



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS  
UNIT #15228  
APO AP 96271-5228

AMIM-HMH (100)

12 Oct 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #31, Civilian Developmental Opportunity Program (CDOP) for Family Members

1. References:

- a. 10 U.S.C. § 1588, Authority to Accept Certain Voluntary Services.
- b. DODI 1100.21, Voluntary Services in the Department of Defense, 11 March 2002.
- c. AR 600-20, Army Command Policy, 24 July 2020.
- d. AR 608-1, Army Community Service, 19 October 2017.
- e. Status of Forces Agreement (SOFA), 9 July 1966.

2. Purpose: To offer USAG-Humphreys and Area III sponsored Family members' career-enhancing developmental opportunities within the federal government's employment system. **This is a non-grievable and unpaid program.**

- a. The three goals for the CDOP are to provide participants with:
  - (1) Professional work experience within the federal system;
  - (2) Supervisory feedback, encouraging professional growth; and
  - (3) A variety of work tasks to maximize exposure.
- b. This program is informal and developmental in nature. CDOP sessions will be scheduled on a semi-annual basis. Schedules may change depending on numbers of participating applicants.
- c. Selections of participants is based on the need of the Agency.

3. Background: This policy emerged as a direct result of attention focused on the lack of federal employment opportunities for spouses and Family members in the community. Despite policies implemented by the Office of Personnel Management

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(OPM) and the Civilian Personnel Advisory Center (CPAC) such as the "Spouse's Preference" designation for hiring, Family members often find obtaining federal employment problematic. The reasons are numerous, primary of which is the limited number of available federal positions on the peninsula. An additional limiting factor is that Family members often lack specialized experience necessary to qualify for most federal jobs. Federal employment, particularly within the Department of Defense (DoD), is the most desired sector for all community civilians in terms of salary and compensation, as well as for the flexibility that DoD jobs offer Family members who most often follow their sponsors from post to post as dictated by mission requirements.

A hard fact is that the number of federally-appropriated positions allocated to any post is limited and often filled by tenured federal employees, leaving few slots for less experienced job seekers. While Leadership cannot increase the number of federally-appropriated positions within the community, the Garrison has chosen to assist Family members in preparing for future entry into the federal work environment by the creation and launch of the Civilian Developmental Opportunity Program (CDOP). The CDOP promotes the partnership between Host Agencies offering developmental assignments and Humphreys and Area III Family members (participants) in need of work experience.

4. Roles and Responsibilities: Detailed below are the roles and responsibilities of the CDOP primary stakeholders, which are the Workforce Development (WFD) Branch, Directorate of Human Resources (DHR), which will serve as the program "Gatekeeper," Host Agencies, Supervisors and CDOP Participants:

a. WFD, DHR:

(1) Serves as the Gatekeeper, responsible for informing Agencies and family members desiring to participate in the program to contact the WFD Branch Chief at DSN 757-2087.

(2) The Gatekeeper will advertise and promote the CDOP via various social media platforms, such as Facebook and discussion forums such as the Community Information Exchange (CIE) and Town Hall. The Gatekeeper may use potential and participating Host Agencies' names and contact information in publications and advertising, catalogues, bulletins, and Participant recruitment materials.

(3) The Gatekeeper will collect resumes of all interested/participating Family members and the build a database to track program placements and progress.

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(4) The Gatekeeper will submit resumes to Agencies seeking Participants and maintain an archive of records pertaining to developmental assignments, which will be provided by the Host Agency.

(5) Upon completion of the program, if desired, the Gatekeeper will provide Host Agencies with a "Certificate of Training," signed by the Garrison Commander, documenting the Participant's accomplishments. The Agency is responsible for presenting participants with certificates.

(6) After each CDOP session, the Gatekeeper will conduct an After Action Review (AAR) with Host Agencies to review, revise and/or expand on the CDOP.

b. The Host Agency:

(1) The Agency will be responsible for reviewing and selecting program Participants.

(2) The Agency is responsible for acquiring the signature of potential applicants on a Memorandum of Agreement (MOA) prior to the start of a developmental assignment. Copies of the signed agreement must be provided to the Gatekeeper.

(3) Agencies assume all responsibilities and liabilities for Participant's training, development, and conduct during each assignment.

(4) The Agency will provide to Participants a detailed listing of the specialized set of duties associated with the position to be filled.

(5) The Agency will provide developmental training to Participants with a minimum of five hours, three days a week, not to exceed 8 hours a day and 5 days per week.

(a) The Agency will input training hours for CDOP participants in the Volunteer Information Management System (VIMS).

(b) The Agency and Participant must agree on the length of the program, which should be at least six months to a year.

(6) CDOP Participants may not serve as supervisors.

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for Family Members

(7) Final reports documenting the Participant's performance should be completed by the Agency and provided to the Participant, as well as the Gatekeeper for archiving.

(8) The Agency reserves the right to terminate the developmental assignment with cause, notifying the Participant in writing within 72 hours of the termination decision.

c. The Participant:

(1) The Participant must meet the eligibility requirements of the Status of Forces Agreement (SOFA).

(2) The Participant must sign the MOA provided by the Agency, agreeing to the terms and conditions as outlined in the MOA prior to beginning a developmental assignment.

(3) The Participant will adhere to Agency policies, procedures, and operating standards.

(4) The Participant must complete all security/training as required by the agency.

(5) The Participant is not an employee of the Agency and is not entitled to financial remuneration during the developmental assignment. Participants are not to displace regular employees and are to work under close supervision.

(6) The Participant is not guaranteed a job after the developmental assignment. However, the participant will be able to reference the developmental assignment in his or her resume for future employment opportunities.

(7) The Participant is responsible for ensuring all hours worked are validated in VIMS.

(8) Participants must work a minimum of five hours a day and three days a week. Additional hours and days worked must be agreed upon by the Participant and the Agency.

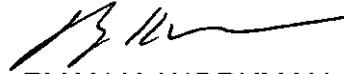
(9) The Participant must notify his or her supervisor with a detailed, written justification immediately if he or she discontinue the developmental assignment.

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5. The point of contact for this policy is the Workforce Development Chief, DHR at DSN  
757-2087.

Encl  
Sample MOA



RYAN K. WORKMAN  
COL, AR  
Commanding

DISTRIBUTION:  
USAG Humphreys Website

## MEMORANDUM OF AGREEMENT

**SUBJECT:** USAG Humphreys Civilian Developmental Opportunity Program

1. This memorandum of agreement is made this (MM/DD/YYYY) \_\_\_\_\_ by and between, \_\_\_\_\_ (hereinafter called the "Agency"), and \_\_\_\_\_, hereinafter called the "Participant."

2. WHEREAS, it is the desire of the participant to be enrolled in the Civilian Developmental Opportunity (CDOP) of the Agency; during the period of (MM/DD/YYYY) \_\_\_\_\_, to \_\_\_\_\_; and WHEREAS, the Agency has such facilities and is desirous of hosting the Participant for educational and training purposes, NOW THEREFORE, THE PARTIES MUTUALLY AGREE TO THE FOLLOWING:

**a. Responsibilities of the Agency:**

(1) The agency will screen and approve participants for CDOPs, assuring that the candidate is properly qualified for the tasks under consideration.

(2) The agency must provide the Participant with a document dictating Roles and Responsibilities, as part of this agreement.

(a) The agency may utilize their own Position Description (PD) document, detailing the specialized duties required of the developmental opportunity, to serve the Roles and Responsibilities document, attaching it to this signed agreement.

(b) The agency agrees to provide the Participant all training and certification requirements, as well as coaching on all policies, rules, regulations, and expectations, which are pertinent to the Participant's role during the developmental opportunity. The Agency acknowledges that Participants are restricted to working no more than forty hours a week and cannot earn overtime under any circumstances.

(3) The agency will provide adequate work resources which enables the participant to function effectively. There will be adequate provision for safe-guarding confidential materials.

(4) The agency will provide adequate time for the developmental opportunity supervisor to hold individual conferences with the Participant for at least \_\_\_\_ per \_\_\_\_.

(5) The agency will provide the Participant with a final assessment of performance upon the completion of the developmental opportunity. If requested, the Agency will also provide the Participant with a "Certificate of Training."

(6) The agency reserves the right to terminate the CDOP as it determines without cause.

ENCLOSURE

**AGENCY ON-SITE SUPERVISOR'S REPORT  
ASSESSMENT OF CDOP PARTICIPANT**

NAME: \_\_\_\_\_ ID# \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

AGENCY, OFFICE, ETC: \_\_\_\_\_

DEVELOPMENTAL OPPORTUNITY ADDRESS: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

SUPERVISOR'S EMAIL: \_\_\_\_\_

DEVELOPMENTAL OPPORTUNITY DATES: (MM/DD/YYYY) \_\_\_\_\_, TO  
\_\_\_\_\_.

Please assess the participant's strengths, area in need of improvement and general performance in the developmental opportunity. Specific information would be helpful. (You may elect to send a letter instead of this form.)

\_\_\_\_\_  
**Agency On-Site Supervisor's Signature** **Date**

\_\_\_\_\_  
**Participant's Signature** **Date**

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(10) All participants will log their hours worked into the Volunteer Information Management System (VMIS). Supervisors will be responsible for approving developmental opportunity applications, posting position descriptions, and certifying hours as the VMIS organizational point of contact for the participant.

(11) Participants who wish to use their developmental opportunity for academic credit, internships or practicums as part of an academic curriculum will not be entitled to enter volunteer hours into VMIS.

Those seeking to participate in CDOP to receive credit for an internship or practicum with an educational institution must utilize a separate contract provided by the educational institution, which must be signed by both the Agency and the Participant.

(12) The Participant acknowledges that he or she must provide his or her developmental opportunity supervisor with a detailed, written notification immediately if she or he discontinue the developmental opportunity.

(13) Upon successful completion of the developmental opportunity, the Participant can request and receive a "Certificate of Training."

(14) The terms hereof shall serve as a release and assumption of risk for the Participant, and any and all heirs, estates, administrators, assignees, and all members of the Participant's family.

**APPROVED:**

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**Participant Signature**

**Date**

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**Agency On-Site Supervisor**

**Date**