



U.S. Army Civilian Human Resources Management Career Program 10 Bulletin

From the Career Program 10

Functional Chief Representative

Gwendolyn R. DeFilippi, Assistant G-1, Civilian Personnel (AG1-CP)



The CP10 Career Program Management Office continues to stay on point supporting CP10 careerists and ensuring Army Civilian Human Resource Management Civilians are on track with their professional and career development. As we continue to operate with limited resources, my CP10 team is working hard to afford you as many career development opportunities as possible. So far this FY we've offered 16 training instances to include both CHRA functional training and Academic Degree

Training (ADT). Soon we will be soliciting applications for FY16 Developmental Assignments and ADT. These are another great way to broaden your horizons and experience professional growth from another perspective. I encourage you to consider applying for these opportunities. CP10 has also begun listing various training modules within the Army e-Learning SharePoint portal. These training modules on a variety of topics will enhance your knowledge and skill base.

*Respectfully,
Gwendolyn R. DeFilippi*

In this Issue

Note From The FCR pg. 1

Defense Competency
Assessment Tool pg. 2

Employee Engagement (E2)
Career Program Update pg. 3

Department of Defense
Performance Management
Appraisal Program pg. 4

On-line Training Available on
Army's e-Learning SharePoint
Portal pg. 5

Civilian HR Professionals
Careerist Corner pg. 6-7



Have You Heard of DCAT? Do you know what it is?



The Defense Competency Assessment Tool (DCAT) will allow the Department of Defense (DoD) to assess the Civilian workforce for current skills gaps, as well as forecast the skill set(s) needed by the workforce in the coming years. If you've heard of Army's Competency Management System (CMS), DCAT will be familiar since it is modeled on CMS.

DCAT will be utilized to assess DoD Civilian employees' proficiency levels and highlight any potential competency gaps within their specific occupational job series. The competency models for job series 0201 and 0203 have been completed and validated. Through the use of DCAT, DOD will conduct these self-assessments of Civilian employees' critical skills and competencies every two years. The results will indicate skills needed now and in the future to meet mission requirements. A randomly selected number of individuals within each validated job series are invited to participate in the self-assessments. The most recent 0201 and 0203 assessments were conducted in September 2015.

The results of the competency assessments are then used to develop strategies to close any identified competency/skill gaps and inform future training and development plans to effectively manage the Department's civilian workforce. DCAT supports the Department at multiple levels:

- Enterprise level – DCAT is used to validate competency models developed by DOD subject matter experts (SMEs), assess Civilian employee proficiency levels required for their individual position, determine Department-wide competency gaps, and meet legislative requirements. The results of the occupational competency assessments inform future workforce strategies (recruitment, retention, and development) and prioritize resources to ensure a capable and ready civilian workforce.
- Component/Agency level – DCAT is used by Component Heads and OSD Functional Community Managers (OFCMs) to drive workforce strategies to close staffing and competency gaps. DCAT data is used for prioritizing resources to efficiently manage Component/Agency talent and inform workforce strategies.
- Supervisor/Manager level – DCAT results are also used to assist employees in planning for future training/development.
- Employee level – DCAT is used to identify future training and development opportunities.

Sound interesting? Find out more about DCAT through the following DCAT FAQs:

DCAT (FAQs- General) https://dodhrinfo.cpms.osd.mil/Directorates/HRSPAS/Strategic-Human-Capital-Management/Documents/DCAT_GeneralFAQ.pdf

DCAT (FAQs – Employee)

https://dodhrinfo.cpms.osd.mil/Directo55rates/HRSPAS/Strategic-Human-Capital-Management/Documents/DCAT_EmployeeFAQ.pdf

DCAT (FAQs – Supervisors)

<https://dodhrinfo.cpms.osd.mil/Directorates/HRSPAS/Strategic-Human-Capital-Management/Documents/DCATSupervisorFAQ.pdf>

Keep an eye out for additional DCAT information in future CP10 Newsletters.



Have you set-up your GoArmyEd (GAE) account? A significant number of individuals in the CP10 community still do not have their GAE account established. Without a GAE account you will not be able to attend centrally funded HR training courses. Don't be left out! Go to: <https://www.goarmyed.com/> today and get started.

EMPLOYEE ENGAGEMENT (E2) Career Program Update



HQDA and Commands Focus on Employee Engagement Next Steps: The Army is reviewing options to actively enhance employee engagement (E2). Your senior leaders have heard you and are taking action to improve E2. Leadership has also seen the results of OPM's Federal Employee Viewpoint Survey and other employee pulsing efforts and is committed to increasing workforce engagement and satisfaction in order to enable the mission, Army Readiness. The Enhanced [Employee] Engagement Training Conference, (E2TC) took place at Fort Leavenworth, Kansas, 9-10 Sep 15. The ASA M&RA, HON Debra Wada, hosted the working conference, entrusting over 120 Senior Army Civilian and Military command representatives to better understand current workforce perspectives and develop new and innovative ways to increase Employee Engagement and mission accomplishment. The training conference was held to determine alternatives to improve employee engagement and ensure our workforce concerns are heard and acted upon. Work groups developed and recommended specific actions to ASA, M&RA, DASA-CP and CG, TRADOC in four key focus areas: performance management, career management, professional development, and communications. Those actions are being prioritized by commands and will be briefed to the Civilian Workforce Transformation (CWT) GOSC to help determine the road ahead.

Career Programs facilitate E2 by providing Civilians with an awareness that your professional growth matters to the Army and its future mission. The training plans, career roadmaps, and other professional development support helps you to see your professional future in the Army.

Similarly, you play a critical role in your professional development with the opportunity to seek training and developmental assignments to ensure your skills and abilities are best suited to help support Soldier Readiness and mission achievement.

Army-wide Federal Employee Viewpoint Survey (FEVS) results for 2015 were released by OPM in Dec 15 and have been posted on our CWT website. Though FEVS Engagement Index (EI) scores have improved, Army at 64%, is still below the President's engagement standard of 67%. There is more work to be done.

The Army-wide 2015 FEVS results can be found on the CWT Website: <http://www.asamra.army.mil/cwt/>

What actions can you take to increase E2?

- Understand FEVS and how you would think through or answer the survey E2 questions with regard to your organization
- Contact your HR director for FEVS command results and validate issues in your organizations with the workforce and with leadership
- Connect with the your command's E2TC representatives and/or with human capital planners
- Share best practices with your HR director and E2TC/HC planners
- Follow suite with your SES and add an E2 performance objective to your performance management plan
- Help implement programs in your commands and offices to enhance E2

E²

Department of Defense Performance Management Appraisal Program



The National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2010 provided the Secretary of Defense authority to promulgate agency rules and regulations on several matters including providing for a new performance management program among other initiatives. In turn, Congress amended section 9902 of Title 5 U.S. Code, to require the Secretary of Defense to involve employees and their exclusive representatives, as appropriate, to design and implement new authorities and practices for these new personnel authorities. This process came to be known as “New Beginnings.”

Consequently, DoD convened joint labor-management work groups to design the new performance management appraisal system which made recommendations to the Department. As a result, the Defense Performance Management and Appraisal Program was developed for implementation. A joint labor-management work group has been meeting monthly to discuss issues related to implementation. The guiding principles for the new appraisal system are that it is fair, creditable, and transparent, with a strong focus on employee engagement, development, performance, and accountability. The system is proposed to consist of a 3-level rating pattern, Level 5 (Outstanding), Level 3 (Fully Successful), and Level 1 (Unacceptable); a rating cycle of April 1 through March 31 for all employees; a minimum period of 90 days required to be eligible for a rating; and a minimum of three performance review discussions required between the supervisor and employee within each appraisal cycle. An automated appraisal tool will be used to document the performance management activities for most employees.

Army is expected to have approximately 201,000 civilian employees transitioning in different phases into the Defense Performance Management and Appraisal Program beginning April 2016 through June of 2018. A small number of Army employees are expected to be part of Phase 1 implementation beginning April 1, 2016. Additional Army employees are expected to transition to the new system in 2017 and later phases.



Free On-line Training Available on Army's e-Learning SharePoint Portal



Check out the various online mini self-development courses available to you as an Army employee free of charge through Army's e-Learning SharePoint portal. There is a CP10 folder with helpful training modules that will enhance your skills and abilities as an HR professional and future manager and leader. Some of the newly added modules are:

COMMUNICATIONS

Interpersonal Communication that Builds Trust
Communication Methods that Make Sense – and Make Your Point
Being a Receptive Communication Partner
Communication Challenges: Navigating Choppy Waters

NEGOTIATING

Issue-focused Negotiation: Are You Ready?
You and Your Negotiating Counterpart
Reaching a Negotiated Agreement
Tailoring Your Negotiation Approach

PROJECT MANAGEMENT

Project Integration Management
Project Quality Management
Project Stakeholder Management
Agile Principles, Methodologies and Mindset
Agile Planning
Planning and Monitoring Iterations
Engaging Agile Stakeholders and Leading Agile Teams

We are adding additional subject categories and training modules as they become available. Check it out and benefit from the subject offerings.

To access this training, go to <https://usarmy.skillport.com/skillportfe/custom/login/usarmy/login.action>

Click on "Catalog" on the right.

Then click open the "Army Custom Curricula" folder.

Go down and click open the "CP10 – Civilian Human Resources Management" folder.

Click on the class folder you are interested in.

Click on "Show Details" to access all the available modules.





Civilian HR Professionals Careerist Corner

PROMOTIONS, PROFESSIONAL ACHIEVEMENTS & RETIREMENTS

*1st Quarter
Promotions*

GS-15

*Jennifer Tavares, OAA
Julie Brown, IMCOM*

GS-14

*Lynn Bradley, CHRA
Theresa Gray, RDEC
Gwendolyn Kimmich, IMCOM
Lebanon Spann III, USFK
Christina Harland, CHRA*



GS-13

*Gary Cobb, TRADOC
Jacqueline Jones, CHRA
Melinda Williams, CHRA
Darla Yoos, CHRA
Lachele Coppins, CHRA
Kendra Finklea, CHRA
Sheila Schlie, IMCOM
Sharon Nolan, CHRA
Jeffrey Dee, CHRA
Ella Rodgers, CHRA
Kathryn Jennings, CHRA
Stacy Williams, CHRA
Elizabeth Bartlett, CHRA
Kimberlee Galu, CHRA
Barbara Williams, CHRA
Jayme Lynn Wivell, CHRA
Tami Woodruff, CHRA
David Marsho, AMC*

Career Program Facts

All Army Civilian Occupational Series are aligned to one of 31 Army Career Programs (CP)

Details at CPOL Career Management:

<http://cpol.army.mil/library/career/>

Each CP has a Functional Chief, Functional Chief's Representative, and a dedicated Career Program Management Office

- A CP is comprised of occupational series grouped together on the basis of:
 - Population
 - Occupational structure
 - Grade range
 - Commonalities of jobs
 - Qualification characteristics
- CPs were established to ensure there is an adequate base of qualified and trained professional, technical, and administrative personnel to meet Army's current and future needs

-Army Civilian Training, Education, & Development System (ACTEDS) funds may be available on a limited and/or competitive basis to support Army Civilian professional and career development

-Most Civilian training—ACTEDS or Command-funded—is now requested, approved, and funded through www.GoArmyEd.com

Army Career Tracker: <https://ACTNOW.army.mil>

Features competency-based training and professional development models, current CP information/updates, and helps Civilians and their supervisors create and approve Individual Development Plans (IDPs)

-ACTEDS-funded professional-development may include classroom and distance learning training, developmental assignments, academic training, training with industry, and more.

Civilian HR Professionals Careerist Corner



PROMOTIONS, PROFESSIONAL ACHIEVEMENTS & RETIREMENTS

1st Quarter Retirements

Congratulations to the following HQDA, Assistant G1 for Civilian Personnel (AG1-CP) employees who were recognized December 4, 2015 by Ms. Gwendolyn DeFilippi, Acting AG1-CP & CP10 FCR, on their impending retirement: **Mr. David A. Helmer**, Chief, Labor & Employee Relations Division, **Ms. Elizabeth Helmer**, Human Resource Specialist and **Mr. Tony Wai**, Chief, Employee Relations Branch. All have played an integral role in the success of this Directorate and will be missed.



From Left to Right: David Helmer, 38 years, Elizabeth Helmer, 36 years, Tony Wai, 31 years.

CONGRATULATIONS RECENT GRADUATES

Ms. **Sarah Buhman**, Supervisory HR Specialist, Civilian Human Resource Agency, was awarded a Master of Organizational Leadership (HR Concentration) degree from St. Ambrose University on December 19, 2015.

Mr. **Michael Parker**, HR Officer, U.S. Army Combined Arms Support Command, was awarded a Master of Science in HR Management Degree from Ellis University on August 31, 2015.

Ms. **Elisa Ruth Nelson**, HR Specialist, HQDA AG1-CP, completed all requirements for the award of a Master of Science in Organizational Management Degree from Southern New Hampshire University in December 2015.

Ms. **Dorothy Smith**, Career Program Specialist, U.S. Army Corrections Command, was awarded a Master of Public Administration degree on December 16, 2015 from American University's Key Executive Program.

Congratulations to the following HR professionals with a sincere thank you from the Army Civilian HR Community, U.S. Army, and a grateful Nation for your many years of dedication and service.

Joelle Garlow – 43 years
Paul Macias – 43 years
Mary Bogdan – 41 years
Brenda Wright – 38 years
Audrey Blake – 35 years
Mark Schaefer – 33 years
Rita Robinson – 32 years
Mark Flanagan – 32 years
Jacqueline Flenord – 30 years
Will Brooks – 21 years
Timothy Quick – 17 years



"According to our aptitude tests you are best suited to retirement."

ARMY CAREER TRACKER

Army Career Tracker (ACT) is a leadership development tool that integrates training and education into one personalized, easy-to-use website. Users can search multiple Army education and training resources, monitor their career development and receive personalized advice from their supervisor and Army leadership.

<https://actnow.army.mil>