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INFORMATION PAPER

DAPE-CPC
31 May 2011

SUBJECT: Civilian Career Program Transition Guidance

1. Purpose: To provide interim guidance during the implementation of the Department of Army Civilian Workforce Transformation (CWT) initiative that extends Career Program management to 100% of the civilian workforce.

2. Facts:

a. The alignment of over 300K Army civilians to a career program designation is a phased implementation process, consisting of three Phases:

(1) Phase I - Identifying occupational series that were not coded with a career program designation; defining appropriate career program alignment; establishing career programs for those occupational series that warranted unique specification that did not currently exist in the prevailing career program structure; Identifying Functional Chief (FC) and Functional Chief Representative (FCR) appointments for newly established career programs; and, defining strategies to accurately align occupational series that are “shared” between several career programs.

(2) Phase II – Documentation of associated policy and procedure; Revising and updating AR690-950, “Career Management”, to incorporate these changes; continued coordination with career program representation to clarify and finalize proposed occupational series alignments and “new” career program designations.

(3) Phase III – Identifying and validating associated resources (manpower and dollars) to adequately support career program management; coordinating with ADCS G-3/5/7 (TRV) to define impact to Army Civilian Training and Education Development System (ACTEDS) Competitive Professional Development (CPD) training and resourcing policy/allocation; finalizing AR690-950 Draft for final approval.

b. Occupational series alignment to a career program does **not** immediately imply the availability of ACTEDS resource support, development of ACTEDS Plans or defined career management policy. All training resource support is subject to funding availability.

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- c. Several occupational series that are “shared” between multiple career programs will require continued review of position descriptions, for appropriate alignment. Positions in the 0301, 0303, and 0340 series that require additional review will be temporarily coded as Career Programs “96”, “97”, and “98”, respectively, as an interim measure pending final alignment.
- d. Commands and Career Program representatives are encouraged to initiate or promote the review (by supervisors at the organizational level) of all positions within their span of control, to confirm appropriate career program alignments. In the event of noted discrepancies pertaining to the appropriate career program designation, Command, HR and Career Program representatives are encouraged to coordinate and negotiate a resolution.
- e. Assistant G-1 for Civilian Personnel (AG-1 CP), Strategic Human Capital Development Division, Training & Career Development Branch will arbitrate any un-resolved issues, with final approval by the Assistant Secretary of the Army (Manpower and Reserve Affairs). Arbitration will only engage after demonstrated effort by the commands, HR and Career Program POCs have proven un-successful. Issues must be submitted in writing, via email or memorandum correspondence, with FCR endorsement.
- f. Any negotiated agreements between Career Programs to revise proposed occupational series alignments, must be documented with a Memorandum of Understanding (MOU), signed by both FCRs, and submitted to AG-1 CP.
- g. Definitions of Career Program mission, development of Strategic or ACTEDS Plans and documentation of career development goals are the responsibility of the FC and FCR.
- h. ACTEDS Plan templates and general, Career Program guidance references are in the process of being developed and will be published on the Army Civilian Personnel On-line (ACPOL) website, to educate and facilitate Career Program management administration.
- i. Career Program “Mentors” have been established to assist and advise “new” career programs. The “Mentors” consist of FCRs and Career Program Representatives who have years of experience in effective career program management.
- j. Career Program Management guidance, including spreadsheets documenting occupational series alignments and career program listings, are documented on the ACPOL website: <http://acpol.army.mil/>, under the “Career Management” link.

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