



DEPARTMENT OF THE NAVY
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WASHINGTON DC 20350-3000

IN REPLY REFER TO:

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PS DIV

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From: Assistant Deputy Commandant, Plans Policy and Operations (Security)
To: Distribution List

Subj: U.S. MARINE CORPS SECURITY AND EMERGENCY SERVICES COMMUNITY OF
INTEREST CHARTER

Ref: (a) Marine Corps Order 12410.25 Civilian Community of Interest
Program, dated 25 July 2014
(b) Marine Corps Order 12250.2 Civilian Command-Level Strategic
Workforce Planning Procedures
(c) 2016 - 2018 USMC Civilian Workforce Strategic Plan

Encl: (1) S&ES COI Occupational Series List

1. Mission: The Marine Corps Security and Emergency Services (S&ES) Community of Interest (COI) provides mission-oriented career development platforms, and promotes the interests of its members and organizations.

2. Vision: The S&ES COI will meet future safety and security needs for all Marine Corps Installations by continuing to provide Security and Emergency Services members with mission-oriented career development models, competency enhancement opportunities, and a means of fostering community awareness to improve communications, share best practices, and find innovative solutions for common practices.

3. Background and Composition: In 2002, the Marine Corps established the COI program to enhance civilian careers. The Deputy Commandant for Manpower and Reserve Affairs (DC, M&RA) is responsible for management of the COI program. The Assistant Deputy Commandant for Manpower and Reserve Affairs (ADC, M&RA), supported by Civilian Workforce Management Branch (MPC-30) publishes policy and establishes goals to achieve program objectives. Today's S&ES COI brings a wealth of experience to the Corps, enabling us to better prepare for future threats, and make the Marine Corps safe and secure, even in resource-constrained times. These activities clear the way for the operating forces and supporting establishment to execute Marine Corps global missions.

a. COIs are organized by civilian occupational series grouped along functional lines. The membership of the S&ES COI spans a wide range of talented and diverse individuals. Members support organizations that develop, coordinate, and implement policy; respond to fires, emergencies, and disasters; protect Marines, families, and facilities from terrorist acts; police our installations and investigate crime; help secure our secrets; provide inspection and oversight of programs and organizations; and protect the environment and wildlife on our installations. It is comprised of approximately 5,500 Civilian Marines across 12 occupational series located around the world. Enclosure (1) provides a list of occupational series for the S&ES COI.

b. Each COI has a Community Leader, drawn from the Senior Executive Service, and a senior community member designated as the Community Manager. The Assistant Deputy Commandant for Plans, Policies, and Operations (Security) is responsible for the management of the S&ES COI program. A representative from Plans, Policies and Operations, Security Division, is assigned as the S&ES COI Manager. The leader and manager serve as advocates for the COI

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program and work to ensure civilian professional development programs contribute to achieving human capital management objectives.

4. S&ES COI Personnel Roles and Responsibilities: Below are roles and responsibilities for the Leader, Manager, Training Points of Contact (POCs), Occupational Series Subject Matter Experts (SMEs), Supervisors and Managers, and Employees.

a. S&ES COI Leader

- (1) Provides advocacy for S&ES civilian community management program by working with the Department of the Navy (DON), Commanders, Commanding Officers, Headquarters Marine Corps Agency heads, and MPC-30 to achieve human capital management objectives.
- (2) Maintains a Marine Corps-wide perspective on the civilian workforce and the S&ES community functional needs.
- (3) Establishes a community-wide strategic vision and goals for the S&ES COI.
- (4) Oversees S&ES COI training plans that assist in developing community members for emerging competencies and capabilities to enhance civilian workforce contributions to mission readiness.
- (5) Oversees, in coordination with MPC-30, the development of Community Human Capital Assessments in accordance with the references.
- (6) Provides advice and recommendations to Commanders, Commanding Officers, Headquarters Marine Corps Agency heads, and MPC-30 from a COI perspective on any Civilian workforce initiative or proposal that has potential for use throughout the Marine Corps.
- (7) Works, in coordination with MPC-30, with Department of Defense (DoD) and DON Functional Community Managers to support statutory workforce planning requirements and report current functional community capabilities and assessments and analyses from a COI perspective.
- (8) Appoints an S&ES COI Manager, in writing, to serve as the principal S&ES community action officer.

b. S&ES COI Manager

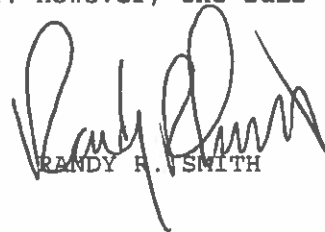
- (1) Conducts S&ES Community Human Capital Assessments, in coordination with MPC-30, in accordance with the references, submits an annual funding request to MPC-30 that supports S&ES community strategies to close identified competency and professional development gaps.
- (2) Executes approved funding authorizations to maximize impact on S&ES community members by coordinating professional development programs that support objectives consistent with reference (c).
- (3) Implements a communication plan to ensure the S&ES community is informed of the following:
 - (a) Critical functional issues
 - (b) Community best practices
 - (c) Workforce regulatory and statutory requirements
 - (d) Functional competency requirements
 - (e) Developmental opportunities
- (4) Coordinates the review, validation, and update of specific USMC technical competencies and career roadmaps, as necessary.
- (5) Participates in S&ES COI program meetings and cross-functional community initiatives in support of human capital management objectives.
- (6) Coordinates, through MPC-30, with DoD and DON Functional Community Managers to support statutory workforce planning requirements and report current functional community capabilities and assessments/analysis from a S&ES COI perspective.

c. S&ES COI Training Points POCs

- (1) Collect and submit training requests for respective series to COI manager or COI support staff.

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- (2) Ensure any changes in approved training are communicated to COI manager or COI support staff.
 - (3) Serve as points of contact for coordination of travel and financial questions.
- d. S&ES COI Occupational Series SMEs
- (1) Contribute to the development and maintenance of the S&ES occupational- or functional-specific career competencies, career roadmaps and paths, training and development, and other career development program activities.
 - (2) Actively participate in S&ES COI workshops (virtually and in-person) as SMEs representing occupational, functional, organizational, and domain experience.
- e. S&ES COI Managers and Supervisors
- (1) Mentor and foster the career and leadership development of every Civilian Marine.
 - (2) Embrace the COI structure and intent, and support COI efforts by encouraging Civilian Marine participation in town hall meetings, training, and other activities.
 - (3) Approve employee participation in COI professional development programs based on conditions generated from one or more of the following:
 - (a) Functional mission requirements
 - (b) Technical competency assessments
 - (c) Legal and statutory requirements
 - (d) Individual development plans
 - (e) Position/employment functions
- f. S&ES COI Employees
- (1) Take responsibility for own careers by creating and following a career progression plan.
 - (2) Participate in S&ES COI career and professional training courses, workshops, seminars, assessments, and on-the-job developmental assignments.
 - (3) Provide input or feedback as requested by the S&ES COI Leader or Manager.
 - (4) Participate with other S&ES COI community members by helping guide and mentor along chosen career paths.
5. Command and Signal: The S&ES COI Manager may provide recommendations for amendments or addenda to this Charter. However, the S&ES COI Leader must approve all amendments.



RANDY R. SMITH

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Charter (Cont.)

The following occupational series are included in the S&ES COI:

- 0006 - Correctional Administration
- 0080 - Security Administration
- 0081 - Fire Protection & Prevention
- 0083 - Police
- 0085 - Security Guard
- 0086 - Security Clerical & Assistance
- 0089 - Emergency Management
- 1801 - General Inspection, Investigation, & Compliance
- 1802 - Compliance Inspection & Support
- 1810 - General Investigation
- 1811 - Criminal Investigation
- 1810/11 - Environmental Law Enforcement
- 2151 - Dispatching

Enclosure (1)