



DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE
14000 MSCOE LOOP, SUITE 316
FORT LEONARD WOOD, MISSOURI 65473-8300

ATZT-CSW (15-1a1)

- 9 AUG 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: MSCoE Civilian Personnel Board (CPB) Charter

1. **PURPOSE:** Ensure compliance with civilian personnel management system policies, programs, and procedures. Serve as MSCoE's principle executive body that provides staff oversight for all matters concerning DA civilian life cycle management and human resources support. These actions include manning; recruitment, retention, and relocation; activity career programs; civilian payroll; position management and classification; promotions and reassignments; VERA/VSIP; professional development and re-training; continuing education; and other appropriate administrative actions.

2. **BOARD COMPOSITION:** The board is made up of the following personnel:

- a. Deputy to the Commanding General
- b. Chief of Staff
- c. Assistant Chief of Staff
- d. MSCOE CIVPER
- e. G-3
- f. G-8
- g. FFID
- h. HDCSO
- i. USACBRNS Deputy Commandant
- j. USAES Deputy Commandant
- k. USAMPS Deputy Commandant
- l. CHRA

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3. Subordinate units/activities that wish to appear before the CPB to advocate on behalf of their specific requirement(s) must contact CIVPER first to obtain approval from the Deputy to the Commanding General (DtCG), Chief of Staff (CoS), or Assistant Chief of Staff (ACoS) and discuss the topic with the ACoS for guidance on presentation.

4. The CPB will provide analysis and recommendations regarding MSCoE civilian hiring requests; available vacancies; placement of personnel listed on the MSCoE Surplus Placement List; support for enterprise reorganization effort, proposed personnel actions; classification actions for grade-creep/accretion of duties actions; proposed civilian awards policies; Temp and Term hiring and extension requests; career program professional development assignments; approval of civilian long-term training that exceeds 120 days; status of mandatory training and Civilian Education Systems completions.

a. CHRA and selecting officials MUST review the MSCoE Surplus Placement List for a possible candidate placement prior to requesting to fill a permanent position.

b. MSCoE will support any Fort Leonard Wood reorganization efforts by working to place all surplus Department of the Army Civilians.

c. The board will provide oversight and ensure compliance of DPMAP performance plans, progress reviews, and evaluations. The board will also provide oversight of IDP completion.

5. The CPB will use all available authorities, permissions, and tools to reconcile on-board strength with MSCoE's civilian hiring target.

6. MSCoE manages on-board strength to FY civilian hiring target and funding levels; on-board strength will not exceed 100% of the target.

7. If MSCoE reaches 98% of civilian hiring target the following hiring restrictions will be implemented by the CPB:

a. All hiring actions must be approved by majority vote during the monthly CPB.

b. Actions for CPB consideration must be submitted to CIVPER and staffed through G-8 no later than 10 business days prior to the CPB meeting; actions requiring immediate decision outside of the CPB battle rhythm will be submitted through the CIVPER and then electronically staffed for G-8 recommendation and then to the CPB

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members prior to going to the DtCG.

- c. Implement hiring prioritization criteria.
 - d. Term appointments will be the MSCoE preferred action to fill vacant positions; announcement will state "May be converted to permanent without further competition."
 - e. Conversions from Term-to-Perm Appointments require board approval.
8. If MSCoE exceeds 100% of civilian hiring target then HQ TRADOC, G-1/4, must approve ALL perm hiring requests.
9. The board will provide oversight for the MSCoE Leadership Development Program (LDP) as well as serve as mentors for LDP participants.
10. All participants to include personnel that handle the slides or paperwork for the board are required to sign the confidentiality agreement every two years. The agreement is provided and maintained by CIVPER.
11. PROPONENCY: The proponent for this policy is the Workforce Management Specialist at (573) 563-4000 or <sarah.b.martin13.civ@army.mil>.



AARON D. BOHRER
Colonel, GS
Chief of Staff

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