



***Welcome to HQMC
2020 Civilian Career
Development Information Forum***

Assistant Deputy Commandant for
Manpower and Reserve Affairs

Mr. Jeffery W. Bearor

February 2020





***Director of Civilian Human Resources
(DCHR)
SPECIAL INTEREST ITEMS***

Ms. Mylechia L. Smalls
DCHR
February 2020





DCHR SPECIAL INTEREST ITEMS



Civilian



Marines

- Defense Civilian Human Resources Management System (DCHRMS)
 - Replacing DCPDS July 2020 (subject to change)
 - What to expect
 - Training: course and materials being developed
 - Deadline to hold all recruit and non-recruit RPAs before deployment
- Recruiting Efficiencies
 - Promoting use of Standard PDs
 - What's an APT, and why should hiring managers use them
 - DoD announced changes to the Priority Placement Program (PPP)
 - DON, DASN CHR Recruitment Process Efficiencies dated 25 Feb 2019
 - ADC, M&RA Hiring Efficiencies Memo dated 4 Sept 2019
 - DCHR delegated approval authority for Reemployed Annuitant Appointment Appointments 11 Sept 2019
 - DCHR delegated approval authority to approve 180 day waivers 31 Oct 2019
 - Check out our website: <https://www.manpower.usmc.mil/civilianmarine>

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- Supervisor Training (TWMS)
 - 30 excellent online courses are available from TWMS
 - <https://mytwms.navy.mil/>
 - Go to “Online Training & Notices”
 - Click on “Online Supervisory Training”
- RPA Tracker
 - You can now see status on all open RPAs assigned to you by your HRO
 - Training on the tracker is available to you from your HRO
 - <https://mytwms.navy.mil/>
 - Go to “MyWorkforce”
 - Click on “Tools & Functions”
 - Choose “RPA Tracking & Billet Alignment”



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NOTIONAL TIMELINE

DEFENSE PERFORMANCE MANAGEMENT AND APPRAISAL PROGRAM (DPMAP) 2019-2020 APPRAISAL PERIOD

ACTION/EVENT	DATE
Start of 2020 DPMAP appraisal period	1 April 2019
Performance plan reviewed, approved, and acknowledged by employee	NLT 30 April 2019
Mandatory progress review completed (higher level review is optional); progress review must be acknowledged by the employee	1-31 October 2019
End of 2020 rating period	31 March 2020
Performance appraisal reviewed, approved, and acknowledged by employee	30 April 2020
Award recommendations submitted to Performance Award Review Board (PARB) Administrator along with appraisals (if any) required by the PARB	NLT 10 May 2020
PARB completes award deliberations	NLT 1 June 2020
Employees notified of award decisions	NLT 15 June 2020

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OTHER IMPORTANT DPMAP INFORMATION

ONE ANNUAL RATING	In most cases, there will only be ONE rating of record completed each year. Exceptions to this general rule include the requirement to complete an appraisal when a within-grade increase is due and the most recent rating of record does not support a determination to deny the within grade increase.
NARRATIVE APPRAISAL	If an employee or supervisor leaves the position/organization and there are more than 90 days left in the rating period, an annual rating is not completed. Instead, a narrative appraisal will be completed (no ratings assigned).
EARLY ANNUAL RATING OF RECORD	If an employee leaves the position/organization and there are less than 90 days left in the rating period, the rating official will complete an annual rating of record (provided the employee was under an approved performance plan for 90 days).
MODIFYING PERFORMANCE PLANS	Modifying a performance plan in the last 90 days of the rating period is generally NOT recommended.
NEW EMPLOYEE	If an employee comes on board and there is less than 90 days remaining in the appraisal period, the performance plan will be established for the next annual rating period; if more than 90 days remain, a performance plan will be established for the current rating period and the employee will be rated.

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- Federal Employee Viewpoint Survey (FEVS)
 - Annual measurement of employee workplace satisfaction
 - Responses help USMC direct employee engagement improvement efforts
 - My office developing guide for Commands
 - **Communicate results to workforce**
 - **Analyze local results; utilize findings to inform workforce initiatives**
 - 2019 Most positive employee responses indicate:
 - Employee know how their work relates to the organization's goals
 - Are willing to put in extra effort to get the job done
 - Indicate the work they do is important
 - Like the kind of work they do

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- 2019 Most negative responses indicate:
 - Pay raises do not depend on how employees perform their jobs
 - Lack sufficient resources to get the job done
 - Steps are not taken to deal with poor performers
 - FEVS results are **NOT** used to make my workplace better
- 2019 Results published to our website at:
<https://www.manpower.usmc.mil/CWPD>

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- OCHR HR info systems will be offline from 26 Feb until 15 Mar for server relocation, impacting:
 - GRB Platform - Benefits system
 - HRLink – Civilian HR reporting, metrics, dashboard, and extracts system
 - Icomplaints – EEO’s Complaints Tracking system
 - NEAT – EEO’s Reasonable Accommodations system
- Total Workforce Management Services (TWMS)
 - Offline from 28 Feb until 09 Mar for cloud migration (including RPA Tracker and Pre-Recruitment Management Tool).



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- HR Classification Training → 3 – 5 March 2020
- Training, Education, and Professional Development Symposium → 18 - 22 May 2020
- HR Training Forum → 25 - 27 August 2020



QUESTIONS?



2020 Civilian Career Development Information Forum

Presented by MPC-30
and the
Communities of Interest



Prepared by Jim Hilton & Nate Taylor, 703-784-9393
MPC-30, M&RA, HQMC

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We're here to inform you about your career development opportunities...



- **We will start by talking about:**
 - **Career Planning**
 - **Career Tracks**
 - **Civilian Workforce Development Framework**
 - **Civilian Workforce Strategic Plan**
 - **Marine Corps Acculturation**
- **Then we will discuss a few specific programs and activities available to assist you in achieving your goals:**
 - **Self-assessments**
 - **Academic Degree, Academic Courses, and Certifications**
 - **Leadership Development**
 - **Individual Development Plan**
 - **Mentoring**



Is Your Career by Design or by Default



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✓ What is it?

Career planning is the ongoing process where you: Explore your **interests and abilities**; Strategically plan your **career goals**; and Create your future work success by **designing learning and action plans** to help you achieve your goals

Career Planning Requires:

✓ Thought

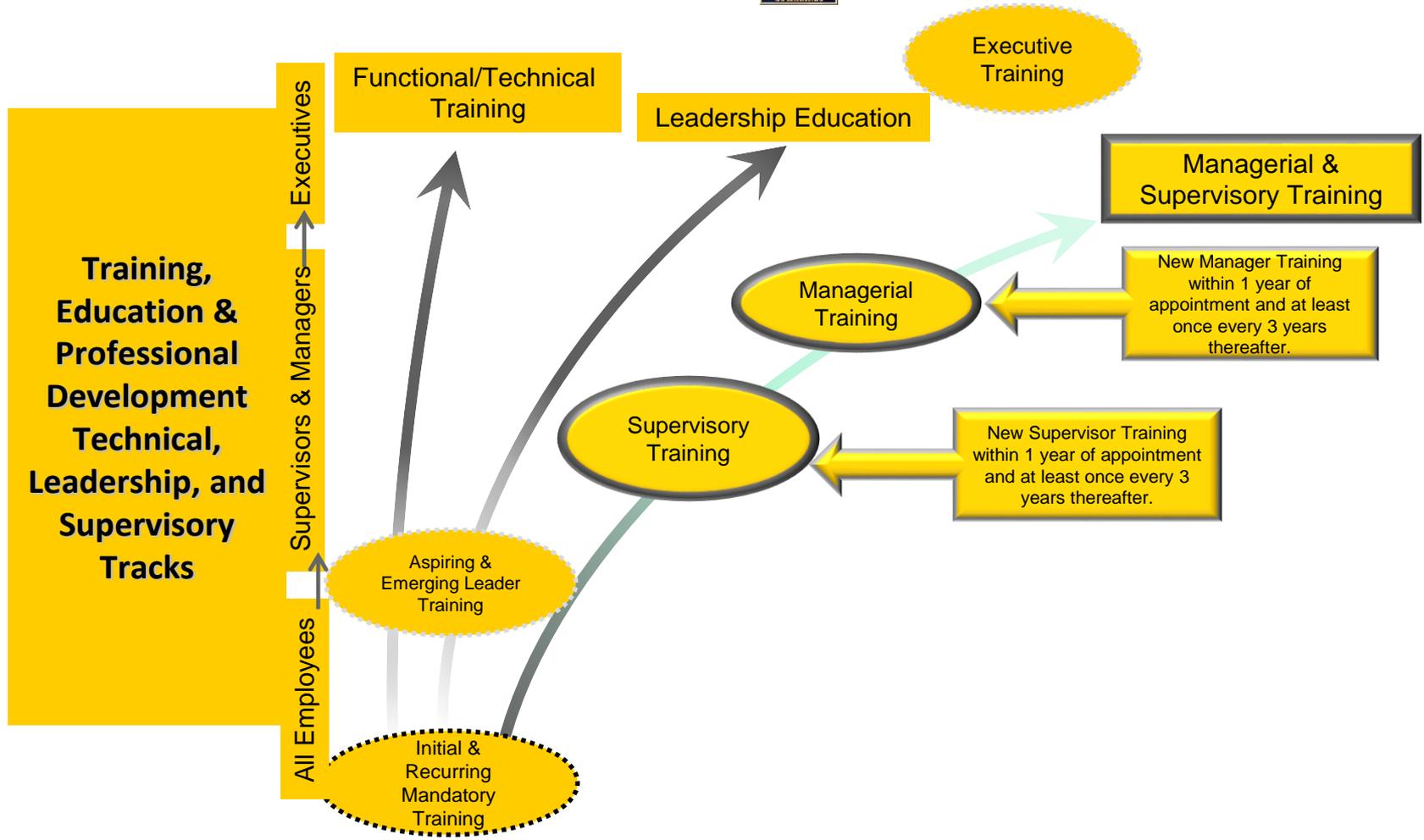
✓ Effort

✓ Cultivation





Career Trajectory





Civilian Development Framework



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DON CIVILIAN WORKFORCE DEVELOPMENT FRAMEWORK				
	Entry <i>Technical</i> <i>Lead Self</i>	Journeyman <i>Tactical</i> <i>Lead Teams/Projects/People</i>	Expert <i>Operational</i> <i>Lead Organizations/Programs</i>	Executive <i>Strategic</i> <i>Lead The Institution</i>
DoD Leadership Competencies <i>Enterprise Perspective</i>	Flexibility, Resilience, Continual Learning, Service Motivation, Computer Literacy, Integrity/Honesty, Customer Service, Problem Solving, Technical Credibility, Interpersonal Skills, Oral Communication, Written Communication and Mission Orientation	Entry Level Competencies plus: Team Building, Accountability, Decisiveness, Influencing/Negotiating, DoD Mission and Culture, Human Capital Management, Leveraging Diversity, Conflict Management, Developing Others, DoD Corporate Perspective, National Security Foundation	Journeyman Level Competencies plus: Technology Management, Financial Management, Creativity and Innovation, Partnering, Entrepreneurship, National Defense Integration, National Security Environment	Expert Level Competencies plus: Vision, External Awareness, Strategic Thinking, Political Savvy, Global Perspective, National Security Strategy Executive Core Qualifications: Lead People, Lead Change, Results Driven, Building Coalitions, Business Acumen, Enterprise-Wide Perspective
Business Competencies <i>Foundational to Leadership</i>	~ Budget Basics ~ HR Basics ~ Contracting Basics ~ Project Management ~ Data Analytics ~ Program Management ~ Continuous Process Improvement			
Supervision	Complete the <i>Critical Transitions</i> Online course to help determine if Supervision is right for you. Available on TWMS at : https://twms.navy.mil/			
Technical Competencies <i>Functional Communities</i> • Adapted from OPM proficiency scale definitions	<ul style="list-style-type: none"> Applies technical competency in simplest situations Requires Guidance 	<ul style="list-style-type: none"> Applies technical competency in difficult situations Requires only occasional guidance 	<ul style="list-style-type: none"> Applies technical competency in exceptionally difficult situations Serves as key resource to others 	<ul style="list-style-type: none"> Demonstrates technical credibility
Education & Professional Certifications <i>As Applicable</i>	Entry into a career field can be facilitated by a degree. Bachelor's Degree ~ Master's Degree ~ Post Graduate Education Enhance your understanding of the War Fighter's mission through various Professional Military Education opportunities.			
Experience	Gaining breadth of experience, either through work in different career fields or by working at different levels (e.g. field activity, headquarters, secretariat, DoD, and other agencies) can provide invaluable perspective.			
	Focus on Developing Technical Credibility/Proficiency	Focus on Developing Advanced Technical Breadth or Depth – 1 st Level Supervision	Focus on Developing Organizational Breadth – 2 nd Level Supervision	

TECHNICAL KNOW HOW – PROFESSIONALISM – LEADERSHIP



Is there a plan for Civilian Marines?



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General David H. Berger
38th Commandant
of the
Marine Corps

Commandant's Planning Guidance

“I believe in my soul that Marines are different. Our identity is firmly rooted in our warrior ethos. This is the force that will always adapt and overcome no matter what the circumstances are. We fight and win in any clime and place.”

“We cannot afford to retain outdated policies, doctrine, organizations, or force development strategies.”

Five Priority Focus Areas:

Force Design

Warfighting

Education and Training

Core Values

Command and Leadership

“The Marine Corps will be trained and equipped...”



What's my role with the Marine Corps?



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- The Marine Corps is unique, steeped with tradition and professionalism
- General Krulak, 31st Commandant of the Marine Corps (CMC) first referred to civilian workforce as “**Civilian Marines**” in White Letter 01-99
- In ALMAR 005/03 General Hagee, 33rd CMC established the **Civilian Marine Service Pin**
- In 2004, the **Marine Corps Acculturation Program** was developed to teach new civilians about Marine Corps:
 - History
 - Culture
 - Organizational Structure
- Acculturation helps us understand the important role of Civilian Marines as part of the Total Force
- At the end of every course attendees receive a Civilian Marine Service Pin



So ... how do I begin designing my career?



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Talk with your Supervisor
Assess your Skills
Identify your Goals

Identify training that:

- Improves skills
- Helps you reach Career Goals



Think about...

- ... furthering your education
- ... developmental assignments



When it comes to planning for your development...

“The sky’s the Limit”

So...how do I assess my current skills and abilities?



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WORKFORCE DEVELOPMENT FACT SHEET

Civilian Workforce Self-Assessment Tool

Do you want to develop the tools needed to succeed in your career?

What is a self-assessment?

A self-assessment is a way to learn about yourself by gathering information about your work-related values, interests, personality type, and abilities. A typical assessment is a questionnaire that enables you to determine your individual strong points, needs, and provides information on a specific aspects of your work-related values, such as talents, interests, or beliefs.

Why use a self-assessment?

A self-assessment is a key step in guiding your career development and growth plans. It's your opportunity to reflect and articulate your values, interests, abilities, and personality preferences. Your responses will be the criteria you use to evaluate the pros and cons of different career paths and jobs. Utilizing a variety of assessments will help you put together all the pieces of your career plan and assist with your self-directed learning to get you there.

Is there an automated self-assessment tool for me to use?

Yes, the civilian workforce has access to utilize a confidential online self-assessment application by a leading industry vendor, HRD Press. The application, has 24 separate assessments, grouped into the following focus areas; Leadership, Managing People & Task, Managing Self, Communications, Change Management, and Customer Focus.

How do I access the self-assessments?

Simply visit the Civilian Workforce Development portal at <https://www.manpower.usmc.mil/wfd> to select one or more of the focus areas.

- *What is a Self-Assessment...*
 - A way to learn about yourself*
 - Work-related values, interests, abilities, and personality type*
- *Why use a Self-assessment...*
 - Enrich your career path by assessing, planning, and developing your critical skills*
 - Helps to determine strengths and developmental needs*
- *Is there a tool for me to use...*
 - Online and are available to all civilian Marines*



Request Participation



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1. Go to <https://www.manpower.usmc.mil/wfd> to Request Access
2. Complete the Request for Access Email
3. Send the Email to MPC30@usmc.mil
4. 26 separate assessments
5. Six focus areas

USMC Pilots a New Self-Assessment Capability

A self-assessment is a necessary step in personal and professional development because it allows you to develop internal diagnostics, feelings of empowerment, and a sense of control in your life. After assessing yourself, you can identify areas and skills you want to strengthen or improve, and determine how to seek out professional development activities to address those areas. In order to provide Civilian Marines with the opportunity to perform meaningful self-assessments, MPC has established the Civilian Workforce Professional Development Assessment Program (CWPDAP) pilot as announced in [MARADMIN 446/17](#).

To request access to one of the six self-assessment focus areas, send an email by clicking on the corresponding links below.

- [Leadership Assessment](#)
- [Customer Focus Assessment](#)
- [Change Management Assessment](#)
- [Communications Assessment](#)
- [Managing People & Tasks Assessment](#)
- [Managing Self Assessment](#)

Refer to the [CWPDAP User Guide](#) for more information.



Do you want to get a degree? A certification?



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- Identify goals (Associates, Bachelors, certification, etc.) and courses on your Individual Development Plan (IDP)... Which can lead you to the Academic Degree Program (ADP)
- Take an assessment
- Register for mentoring
- Submit request (SF 182) for approval 60 days prior to course
 - Funded courses must support the work you do
- Supervisor must approve each request



One day I would like to lead...The Leader Development Continuum



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DoD Civilian Leader Development Continuum



Deliberate development through progressive learning opportunities (education, training, self-development, assignments) that broaden experience and increase responsibility.



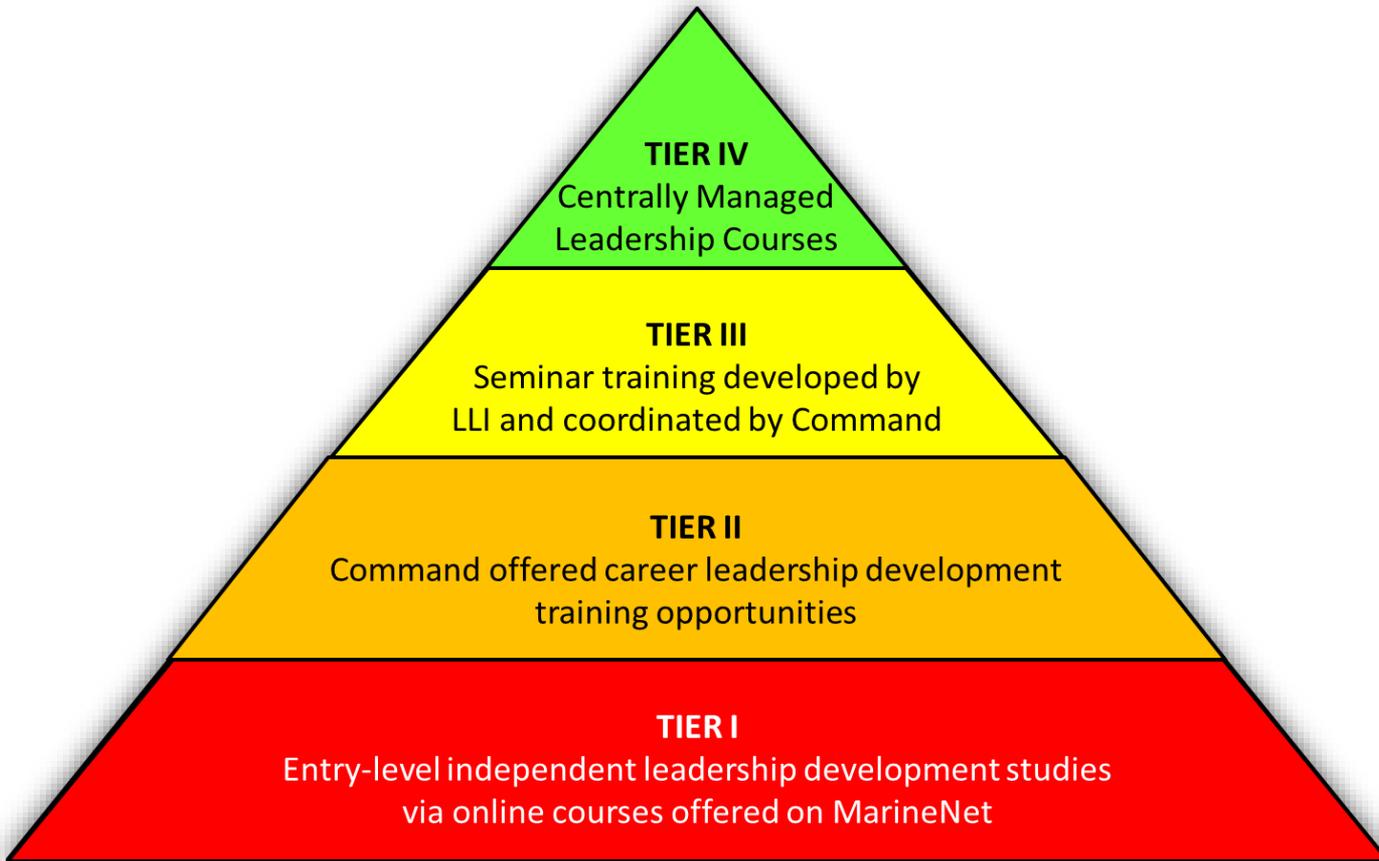
Marine Corps Civilian Leadership Development: The Four Tiers



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Tier IV: Centrally Managed Courses



- Aspiring Leader Program (GS 4-6)
- New Leader Program (GS 7-11)
- Executive Leadership Program (GS 11-13)
- Executive Potential Program (GS 13-15)
- Defense Civilian Emerging Leader Program (GS 7-12)
- Defense Senior Leader Development Program (GS 14-15)
- Dwight D Eisenhower School (GS 14-15)
- Executive Leadership Development Program (GS 12-14)
- Federal Executive Institute (GS 15)
- Capitol Hill Fellowship Program (FELLOWS) (GS 13-15)
- Seminar XXI (GS 14-15)
- White House Leadership Development Program (GS 15)
- Excellence In Government Fellows Program (GS 14-15)
- Navy Capitol Hill Workshop (GS 11 and above)
- Bridging The Gap Leadership Development Program



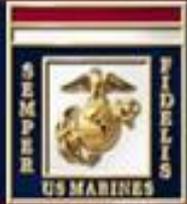
Your Career Roadmap



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MyIDP *Individual Development Plan (IDP)*

If you have access to a computer, use the MyIDP online tool located on the Total Workforce Management Services (TWMS) . Go to our website to review the user guide:

<https://www.manpower.usmc.mil/TWMS>



MyIDP

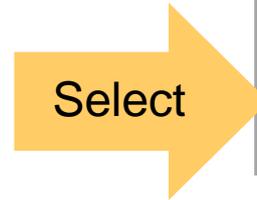


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1. Go to <https://twms.navy.mil> to access My IDP module
2. Complete your IDP 1-30 April each Calendar Year
3. Supervisor approve NLT 30 April
4. Periodically revisit with supervisor...”living document”



Tools/Actions:
Daily Muster
Employee Locator
Online Training & Notices
SAAR-N/DD-2875
Event Notification Service
SF182 Training Request
IPMS
Mentoring
DD577
My IDP
VSIP/VERA Survey

Is there someone that can help me develop?



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Mentors and Coaches

- Experts and Leaders outside your office
- Can help improve your technical and leadership skills
- Can make introductions and grow your network

But how do you find them?

Introducing Mentor Match Services (MMS)

- Online registry of talented individuals
- Technical and leadership expertise throughout the Marine Corps and the Department of the Navy.
- Anyone looking for a Mentor or Coach can register
- Online registry is searchable by both Mentors and Mentees



MMS is available to anyone with a Common Access Card (CAC) at <https://mytwms.navy.mil>

FIND OUT MORE AT: <https://www.manpower.usmc.mil/mentoring>



Putting it all together: Make your Career by Design



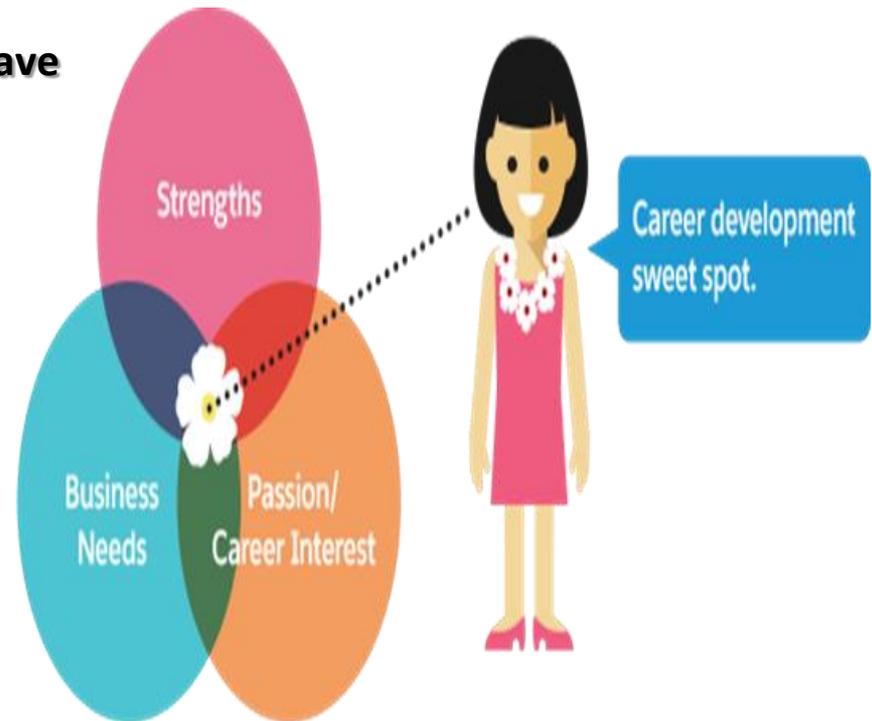
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➤ It's All About You!

- To be powerful, Focus on the one Factor you **ALWAYS** have control: **You**
 - Do as much as you can
 - Within whatever limitations you have
 - As well as you can
 - Wherever you are
- You control your
 - Thoughts
 - Words
 - Actions
- You are responsible for your
 - Attitude
 - Commitment
 - Time
 - Effort
 - Ideas



So who at my Command can answer career development question(s)?



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Lejeune
Leadership
Institute

M&RA
(MPC-30)

MCAGCC Twentynine Palms
SMBPLMSHROTRAINING@
USMC.MIL



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Questions/Comments



Communities of Interest

Nate Taylor
USMC COI Integrator



Prepared by Jim Hilton & Nate Taylor, 703-784-9393
MPC-30, M&RA, HQMC

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COI Program



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USMC Civilian Community Management

- MCO 12410.25
- Establish communities based on similar work and job series
 - Led by a Senior Executive
 - Managed by Senior Technical expert from the community
- 19 Designated Communities of Interest (APF/NAF)

Understand the needs of the community

- Perform annual community assessment
- Establish a Vision and Strategic Direction for the Community
- Enhance Community Capabilities

Activities

- Identify technical competencies
- Provide technical training opportunities
- Develop career roadmaps
- Assist community members with career management decisions



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCO 12410.25
MPC
JUL 25 2014

MARINE CORPS ORDER 12410.25

From: Commandant of the Marine Corps
To: Distribution List

Subj: CIVILIAN COMMUNITY OF INTEREST PROGRAM

Ref: (a) Section 1122 of Public Law 109-163, "National Defense Authorization Act" for Fiscal Year 2006, January 6, 2006
(b) DoD Directive 1400.25, Volume 250, "Civilian Strategic Human Capital Planning (SHCP)," November 25, 1996
(c) 2012 USMC Civilian Workforce Strategic Plan
(d) DoD Instruction 5000.66, "Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program," December 21, 2005
(e) SECNAV M-5210.1
(f) MCO 12250.2
(g) MCO 12410.24
(h) MARADMIN 393/13
(i) SECNAVINST 12273.1A
(j) SECNAV M-5214.1

Encl: (1) Marine Corps Civilian Community of Interest Guide

Report Required: COI Funding Expenditure Report (Report Control Symbol EXEMPT) Encl (1), Chap 4, par. 4

- Situation. To update policy for the Civilian Community of Interest (COI) program and assign responsibility for complying with civilian strategic human capital planning requirements in accordance with the references.
- Cancellation. CMC Message 242117Z of August 2001 and MARADMIN 422/09
- Mission. To execute civilian community management policy requirements, objectives, and responsibilities to support United States Marine Corps (USMC) Strategic Human Capital Management

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Organizational Structure



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- ADC M&RA
 - Provides direct oversight and management functions for the COI Program
- Civilian Workforce Management Branch (MPC-30)
 - Provides framework, tools, procedures, and resources
 - Integrator for DoD and DON community management
- COI Leader: Sr. leader w/vested interest in representing a functional community
 - Provide oversight and guidance for their respective COI
 - Promote community-wide strategic vision and goals
 - As applicable, coordinate with DoD/DON Functional Community Managers
- COI Manager (Action Officer)
 - Perform planning, programing, and budget execution for the community

COI	2020		
	APF	Non-GS	Total
ADMINISTRATION	1,758	793	2,551
COMMUNITY SUPPORT	368	5,384	5,752
CONTRACTS	401	76	477
EDUCATION	456	2,275	2,731
ENVIRONMENTAL	370	0	370
FACILITIES	1,759	1,109	2,868
FINANCIAL	1,103	333	1,436
HUMAN RESOURCES	681	189	870
INFORMATION TECHNOLOGY	2,072	308	2,380
INTELLIGENCE	238	0	238
LEGAL	157	7	164
LOGISTICS	3,753	484	4,237
MGMT & PROGRAM ANALYSIS	1,242	105	1,347
PROFESSIONAL ANALYST	115	2	117
PROGRAM MANAGEMENT	165	0	165
SAFETY & OCC HEALTH	262	16	278
SCIENCE & ENGINEERING	456	6	462
SECURITY & EMER. SERVICES	2,500	126	2,626
VISUAL INFOR. & PUBLIC AFFAIRS	210	70	280
zMISC COMMUNITY	490	155	645



Foundational Skills Training (FST)



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MARADMIN 013/16:

- Announced Foundational Skills Training
- Established enterprise-wide common skills training in 5 Categories:
 - 1) Communication
 - 2) Project Management
 - 3) Information Technology
 - 4) Business Functions
 - 5) Personal/Professional Management Skills

- Service is provided by Industry leader in Web-based training,
<https://www.Linkedin.com>
 - Training provided by industry leaders, professors, etc.
 - Access on demand via Computer or Mobile device
 - Access to 7,400 plus courses in a variety of occupational disciplines



FST: LinkedIn Learning



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- Administration
 - [Website](#)
 - Phone: (703) 697-7310
 - [Send email to COI Manager](#)
 - Series - 0301, 0303, 0304, 0305, 0309, 0318, 0322, 0326, 0341, 0342, 0382
- + Community Support
- + Contracts
- + Education and Training
- + Environmental
- + Facilities
- + Financial
- + Human Resources
- + Information Technology Management

- + Intelligence
- + Legal
- Logistics
 - [Website](#)
 - Phone: (571) 256-7132
 - [Send email to COI Manager](#)
 - Series - 0346, 0856, 1150, 1152, 1670, 1910, 2001, 2003, 2005, 2010, 2030, 2032, 2050, 2101, 2102, 2130, 2131, 2135, 2144, 2150, 2152, 2601, 2602, 2604, 2606, 2610, 2854, 3414, 3416, 3701, 3703, 3705, 3711, 3801, 3806, 3809, 4255, 4701, 4737, 4840, 5413, 5423, 5701, 5703, 5704, 5705, 5716, 5725, 5786, 5801, 5803, 5806, 5823, 6901, 6904, 6907, 6910, 6912, 8255, 8852
- + Management and Program Analysts
- + Professional Analysts
- + Program Management
- + Safety and Occupational Health
- + Science and Engineering
- + Security and Emergency Services
- + Visual Information and Public Affairs

1. Go to <https://www.manpower.usmc.mil/COI>
2. Select your COI and contact your COI Manager to Request Access
3. Complete Registration within 24 hours of Account
4. Complete Required Foundational Skill Training
5. eMail: MPC30@usmc.mil



Unlimited Access

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Learn from industry experts who are passionate about teaching.

Learn Anywhere

Switch between your computer, tablet, or mobile device.



Civilian



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“COI Manager Introductions”



COI Managers



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Managers POC List

Community of Interest	Position	Name
Administration*	Manager	Edward Mosley Jr.
Community Support	Manager	Bryant Carthan
Contracts	Manager	Kimberly Fernandez
Education & Training*	Manager	Ronnette Parks
Environmental	Manager	Craig Sakai
Facilities	Manager	Eric Odderstol
Financial	Manager	Taisha Wahab
Human Resources*	Manager	Mylechia Smalls
Intelligence	Manager	Emily Jackson
IT/IM ICS*	Manager	Alfredo Rodriguez
Legal	Manager	Terri Handy
Logistic*	Manager	Robert Canady
Management and Program Analysis*	Manager	Marlin Stevenson
Professional Analyst	Manager	Al Sawyers
Program Management	Manager	Terre Conte
Safety & Occupational Health*	Manager	Kara Mbuko
Science & Engineering Services	Manager	Karrin Felton
Security & Emergency Services*	Manager	Maceo Franks
Visual and Public Affairs	Manager	Glen Lollar
Miscellaneous*	Manager	Nate Taylor



Administration (COI)



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Admin COI Leader: Mr. Steven Grozinski

COI Manager: Mr. Edward Mosley

Mission: *Develops a systematic process for Civilian Marines to identify technical and behavioral competency requirements, training opportunities, and mentoring partnerships that support career development.*

Vision: *To encompass an innovative and adaptive administrative team dedicated to workforce excellence.*

Goals

- I. Align training and development with competencies
- II. Provide opportunities to enhance analytical skills
- III. Increase ability to organize effectively for efficiency and process improvement

Initiatives

- i. Determine desired capabilities of today's administrator within the workforce
- ii. Research developmental options that are targeted for the community, provide meaningful learning, and are cost effective
- iii. Create a collaborative platform where members of the Administration community can obtain information and developmental opportunities in a shared environment

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Community Support COI



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Marines

COI Leader: SES Ms. Marie Balocki

COI Manager: Mr. Bryant Carthan

Mission: *Invest in the personal and professional career development of the Community Support COI*

Vision: *The community of continued growth*

Goals

- I. LDP Alignment to Career Goals
- II. Develop Targeted Competencies w/CEU credentialing
- III. Develop Curriculum

Initiatives

- i. Course Offerings Increased and Extended to More Employees
- ii. Difficult Conversation, Conflict Resolution, Art of Influencing Others, etc.
- iii. Facilitation Certification



Contracts



Civilian



Marines

COI Leader: SES Mr. Jamie Thompson

COI Manager: Ms. Kim Fernandez

Mission: The Contracts COI develops and manages processes and strategies that help provide and promote individual career growth across the contracting workforce. Contracting expertise is essential in order to procure quality goods and services for the Marine Corps.

Vision: The Contracts COI vision is to create a consistent, motivated and highly skilled community of contracting professionals capable of turning requirements into quality supplies and services in support of the USMC, through sound business decisions while executing fiduciary responsibility with honesty and integrity.

Goals:

- I. Continue to provide professional training opportunities across the contracting community
- II. Conduct community outreach to identify any training shortfalls or hidden opportunities
- III. Foster stakeholder partnerships with the Contracting Community leaders in order to achieve mutually beneficial outcomes
- IV. Provide community advocacy and workforce management

Initiatives:

- i. Section 852 Defense Acquisition Workforce Development Funds (DAWDF Funding): DAWDF funding is available for individual classroom/online training, in the pursuit of the 24 hour semester credit hour (business/business-related) requirement (for DAWIA Certification; formal degrees, contract competency certification, and contracting expertise advancement).
- ii. COI funding – Funding provided for Civilian group training (Military may also participate)– FY20 funding will be distributed to the Regional Contracting Offices (RCOs), NLT 2/29/2020– you may contact the Contracting COI Manager if additional funds are needed

UNCLASSIFIED



Education & Training



Civilian



Marines

COI Leader: SES Mr. Anthony Greco

COI Manager: Vacant

Mission: *To provide every Education & Training Community of Interest member with the opportunity to continue to learn and reach their potential, to lead fulfilling and productive careers, and to contribute positively to the mission of the Marine Corps by enabling each of his or her constituents to fully maximize their talents, imagination, skills and character.*

Vision: *Successful, skilled, and innovative education workforce*

Goals:

- I. Revitalize commitment-oriented and motivated community to improve mission capacity, feedback, technical knowledge, skills and abilities
- II. Encourage participation for networking, on-the-job training, mentoring, and the use of Individual Development Plans
- III. Provide opportunities to enhance skills

Initiatives :

- i. Utilize the data received from the recent Education & Training COI Needs Assessment to provide training opportunities and address future needs of the community
- ii. Stand-up E&T Advisory Group, will be soliciting for board members from the various occupational series
- iii. Coordinate continuous learning and awareness community culture via forums/VTC/Telecon such as “Coffee with COI Leader”
- iv. Rename and update the newsletter including input from community members



Environmental COI



Civilian



Marines

COI Leader: SES Dr. Todd Calhoun

COI Manager: Mr. Craig Sakai

Mission: *The Environmental COI develops and sustains a superior environmental workforce by supporting professional growth and training personnel to match capabilities with existing and emerging requirements.*

Vision: *The Environmental COI provides a superior workforce that ensures, enhances, and sustains the Marine Corps mission and quality of life through sound stewardship of air, land, and sea resources.*

Goals

- I. Build and sustain professional development across the COI
- II. Increase awareness and engagement across the COI
- III. Ensure access to training for the COI members
- IV. Implement succession planning for the COI

Initiatives

- i. Publish career roadmaps for each occupational series within the community
- ii. Develop Individual Development Plan templates
- iii. Develop position description templates for key occupational series
- iv. Update and publish an Environmental Training Course Catalog



Facilities COI



Civilian



Marines

COI Leader: SES Dr. Todd Calhoun

COI Manager: Mr. Eric Odderstol

Mission: *The Facilities COI develops and sustains a superior facilities workforce by supporting professional growth and training personnel to match capabilities with existing and emerging requirements.*

Vision: *The Facilities COI provides a superior workforce that manages the planning, design, construction, maintenance, and operations of Marine Corps installations as resilient right-sized platforms to generate force readiness.*

Goals

- I. Build and sustain professional development across the COI
- II. Increase awareness and engagement across the COI
- III. Ensure access to training for the COI members

Initiatives

- i. Develop Facilities Training Catalog
- ii. Publish Career Roadmaps for each occupational series
- iii. Evaluate Career Resources (IDPs, PDs)



Financial



Civilian



Marines

COI Leader: SES Mr. Edward Gardiner

COI Manager: Ms. Taisha Wahab

Mission: *The Financial Management Community of Interest exists to build an agile workforce responsive to the Marine Corps' financial management requirements in support of operational forces. Our community will use competency-based criteria to identify the training and experience required within the Financial Management (FM) community. We will promote professional development, technical competency and ethical behavior to provide the Corps with Marines, equipment, and training.*

Vision: *The FM COI encompasses professionals that serve as experts in planning, programming, budgeting, and executing fiscal resources for the Marine Corps both today and in the future. We uphold Marine Corps values of honor, courage, and commitment by executing our fiduciary responsibilities with honesty and integrity. We are the stewards of the United States Marine Corps' financial resources.*

Goals:

- I. Build and sustain professional development across the community
- II. Streamline overhead, eliminate waste, and improve business processes to ensure the community is operating in an accountable and modern business environment
- III. Achieve a consistent, motivated and highly skilled community
- IV. Strive for every FM member to be certified in the DoD FM Certification Program
- V. Expand opportunities in FM career progression training courses
- VI. Improve systems, business processes and internal controls across all functional areas to achieve an unmodified audit opinion



Human Resources



Civilian



Marines

COI Leader: SES Mr. Jeffery Bearor

COI Manager: Ms. Mylechia Smalls

Mission: *Develop and empower the technical capacity of the Human Resources community*

Vision: *Have a highly trained and fully engaged community of professionals recognized by customers as leading experts in their field.*

Goals

- I. Improve communication and networking
- II. Provide strategic learning to close critical skill gaps

Initiatives

- i. Promote increase use of online training tools
- ii. Fund training opportunities for targeted competencies (Classification and Qualification)
- iii. Increase use of the HR COI website, online discussion forums, and emails to open dialogue, increase crosstalk, and promote available developmental opportunities

UNCLASSIFIED



Information Technology Management/Cybersecurity



Civilian



Marines

COI Leader: SES Mr. Ken Bible

COI Manager: Mr. Alfredo Rodriguez

Mission: *The ITM/CS Community of Interest mission is to create a working environment to attract and retain the best and brightest talent to support and develop a professional and sustainable ITM/CS Civilian Marine workforce.*

Vision: *The ITM/CS Community of Interest vision is to achieve a professional, highly skilled and motivated ITM/CS Civilian Marine workforce recognized as integral to the accomplishment of the USMC mission.*

Goals

- I. Extend operational reach across the community
- II. Invest in tools that provide the latest technical instruction
- III. Implement strategies that provide career path options
- IV. Invest in mobile training efforts to deliver support to the foxhole
- V. Re-shape recruitment and staffing practices to bring a diverse and highly skilled workforce

Initiatives

- i. DoD 8140 Shaping efforts
- ii. Latest Industry web based training and support
- iii. Competency Model Development



Intelligence



Civilian



Marines

COI Leader: SES Mr. Steve Ramp

COI Manager: Ms. Emily Jackson

Mission: *The mission of the Intelligence COI is to develop a workforce possessing the aptitude, training, education, and experience to understand the threat environment and provide Commanders with information, resources, and analysis needed to make sound and timely decisions.*

Vision: *The Intelligence COI is a blend of professionals that recognize the need for seamless connections between intelligence and operations encompassing:*

- A premier workforce that collects, analyzes, solves and translates knowledge of the enemy and environment into operational opportunities
- Trained professionals with technical, tactical and leadership expertise to meet the challenge of future threats
- Technical training focused on intelligence support to operations in the Information Environment

Goals:

- I. Establish a an educational continuum that addresses intelligence operations in the information environment
- II. Establish a civilian career roadmap to enhance the leadership and technical skills of community members
- III. Develop and strengthen the supervisory cadre through meaningful performance management, Enterprise-promotion and recognition, and targeted civilian leadership development



Legal COI



Civilian



Marines

COI Leader: VACANT

COI Action Officer: Ms. Terri Handy

Mission: *The Legal COI develops the professional competencies for the civilian Legal civilian workforce of the Marine Corps. As the designated Marine Corps proponent, the Legal COI focuses on development of technical, mission-oriented competencies via internal training and external/commercial education.*

Vision: *The Legal COI consists of professionals that serve as subject matter experts, dedicated to supporting our Nation's force in readiness, both today and in the future, while upholding Marine Corps values of honor, courage and commitment. Coordinating and combining the civilian legal workforces of the Counsel for the CMC and SJA to the CMC remains crucial to the success of our mission.*

Goals:

- I. Advocate for training opportunities to enhance proficiencies and mitigate any deficiencies of personnel in specialized practices.
- II. Ensure support staff are trained in specialized areas through formal education, symposiums, and/or workshops.
- III. Encourage community members to share knowledge and skills learned from formal and/or on-the-job training to enhance member development.

Initiatives:

- i. Continue funding attorney state bar membership fees: mandate to meet CLE requirement as a Member-in-Good-Standing requires funding distribution.
- ii. Focus on support staff development to ensure the community is trained in all specialty areas and fully capable of mission accomplishment.
- iii. Request annual COI funding from MPC-30 for individual training requirements when an identified shortfall exists in local funding levels.



Logistics COI



Civilian



Marines

COI Leader: SES Ms. Deline Reardon

COI Manager: Mr. Rob Canady

Mission: *The Logistics COI identifies and provides opportunities for the Civilian Workforce to enhance and support the mission of the Marine Corps in a joint and modernized environment.*

Vision: *A Logistics COI that promotes and fosters an interoperable Civilian Workforce by providing professional development opportunities, career progression, succession planning, mentorship, and community forums in support of the Marine Corps.*

Goals:

- I. Increase community awareness of available resources throughout the Marine Corps and DoD.
- II. Provide a career roadmap for each logistics series for career development and to identify the knowledge and skillsets that USMC employees need to excel and advance in a professional role.

Initiatives:

- i. Completed career roadmaps for 35 of 57 logistics occupational series; roadmaps can be found on the Logistics COI website: <https://www.iandl.marines.mil/Logistics-COI/>
- ii. Will continue to update and/or add additional roadmaps in FY2019.



Management and Program Analysis



Civilian



Marines

COI Leader: SES Ms. Caral Spangler

COI Manager: Mr. Marlin Stevenson

Mission: *Provide career development advocacy which supports, informs, and empowers COI members.*

Vision: *To be an acknowledged workforce sponsor for community professionals across the Marine Corps, by providing training opportunities to positively impact the careers of COI members.*

Goals:

- I. Increase awareness of the COI
- II. Increase engagement across the COI
- III. Refine and develop core training competencies in order to develop a career roadmap for the Community

Initiatives:

- i. Providing training opportunity to obtain certification thorough external training agencies in order to support community member's career progression
- ii. Establishing a COI baseline to determine future educational opportunities for the community
- iii. Providing funding for baseline educational opportunities



Professional Analyst



Civilian



Marines

COI Leader: SES Mr. Doug Hoffman

COI Manager: Mr. Al Sawyers

Mission: *Promote career development and increase technical skills of the Professional Analyst community by providing access to learning opportunities and resources.*

Vision: *Have a highly skilled, informed, and innovative community of professionals providing analytic insight to Marine Corps decision makers.*

Goals:

- I. Promote the value of quantitative analysis to Marine Corps leadership
- II. Increase the technical knowledge and professional abilities of community members
- III. Explore IT options to expand access to analytic applications

Initiatives:

- i. Promoting access to Lynda.com for online training opportunities
- ii. In FY 19, conducted “Analytic Writing Seminar” (Mar 2019); “Analysis in Excel – VBA” (May 2019), and “Intermediate Computational Methods for Analysis Using Python” (Sep 2019)
- iii. In FY 20, conducted “Probability Management Workshop” (Dec 2019); “Advanced Framework for Simulation, Integration and Modeling (AFSIM)” training (Feb 2020)



Program Management



Civilian



Marines

COI Leader: SES Mr. Todd Wagenhorst

COI Manager: Ms. Theresa Conte

Mission: *To provide developmental opportunities and training for the program management community.*

Vision: *To positively impact COI members by promoting their growth and development.*

Goals:

- I. Community growth from other series (0301 and 0343)
- II. Ample training opportunities for COI members

Initiatives:

- i. Recruiting current 0343 series personnel within the DoD/DoN/USMC to grow into 0340 program managers
- ii. Leveraging Defense Acquisition Workforce funding where appropriate, to increase training opportunities
- iii. Managing Lynda.com accounts to meet short term training requirements



Safety & Occupational Health



Civilian



Marines

COI Leader: Mr. Michael Miller

COI Manager: Ms. Kara Mbuko

Mission: *To advocate and develop a competent and effective Safety & Occupational Health Community to enhance the USMC operational force in readiness through the preservation of personnel and materials.*

Vision: *To develop a competent and professional Safety and Occupational Health Community that enhances operational readiness.*

Goals

- I. Establish training, education, and professional development that support career progression and growth.
- II. Provide advocacy & conduct outreach for the SOH Community of Interest.
- III. Advocate for upward mobility, advanced training, and mentorships to assist in attracting and retaining the highest qualified members
- IV. Develop a “roadmap” to guide COI members in their individual development plans.

Initiatives

- i. Finalize Competencies for GS-0018. Participation DoN SOH (0018) Functional Community Career Development Plan
- ii. Update minimum training requirements for each job series. Update NAVMC Dir 5100 > MCO 5100.29C (Draft).



Science & Engineering



Civilian



Marines

S&E COI Leader: VACANT

COI Manager: Ms. Karrin Felton

Mission: *Develop the professional competence of the engineering and scientific workforce by supporting the growth of Civilian Engineers and Scientists in the 0800 and 1300 series.*

Vision: *Provide a professional engineering and scientific USMC Civilian workforce who are a capable and committed to maintaining the readiness of the Nation's expeditionary force.*

Goals

- I. Provide a focal point for dissemination of engineering and scientific knowledge.
- II. Promote collaboration in engineering practice, education, and scientific research across the Marine Corps.
- III. Improve the professional status of all Civilian Marines engaged in the disciplines of engineering and science.

Initiatives

- i. Implementation of Agile concepts for development of systems such as software, hardware, and processes. Benefits include reduction of paperwork, increased engage with user community.
- ii. Development of Electronic Warfare (EW) Bootcamp fundamentals, concepts, and techniques with special interest given to advanced types of radar and communication threats.
- iii. Use of Model Based Systems Engineering to manage requirements and make data driven decisions.



Security/Emergency Services



Civilian



Marines

COI Leader: SES Mr. Randy Smith

COI Manager: Mr. Maceo Franks

Mission: Create professional development opportunities, provide community forums, and promote the interests of Marine Corps Security and Emergency Services organizations.

Vision: Be an essential partner with installations and operating forces by providing members individual career development opportunities and a network for exchanging knowledge, improving communications, sharing best practices, and finding innovative solutions.

Goals

- I. Provide individual training opportunities
- II. Recognize top performers
- III. Serve as a forum for community best practices

Initiatives

- i. Restart quarterly newsletter
- ii. Revamp training funds management
- iii. Annual awards program



Visual Information & Public Affairs



Civilian



Marines

COI Leader: BGen Sean Salene

COI Manager: Mr. Glen Lollar

Mission: *The Visual Information COI exists to educate, train and inform active duty service members, civilian Marines and the public about the Marine Corps through effective verbal, written and visual communications. Our purpose is to foster public understanding and support through synchronized communications and to provide the warfighter with critical tools necessary to accomplish the mission.*

Vision: *The Visual Information COI will be recognized and valued across the Marine Corps as an essential tool supporting the warfighter's visual information needs.*

Goals:

- I. Develop a training support plan incorporating a fair and equitable balance across all series and grades within the Visual Information community
- II. Develop and validate core competencies for series within the Visual Information community
- III. Establish Visual Information COI series key stakeholders and relationships within the Visual
- IV. Develop a tiered program of continuous learning
- V. Develop standardized IDPs
- VI. Develop Visual Information COI Strategic Communication Plan



Civilian



Marines

Questions/Comments