



# Education & Training COI

## Message from SES Anthony J. Greco Jr.

### Become Part of Something Special



SES Anthony J. Greco Jr. and grandson

As the TECOM Executive Deputy, one of my responsibilities is leadership of the Education and Training COI and I take this responsibility seriously. It is my intent to keep community members abreast of the most current training-related technologies, instructional concepts, and professional skills available and provide the time and means with which to exercise them. I recognize that each of us has a unique skill set to be fostered and enriched thereby expanding both our individual prospects and that of the broader organization. By expanding our individual and collective horizons, we will naturally improve technical performance, increase productivity and

enable each and every community member to contribute constructively to our overall mission of providing world-class training and education.

My goal for the 1700 workforce is to develop, cultivate, and maintain an adaptable, agile and responsive workforce that is both personally and professionally enriched. Open lines of communication are a means to achieve this goal and your participation and feedback is critical.

We have received funding to begin providing courses during FY20, and in order to best target this funding to achieve the greatest individual and collective enhancement, we are providing every COI member the opportunity to participate in a bi-annual training needs assessment survey. This survey will help identify the most urgent training needs so we can optimally cultivate our individual and collective professional development.

Finally, I want to personally thank each of you for all that you have done for the Service Members and civilians you support. I look forward to working

with each and every one of you in our roles within the 1700 community.

For the complete bio visit <https://www.tecom.marines.mil/Leaders/LeadersView/Article/1888101/ses-anthony-j-greco-jr/>.

SES Anthony J. Greco Jr.

### MISSION

To provide every 1700 community member with the opportunity to continue to learn and reach their potential, to lead fulfilling and productive careers, and to contribute positivity to the mission of the Marine Corps by enabling each of his or her constituents to fully maximize their talents, imagination, skills and character.

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# CDIF—WEST COAST (FY19)



## CDIF Capture Audience



## One on One / Face to Face



Prepared By: Nate Taylor, 703-784-9072

The next Career Development information Forum (CDIF) is tentatively scheduled for the 2nd quarter of FY20. The locations chosen are West Coast bases and installations, MCLB Barstow, MCAGCC Twentynine Palms, MCAS Yuma, MCAS Miramar, MCRD San Diego, and Camp Pendleton. The CDIF is an opportunity for HQMC, M&RA Civilian Workforce Development and Planning Section (MPC-30) along with Community of Interest (COI) Leaders and Managers to inform the USMC Civilian Marines workforce of the COI Program and other workforce development initiatives and programs currently available. There also will be opportunities for the civilian workforce to have one on one conversations with their COI Leaders and Managers.

POC: Nathan Taylor, USMC COI Integrator, 703 784-9072

 <b>DEPARTMENT OF THE NAVY</b> <small>HEADQUARTERS UNITED STATES MARINE CORPS          333 MARINE CORPS HEADQUARTERS          WASHINGTON, DC 20380-5000</small>		<small>MCO 12410.25          MFC          JUL 25 2014</small>
<b>MARINE CORPS ORDER 12410.25</b>		
From:	Commandant of the Marine Corps	
To:	Distribution List	
Subj:	CIVILIAN COMMUNITY OF INTEREST PROGRAM	
Ref:	(a) Section 1322 of Public Law 109-163, "National Defense Authorization Act" for Fiscal Year 2006, January 6, 2006 (b) DoD Directive 1400.25, Volume 210, "Civilian Strategic Human Capital Planning (SHCP)," November 29, 1994 (c) 2012 USMC Civilian Workforce Strategic Plan (d) DoD Instruction 800.46, "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 12410.2 (g) MCO 12410.24 (h) SECNAVINST 5012/13 (i) SECNAVINST 12573.1A (j) SECNAV M-5214.1	
Enc1:	(1) Marine Corps Civilian Community of Interest Guide	
Report Required:	COI Funding Expenditure Report (Report Control Symbol: SECDEF) Enc1 (1), Chap 4, part 4	
1. 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.	
2. Cancellation:	CNC Message 242117Z of August 2001 and MCDONNIN 422/09	
3. 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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**MCO 12401.25**

# COI ORGANIZATIONAL STRUCTURE

## Roles and Responsibilities At A Glance

### 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 Members

Community of Interest	APF	NAF
ADMINISTRATION	1,846	1,082
COMMUNITY SUPPORT	417	5,812
CONTRACTS	408	71
EDUCATION	455	2,066
ENVIRONMENTAL	388	0
FACILITIES	1,746	1,198
FINANCIAL	1,139	379
HUMAN RESOURCES	741	174
INFORMATION TECHNOLOGY	1,984	302
INTELLIGENCE	201	0
LEGAL	161	7
LOGISTICS	3,626	646
MGMT & PROGRAM ANALYSIS	1,181	102
PROFESSIONAL ANALYST	111	2
PROGRAM MANAGEMENT	179	0
SAFETY & OCC HEALTH	278	18
SCIENCE & ENGINEERING	475	2
SECURITY & EMER. SERVICES	2,165	150
VISUAL INFOR. & PUBLIC AFFAIRS	209	88

Note: Information subject to change

### COI Manager (Action Officer)

- ⇒ Perform planning, programming, and budget execution for the community

For more information: <https://www.manpower.usmc.mil/WFD>



## EDITOR'S CORNER

*Did you know?*

### SEEKING NEWSLETTER PARTICIPATION

We are interested in community members participating in our quarterly newsletter.

Submissions include: spotlights, case studies, interviews, resources and more.

### USMC SELF-ASSESSMENTS

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. MARADMIN 446/17

Focus Areas: Leadership Assessment, Customer Focus Assessment, Change Management Assessment, Communications Assessment, Managing People & Tasks Assessment and Managing Self Assessment

Access: <https://www.manpower.usmc.mil/wfd>

**We're on the Web!**

[www.tecom.marines.mil/Resources/COI/](http://www.tecom.marines.mil/Resources/COI/)

## UPCOMING FY20 OPPORTUNITIES

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- Rename the E&T COI newsletter competition
- Bi-annual Training Needs Assessment Survey
- Lunch/Learn with COI Leader (semiannually)
- LinkedIn Learning currently blocked; waiver submitted to have it unblocked
- Outreach to COI Manager regarding your best training practices - we want to hear from you