



DEPARTMENT OF THE ARMY
UNITED STATES ARMY JAPAN AND I CORPS (FORWARD)
UNIT 45005
APO AREA PACIFIC 96343-5005

REPLY TO
ATTENTION OF
APAJ-GA-CP

10 February 2016

COMMAND POLICY MEMORANDUM 16-03

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SUBJECT: USARJ Policy on Civilian Training and Professional Development

1. References:

a. National Defense Authorization Act (NDAA) for Fiscal Year 2010, 123 STAT.2502 PUBLIC LAW 111-84-Oct. 28, 2009. Title XI-Civilian Personnel Matters, Subtitle A-Personnel, Section 1113-Development of Training Program for Supervisors.

b. U.S. Army Pacific (USARPAC) Circular 350-1-3, Civilian Training, 1 Jun 12.

c. Army Regulation 350-1, Army Training and Leader Development, Section VII Civilian Education, 19 Aug 14.

d. Memorandum, HQ USARPAC, 2 November 2015, subject: Civilian Acculturation Program (CAP)

e. USARPAC Civilian and Civilian Supervisors' Training and Education Requirements – Policy Memorandum 15-10, 24 Nov 15.

2. Purpose: This policy establishes USARJ's plan for Civilian training and professional development by integrating guidance and policies from Army Training and Leader Development, Army's Civilian Education System (CES), Career Programs, and Individual Development Plans.

3. Applicability: This policy applies to all subordinate commands, assigned units, organizations, staff elements, and other activities assigned or attached to USARJ.

4. Policy guidance and plans: See Enclosures.

5. Points of Contact: Mrs. Sherry A. Villanueva, Director, Civilian Personnel Management Division, DSN 263-8055, email sherry.a.villanueva.civ@mail.mil.

4 Encls

1. Civilian Leader Development Overview
2. Career Programs
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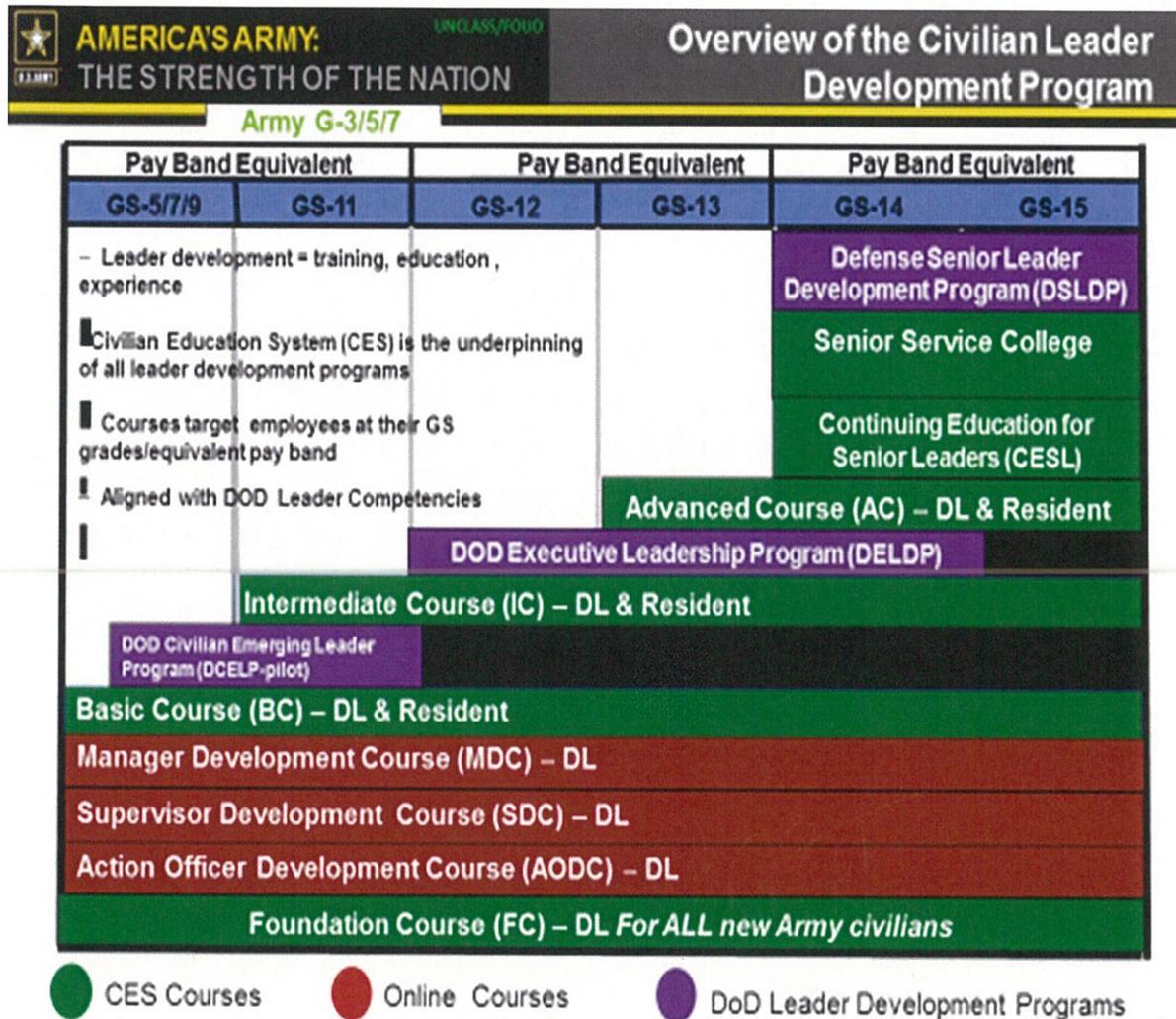

JAMES F. PASQUARETTE
MG, USA
Commanding

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Civilian Education System (CES) and Civilian Leader Development Overview

1. Transformation of the Army begins with educating the Army's leaders. The Civilian Education System (CES) is a progressive and sequential leader development program that provides enhanced leader development and education opportunities for Army Civilians throughout their careers. Army Civilians will become multi-skilled leaders of the 21st Century who personify the warrior ethos in all aspects, from war-fighting support to statesmanship, to business management. CES provides the Army Civilian Corps self-development and institutional training (leader development) opportunities to develop leadership attributes through distance learning (DL) and resident training. The CES leader development program includes five courses for Army Civilians - Foundation Course (FC), Basic Course (BC), Intermediate Course (IC), Advanced Course (AC) and Continuing Education for Senior Leaders (CESL). In addition, CES also includes the Action Officer Development Course (AODC), Supervisory Development Course (SDC), Manager Development Course (MDC), and Senior Service College (SSC).



ARMY CIVILIAN CAREER PROGRAMS

1. Introduction. The Army's Civilian Career Programs are robust programs. Starting in 2011, the Secretary of the Army revised the Army Civilian personnel management system through the **Army Civilian Workforce Transformation (CWT)**. The goal was to create and deliver an adaptive civilian workforce by integrating policies and programs that produced "the right person, to the right place, at the right time." One of the major initiatives of the CWT was to establish career programs for all occupational series and create career paths, educational, and self-development opportunities and experience to enable professional development of Army Civilians to reach their full potential. The Career Program management concept was expanded from 40% of the civilian workforce to 100%, including Non-Appropriated Fund (NAF), Wage Grade (WG) and Local National (LN) positions.

2. Structure. There are 31 Civilian Career Programs in Army. A **Career Program** is an Army functional community that provides career management, education and training to its designated population. Each Career Program provides Army Careerists with the tools necessary for professional development such as training, special assignments and programs tailored to their specific career field.

The core Career Program management structure consists of:

a. **Functional Chief (FC)** – The Senior Career Program Officials (General Officer or SES) have enterprise-level responsibility for ensuring the readiness of employees in occupational series and Career Programs in support of Army missions.

b. **Functional Chief Representative (FCR)** – An Army Senior Civilian, designated by the Functional Chief (FC), to serve as the principal advisor on Career Program Management issues.

c. **Career Program Managers (CPM)** – Personnel that support the FC and FCR in the execution of Career Program management responsibilities. Career Program Managers are employed at various organizational levels: Career Program Proponency Offices; Army Commands (Command Career Program Managers – (CCPM)); and Activities (Activity Career Program Managers – (ACPM)). Each employee has an assigned CPM. Each command maintains a list of CPMs.

3. Career Mapping. The Career Program population is comprised of position occupational series that are aligned into consolidated groupings based on common technical functions, associated command missions and position knowledge, skills and abilities. The Army Civilian Training, Education and Development System (ACTEDS) contains a compilation of different career maps linked to individual Career Programs. It also contains the Career Program to Occupation Series Matrix, in which each DA Civilian Employee can find their respective Career Program by matching their series to the Career Program Numbers found below. Once identified, employees should follow the link to their Career Program and locate their designated career map.

4. List of Career Programs

Career Program Number	Career Program Name
10	<u>Civilian Human Resource Management</u>
11	<u>Comptroller</u>
12	<u>Safety & Occupational Health</u>
13	<u>Supply Management</u>
14	<u>Contracting & Acquisition</u>
15	<u>Quality and Reliability Assurance</u>
16	<u>Engineers and Scientists (Non-Construction)</u>
17	<u>Materiel Maintenance Management</u>
18	<u>Engineers and Scientists (Resources & Construction)</u>
19	<u>Physical Security and Law Enforcement</u>
20	<u>Quality Assurance Specialist (Ammunition Surveillance)</u>
22	<u>Public Affairs and Communication Media</u>
24	<u>Transportation & Distribution Management</u>
26	<u>Manpower & Force Management</u>
27	<u>Housing Management</u>
28	<u>Equal Employment Opportunity</u>
29	<u>Installation Management</u>
31	<u>Education Services</u>
32	<u>Training, Capabilities and Doctrine Warfighting Developers</u>
33	<u>Ammunition Management</u>
34	<u>Information Technology Management</u>
35	<u>Intelligence (General)</u>
36	<u>Analysis, Modeling and Simulation (M&S)</u>
50	<u>Military Personnel Management</u>
51	<u>General Administration and Support</u>

53	Medical
55	Inspector General
56	Legal
60	Foreign Affairs, International Relations, Strategic Planning, and Linguistics
61	Historian / Museum Curator
64	Aviation

5. Courses. Career Program courses include centrally funded Civilian Education System (CES) Civilian Leader Courses and Career Program technical courses. Their schedules are published on the ACTEDS website in the ACTEDS Catalogue link found at <http://cpol.army.mil/library/train/catalog/>.

6. Registration. The Civilian Human Resources Training Application System (CHRTAS) is the on-line method for submitting a CES application. CHRTAS is an automated management system that allows employees to develop and record completed training, apply for Career Program and CES courses. The CES leader development experience starts at <https://www.atrrs.army.mil/channels/chrtas>. A profile is created first. Once it is completed, employees can begin to search for courses and apply for training that are in line with their grade level and Career Program.

Individual Development Plan (IDP)

1. Policy. All supervisors of DA Civilians will ensure that all of their DA civilian employees have a completed IDP within 30 calendar days of assignment into their position. The IDP is not a binding contract; however, it is USARJ policy that IDPs will be included in the annual performance assessment of all DA Civilians.

2. What is an IDP? An IDP is a written schedule or plan designed to meet particular goals for employee's professional development and mandatory training requirements that are aligned with the employee's career field, career goals, mission and strategic plan of the Command. The IDP and developmental objectives are inherently connected to, and must be completed in conjunction with, an employee's annual performance appraisal and development of new performance standards and elements. While every effort should be made by both employees and supervisors to adhere to the plan, circumstances sometimes arise that require modifying the IDP. Completing an IDP does not imply promotion. It is intended to address developmental needs and facilitate growth while preparing the organization for future challenges.

3. Creating an IDP. At the minimum, the IDP must include Headquarters DA mandatory training found in AR 350-1, dated 19 Aug 2014, page 170, Table G-3. All courses are available as on-line training courses on the USARPAC Civilian Training Management portal page. Use the following link:

<https://hq.usarpac.army.mil/staff/g3/ops/Lists/Training%20List/AllItems.aspx>.

The IDP process is a four-step process that involves continuous two-way communication between supervisors and employees.

Step One: Determine Developmental Objectives

Step Two: Explore Development Options and Select Activities

Step Three: Prepare IDP and Hold Development Discussion

Step Four: Take Action and Monitor Progress

a. Developmental objectives may include details, course work or formal education, special projects, on-the-job training, leadership development courses under the Civilian Education System, or Career Program courses based on employee's career map. They may change from year to year as the mission of the organization evolves.

b. The IDP process is an on-going, continuous process of growth and development. An IDP should be periodically reassessed to determine its effectiveness in terms of developmental objectives, methods of accomplishment, and the need to update. At a minimum, an IDP should be reviewed semi-annually.

c. IDPs will be created in Army Career Tracker (ACT) at <https://actnow.army.mil> or the Civilian Human Resources Training Application System (CHRTAS) at <https://www.atrrs.army.mil/channels/chrtas>. Sample IDP is provided at TAB A.

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Management and Reporting Requirements IAW USARPAC Civilian and Civilian Supervisors' Training and Education Requirements – Policy Memorandum 15-10, dated 24 Nov 2015.

1. Policy. Digital Training Management System (DTMS) is the system of record for tracking all mandatory training and CES course requirements. Each organization must appoint a DTMS clerk to be trained by the G3 DTMS manager. The DTMS clerk and G3 DTMS Manager are responsible for updating all Army Civilian training records in compliance with AR 350-1, Mandatory Training. The G3 DTMS Manager and the USARJ G3 Training Division POC for civilian training is the Chief of Training, G3.

a. All Supervisors. Individuals designated as supervisors of Department of the Army Civilians within USARPAC HQs and major subordinate commands will establish and maintain a Staff/Unit tracking system to manage accountable personnel and track training progress.

b. Mandatory Tracking. All USARJ information will be tracked on the Army's All USARJ information will be tracked on the Army's Digital Training Management System (DTMS), <http://dtms.army.mil>. All other tenant commands will report their information in accordance with their respective training divisions. USARJ DTMS POCs will submit Quarterly mandatory Training Status reports to supervisors and the G3 Training Division in the format below.

Last Name	First	Org	Course Title	Most Recent
Smith	John	Training Div	Supervisor Development Course (SOC)	1 June 2015

c. Information Upload Frequency. Supervisors will upload training not less than monthly to ensure compliance with Army Regulation 350-1, Army Training and Leader Development, 19 Aug 14 Section VII Civilian Education. This is a Command Compliance and Training Program inspection item for USARJ.