



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

REPLY TO
ATTENTION OF:

ATCC-TOS

SEP 21 2018

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Deputy Chiefs of General Staff and Chiefs of Special Staff Offices, HQ USACC

SUBJECT: Policy Memorandum 30 – USACC Civilian Workforce Development Program

1. References.

a. Department of Defense Instruction (DoDI) 1400.25, Volume 410 (DoD Civilian Personnel Management System: Training, Education, and Professional Development), 25 September 2013.

b. Department of Defense Instruction (DoDI) 1430.16 (Growing Civilian Leaders), 19 November 2009.

c. Army Regulation 350-1 (Army Training and Leader Development), 10 December 2017.

d. Army Regulation 690-950 (Career Program Management), 16 November 2016.

2. Background.

a. The development of an adaptive professional Civilian workforce is essential to the success of our Army in this complex and dynamic global security environment. Army Civilian Leader Development guiding principles provide that commanders are responsible for the development of their civilian and military subordinates. USACC commanders, managers and supervisors share responsibility for enabling Army Civilian employees to reach their full potential.

b. USACC Army Civilians are responsible to establish their career goals and to engage actively with their supervisors on strategies to achieve these goals. Civilian employees must collaborate with their supervisors in assessing competencies, identifying and closing competency gaps, and developing, maintaining, and enhancing their competencies, knowledge, skills and abilities in alignment with organizational plans and goals in support of their personal career objectives and aspirations.

ATCC-TOS

SUBJECT: Policy Memorandum 30 – USACC Civilian Workforce Development Program

3. **Applicability.** This policy applies to all Department of the Army (DA) Civilians assigned to USACC and prescribes roles and responsibilities to implement the policy. USACC will implement this policy in phases using the OPORD and FRAGORD processes.

4. **Purpose.** To establish USACC policy for development of the civilian workforce.

5. **Policy.**

a. Commanders, Deputy Chiefs of Staff, Directors, managers and supervisors begin phased implementation of the Civilian Workforce Development Program policy beginning in 3rd Quarter, Fiscal Year 2018 in conjunction with full implementation of the Department of Defense Performance Management and Appraisal Program (DPMAP). Commanders and supervisors/rating officials are responsible for exercising the full range of options to meet their mission-related organizational and employee development needs.

b. USACC Commanders, Deputy Chiefs of Staff, Directors, managers and supervisors must make civilian development a top priority by ensuring that each civilian employee meets the following requirements:

(1) New civilian employees attend the Cadet Command Civilian Personnel Onboarding (C3PO) course.

(2) Civilian employees (GS 6-15) hired after 30 September 2006 complete the Civilian Education System (CES) Foundation Course (FC). The FC is a distance-learning (DL) course offered through the Army Learning Management System.

(3) Civilian employees who are supervisors (and military who supervise civilian employees) complete the Supervisor Development Course (SDC) within 12 months of taking a supervisory position and take the SDC refresher every 3 years. SDC is a DL course available through the Civilian Human Resources Training Application System (CHRTAS).

(4) Civilian employees who are supervisors must complete the CES course targeted for their current grade or designated equivalent courses (credit for previous training completion is auto-determined by the CHRTAS). Completion of these target courses is encouraged, but not required, for non-supervisory civilian employees.

ATCC-TOS

SUBJECT: Policy Memorandum 30 – USACC Civilian Workforce Development Program

(5) Civilian employees have an approved Individual Development Plan (IDP) using the Army Career Tracker (ACT) development tool. Supervisors must approve and review the IDP with their employees during required midpoint and annual performance reviews.

(6) Civilian employees serving in SROTC Staff positions (Human Resource Assistant, Recruiting Operations Officer, Logistics Technician, Program Assistant) attend the USACC-required resident course for certification.

c. USACC also executes civilian workforce development through designated Career Program Leads (CPLs) (enclosure 1) performing their duties (enclosure 2) prescribed in this policy. The execution of CPL duties enable accomplishment of the USACC Line of Effort 3 (Readiness), Supporting Objective 3.2.2 Civilian Professional Development Program.

d. USACC CPLs and those designated as Activity Career Program Managers (ACPMs) coordinate through their respective TRADOC Command Career Program Managers (CCPMs) (enclosure 3) to perform their duties. Each CPL informs their respective career program civilians and supervisors of developmental requirements and opportunities, and provide them the information necessary to develop their unique job-specific competencies.

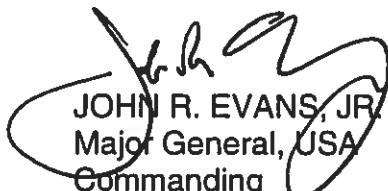
6. Policy Compliance. USACC/DoLDE, Cadre/Faculty and Staff Development Division (CFSDD) in collaboration with Brigade leadership teams will monitor compliance through Staff Assistance Visits, Quality Assurance Visits and data calls reported during Command and Staff briefings.

7. The proponent for this policy is the Director, DoLDE.

8. Point of contact is Dr. Louis (Wes) Smith, CFSDD, U.S. Army Cadet Command, at (502) 624-0115, or louis.w.smith6.civ@mail.mil.

3 Encls

1. USACC DA Civilian CPLs
2. USACC CPL Duties
3. TRADOC CCPMs POC List


JOHN R. EVANS, JR.
Major General, USA
Commanding