

April 1, 2003

**U. S. Marine Corps Civilian Workforce
Information Technology Management Community of Interest**

Charter

1. Mission. To lead and guide the U.S. Marine Corps information technology (IT) workforce through effective IT career path management and strategic workforce planning. The community leadership advocates the positions of the IT workforce and champions the issues and goals identified through the community.
2. Vision. A consistent, motivated, and highly skilled IT workforce of Civilian Marines who are integral to the accomplishment of Marine Corps missions.
3. Background. In accordance with the Commandant's Naval Message dated 24 August 2002, the Civilian Career & Leadership Development (CCLD) Branch, Manpower Plans and Policy Division, Manpower and Reserve Affairs Department, Headquarters Marine Corps launched the Civilian Marine Community of Interest (COI) Program. Twenty one functional COIs were identified across the Marine Corps, including Information Technology Management (ITM). A Senior Executive Leader was appointed to each functional COI to serve as the designated leader and spokesperson for the community, set the community vision and plan, and provide community guidance. All COI Leaders are members of the Civilian Career Advocacy Board and collectively provide guidance to the Commandant on civilian related issues. Additionally, each Functional COI has a Community Manager, appointed by the COI Leader, to serve as the lead practitioner, dedicated to the management of the COI program.

Although most Civilian Marines use IT in some fashion to perform their functional duties, certain Civilian Marines are identified as responsible for the *planning* and *provisioning* of IT to support Marine Corps missions and are subsequently included in the ITM COI. The following Office of Personnel Management (OPM) Occupational Series are included in the ITM COI:

- a. 0332 Computer Operations
- b. 0334* Computer Specialist (*Replaced by GS-2210)
- c. 0335 Computer Clerk and Assistant
- d. 0390 Telecommunications Processing
- e. 0391 Telecommunications
- f. 0392 General Telecommunications
- g. 0854 Computer Engineering
- h. 1550 Computer Science
- i. 2210 Information Technology Management

4. Composition. Approximately 780 Civilian Marines are members of the ITM COI worldwide. To effectively facilitate communication between the ITM COI Leader, Manager, and Members and to spread-load the level of effort, the ITM COI is evenly divided across 18 separate regional areas, each led by a Representative. The following regional areas and their respective internal activities comprise the ITM COI:

- a. Albany, GA: [Commander Marine Corps Logistics Bases (COMARLOGBASES), Marine Corps Materiel Command (MATCOM), and Marine Corps Logistics Base (MCLB) Albany]
- b. Barstow, CA: (MCLB Barstow)
- c. Beaufort, SC: [Marine Corps Recruit Depot (MCRD) Parris Island, Marine Corps Air Station (MCAS) Beaufort, Marine Forces Reserve (MARFORRES)]
- d. Camp Lejeune, NC: [Marine Corps Base (MCB) Camp Lejeune and MCAS New River]
- e. Camp Pendleton, CA: (MCB Camp Pendleton)
- f. Cherry Point, NC: [MCAS Cherry Point and Marine Forces Atlantic (MARFORLANT)]
- g. Hawaii: [Marine Corps Base Hawaii (MCBH) and Marine Forces Pacific (MARFORPAC)]
- h. Headquarters Marine Corps (HQMC), Washington DC: [HQMC, Headquarters Battalion (HQBN), and the Marine Barracks]
- i. Japan: (MCB Camp Butler, MCAS Futema, MCAS Iwakuni)
- j. Kansas City, MO: [Marine Corps Reserve Support Center (MCRSC) and the Marine Corps Support Activity (MCSA)]
- k. Marine Corps Combat Development Command (MCCDC): (MCCDC and MCB Quantico)
- l. Marine Corps Recruiting Command: (1st, 4th, 6th, 8th, 9th, and 12th Marine Corps Districts)
- m. Marine Corps Systems Command (MCSC): [MCSC and Direct Reporting Program Manager Advanced Amphibious Assault Vehicle (DRPM AAAV)]
- n. Marine Corps Tactical Systems Support Activity I (MCTSSA I): (MCTSSA Personnel with occupational series 0854 and 1550)
- o. MCTSSA II: (MCTSSA Personnel with occupational series 0335, 0391, and 2210)
- p. San Diego, CA: (MCRD San Diego, COMCABWEST, MCAS Camp Pendleton)
- q. Yuma, AZ: (MCAS Yuma)
- r. 29 Palms, CA: [Marine Corps Air Ground Combat Center (MCAGCC)]

5. Responsibilities.

a. ITM COI Leader:

1) Provide the vision, serve as the recognized leader, and act as spokesperson for the community while providing a conduit for community issues throughout the Department of the Navy and the Marine Corps.

2) Develop community objectives, strategic goals, and implementation strategies for the community.

3) Represent the ITM COI for larger COI issues.

4) Provide senior level oversight and strategic guidance to the ITM COI.

5) Develop and approve ITM Career Path Templates for the community.

6) Collect, maintain, and share best practices for recruitment and retention.

7) Establish and maintain communications across the ITM COI and with other COIs.

8) Assess and report on ITM COI demographics and health

b. ITM COI Manager:

1) Serve as the senior ITM COI practitioner responsible for assisting the ITM COI Leader in the execution of his/her responsibilities

2) Review, assess, and update ITM COI competencies, skill levels, related requirements, and career development opportunities

3) Provide career development guidance to the ITM COI

4) Track population and health of the ITM COI

5) Ensure evolution of COI in consonance with changes in USMC mission and civilian workforce needs

6) Coordinate, facilitate, and lead Representatives' discussions and meetings.

c. ITM COI Regional Representative

1) Identify, update, and validate ITM functional career competencies relative to the Marine Corps

2) Identify, update, and validate training opportunities relative to IT support for the Marine Corps

3) Contribute to the development and maintenance of career path templates for ITM Civilian Marines

4) Collect, consolidate, and report information from their ITM COI constituent members to the ITM COI Community Leader and Community Manager

5) Disseminate information from the ITM COI Community Leader and Community Manager to their COI constituent members

6) Represent the ITM Community Leader and the interests of the COI to Business, Training, and Civilian Human Resources Offices at bases, posts, and stations under their purview

7) Meet and communicate regularly with their constituent ITM COI members.

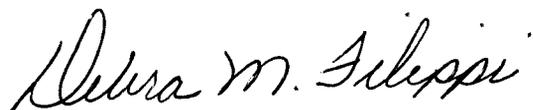
8) Meet at least annually to form a Subject Matter Expert panel to discuss, analyze, and form decisions on civilian workforce issues affecting the ITM COI

d. ITM COI Members:

1) Participate and provide feedback for ITM COI activities as requested by their ITM COI Representative, Manager, or Leader

2) Share ideas, concerns, and questions regarding professional development with their respective ITM COI Representative

5. Amendments. The ITM COI Community Leader, Manager, or any Representative may provide recommendations for amendments to this charter. However, the ITM COI Community Leader must approve all amendments.



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