CWDA CAN ASSIST IN MANAGING PERFORMANCE EXPECTATIONS DESCRIBED IN REF C, (E.G., DUTIES, RESPONSIBILITIES, AND COMPETENCIES REQUIRED BY POSITION AND EXPECTED CONTRIBUTIONS AND DEMONSTRATED COMPETENCIES OF AN EMPLOYEE OR ENTIRE WORKFORCE). OTHER BENEFITS OF CWDA INCLUDE:

A. THE OPPORTUNITY FOR THE EMPLOYEE, SUPERVISOR, AND MENTOR TO COLLABORATE AND TO HAVE NECESSARY DIALOGUE THROUGH THE STANDARD ASSESSMENT PROCESS.

B. A DOCUMENTED REPOSITORY OF TRAINING, DEVELOPMENT, AND ACCOMPLISHMENTS MADE THROUGHOUT THE YEAR THAT ALSO ASSISTS EMPLOYEES IN PREPARING FOR THEIR SELF-ASSESSMENT AT THE END OF THE PERFORMANCE APPRAISAL PERIOD.

C. THE ABILITY TO DEVELOP/PRODUCE AN INDIVIDUAL DEVELOPMENT PLAN (IDP) WITHIN CWDA TO CLOSE ANY COMPETENCY AND/OR PROFICIENCY GAPS AND SELECT AND TRACK WORKFORCE DEVELOPMENT ACTIVITIES IN THE FURTHERANCE OF PROFESSIONAL AND INDIVIDUAL CAREER GOALS.

3. WITH OPTIMUM PARTICIPATION, CWDA WILL ASSIST IN MANAGING OUR CIVILIAN LEADERSHIP DEVELOPMENT (CLD) PROGRAM AND WORKFORCE DEVELOPMENT RESOURCES MORE EFFECTIVELY REALIZING A SIGNIFICANT RETURN ON INVESTMENT. CONSEQUENTLY, ALL CLD PARTICIPANTS MUST ESTABLISH CWDA ACCOUNTS TO MANAGE THEIR PROFESSIONAL AND PERSONAL DEVELOPMENT.

4. REQUEST YOUR ASSISTANCE WITH WIDEST DISSEMINATION OF THE CWDA PHASE II DEPLOYMENT TO ENCOURAGE MAXIMUM PARTICIPATION BY ALL CIVILIAN MARINE EMPLOYEES AND SUPERVISORS. TO ASSIST YOU IN THESE EFFORTS, DESIGNATED CLD ADMINISTRATOR CONTACTS CAN BE FOUND ONLINE AT: WWW.MANPOWER.USMC.MIL/PORTAL/PAGE?PAGEID=278,1938401&DAD=PORTAL SCHEMA=PORTAL. THE CWDA PORTAL ALSO PROVIDES A VARIETY OF HELPFUL RESOURCES AND SUPPORT TOOLS FOUND AT: [HTTPS://CWDA.MANPOWER.USMC.MIL](https://CWDA.MANPOWER.USMC.MIL).

5. FOR FURTHER QUESTIONS, GUIDANCE, OR TO PROVIDE FEEDBACK, PLEASE

CONTACT OUR HELPDESK AT CWDA.HELPDESK@USMC.MIL OR HQMC CWDA
FUNCTIONAL MANAGER, MS. KAREN GILLASPIE, AT KAREN.GILLASPIE@USMC.MIL.

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