

**United State Marine Corps
Education and Training Community of Interest
Steering Committee (E&T COI SC)
Charter**

I. Purpose.

This Charter formally establishes the USMC Education and Training Community of Interest Steering Committee (E&T COI SC). The Steering Committee serves as the advisory board to the E&T COI Leader and E&T COI Manager in order to develop and maintain a Strategic Plan for the development of a professional training and education Civilian Marine workforce in accordance with the Marine Corps Civilian Workforce Campaign Plan and the COI Leader's intent.

II. Background.

In November 2008, the Department of Defense (DoD) released the DoD Instruction 1400.25 – Volume 250 outlining the requirement for DoD services to implement strategic human capital planning using a competency-based management approach through the establishment of functional communities. The Marine Corps released MARADMIN 422/09 COMMUNITIES OF INTEREST (COI) AND CIVILIAN WORKFORCE DEVELOPMENT APPLICATION (CWDA) establishing 20 functional Communities of Interest. COIs are to work with Manpower and Reserve Affairs (M&RA) Workforce Development Section (MPC-30) to fulfill the DoD mandated requirement to implement competency-based management for civilian employees. Each COI has an identified Community Leader responsible for the management and development of civilian employees within the functional community. The Community Manager assists the COI Leader in their role and responsibility to possess functional commonality unique core competencies, a common core training curriculum, and a common culture and professional identity for the E&T COI. The E&T COI Leader is the Executive Deputy, Training & Education Command.

III. Membership.

Steering Committee

- Represents each series of the 1700 Education Group.
- Represents the functions across the Marine Corps.
- Represents the major regional Commands.
- Represents the diverse workforce.
- Two years of Education Group service.
- GS09 and above or NAF4 and above.
- Submission of a biography.
- Fifty percent will rotate every two years.
- Two years of Committee service.

Chair

- Eligible after one year of Committee service.
- Chair service is exclusive of Committee service.
- Two years of Chair service.

Ex-Officio

- Representation from Education Group tiers of GS 5-8/9-11/12-15 and NAF 3/4/5.
- Representation from other Communities of Interest.
- Ineligible for Chair.
- One year of Committee service.

IV. Responsibilities.

Steering Committee

- Contribute to the E&T COI Strategic Plan.
- Act as the advisory board for the COI Leader and COI Manager.
- Act as the advocate for implementing development opportunities.
- Serve as a forum for the COI to vet career development concerns.
- Review COI Manager deliverables.
- Review career development best practices.
- Review career development capabilities.
- Recommend courses of action to the COI Leader and COI manager.
- Attend scheduled and ad hoc meetings.
- Serve on sub-committees.
- Recommend future members.
- Elect a Chair from the Committee members.
- Send a representative upon Chair approval.

Chair

- Lead the Committee.
- Communicate with the Committee.
- Resolve disagreements.
- Decide any tie in voting.
- Publish an annual meeting schedule.
- Approve Committee representatives.
- Accept Committee self nominations.

Ex-Officio

- Represent respective tier.
- Represent respective COI.
- Contribute to the E&T COI Strategic Plan.

COI Leader and COI Manager

- Approve Committee service.
- Advocate Committee service.
- Communicate to Commanders.

IV. Governing Principles.

- Civilian Marines are integral to the Total Force.
- Senior leadership is committed to effective career development.
- Leadership development and career development occur in unison.
- Civilian Marines are competitive for promotion at every level of their career.
- Recommendations are in the best interest of the Marine Corps.

V. Meetings.

The E&T COI Steering Committee will meet quarterly on order of the COI Leader, COI Manager, or Steering Committee Chair. Attendance by fifty percent of the Committee constitutes a quorum. Guests may attend on approval by the COI Leader, COI Manager, or Steering Committee Chair.



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Executive Deputy, Training & Education Command

16 Aug 2011
Date