



Charting Your Course to Success

Security & Law Enforcement **Community Communicator**

A Newsletter for Naval Civilians in the Security & Law Enforcement Community

Issue 1

September 2004

The Security & Law Enforcement Community

There are about 10,000 civilians from 15 different Office of Personnel Management job series in the Security and Law Enforcement Community.

The job series can be broken down into Security, Law Enforcement and Fire.

Security covers physical, information and personnel security. Law Enforcement covers investigators, police and other support personnel. Fire protection and prevention also covers emergency medical services.

The specific Security & Law Enforcement Community Office of Personnel Management job series include:

- 0006—Correctional Institution Administration
- 0072—Fingerprint Identification
- 0080—Security Administration
- 0081—Fire Protection & Prevention
- 0083—Police
- 0085—Security Guard
- 0086—Security Clerical & Assistant
- 1801—General Investigating
- 1802—Compliance Inspection
- 1810—General Investigating
- 1811—Criminal Investigating
- 1812—Game Law Enforcement
- 1815—Air Safety Investigating
- 1890—Customs Inspection
- 1897—Customs Aid

What is Civilian Community Management?

Civilian Community Management is an integral part of the Chief of Naval Operations' initiative to transform the way the Navy does business by using a Total Force approach. The Navy must maximize every resource, including its more than 181,000 naval civilians. To help achieve "maximization," the Chief of Naval Personnel's N11 Division, Civilian Community Management, was actively brought on line in 2003. Its mission includes developing a sense of community for naval civilians; attracting, developing and sustaining a diverse civilian workforce capable of supporting the Department of the Navy's evolving mission requirements; and providing naval civilians within each community the opportunity to develop to their fullest potential.

Some tactics to create a better sense of community include sponsoring a mentoring program to match master- and senior journeyman-level civilians with newly hired or junior personnel. Other efforts include development of communication channels to provide community information. These channels include a Civilian Community Management NewsStand website, the *Security & Law Enforcement Community Communicator*, and a Civilian Community Management website that includes pages dedicated to the Security & Law Enforcement Community.

Recruiting to get the right people with the right skills will be paramount over the next several years as the naval services lose many of their most experienced and knowledgeable civilians to retirement. While this may provide opportunities for journeyman-level individuals to advance, other efforts will be needed to ensure the community has the civilians of exceptional potential essential to a capable future workforce. Invigoration of internship programs, hiring highly qualified individuals at the mid-career level from other federal and non-federal agencies, and lateral transfer from related professions are practices that will help ensure the Security & Law Enforcement Community has the right civilians at the right time.

While professional success requires personal effort and commitment, Community Management is working to develop career paths to show what professional development, performance achievement, leadership experiences, and accreditations are needed at each of four levels, from newly-recruited civilians to master. These "paths" will be mapped to a 5 Vector Model, a web-based guide to assist in career planning and progression. It's a model similar to the one the active duty Navy and Naval Reserve use to map uniformed members' career paths. Eventually, Navy civilians in the Security & Law Enforcement Community will be able to access a website that will show what they specifically need to do to be competitive for advancement in their community or what lateral move to a different profession will provide career-enhancing experiences.

The Security & Law Enforcement Community's Leader is Robert C. Thompson of the Naval Criminal Investigative Service. Its manager, who is the "action officer" for the community's management, is Susan Conklin. She can be reached at N11 Civilian Community Management, 703.695.2571, susan.conklin@navy.mil.

Navy Civilians to Be Surveyed About Their Job Series

Beginning this year, Navy civilians will be asked about the work they do, the knowledge they need and the tools necessary to do their jobs as part of an initiative to help provide the resources they need for their career advancement.

Sailors have a “road map” on how to advance in their careers to Master Chief or Flag Officer. Now, the Department of the Navy wants the same for naval civilians who aspire to advance their careers by attaining leadership roles, learning new skills or trades, or making lateral moves to have new career-enhancing experiences.

One of the first steps for developing this success road map is the completion of a survey compiled by civilian community managers that will help confirm the tasks Navy civilians in each series perform, and what knowledge, skills, abilities, and resources are needed to perform these tasks. This data will be used to develop a formal career path for civilians within each series. Over the next several months, almost all of the more than 165,000 Navy civilians will be asked to take a survey carefully tailored to their job.

Financial Management Community civilians will be the first to receive their survey, followed by 19 other communities, including the Security & Law Enforcement (SLE) Community. The surveys will be phased over the next year.

The legacy data used in the survey was collected by the community manager from various sources and will be validated by subject matter experts in the SLE community from such organizations as the Federal Law Enforcement Training Center, Joint Security Training Consortium, and the National Fire Protection Association. Once it's ready, the survey will be distributed to all members of the community. It's expected to take about two hours to complete, but has breaks built in so it doesn't have to complete it at one sitting. Surveys will be available on the Civilian Community Management website, www.donbr.navy.mil/ccm/index.htm.

As part of its community-building initiative, the Security & Law Enforcement Community is developing an e-mail distribution list that will facilitate communication across the entire community. The majority of community members will be e-mailed the link that will take them to the community's survey. “We know distribution lists are not fool proof, so we're hoping that civilians will share the survey link with others,” said Susan Conklin, civilian community manager for the SLE Community.

Conklin said the community can expect to be surveyed in October 2004.

More than 800 civilians in the safety community were surveyed in February 2004 as part of a pilot for civilian community management. The pilot's “lessons learned” have been incorporated into upcoming surveys.

Civilian career path development is just one initiative of the Chief of Naval Personnel's Civilian Community Management Division. Its mission is also to help the Navy and Marine Corps attract, develop and sustain a diverse, skilled workforce to meet the Department of the Navy's requirements; foster a sense of civilian community; and provide civilian members the opportunity to develop to their full potential.

Results of the survey will be posted on the Navy Civilian Community Management website.

“For us to provide a civilian worker with a viable career path, we have to be able to list all the tasks associated with a given job, as well as skills needed to do those tasks. It's like drawing a road map to help workers determine how best to master their craft and how to develop their careers.”

**– Chief of Naval Personnel
Vice Adm. G. L. Hoewing**

Visit Community Management's Information Websites

Want news and information on the Navy Civilian Community Management's efforts to build career paths for civilians, new recruiting initiatives, and what's happening in the Security & Law Enforcement and other communities? Here are two Internet links to help you keep up-to-date:

Navy Civilian Community Management Website

www.donbr.navy.mil/ccm/pr.htm

In addition to the latest news, the CCM website has nuts-and-bolts information about Civilian Community Management in general, and specifics on the SLE Community, such as its Communication Plan, Community Health, and the Business Plan that shows the work the community's management will be doing over the next two years.

Navy Civilian Community Management Navy NewsStand

www.news.navy.mil/local/ccm

Established in June 2004, the Navy Civilian Community Management's NewsStand is an official internal news website that provides timely information about the community.



**Naval Civilians:
Same Mission, Different Uniform**