

# Navy & Marine Corps Professional Development Program

(Contributed by Mr. Steve Geiger, CSP, Navy Safety Center)



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The Navy and Marine Corps like to say we prepare employees for leadership from the time they walk in the door until the day they retire. In many professional civilian series, a fully funded, fully implemented internship program and a series of midlevel leadership initiatives helps employees to develop skills that will make them more competitive for advancement. Currently, this is not available at the level of need in the safety professional series. Occupational Safety & Health professionals in the Navy and Marine Corps are embarking on a new safety era. The role of the Naval safety professional is changing dramatically. Along with protecting life, property, and reducing mishaps to the 75% mishap reduction goals, safety professionals are asked to respond to increased customer concerns and fears, matters related to a global safety responsibility, and the continued resource and manpower shortfall conditions beyond their control. Customer expectation for safety services is

at an all-time high. This trend is likely to continue in the future and will require more managerial skills vice traditional knowledge of regulations. Part of this change, especially under the NSPS system, is that longevity and expert knowledge of safety will continue to be requisites for manager positions and additionally knowledge of management principles and leadership skills in developing employees are being sought. Skill sets such as communication and being able to articulate cost/benefit of risk reduction measures are critical skill sets as managers compete with others for limited resources. This is the future, not the past. Safety professionals must have the knowledge to manage a diverse office, or in some cases a global office. The days of obtaining management status by longevity is a process of the past. A program aimed at assisting developing leaders is the Shadow Program.

The Shadow program is designed to allow Safety & Health Professionals to gain insight and experience to Staff level work. Depending on which Shadow visit the applicant desires, and is accepted, their range of work can include the following: (a) observation of meetings and video-conferences, (b) one or more work assignments that will result in a product

that is prepared for flag level review, (c) research and analysis of information to assist with tasker completion, (d) participation in formulation of future policy. This experience will serve to showcase the participants' knowledge and critical thinking skills as it relates to problem resolution. It will also allow them to explore their future through career awareness, as well as the skills that different echelon commands' safety professionals require. This program will also afford the participant with mentoring opportunities. Key realization is that it isn't easy to decide where you want to take your safety career and shadowing helps by letting you observe other safety professionals at work in a field that interests you.

Through job shadowing you can begin to answer some important questions: Is management as interesting as I thought? Would it hold my interest? Do I like the work environment? How do people interact in other work settings? Can I see myself as a manager or evaluator? To get the most of your job shadowing experience, come prepared with a list of questions. Identify the 3 or 4 questions that are most important to you, and look for opportunities to ask them during your job shadowing time. When your job

shadow is over, think about the most important things you learned. Were there any surprises, anything you didn't expect? Would you like to one day work in this organization? Will you do anything different in your job as a result of this shadow experience? This is your opportunity to share suggestions for improvements to the current organization or identify changes that you think will benefit the field.

## **Types of Shadow Visits:**

1. **Executive Navy Visit** – This provides an opportunity for Safety and Health Program Managers to spend a week shadowing personnel from the DASN (Safety) Staff, CNO N09FB Staff, or CMC SD Staff. This opportunity would allow those safety professionals selected to experience and learn the world of safety acquisition and the high level processes that allows for “big” Navy safety policy to be articulated. **Executive Navy** - Safety executives/managers/high-performing safety specialists.
2. **Echelon II Visit** – This visit offers learning experience to individuals interested in a specific echelons safety mission area. Participants will have the opportunity to experience the workplace setting as

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well as the duties performed by the professionals for the Echelon they are shadowing. This unique opportunity for high-performing Safety Personnel to work with other Echelon II staff for a week with the “Bridge Building.” This track will allow personnel to see the day in – day out operations of another Echelon II command, assist in brief preparations, perform research etc. Applicants can be from any Command, however, preference will be provided to Echelon II subordinate in their respective chain of command. Echelon II Visit – Safety Specialists, Collateral Duty Safety personnel.

3. Naval Safety Center Visit – Ever wonder how the Naval Safety Center functions? This visit will afford safety professionals, and collateral duty personnel to spend the week being introduced to all departments ranging from Statistics to Media and Public

Affairs. After the introductory tour, applicant will be assigned to work on a special project in one of the many departments. This opportunity will afford all safety personnel the exciting endeavor of visiting the “repository” of afloat, ashore and aviation safety directorates, and learn the present and future of Naval Safety Programs. Safety Center Visit - Safety Specialists, Collateral Duty Safety personnel.

### Travel and Shadow Visit Funding:

Since the different Shadow Visits provide one week of solid work to provide an opportunity to learn the workings of the Safety Program, the applicants' Command will be requested to provide travel and per diem. However, since not all commands have robust budgets, each applicant will be considered for hotel/per-diem reimbursement in the area of

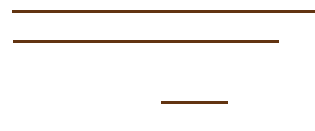
the shadow visits. Commands will be responsible for travel to/from TAD location.

### Who Can Apply:

Complete the application form located on the next page, or at the Civilian Safety Community web page on the Naval Safety Center's website and route it through your supervisor and chain of command safety offices for approval and concurrence. Ensure you identify whether funds will be necessary to complete your visit and consult with your program managers in the event you are in a Leadership or Mentorship program as they often have money set aside for personal development. Highlight any special areas of interest (i.e., compensation/statistical analysis, etc.) or areas of your expertise where you can contribute to our safety program.

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*Steve Geiger, CSP*



## Professional Development Program Application Form

<b>Name:</b> <b>Title:</b>	<b>Rank/Grade:</b>
<b>Certification: (CIH, CSP, other)</b>	<b>Email:</b>
<b>Command:</b>	<b>Phone:</b> <b>Fax:</b>
<b>Address:</b>	<b>Do you require funding for travel, or will your command pay for travel expenses?</b>
<b>Which Shadow Program are you interested in?</b> <input type="checkbox"/> Executive Leadership Rotational Program <input type="checkbox"/> SECNAV/CNO/CMC Shadow Program <input type="checkbox"/> Echelon II Shadow Program <input type="checkbox"/> Naval Safety Center Shadow Program	
<b>What contributions to the program do you feel you will bring to the rotational process?</b>          	
<b>Supervisor:</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No   Supervisor approves and is aware of submission?	<b>Supervisor's Phone/E-mail:</b>
<b>Other comments: Please include any special areas of interest. (If you are in a formal career development program, please include whether travel funding is available through the career development program)</b>          	