

# **PUBLIC AFFAIRS AND COMMUNICATIONS MEDIA**

## **Career Program 22**

**Army Civilian Training, Education, and Development System Plan**



**PURPOSE:** Army Civilian Training Education and Development System (ACTEDS) Plans provide information pertaining to career management training, education and development for lifecycle workforce management specific to each Career Program.

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## SECTION I: INTRODUCTION

**A. GENERAL:** The purpose of the Army Civilian Training, Education, and Development System (ACTEDS), is to provide for the systematic training and development of Army Career Civilians. This CP-22 (Public Affairs and Communication Media) ACTEDS Plan is a living document that outlines sequential and progressive training for functional specialties and in leadership, supervision and managerial development. It also provide general information and guidance on management of the Public Affairs and Communication Media Career Program, including career progression ladders, core functional competencies, Master Training Plans, mobility and continued service requirements.

\*\*This plan is a revision of the 1998 ACTEDS Plan.

**Revisions** – Revised or new information will be posted on the appropriate web page to maintain the accuracy and currency of the information contained in this document.

**Suggestions for Improvement** – Users are invited to send comments and suggestions for improvement on Department of the Army DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Public Affairs and Communications Career Program 22 mailbox at: USARMY Pentagon HQDA OCPA Mailbox Senior Civilian Advisor, [usarmy.pentagon.hqda-ocpa.mbx.senior-civilian-advisor@mail.mil](mailto:usarmy.pentagon.hqda-ocpa.mbx.senior-civilian-advisor@mail.mil).

**B. METHODOLOGY:** ACTEDS is a requirements-based system that ensures planned development of civilians through a blending of progressive and sequential work assignments, formal training, educational courses, and self-development for individuals as they progress from entry level to key positions. ACTEDS provides an orderly, systematic approach to technical, professional, and leadership training, education, and development similar to the military system. ACTEDS is applicable to all civilian occupations covered by CPs and career fields alike. Information about career management training, education, and development is provided in the individual CP ACTEDS plans. The plans provide specific guidance on Army-wide training, education, and development requirements from the intern or trainee to the executive level. These requirements are based on the results of job analyses, which identify the competencies (knowledge, skills, and abilities (KSA)) that individuals need to do their jobs. In addition to formal training, each ACTEDS plan recommends developmental assignments to broaden careerists' perspectives and to expand the depth and breadth of knowledge needed for movement into higher level positions. These assignments may be in other specialty areas, in related occupations, at different organizational levels, or at different geographical sites. The determination of additional individual or mission training, education, and development needs is the responsibility of commanders.

ACTEDS plans contain:

- Key positions for which individuals will be developed
- Career ladders showing recommended progression paths to key managerial or key technical positions.

-- Competencies needed to perform in each occupation.

**C. CAREER PROGRAM OVERVIEW:** Training, education, and development are vital parts of career management. At each stage in a civilian career, training, education, and development assignments improve job performance and build qualifications for career advancement. The mission of CP 22 is to plan and manage career education, training and development for the Army career civilians that serve as Public Affairs and Communications Media professionals across the Active Army. The goal of CP-22 is to provide a defined road map for success with training and development opportunities to assist employees in the achievement of career goals while meet the needs of the Army for qualified, trained professionals.

1. **Functional Specialties:** CP 22 currently consists of the following six occupational series and associated position titles applicable to the Public Affairs and Communications Media professions:

Occupational Series	Position Title
0301	Program and Administration (Strategic Communications only)
1001	Arts and Information
1035	Public Affairs
1082	Writer/Editor
1087	Editorial Assistant
1099	Arts and Information Student Trainee

2. **Population:** As of August 31, 2012, there were approximately 1,563 employees in CP 22.

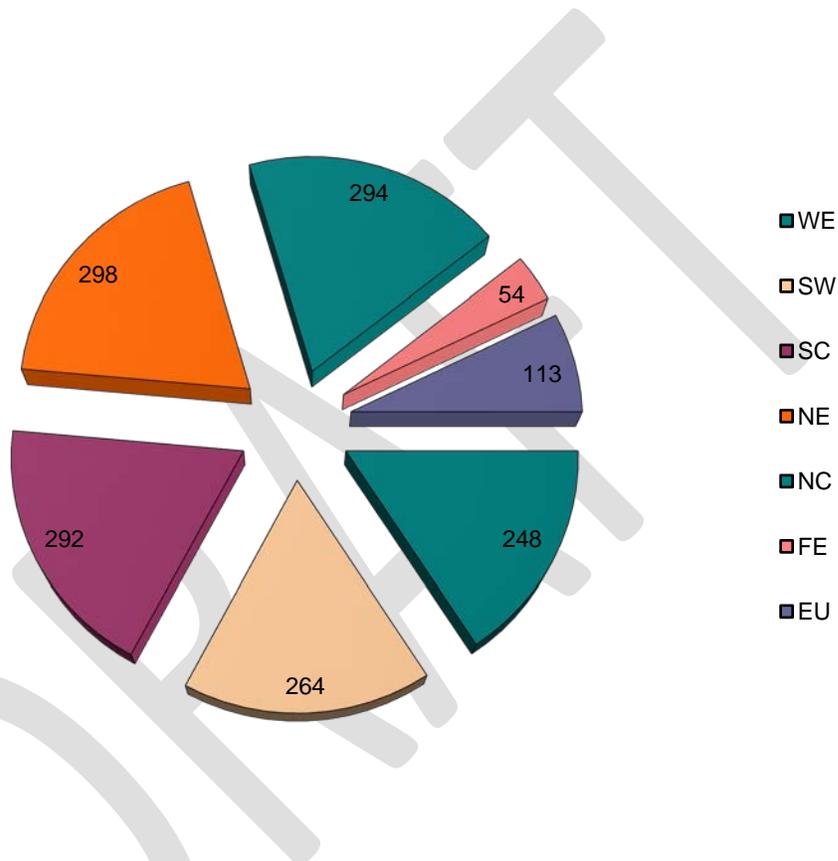
#### CP 22 Population

	0301	1001	1035	1082	1087	1099	Others
GS-03						1	
GS-04						3	
GS-05			6		14	3	
GS-06			3		8		
GS-07			23	11	16	1	
GS-08			2				
GS-09	5		176	54	2	1	
GS-10			1				
GS-11	4	14	322	60			
GS-12	10	5	283	45			
GS-13	13	3	210	16			
GS-14	7		65	9			
GS-15	7		18				
Others	2	2	17	16	2	2	51

Source: DCPDS

Total: 1563

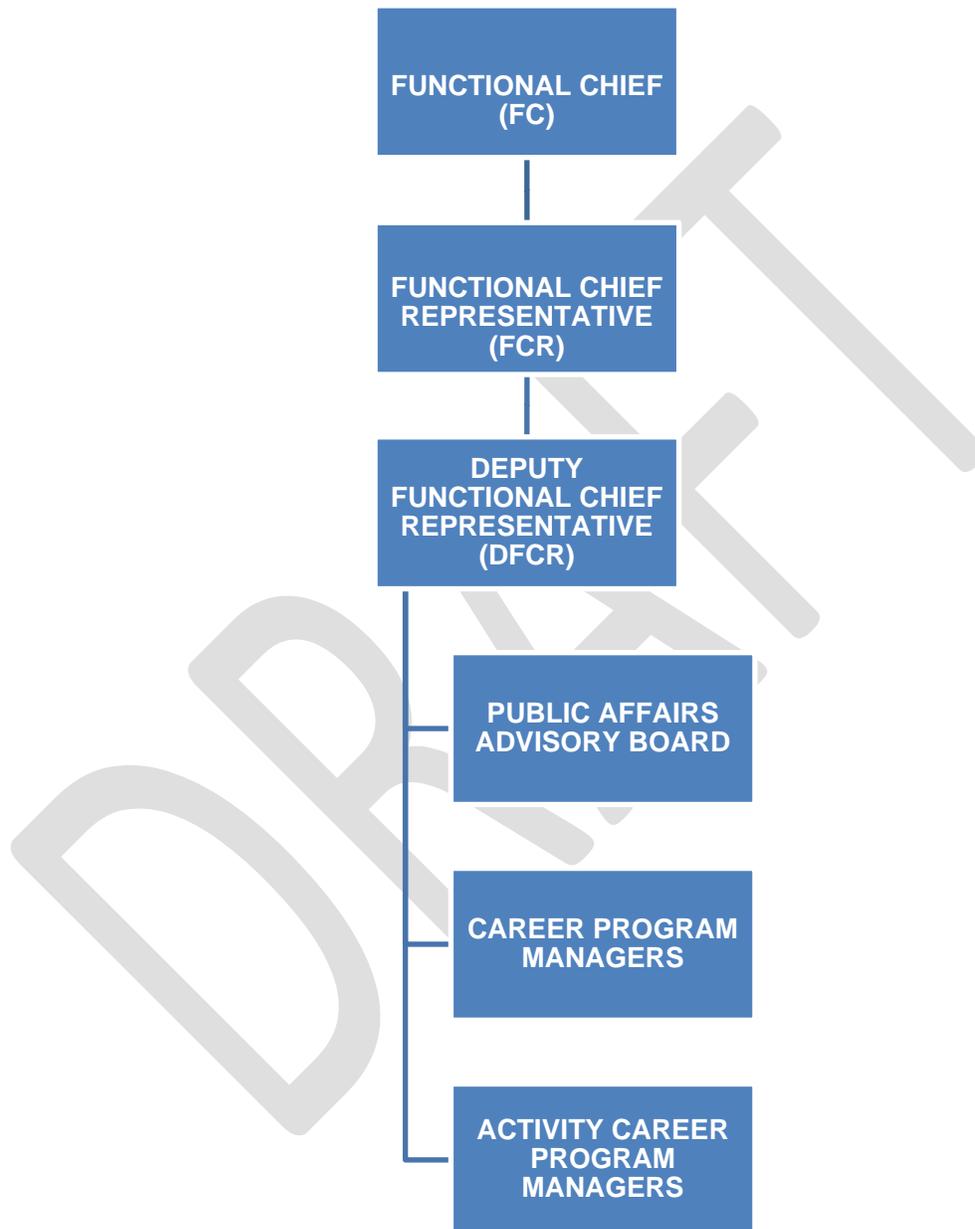
As of August 31, 2012, CP 22 employees are dispersed as indicated.



**3. Affirmative Action Statement:** Selection of employees for training programs in this plan will be made without regard to political preference, race, color, religion, national origin, sex, marital status, disability, age or sexual orientation.

**4. Career Program Management Structure:** CP 22 has established a career program management structure in accordance with the guidelines prescribed by the Assistant Secretary of the Army (Manpower and Reserve Affairs) in the *Life Cycle Career Management for Army Civilians*

*Roles and Responsibilities.* CP 22 management, which is task-organized as follows, has responsibility for all strategic human capital planning and execution for the career program.



- a. **Functional Chief (FC):** The Functional Chief (FC) is the senior career program official. FC responsibilities include identifying strategic workforce issues that need to be addressed in the life-cycle management of civilians in their occupational field. The FC has enterprise level responsibility for ensuring the readiness of their occupational field

in support of Army missions. As part of their enterprise level responsibilities, the FCs will establish and maintain communications with commanders within their functional area of responsibility to the changing needs of the Army. To execute enterprise level responsibilities, the FC of each civilian Career Program will appoint a senior official (normally a civilian), in the occupational field to be the FCR. The Functional Chief of Career Program 22 is the Chief, Public Affairs. The CPA is the senior program official at the enterprise level. FC responsibilities include identifying strategic workforce issues and ensuring the readiness of CP 22's occupational series in support of Army missions. The FC maintains communications with commanders to obtain mission priorities and develop annual strategic plans that respond to the changing needs of the Army. The CP 22 FC is:

**Chief of Public Affairs  
ATTN: SAPA-ZA  
1500 Army Pentagon  
Room 1E484  
Washington, DC 20310-1500  
Phone: (703) 695-5135**

- b. Functional Chief Representative (FCR):** The FCR is a senior civilian, designated by the Functional Chief (FC) to serve as his/her principal advisor in matters pertaining to Career Program management. The FCR for CP 22 is the Senior Civilian Advisor/Principal Deputy to the Chief of Public Affairs. The CP 22 FCR is:

**Senior Civilian Advisor  
to the Chief of Public Affairs  
OFC Chief of Public Affairs  
ATTN: SAPA-SC  
1500 Army Pentagon  
Room 1E470  
Washington, DC 20310-1500  
Phone: (703) 693-0616**

Duties of the FCR include the following:

1. Assist OASA (M&RA) in the preparation of CP instructions and procedures.

2. FCs and FCRs will receive the State of the Agency Brief to include a CP Management Directive 715 analysis in aggregate and respond accordingly.
3. Serve as a member of the CPPC (employing organization shall provide travel and per diem funding to attend meetings).
4. Support and monitor affirmative employment program (AEP) progress.
5. Foster broad-based employee representation and ensure all qualified candidates are equitably considered for promotions to SES “feeder” positions and grades.
6. Monitor effectiveness of career management through:
  - Annual enterprise level workforce assessments of the Career Program that include the documentation and publication of Career Program Strategic Plans in 6 key areas of the life-cycle: 1 – Structure; 2- Acquire; 3 -Train; 4 –Sustain; 5- Develop, and, 6 – Transition.
7. Engage and collaborate with Commands and Supervisors to ensure the Career Program maintains a well-qualified, motivated and well-balanced civilian workforce, capable of supporting Army missions.
8. Assist commanders with identification of appropriate strategies for the development of their employees.
9. Ensure adherence to all applicable federal statutory and regulatory requirements in the establishment of specific education and training standards as appropriate. (i.e., Army Acquisition workforce is governed by the 1990 Defense Acquisition Workforce Improvement Act (DAWIA)).

**c. Deputy Functional Chief Representative:** The Deputy Functional Chief Representative is the Career Program Manager who advises the FC/FCR on matters related to CP 22. Also called the Deputy Senior Civilian Advisor to the Chief of Public Affairs (DSCA), the DFCR manages the Competitive Professional Development (CPD) and CP 22 Pathways (formerly Career Intern) Programs. Duties for the DFCR include:

- a. Chair CP planning boards and select functional participants for planning boards.
- b. Reviews of analysis of Career Program demographics, workforce evaluations as provided by AC, ASCC, DRU and CPEA evaluation surveys, On-site visits, Planning Board reports, and the timeliness and effectiveness of staffing actions.
- c. Facilitate the identification of requirements based training and development needs by engaging Career Program Managers (CPMs), Supervisors, and Senior Leaders, in articulating the capabilities needed to meet current and future missions.

- d. Maintain, update, and otherwise modify Career Program Plans, including Career Maps, previously approved by AG-1(CP), within guidelines which will be established and published in the DA PAM that accompanies AR 690-950.
- e. Establish ACTEDS requirements and develop ACTEDS Training plans, (including Master Intern Training Plan). Coordinate with ADCS G-3/5/7 and obtain AG-1(CP) approval before publication. Ensure that ACTEDS subject matter content is current and applicable for Army-wide implementation.
- f. Participate in projecting annual ACTEDS centrally funded intern needs to support the programming and budgeting of ACTEDS intern central resources.
- g. Review and evaluate annual requests for ACTEDS centrally funded intern resources and submit to AG-1(CP) for resourcing.
- h. Review and evaluate annual competitive and functional training requirements for ACTEDS centrally funded CPD resources and submit to HQ DA G-3/5/7 for resourcing.
- i. Competitively select and/or review command recommended nominations for training assignments.
- j. Manages and monitors intern recruitment, selection and hiring processes; designs and approves the Master Intern Training Plan; and maintains the intern web site ([www.army.mil/internship](http://www.army.mil/internship)).
- k. The DFCR advises ACOMs, ASCCs, DRUs and field operating activities (FOAs) on CP 22 plans, policies and procedures and communicates with CP 22 professionals on developmental opportunities and eligibility requirements.
- l. The DFCR also is directly responsible for administration of the CP22 training budget and Intern and Competitive Professional Development programs. The DFCR maintains CP 22 career maps, ACTEDS Plan and CP-22 Army Career Tracker landing page. The DFCR's contact information is:

**Office of the Chief of Public  
Affairs  
ATTN: SAPA-SC  
1500 Army Pentagon  
Room 1E487  
Washington, DC 20310-1500  
Phone: (703) 697-4269**

**2. CP 22 Advisory Board:** The CP 22 Public Affairs Advisory Board consists of the DFCR/CPM, APAC senior civilian and senior civilian CP 22 functional representatives from AMC, FORSCOM, IMCOM, MEDCOM, TRADOC, USACE and USASOC. The board also includes a recent graduate of the CP 22 Intern Program.

**a. Career Program Managers:** Career Program Managers (CPMs) execute the CP 22 program at the ACOMs, ASCCs, DRUs, installations and activities and occupy the senior civilian public affairs position within the command or activity. CPM responsibilities include:

- Advise ACOM headquarters and field activities on career management from a functional standpoint
- Solicit nominations from installations for CPD
- Provide technical assistance to ACOM commanders in reviewing, rank-ordering, and endorsing nominations for CPD
- Analyze ACTEDS intern and competitive professional development requirements to support the development of budget data
- Recommend and monitor annual intern resource needs
- Assist the ACOM civilian personnel director in the identification of intern training sites
- Assess the quality of intern intake and training and ensure that any needed corrective action is taken
- Assist commanders in obtaining necessary resources to administer and support ACTEDS career program requirements throughout the ACOM
- Monitor the performance of ACTEDS training conducted in ACOM facilities
- Monitor EEO progress within CP 22 and perform the necessary follow-up to ensure full support of EEO goals
- Serve, when required, as Activity Career Program Manager for ACOM headquarters
- Advise and assist the FCR in matters related to career management
- Ensure CPD recruitment actions follow Army and CP 22 policies and
- Assist the FC, FCR and DFCR in supporting career program objectives.

**b. Command or Activity Career Program Managers:** Command or Activity Career Program Managers (ACPM) are usually senior Public Affairs Officers (PAOs) in a Command or installation who give technical advice and assistance to the commander and human resource specialists concerning CP 22 matters. In addition, they:

- Provide advice and information to the command's careerists and interns
- Approve intern IDP

- Monitor intern training within the command to ensure IDPs meet CP 22 Master Intern Training Plan objectives
- Monitor the management, training and performance of interns
- Assist the FCR and DFCR in supporting career program objectives

## **5. Mobility:**

**1. Functional Mobility** - Although CP 22 careerists may be able to achieve their career goals within a single specialized area, multi-dimensional and multi-disciplined experience is an essential factor in individual professional development. CP 22 emphasizes multi-disciplinary experience, particularly for those personnel aspiring to progress to managerial and executive positions. Careerists should consider accepting positions in different functions in order to broaden their competencies.

**2. Geographic Mobility** - Geographic mobility is often required to obtain the diverse experience required of GS-15 or Senior Executive Service level positions. Supervisors should encourage careerists to exercise mobility opportunities so that competencies can be developed at a variety of organizational levels consistent with the individual's career goals and the needs of the Army. Careerists should consider accepting assignments in different geographical areas and/or at different organizational levels as an effective way to broaden their competencies.

**3. Training/Developmental Assignments** exceeding 120 days require completion of a "Continued Service Agreement." The obligated service period in the Department of the Army may not be less than three (3) times the period of training.

## **SECTION II: OBJECTIVES**

### **A. Short-Term Objectives.**

- Provide careerists and their supervisors with a single-source reference to assist in determining appropriate training and development both to enhance on-the-job performance and prepare the careerist for progressively responsible positions.
- Assist resource management and civilian personnel representatives in allocating and prioritizing resources for civilian training and development by providing references to core competency based training alignment.
- Provide careerists with information on the Department of the Army Civilian Leader Development core courses.
- Publicize career program philosophy and guidance on career progression, education, mobility, and other career development issues.

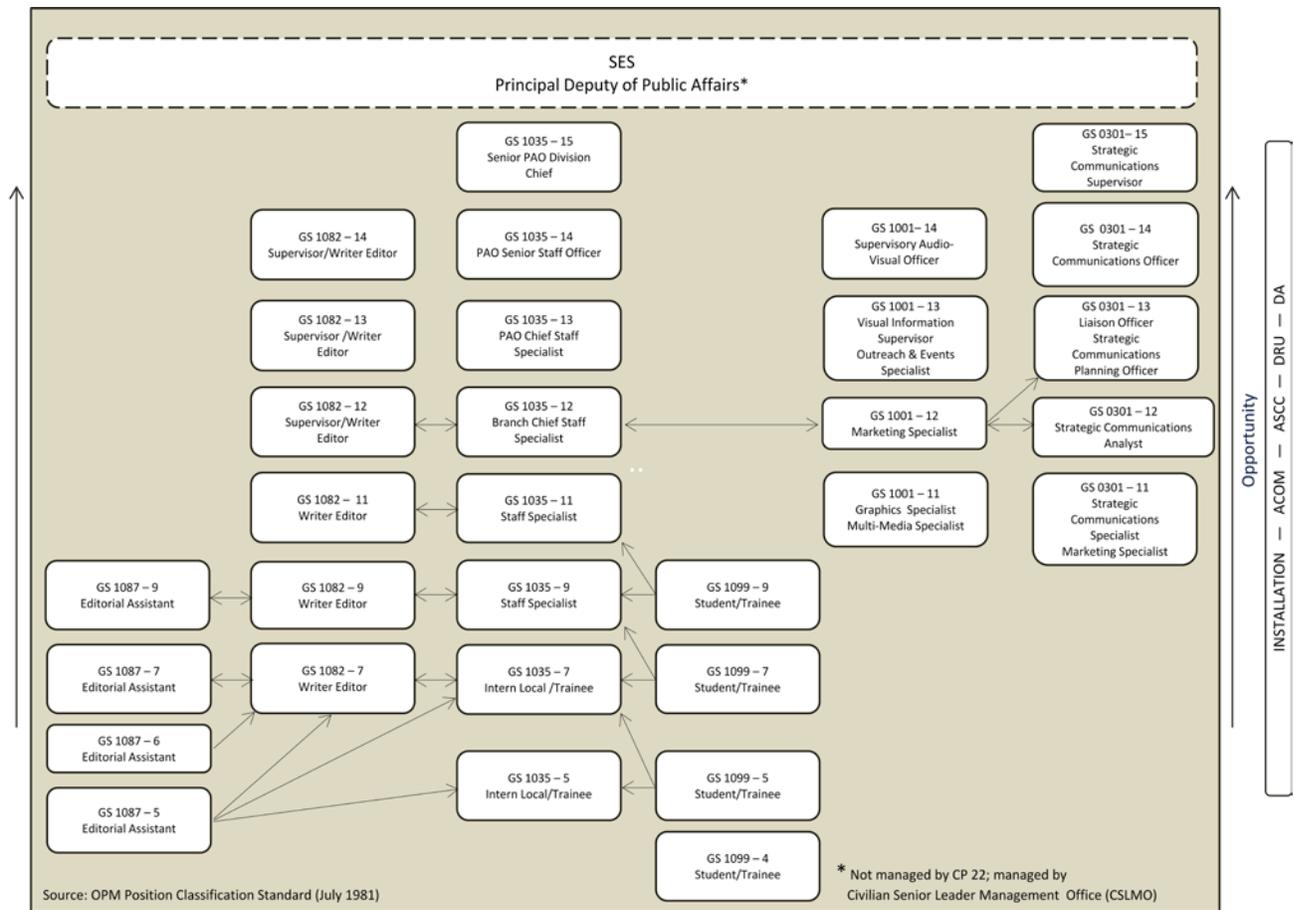
- Revise/update, as appropriate, information on course schedules and content. Expand the master training plan to include more information on developmental assignments, mandatory and recommended courses and sources of training.

**B. Long-Term Objectives.**

- Establish and maintain standards of excellence for the Public Affairs and Communications Media career field.
- Develop CP 22 strategies for implementing succession planning.
- Identify CP competencies, measure gaps, define gap closure strategies and assess closure strategy success and future workforce requirements.
- Develop and document strategic plans that define the CP 22 mission, vision, goals and articulate strategies to achieve them in environments of consistent change.

**SECTION III - CAREER LADDER/CAREER MAPS**

**A. CAREER LADDER:** The career ladder for CP 22 graphically displays levels of grade progression within the Career Program, the associated Position Titles at each grade, and the organizational level designation of each.



**CP 22 Career Ladder**

The design of the career ladder provides for cross-functional career progression. The intent is to afford individuals in all CP 22 series with the opportunity to advance to higher levels of expertise and responsibility if they have the potential and desire to do so.

The CP 22 career ladder consists of:

- Series 0301 Miscellaneous Administration and Program Series (Strategic Communications)
- Series 1001 General Arts and Information Series
- Series 1035 Public Affairs Series
- Series 1082 Writer-Editor Series
- Series 1087 Editorial Assistant Series
- Series 1099 Information and Arts Student Trainee Series

**B. CAREER MAPS:** A documented source that provides employees comprehensive information on all available opportunities for development within the Army that includes specific career paths that define progressive and sequential functional training, professional training and

developmental requirements for specific types of careers that are needed for enhancement and promotion.

The Career Ladder documents, by grade, the sequential progression of each Occupational Series within the Career Program. The Career Map documents the associated training and development at each level of progression that provides the requisite competencies required of the position or grade level.

Each series is supported by a specific career map that can be found at Annex F.

Senior Executive Service (SES) – The CP 22 SES position is the Principal Deputy of Public Affairs.

#### **SECTION IV – CAREER PROGRAM FUNCTIONAL COMPETENCIES**

**A. GENERAL:** In addition to moving all job series into management career programs, another main line of effort for transforming the civilian workforce has been to undertake development of competencies (e.g. a defined set of behaviors that encompass knowledge, skills, abilities, and personal attributes) critical to successful job performance in a given occupation series that can be used to shape the workforce with the requisite capabilities to meet current and future Army missions. This line of effort positions the Army for compliance with National Defense Authorization Act 2010 requirements. It also forms an empirical basis for validating investment in training and education as outlined in this ACTEDS Plan.

**B. CORE FUNCTIONAL COMPETENCIES:** As part of a Congressional mandate, the Defense Department is transitioning to competency-based program management. The authoritative source for developing CP 22 competencies is the Federal Classification and Job Grading Systems Position Classification Standards for White Collar Work. Steps being taken to establish competency management include:

- Peer review of competency definitions
- Competency assessments by employees and supervisors
- Gap analysis of competency shortfalls
- Targeted human capital strategies to address shortfalls

The envisioned end state is a lifecycle construct that will enable CP 22 to improve efforts related to recruitment, hiring and career management. This construct will drive resource planning and Program Objective Memorandum (POM) submissions. The Competency Management System (CMS) further focuses career development priorities consistent with the above training needs.

CMS information, for employee/supervisory assessments of core and individual professional development competencies, is available on AKO: <https://cpscmstp.belvoir.army.mil/cms>

<b>CP 22 SERIES CORE COMPETENCIES</b>
<p><b>ACCOUNTABILITY:</b> Ability to assure that effective controls are developed and maintained to ensure the integrity of the organization. Holds self and others accountable for rules and responsibilities. Can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget. Monitors and evaluates plans, focuses on results and measuring attainment of outcomes.</p>
<p><b>ATTENTION TO DETAIL:</b> Is thorough and conscientious when performing any and all work assignments.</p>
<p><b>COMMUNICATION AND MEDIA:</b> Knowledge of the production, communication and dissemination of information and ideas to inform and entertain via written, oral, and visual media. Includes electronic and printed communications media operations and their use in transmittal of messages. Transmittal includes message structuring according to subject matter and outcomes, message impact assessment, effects of message transmittal, frequency, key speakers, credible source materials, and required setting.</p>
<p><b>ENGLISH LANGUAGE:</b> Applies clear, correct principles of English language to work products to include grammar, vocabulary, diction idioms, syntax, composition, spelling, punctuation, capitalization, abbreviations, compound words, prefixes, agreement and sentence structure.</p>
<p><b>ORAL COMMUNICATIONS:</b> Makes clear and convincing oral presentations to individuals or groups. Listens effectively and clarifies information as needed. Facilitates an open exchange of ideas and fosters an atmosphere of open dialogue.</p>
<p><b>PERSONAL COMMUNICATION:</b> Knowledge, capabilities and practices associated with effective interpersonal and group communication, communication mechanisms such as facilitations, meetings and tools, as well as the general environment for communication. Also includes gathering, comprehending and expressing thoughts and ideas in an effective and appropriate manner using the appropriate non-verbal, listening, writing, reading, facilitation and presentation skills.</p>
<p><b>PLANNING AND EVALUATION:</b> Determines objectives and strategies, organizes work, sets priorities, determines resource requirements, and coordinates with others as part of the organization to accomplish goals. Monitors and evaluates the progress and outcomes of operational plans; anticipates potential threats or opportunities.</p>
<p><b>WRITTEN COMMUNICATION:</b> Expresses acts and ideas in writing in a clear, convincing, organized manner. Includes application of sound principles of editing, English language and composition, writing techniques for print and electronic media, principles and techniques of</p>

speechwriting. Encompasses generalized, specialized and administrative writing.

## **SECTION V – MASTER TRAINING PLAN**

**A. GENERAL:** The CP 22 career maps (located in Army Career Tracker) provide a guide for CP 22 career development planning. The career development approach reflected on CP 22 maps is based on building a block methodology that emphasizes acquiring basic job skills and understanding the Army at entry level, pursuing technical training and continuing education at mid-career level and achieving generalist/management qualification in the senior grades. Career development is achieved through self-development, institutional training and on-the-job training (OJT)/experiential learning. The main areas of concentration for career development are:

- Leadership skills
- Functional competence
- Professional enrichment
- Academic preparation

The Competency Management System (CMS) further focuses career development priorities with training needs. A summary of the Master Training Plan is shown in the following chart.

**Master Training Plan Overview  
(Notional)**

GS 05	GS 07	GS 09	GS 11	GS 12	GS 13	GS 14	GS 15
<b>CIVILIAN EDUCATION SYSTEM (CES)</b>							
Foundation Course							
Basic Course							
Intermediate Course							
Advanced Course							
Continuing Education for Senior Leaders Course							
Action Officer Development Course							
Supervisor Development Course							
Manager Development Course							
<b>SENIOR ENTERPRISE TALENT MANAGEMENT (SETM)</b>							
SETM-TDY Developmental Assignment							
Senior Service College							
Defense Civilian Emerging Leader Program							
Defense Executive Leadership Development Program							
Defense Senior Leader Development Program							
<b>SELF-DEVELOPMENT</b>							
Continuing Education — Army Courses							
Experiential Learning on the Job — Installation/Deployed/DRU/ASCC/ACOM/DA							
<b>FUNCTIONAL TRAINING</b>							
Intern Program							
Career Program Technical Training/Certification							
Career Program Management Training/Certification							
<b>COMPETITIVE PROFESSIONAL DEVELOPMENT (CPD)</b>							
Developmental Assignment — University Training — Training With Industry — Army Congressional Fellowship							
GS 05	GS 07	GS 09	GS 11	GS 12	GS 13	GS 14	GS 15

**B. OVERVIEW OF MASTER TRAINING PLAN ELEMENTS:** The various aspects of career development addressed in the Master Training Plan (Annex B) are:

- Civilian Education System
- Senior Enterprise Talent Management (SETM)
- Self-Development
- Functional Training
- Competitive Professional Development (CPD)

The sub-paragraphs that follow discuss the elements of the Master Training Plan as they apply to all series in CP 22. The Master Training Plan at Annex B provides specific detail for each series by grade.

**1. Civilian Education System (CES).** The CES is the leader development program for Army career civilians. The CES is designed to assist Army career civilians to become agile leaders who personify the Warrior Ethos in their understanding of warfighting, statesmanship and enterprise management. CES training delivery includes both distributed learning (DL) and resident instruction. Centrally funded, CES courses are targeted to specific civilian grades/pay bands.

Army career civilians are expected to complete the CES course targeted for their respective grade or have completed an equivalent military or civilian leader development course. Army career civilians may not enroll in a course that is higher than their current grade but may enroll in a course that is targeted for a lower grade. Successful completion of CES courses (commensurate to grade) is a prerequisite for other training opportunities outlined in this ACTEDS Plan. CES eligibility criteria, course registration information and waiver procedures are provided at the Civilian Human Resource Training Application System (CHRTAS) at <https://www.atrrs.army.mil/channels/chrtas/student/main.aspx>. First time users must create a student profile in order to gain access and register for CES courses. DES courses and associated grade targets are as follows:

- Foundation Course (FC) GS 01-15
- Basic Course (BC) GS 01-09
- Intermediate Course (IC) GS 10-12
- Advanced Course (AC) GS 13-15
- Continuing Education (CESL) GS 14-15

**2. Senior Enterprise Talent Management (SETM).** SETM is the initiative undertaken by the Army to establish a systematic approach to senior civilian leader development, responding to the need to establish a conduit by which Army career civilians can prepare themselves for senior executive responsibilities at the enterprise level of the Army. Under the staff supervision of the Civilian Senior Leader Management Officer (CSLMO) of the Assistant Secretary of the Army (ASA) for Manpower and Reserve Affairs (M&RA), the SETM Program provides for identification and central management of a talent pool of selected GS-14 and GS-15 employees who are afforded the opportunity for enterprise broadening experiences, joint credentialing and executive leadership training. The SETM Program has four modules:

- Placement in Army Enterprise Positions (AEPs)
- Assignment to short-term, project-based Temporary Duty (TDY)
- Senior Service College (SSC) attendance
- Participation in the Defense Senior Leader Development Program (DSLDP)

All Army career civilians in grades GS-14 and GS-15 are eligible to apply for the SETM Program. Applicants must obtain the endorsement of their command, be favorably screened by the CP 22 FCR and have successfully completed the CES Advanced Course. Final selection is made by a Civilian Executive Board (CEB) of Senior Executive Service (SES) and General Officer (GO) members. Further information on the SETM Program is provided at <https://www.csldo.army.mil/CTMO/CTMOIndex.aspx>.

**3. Self-Development.** Self-development is the essential complement to formal training and education. Self-development relies on individual Army career civilians to embrace and commit to continuous learning as a professional ethic. Continuous learning takes place at home station in the form of on-the-job training (OJT), Command-sponsored training and course work at local schools, colleges and universities. Army E-Learning is another avenue for self development. Resource links for self-development are provided in the career maps at Annex F.

Administered under the staff supervision of the Army G-3/7 Civilian Training and Leader Development Office, Army Career Tracker is the automated tool that supports individual career planning. ACT provides a single portal for access to career maps and training and education data. It affords employees and their supervisors the capability to personalize and manage electronic Individual Development Plans (IDPs).

**4. CP 22 Functional Training.** Functional training in this ACTEDS Plan refers to the job-related, competency-based opportunities managed by CP 22. The training is budgeted and paid for by the Army and involves a competitive selection process. Selection is based on fund availability and a “best qualified” review of applications. Application and training procedures adhere to Army policy as specified in AR 350-1, Army Training and Leader Development; Army Civilian Training Interim Policy Guidance Update to AR 350-1, 15 June 2012 and the ACTEDS Training Catalog at <http://cpol.army.mil/library/train/catalog>. Additional information on the submission process is provided at Annex D.

**a. Core Offerings.** CP 22 core offerings are those training opportunities that support development in core competencies (see Section IV). They are fundamental to preparing CP 22 professionals to do their jobs and are categorized in the Master Training Plan (Annex B) in order of importance:

- Priority One (Mandatory)
- Priority Two (Essential if funding is available)
- Priority Three (Recommended as career enhancing)

**b. Pathways Program (formerly Career Intern Program).** The CP 22 Pathways Program is a multi-disciplinary, entry level (GS-07) course of study encompassing Public Affairs experiences that are designed to attract and develop high potential employees for the Public Affairs and Communication Media program. As illustrated in the Master Intern Training Plan (MITP) at Annex C, the program spans 18 months providing a mix of resident (temporary duty) instructions and on-the-job training:

- Twelve months for primary series OJT (home station rotation).

- Ten weeks of resident instruction at the Defense Information School
- Four months of OJT in OCPA

Trainees (also called Recent Graduates) are selected in accordance with applicable federal hiring statutes, regulations and policies. Placement is determined at the time of acceptance into the program. Gaining units agree to hire/place interns in advance of their completion of the program. Further information can be found at <http://cpol.army.mko/library/permis/794.html>.

**5. Competitive Professional Development (CPD).** CPD is defined as functionally-tailored, significant developmental opportunities that occur in academic, industry and/or developmental assignment settings. CPD is the companion piece to functional training, conforming to Army requirements for CP 22 professionals to keep abreast of changes and innovations in their occupational specialties and learn new skills that will contribute to performance excellence in current and future positions.

CPD includes both short-term and long-term training opportunities. Short-term training refers to training that is 120 calendar days or less. Examples of short-term training are professional workshops, seminars, and continuing education classes with a demonstrated training purpose such as those delineated in the career maps (Annex F). Long-term training is training to which an Army career civilian is assigned on a continuous, full-time basis for more than 120 calendar days at either government or non-government facilities.

**a. Developmental Assignments.** Developmental assignments are detail assignments of 90 days (or less) undertaken to provide professional enrichment through experiential learning not readily available in the performance of duties at home station (for example, hands-on exposure to Department of the Army-level issues. Possible developmental assignments include details to the Office of the Chief of Public Affairs (OCPA), an Army Command (ACOM), an Army Service Component Command (ASCC) or another Federal agency. To apply, Army career civilians submit a statement of interest to their CP 22 Career Program Manager indicating the desired assignment including reasons for seeking the detail and career goals to be met by the detail engagement. The CP 22 CPM can assist applicants in identifying suitable opportunities.

Funding for developmental assignments covers travel and per diem as authorized in the Joint Federal Travel Regulation (JFTR), Volume 2. Rental cars are not authorized. Salary and benefits are not covered.

**b. Training with Industry.** TWI offers CP 22 professionals a private sector experience working in a non-government setting in job-related fields such as public relations, communications, publishing, strategic communications, congressional relations, social media, television and broadcasting and similar fields. Applicants can design their own TWI program, choosing a corporation or non-profit organization anywhere in CONUS for a period of 90 days or less. The CP 22 CPM can assist applicants. Starting dates are negotiable. TWI opportunities are subject to available funding.

**c. University Training.** CP 22 may also provide the Army career civilian employee financial assistance to pursue a degree producing program at an accredited college or university. Referred to as academic degree training (ADT), the program of study must be in a discipline that is job related, adds to job proficiency and/or supports a planned career path, either technical, managerial or both. The academic institution must be within commuting distance of the applicant's home station and the course of study must be over 120 days in duration. Examples of ADT are highlighted in the career maps at Annex F. University Training opportunities are subject to available funding.

The ASA (MR&A) is the approving authority for ADT requests. This approval triggers funding. Applicants will not be reimbursed for enrollment in courses prior to the approval date. Salary and benefits are not reimbursed.

Ph.D. programs are not included in the CP 22 Master Training Plan (Annex B) and, therefore, are not centrally funded. Such academic initiative is considered to be a self-development endeavor.

**ANNEX A-1: 0301 SERIES COMPETENCIES**

*Pending further development under Competency Management System (CMS)*

SERIES 0301 PROGRAM AND ADMINISTRATION
<b>COMPETENCIES</b>
<i>To be developed</i>

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**ANNEX A-2: 1001 SERIES COMPETENCIES**

*Pending further development under Competency Management System (CMS)*

SERIES 1001 ARTS AND INFORMATION
<b>COMPETENCIES</b>
<i>To be developed</i>

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**ANNEX A-3: 1035 SERIES COMPETENCIES**

*Pending further development under Competency Management System (CMS)*

SERIES 1035 PUBLIC AFFAIRS
COMPETENCIES
<p><b>ACCOUNTABILITY:</b> Ability to assure that effective controls are developed and maintained to ensure the integrity of the organization. Holds self and others accountable for rules and responsibilities. Can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget. Monitors and evaluates plans, focuses on results and measuring attainment of outcomes.</p>
<p><b>ATTENTION TO DETAIL:</b> Is thorough and conscientious when performing any and all work assignments.</p>
<p><b>COMMUNICATION AND MEDIA:</b> Knowledge of the production, communication and dissemination of information and ideas to inform and entertain via written, oral, and visual media. Includes electronic and printed communications media operations and their use in transmittal of messages. Transmittal includes message structuring according to subject matter and outcomes, message impact assessment, effects of message transmittal, frequency, key speakers, credible sources materials and required setting.</p>
<p><b>ENGLISH LANGUAGE:</b> Applies clear, correct principles of English language to work products to include grammar, vocabulary, diction idioms, syntax, composition, spelling punctuation, capitalization, abbreviations, compound words, prefixes, agreement and sentence structure.</p>
<p><b>ORAL COMMUNICATIONS:</b> Makes clear and convincing oral presentations to individuals or groups. Listens effectively and clarifies information as needed. Facilitates an open exchange of ideas and fosters an atmosphere of open dialogue.</p>
<p><b>PERSONAL COMMUNICATION:</b> Knowledge, capabilities and practices associated with effective interpersonal and group communication, communication mechanisms such as facilitations, meetings and tools, as well as the general environment for communication. Also includes gathering, comprehending and expressing thoughts and ideas in an effective and appropriate manner using the appropriate non-verbal, listening, writing, reading, facilitation and presentation skills.</p>
<p><b>PLANNING AND EVALUATION:</b> Determines objectives and strategies, organizes work, sets priorities, determines resource requirements, coordinates with others as part of the organization to accomplish goals. Monitors and evaluates the progress and outcomes of operational plans;</p>

anticipates potential threats or opportunities.
<b>WRITTEN COMMUNICATION:</b> Expresses acts and ideas in writing in a clear, convincing, organized manner. Includes application of sound principles of editing, English language and composition, writing techniques for print and electronic media, principles and techniques of speechwriting. Encompasses generalized, specialized and administrative writing.
<b>INFLUENCING AND PERSUADING:</b> Persuades others and develops networks and coalitions. Gains cooperation from others to obtain information and accomplish goals. Negotiates to find mutually acceptable solutions and builds consensus through give and take. Includes the ability to use different types of persuasive arguments, styles and strategies.
<b>INTERPERSONAL SKILLS:</b> Considers and responds appropriately to the needs, feelings and capabilities of different people in different situations. Is tactful, compassionate and sensitive and treats others with respect.
<b>FLEXIBILITY:</b> Is open to change and new information. Adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles. Adjusts rapidly to new situations warranting attention and resolution.
<b>RESILIENCE:</b> Deals effectively with pressure, maintains focus and intensity and remains optimistic and persistent, even under adversity. Recovers quickly from setbacks. Effectively balances personal life and work.
<b>DECISIVENESS:</b> Makes sound and well-informed decisions. Perceives the impact and implications of decisions. Commits to action, even in uncertain situations, in order to accomplish organizational goals.
<b>CREATIVE THINKING:</b> Uses imagination to combine ideas or information in new ways.
<b>CUSTOMER SERVICE:</b> Balances interests of a variety of clients and readily readjusts priorities to respond to pressing and changing client demands. Anticipates and meets the need of clients and achieves quality end-products. Is committed to continuous improvement of services.
<b>STRESS TOLERANCE:</b> Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).
<b>SELF-MANAGEMENT:</b> Sets well-defined, realistic personal goals. Displays a high level of initiative, effort and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; and demonstrates responsible behavior.

<p><b>TEAMWORK:</b> Encourages and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit. Works with other to achieve goals. Includes the ability to interact with others in a one-on-one group situation.</p>
<p><b>DECISION MAKING:</b> Specifies goals and obstacles to achieving those goals. Generates alternatives, considers risks and evaluates and chooses the best alternative in order to make a determination, draw conclusion or solve a problem.</p>
<p><b>CONTINUAL LEARNING:</b> Grasps the essence of new information. Masters new technical and business knowledge. Recognizes own strengths and weaknesses and pursues self-development. Seeks feedback from others and opportunities to master new knowledge.</p>
<p><b>EXTERNAL AWARENESS:</b> Identifies and keeps up-to-date on economic, political, and social trends which affect key agency policies/priorities. Understands where the organization is headed and how to make a contribution.</p>
<p><b>REASONING:</b> Discovers or selects rules, principles, or relationships between facts and other information. Research methods and techniques. Includes data collection analysis, interpretation, and sampling.</p>
<p><b>CREATIVITY AND INNOVATION:</b> Develops new insights into situations and applies innovative solutions to make organizational improvements. Creates a work environment that encourages creative thinking and innovation. Designs and implements new or cutting-edge programs and/or processes. For supervisory positions: Ability to innovate that includes the ability to develop new or revised policies, procedures, programs, or solutions to problems.</p>
<p><b>PUBLIC SERVICE MOTIVATION:</b> Shows a commitment to serve the public. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.</p>
<p><b>PROBLEM SOLVING:</b> Identifies and analyzes problems; uses sound reasoning to arrive at conclusions. Finds alternative solutions to complex problems. Distinguishes between relevant and irrelevant information to make logical judgments. Ability to analyze that includes the ability to obtain information, define problems, identify relationships, evaluate quality of projects, assess impact, and make conclusions/recommendations; includes the ability to determine quality of projects, programs, or performance by comparison against standards and objectives.</p>
<p><b>LEARNING:</b> Uses efficient learning techniques to acquire and apply new knowledge and skills. Uses training, feedback, or other opportunities for self-learning and development.</p>
<p><b>LEADERSHIP:</b> Interacts with others to influence, motivate, and challenge them. Ability to direct</p>

work activities i.e. assign or delegate work and monitor the work of others.
TEAM BUILDING: Inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships. Encourages and facilitates cooperation within the organization and with customer groups. Fosters commitment, team spirit, pride, and trust. Develops leadership in others through coaching, mentoring, rewarding and guiding employees.
PARTNERING: Develops networks and builds alliances, engages in cross-functional activities. Collaborates across boundaries, and finds common ground with a widening range of stakeholders. Utilizes contacts to build and strengthen internal support bases.
TECHNOLOGY APPLICATION: Ability to use computers and computer applications to analyze and communicate information in the appropriate format. Includes layout and design of printed products (for example, newspapers, pamphlets, brochures) through the operations of desktop publishing equipment and software.
CONFLICT MANAGEMENT: Identifies and takes steps to prevent potential situations that could result in unpleasant confrontations. Manages and resolves conflicts and disagreements in a positive and constructive manner to minimize negative impact.
PROGRAM/PROJECT MANAGEMENT: Knowledge, capabilities and practices associated with formulating, planning, implementing, managing, tracking and evaluating work and its associated requirements and risks, ranging from one-time projects to program-level work. Critical abilities are to define customer and stakeholder needs and constraints, reduce ambiguity in objectives, develop and manage an efficient project organizational structure, and apply system architecture principles to develop and manage technical requirements in order to achieve the appropriate balance between resources, schedule, and technical requirements. Includes knowledge associated with system architecture, finance, budgeting, risk assessment, schedule, configuration management, contract technical management, and project controls.
TECHNICAL PROFICIENCY: Knowledge, ability, and skill in the functional area of Public Affairs.  This includes: Procedural requirements for responding to questions emanating from various sources: foreign and domestic press, general publics, government officials and community leaders, coordinating, and level of release requirements for identified issues. Also includes the characteristics and requirements of query responses provided in the form of releases, announcements and position papers.  - Ability to provide a reference source for laws, regulations and guidance relevant to Public Affairs

operations, includes Public Laws, Privacy Act, and Freedom of Information Act.

- Skill in strategies for dissemination of public affairs or advertising materials. Includes resource utilization strategies, their limitation and effects in the dissemination of Public Affairs or advertising materials, for example, effectiveness of radio versus television for providing information to soldiers in the field.
- Knowledge of laws regulations, and guidance in advertising and sales promotion and Public Affairs activities specific to recruiting.
- Ability to design a marketing strategy. Includes types of marketing media (for example, conference, advertisement through broadcasting, telecasting, publications, and displays), their development and use, marketing media products (for example, billboards, transit flyers, matchbook covers), and their use; strategy planning; sampling, and piloting methods used in analysis of market audience characteristics, opinions and attitudes, multimedia effects, and evaluation methods.
- Skill in developing and using methods and techniques for establishing and operating a speakers' bureau. Includes methods used for identifying subject matter experts, collecting historical data on speaker effectiveness, and speaker evaluation.
- Knowledge of the newspaper production process. Includes design and layout printing, reproduction, and distribution.
- Knowledge of selected reference sources for planning and execution of Public Affairs activities (for example, AR 360-5, Army Public Affairs, Public Information; AR360-61, Community Relations, AR 360-65, Establishment and Conduct of Field Press Censorship in Combat Areas; AR 360-80, Release of Information When More Than One Service is Involved in Accidents or Incidents; AR360-81, Command Information Program; AR 600-50, Standards of Conduct for The Department of the Army Personnel), and implementing regulations and directives.
- Knowledge of selected reference sources for planning and executing advertising, sales promotion, and Public Affairs activities specific to recruiting (for example, USAREC Reg. 5-3, Advertising Program Planning and Execution; USAREC Regulation 360-11, Local Advertising Expenditure and Accounting Procedures; USAREC Reg. 601-51, Rapid Electronic Advertising, Coupon Transfer Technical Manuals; USAREC 601-85, Total Army Involvement in Recruiting; and USAREC Reg. 601-93, U.S. Army Recruiting; and USAREC Reg. 601-93, Army Recruiting Lead-producing Tour Exhibits).
- Knowledge of contracting. Includes statements of work, specific costing, contract regulations, procedures, and restrictions.

**ANNEX A-4: 1082 SERIES COMPETENCIES**

*Pending further development under Competency Management System (CMS)*

SERIES 1082 WRITIER/EDITOR
<b>COMPETENCIES</b>
<i>To be developed</i>

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**ANNEX A-5: 1087 SERIES COMPETENCIES**

*Pending further development under Competency Management System (CMS)*

SERIES 1087 EDITORIAL ASSISTANT
<b>COMPETENCIES</b>
<i>To be developed</i>

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**ANNEX A-6: 1099 SERIES COMPETENCIES**

*Pending further development under Competency Management System (CMS)*

SERIES 1099 ARTS AND INFORMATION STUDENT TRAINEE
<b>COMPETENCIES</b>
<i>To be developed</i>

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## **ANNEX B - MASTER TRAINING PLAN**

The Master Training Plan applies to all CP-22 Careerists who are not in a centrally or locally funded intern program. The Master Intern Training Plan can be found in Annex C of this document.

This Annex applies to all other CP-22 Careerists. The training requirements for each of the CP-22 occupational series (0301, 1001, 1035, 1082, and 1087) can be found in the individual Career Maps located in ACT. Training designated as Priority 1 on each Career Map is required for all CP-22 Careerists in that particular occupational series. Training designated as Priority 2 is recommended and should be taken by those CP-22 Careerists based on supervisory assessment of individual needs.

As indicated, all occupational series are required to complete the appropriate CES Leadership Courses for their respective grade levels and position responsibilities.

See <http://www.amsc.belvoir.army.mil/academic/ces> for further information.

**ANNEX B-1: MASTER TRAINING PLAN FOR 0301 SERIES**

SERIES 0301 GENERAL ARTS AND INFORMATION				
GS 11	GS 12	GS 13	GS 14	GS 15
Foundation Course	Foundation Course	Foundation Course	Foundation Course	Foundation Course
Basic Course	Basic Course	Basic Course	Basic Course	Basic Course
Action Officer Development Course	Action Officer Development Course	Action Officer Development Course	Action Officer Development Course	Action Officer Development Course
Supervisor Development Course	Supervisor Development Course	Supervisor Development Course	Supervisor Development Course	Supervisor Development Course
	Intermediate Course	Intermediate Course	Intermediate Course	Intermediate Course
		Advanced Course	Advanced Course	Advanced Course
	Manager Development Course	Manager Development Course	Manager Development Course	Manager Development Course
			Continuing Education for Senior Leaders	Continuing Education for Senior Leaders
		Georgetown University Congressional Operations	Georgetown University Congressional Operations	Georgetown University Congressional Operations
		Georgetown University Strategic Communications	Georgetown University Strategic Communications	Georgetown University Strategic Communications
Public Affairs Qualification Course	Public Affairs Qualification Course	Public Affairs Qualification Course	Public Affairs Qualification Course	Public Affairs Qualification Course
	Joint Intermediate Public Affairs Course	Joint Intermediate Public Affairs Course	Joint Senior Public Affairs Course	Joint Senior Public Affairs Course

**ANNEX B-2: MASTER TRAINING PLAN FOR 1001 SERIES**

SERIES 1001 ARTS AND INFORMATION			
GS 11 and Below	GS 12	GS 13	GS 14
Foundation Course	Foundation Course	Foundation Course	Foundation Course
Basic Course	Basic Course	Basic Course	Basic Course
Action Officer Development Course			
	Intermediate Course	Intermediate Course	Intermediate Course
Supervisor Development Course	Supervisor Development Course	Supervisor Development Course	Supervisor Development Course
	Manager Development Course	Manager Development Course	Manager Development Course
		Advanced Course	Advanced Course
		Continuing Education for Senior Leaders	Continuing Education for Senior Leaders
			Defense Senior Development Program
			Army Congressional Fellowship
			Harvard School Senior Executive Fellowship
Georgetown University Digital Media Management			
Public Affairs Qualification Course			

**ANNEX B-3: MASTER TRAINING PLAN FOR 1035 SERIES**

SERIES 1035 PUBLIC AFFAIRS					
GS 07	GS 09	GS 11-12	GS 13- 14	GS 15	SES
Foundation Course	Leadership at the Peak				
	Basic Course	Basic Course	Basic Course	Basic Course	DOD Executive Courses
Action Officer Development Course	Federal Executive Institute Courses				
		Supervisor Development Course	Supervisor Development Course	Supervisor Development Course	
		Intermediate Course	Intermediate Course	Intermediate Course	
		Advanced Course	Advanced Course	Advanced Course	
			Manager Development Course	Manager Development Course	
					Senior Manager Course in National Security
PA Qualification Course (PAQC)	APEX Program				
PA Distance Learning Courses	Army Senior Leader Communication Workshop				
	Editors Course	Editors Course	Joint Intermediate PA Course	Joint Senior Public Affairs Course	
Georgetown University Congressional Operation	Georgetown University Congressional Operations	Senior Executive Diversity			
Georgetown University Strategic Communications	John F. Kennedy School of Government				

**ANNEX B-4: MASTER TRAINING PLAN FOR 1082 SERIES**

SERIES 1082 WRITER-EDITOR					
GS 09	GS 11	GS 12	GS 13	GS 14	GS 15
Foundation Course	Foundation Course	Foundation Course	Foundation Course	Foundation Course	Foundation Course
Basic Course	Basic Course	Basic Course	Basic Course	Basic Course	Basic Course
Intermediate Course	Action Officer Development Course	Intermediate Course	Action Officer Development Course	Intermediate Course	Intermediate Course
Action Officer Development Course		Action Officer Development Course	Intermediate Course	Advanced Course	Army War College (Resident/dL)
		Supervisor Development Course	Advanced Course	Action Officer Development Course	Continuing Education for Senior Leaders
Manager Development Course		Manager Development Course	Supervisor Development Course	Supervisor Development Course	Defense Senior Leader Development Program
Supervisor Development Course			Manager Development Course	Manager Development Course	Manager Development Course
	Supervisor Development Course		Industrial College for the Armed Forces	Advanced Course	Industrial College for the Armed Forces
			Defense Executive Leadership Development Program	Army War College (Resident/dL)	Senior Enterprise Talent Management
			Defense Leadership and Management Program		Senior Manager Course in National Security
			Deployments	Industrial College for the Armed Forces	Supervisor Development Course
	Army Congressional Fellowship			DOD Executive Leadership Program	
Editors Course	PA Qualification Course (PAQC)		Army Congressional Fellowship	Senior Manager Course in National Security	

**ANNEX B-5 MASTER TRAINING PLAN FOR 1087 SERIES**

SERIES 1087 EDITORIAL ASSISTANT		
<b>GS 05 and Below</b>	<b>GS 06-07</b>	<b>GS 09</b>
Foundation Course	Foundation Course	Foundation Course
Basic Course	Basic Course	Basic Course
Action Officer Development Course	Action Officer Development Course	Action Officer Development Course
Supervisor Development Course	Supervisor Development Course	Supervisor Development Course
	Manager Development Course	Manager Development Course
Basic Public Affairs Specialist Course – ADL	Basic Public Affairs Specialist Course – ADL	Basic Public Affairs Specialist Course – ADL Course – ADL
	Editors Course	Editors Course

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**ANNEX B-6: MASTER TRAINING PLAN FOR 1099 SERIES**

SERIES 1099 ARTS AND INFORMATION STUDENT TRAINEE		
<b>GS 05 and Below</b>	<b>GS 06-07</b>	<b>GS 09</b>
See Appendix C, CP 22 Master Intern Training Plan		

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## ANNEX C - MASTER INTERN TRAINING PLAN

The Master Intern Training Plan (MITP) outlines the subject matter for all centrally- and locally-selected CP 22 interns, and outlines the core subject matter CP 22 interns need to know by the time they complete the program. Supervisors use this MITP as a guide when developing the intern's Individual Development Plan (IDP). ACTEDS does not fund this training or any MITP training for locally-hired interns.

The MITP supports non-competitive promotion to a target grade of GS-09. All interns enter at GS-07 and become eligible for promotion to GS-09 upon completion of all MITP/IDP training requirements. Interns who successfully complete the program qualify for GS-1035 and/or GS-1082 and/or GS-1001 positions (the latter two must be in direct support of Public Affairs or under the supervision of a Public Affairs Officer (PAO)). Any placement of interns into or from other career series will be on a case-by-case basis with the approval of respective FCRs.

Central and local intern training is 18 months; however, the length of training varies with each employee's entry qualifications and whether he or she accomplished part of the training before becoming an intern. The DFCR determines and approves a centrally-selected intern's training program of less than 18 months. For locally-hired interns, the PAO will determine if the intern is eligible for a training program of less than 18 months, however, the CPM and the DFCR are the approval authorities for the exception. Within 30 days of hiring the intern, the PAO must submit the intern's IDP and exception request, with supporting documentation, to the CPM and DFCR for approval. PAOs who hire local interns must report intern status annually in October. The CPM will determine required information.

The FCR may extend the program for up to six months for central interns who have not acquired the competencies required in the MITP for duty in a full performance position.

### a. Training phases.

- Phase I (home-station training) is approximately 12 months of the intern's training and consists of specialty and job-related formal training in the full range of functional skills. During this phase, the intern is given written or oral instruction on the nature and priority of work assignments. The supervisor will have periodic discussions with the intern about the work to be completed. Also, the supervisor, or the person who trains the intern, will spot check and carefully review work to determine the degree to which objectives have been achieved. After interns successfully complete Phase I, they will proceed directly into Phase II, specialty training.
- Phase II (on-the-job and formal training) is the Defense Information School (DINFOS) Public Affairs Qualification Course. The two-month course teaches more in-depth and advanced specialty training. Successful completion is mandatory for continued enrollment in the CP 22 Internship.
- Phase III (headquarters training) is four months and features advanced on-the-job assignments and training with Army Public Affairs Officers. Centrally-selected interns train at OCPA. Locally-hired interns train at their organization's headquarters, i.e., interns hired within Army Materiel Command (AMC) train at AMC headquarters.

b. The IDP translates the general MITP requirements into specific objectives. The IDP must be prepared within 30 days after the intern begins duty and outlines training and work experiences that will prepare the intern for target-level performance. Using the MITP as a guide, the supervisor (with the intern's input) will develop and tailor an IDP by comparing the intern's existing training, education and experience with requirements shown in the plan (pen and ink changes are acceptable). When the intern does not have job-related experience, the entire MITP becomes the intern's IDP. If the intern has substantial prior experience or formal classroom training in the job specialty, some portions of the plan may be shortened or omitted. The time saved can be added to another segment in which the intern has less knowledge, or the intern may be graduated up to four months early—approval must be requested as outlined below. Centrally-funded intern promotions will be decided by the DFCR in consultation with the intern's supervisor and local trainers. If conditions indicate that a change beyond what is stated above is desirable, a waiver to change pertinent sections of the training plan may be requested through the MACOM OCPM, to the DFCR. Requests will:

- (1) Identify the section of the plan that would be waived or changed;
- (2) Describe the competencies and the type and percentage of training time that would be changed;
- (3) Provide an analysis of the effect of the change and the intern's ability to complete the plan's objectives;
- (4) Describe advantage to government and to employee.

Intern Performance Appraisals will be accomplished under the Senior System of the Total Army Performance Evaluation System (TAPES). Interns will be rated after a six-month period beginning on their entrance on duty (this will be a special rating). One year after their entrance, interns will receive their first annual rating. Thereafter, they will continue on their entrance-based rating cycle until they complete the intern program. Raters will attach the IDP to the Senior System Civilian Evaluation Report, DA Form 7221-1. Raters will annotate the IDP in the margin with the dates and their initials that serve to verify that courses and on-the-job training have been accomplished. Accordingly, the 7221-1 Form with the annotated IDP will provide the documentation for the intern's official performance appraisal, Senior System Civilian Evaluation Report.

**ANNEX C: MASTER INTERN TRAINING PLAN**

**HOME STATION  
PACM INTERN  
Tentative Training Schedule  
18-Month Program**

Home Station	11.50 months
Office, Chief of Public Affairs, HQDA	4.00 months
Public Affairs Qualification Course	2.00 months
Leave and travel	0.50 months
<b>TOTAL</b>	<b>18.00 months</b>

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TRAINING CODES USED: D=Discussion; DEM=Demonstration; RR=Required Reading; and SA=Supervised Assignment

For more information on the Career Intern Program, see AR 690-950, Career Management, AR 690-950-22, Civilian Career Program for Public Affairs and Communications Media, and the PACM ACTEDS Plan.

## HOME STATION TRAINING PROGRAM OUTLINE

### ORIENTATION

1.0 month

**LOCATION:** TBD    **SUPERVISOR:** designated trainer

#### **KNOWLEDGE, SKILLS & ABILITIES TO BE ACQUIRED**

At the outset of this segment, management will arrange to:

- A.** Receive the new intern, provide him/her the command orientation presentation and arrange appropriate sponsorship for assisting their reception.
- B.** Review Intern and Supervisor Checklists, provided by DSCA, to ensure the intern has been properly in-processed and understands the importance of registering in the Defense Travel System, applying for a Government Travel Card and completing mandatory online training courses before attending DINFOS. These are supervisor responsibilities.
- C.** Ensure the intern training program is conducted so the intern is totally immersed in all facets of operational matters. The training program should expose the intern to a wide spectrum of Public Affairs experiences the intern and the Army will be able to draw from in future years.
- D.** Assign a trainer to be responsible for completion of the Home Station training as well as the following initial and specific training so the intern will be able to:
  - 1.** Understand and explain the purpose, sequence and dimension of the intern program, its key positions, duration, emphasis on mobility and Total Army approach as well as plans for completing the required training.
  - 2.** Understand and explain geographic and demographic aspects of the Home Station setting as well as the overall personnel policies for emergency care, rules, grievance, leave, notification and administrative procedures that acclimate new personnel and integrate them into a normal work routine.
  - 3.** Understand and use basic military correspondence, filing and office procedures.
  - 4.** Understand how the office participates in the Home Station budget process and participates in PAO budget process.
  - 5.** Review and understand the existing commercial enterprise contract for publishing the installation newspaper; if possible participate in the contract renewable process.
  - 6.** Understand and explain the Total Army Performance Evaluation System (TAPES); participate in completing own DA Form 7222-1 (Senior System Civilian Evaluation Report Support Form designated for intern use).

**7.** Become familiar with enlisted evaluation and officer evaluation systems as well as the Base System Evaluation Report

**8.** Understand the missions and working relationships between the Home Station Public Affairs Office and tenant units and the impact of each on the nation at large as well as local civilian communities.

**E.** Assign required reading, including FM 46-1, and conduct rudimentary discussion of Public Affairs doctrine at the outset as a frame of reference for the intern's upcoming training; detailed discussion and burgeoning understanding is expected to develop as the internship progresses through each training phase.

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## HOME STATION TRAINING PROGRAM OUTLINE

### AUTOMATION

.5 months

**LOCATION:** TBD    **SUPERVISOR:** Designated Trainer

#### **KNOWLEDGE, SKILLS & ABILITIES TO BE ACQUIRED**

At the outset of this segment, management will arrange to:

- A.** Schedule the intern for appropriate automation training to assure basic computing skills, including the ability to build documents and manipulate information in a standard Army automation system.
- B.** Assign a suitable workstation with necessary communications capability, so the intern will be able to:
- C.** Register and complete the mandatory online Foundation and Action Officer Development courses. Otherwise provide opportunities to:
  - 1.** Understand and employ existing principal systems, and explain the purpose, procedures and dimension of the local information management program in its application to the local Public Affairs effort and how it is integrated Home Station.
  - 2.** Develop his/her library or database to support the mission.

## HOME STATION TRAINING PROGRAM OUTLINE

### MEDIA RELATIONS

3.0 months

**LOCATION: TBD SUPERVISOR: Designated Trainer**

#### **KNOWLEDGES, SKILLS & ABILITIES TO BE ACQUIRED**

At the outset of this segment, management will brief the local media relations mission:

- A.** By familiarizing the intern on current, past and predicted issues;
- B.** And by describing the existing media climate and tendencies, so the intern will be able to:
  - 1.** Understand and explain Army principles for dealing with news media as well as the nexus for disseminating information about the Home Station to news media (Familiarization with AR 360-1 and supplements thereto).
  - 2.** Gain an appreciation of local media outlets and methods by visiting several in the local market.
  - 3.** Prepare public service announcements.
  - 4.** Write basic news releases.
  - 5.** Write releases about significant issues.
  - 6.** Research issues and plan announcement strategies.
  - 7.** Coordinate within the Home Station staff texts, policies and treatments for particular issues.
  - 8.** Staff and respond to media queries.
  - 9.** Escort media on a Home Station visit.
  - 10.** Assist with a news conference or editorial board by being responsible for primary research and analysis of pertinent issues.
  - 11.** Coordinate with superiors, functional and command, before and after an event, to include preparation of executive summaries or similar filings.
  - 12.** Evaluate strategy, text, and results.
  - 13.** Write an Op-Ed piece or correction letter to the editor.

**14.** Describe the complete life-cycle of a media interchange.

**15.** Develop story ideas into proposals for external media use; discuss with reporters and encourage use.

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## HOME STATION TRAINING PROGRAM OUTLINE

### COMMUNITY RELATIONS

3.0 months

**LOCATION: TBD SUPERVISOR: designated trainer**

#### **KNOWLEDGE, SKILLS & ABILITIES TO BE ACQUIRED**

At the outset of this segment, management will brief the local community relations mission:

- A.** And familiarize the intern on current and predicted issues;
- B.** And describe the external community climate and tendencies, so the intern will be able to:
  - 1.** Understand and explain procedures for dealing with the general public as well as how information is disseminated to it outside of the news media nexus (Familiarization with AR 360-1 and supplements thereto).
  - 2.** Gain an appreciation of local demographics, heritage, preferences, clubs, associations, support groups and service organizations.
  - 3.** Receive and respond to written and verbal inquiries.
  - 4.** Research, write and review speeches.
  - 5.** Assist in the operation and management of a speakers' bureau.
  - 6.** Administer Home Station community relations assets such as color guards, safety and logistical equipment.
  - 7.** Write a Community Relations plan for an event; coordinate with staff and obtain approval.
  - 8.** Plan, rehearse and coordinate, externally and internally, laterally and vertically, a major special event, such as an open house or one of the Home Station's major interchanges with its community.
  - 9.** Execute and evaluate same, and report results to leadership.
  - 10.** Perform any of the above community relations functions for the local Medical activity for up to one week if the latter has a training capability (GS-9 or above full-time PAO) or otherwise on targets of opportunity under the trainer's cognizance.
  - 11.** Perform any of the above community relations functions for the training organization under the trainer's cognizance as targets of opportunity arise.

## HOME STATION TRAINING PROGRAM OUTLINE

### COMMAND INFORMATION

3.0 months

**LOCATION:** TBD    **SUPERVISOR:** designated trainer

#### **KNOWLEDGE, SKILLS & ABILITIES TO BE ACQUIRED**

At the outset of this segment, management will brief the local command information mission:

- A.** And familiarize the intern on current, past and predicted issues;
- B.** And describe the internal community climate and tendencies, so that the intern will be able to:
  - 1.** Understand and explain local procedures for dealing with internal publics as well as how information is disseminated to them outside of the news media nexus.
  - 2.** Gain an appreciation of internal demographics, heritage, preferences, clubs, associations, support groups and service organizations.
  - 3.** Become familiar with pertinent Army regulations and supplements thereto.
  - 4.** Write news for internal print use.
  - 5.** Visit publisher and develop understanding of publisher's requirements.
  - 6.** Perform layout and design of print product, preferably the command/installation newspaper.
  - 7.** Perform as editor, assigning stories, rewriting, editing and dealing with publisher; develop familiarity with publishing contract.
  - 8.** Coordinate staffing procedures on stories about controversial issues.
  - 9.** Write and edit news for electronic usage (to include social media posts and online town halls).
  - 10.** Acquire technical understanding of local electronic capability.
  - 11.** Participate in management of electronic news outlet.
  - 12.** Develop a special theme for a commander's presentation to soldiers/workforce; witness the event and then evaluate it.

## HOME STATION TRAINING PROGRAM OUTLINE

### SOLDIER ORIENTATION

1.0 months

**LOCATION:** TBD    **SUPERVISOR:** designated trainer

#### **KNOWLEDGE, SKILLS & ABILITIES TO BE ACQUIRED**

At the outset of this segment, management will brief the local soldier mission:

- A.** And familiarize the intern on current, past and predicted issues;
- B.** And describe the training and operations climate for soldiers so the intern will be able to:
  - 1.** Understand and explain local training and operations mission.
  - 2.** Develop a familiarity with the experiences of soldiers from the enlisted and officer standpoints through personal contact and participation in soldier activities, to wit:
    - a.** Personal observation of a maximum of all major, available events in the local mission.
    - b.** Participate in at least one mission/operational activity at the local training level.
    - c.** Participation, to the extent permitted by the Fair Labor Standards Act, funding and reasonable physical limitations, in a shorter field training exercise for another feature story.
    - d.** Participation, with the same qualifications as in "2c" above, in a longer exercise or deployment for a third feature story.
  - 3.** Completion of all three stories.
  - 4.** Attendance at Worldwide Public Affairs Symposium, if so designated by trainer and the Deputy Senior Civilian Advisor.

**OCPA/HQDA TRAINING PROGRAM OUTLINE  
ORIENTATION  
0.1 month**

**LOCATION: PENTAGON**

**SUPERVISOR: SR. CIV. ADV. TO CPA**

**KNOWLEDGE, SKILLS & ABILITIES TO BE ACQUIRED**

**At the outset of this segment, management will arrange to:**

- A.** Assign the Senior Civilian Advisor to the Chief of Public Affairs to be sponsor and trainer.
- B.** Receive the new intern and provide him/her an orientation and on-boarding experiences to the local area, Pentagon, Army Headquarters and Office, Chief of Public Affairs, as well as its offices and divisions.
- C.** Brief the intern on the intern training at Headquarters, Department of Army, so that the intern will be able to:
  - 1.** Understand and explain the purpose, sequence and dimension of the intern program, its duration, emphasis on mobility and Total Army approach as well as plans for completing the required training.
  - 2.** Understand and explain geographic, demographic and interdependent aspects of the National Capital Region.
  - 3.** Understand the overall personnel policies for emergency care, rules, grievance, leave, notification and administrative procedures that acclimate new personnel and integrate them into a normal work routine.
  - 4.** Understand and explain the general missions of the Army Headquarters and its field operating agencies.

**OCPA/HQ DA TRAINING PROGRAM OUTLINE  
MANAGEMENT PHILOSOPHIES  
0.2 month**

**LOCATION: PENTAGON**

**SUPERVISOR: SR. CIV. ADV. TO CPA**

**KNOWLEDGE, SKILLS & ABILITIES TO BE ACQUIRED**

At the outset of this segment, management will arrange to:

- A.** Review the Public Affairs and Communications Media Career Program.
- B.** Present basic management philosophies in Public Affairs, so that the intern will be able to:
  - 1.** Describe the career program, how it works, sequences of training, career ladders, mobility, Army Career Tracker, Competency Management System, Civilian Workforce Transformation, etc.
  - 2.** Describe the rules, applications and reporting procedures for the Public Affairs appropriation.

DRAFT

**OCPA/DA  
MRD, CRD, OP PLANS DIVISION TRAINING PROGRAM OUTLINE  
3.0 months**

**LOCATION: Pentagon**

**SUPERVISOR: CHIEF, MRD.**

**KNOWLEDGE, SKILLS AND ABILITIES TO BE ACQUIRED**

Training will be split between media, community relations, social media and plans, according to the needs of the intern, with emphasis on ensuring intern works with action officers to observe and then be assimilated into a vigorous work routine so the intern will be able to:

- A.** Demonstrate oral and written communications skills through the writing, editing and staffing of researched, coordinated staff reports and correspondence.
- B.** Demonstrate a familiarity with Army regulations regarding Public Information.
- C.** Demonstrate an understanding of the different types of print media and their special requirements as opposed to radio or television.
- D.** Demonstrate an understanding of radio as a medium and the special requirements of radio as opposed to the print media or television.
- E.** Demonstrate an understanding of television as a medium and the special requirements of television as opposed to the print media or radio.
- F.** Demonstrate an understanding of the different information media in terms of editorial scope, their methods of operation, format, time and space requirements and unique capabilities.
- G.** Determine the appropriate information medium to be used in order to reach a specific audience or how to present the information so as to make the most effective use of a specific medium for a special purpose.
- H.** Demonstrate skill in obtaining information requested by the media from the appropriate staff agency, coordinating release of the information, releasing the information to the requesting media and advising supervisors of the likely presentation of that information by the requesting medium.
- I.** Organize a major release of information such as a news conference, including preparation of a press packet.
- J.** Coordinate an interview request from a reporter with the person to be interviewed to include preparing the interviewee for the interview, establishing interview ground rules, recording the interview session and following up with both the interviewer and the interviewee after publication or airing of the article or program.
- K.** Observe and assist an executive communicators' workshop.

**L.** Participate in planning a Community Relations campaign or event, identifying and understanding the four-step public relations process (research, planning, execution and evaluation) and performing each in various initiatives.

**M.** Develop an understanding of the various Army Community Relations tools and when to apply each.

**N.** Visit the Army Field Band or attend a demonstration team's public appearance.

**O.** Demonstrate proficiency in responding to written or verbal media/public queries.

**P.** Gain experience in working with points of contact and other sources within the Army that hold assets or information useful for a Community Relations initiative.

**Q.** Participate in a request that requires an exception to policy or legal determination and become familiar with CR regulations.

**R.** Coordinate with third parties (organizations and associations) in arranging a Community Relations initiative.

**S.** Make a Community Relations assessment of a particular opportunity or audience, in terms of value and potential for good will for the Army.

**T.** Participate in the planning and coordination of an Army campaign or the development of a plan that supports an Army message or program.

**OCPA/DA**  
**ONLINE AND SOCIAL MEDIA DIVISION TRAINING PROGRAM OUTLINE**  
**0.5 months**

**LOCATION: Pentagon**

**SUPERVISOR: Chief, OSMD**

**KNOWLEDGE, SKILLS AND ABILITIES TO BE ACQUIRED**

Training will consist of time spent with blog outreach, social media outreach, social media plans and policy and social media planning and engagement, according to the needs of the intern, with emphasis on ensuring intern works with action officers to observe and then be assimilated into a vigorous work routine so the intern will be able to:

- A.** Demonstrate oral and written communications skills through organizing social media outreach plans and strategies, including the drafting of a blogger's roundtable advisory and facilitating a blogger's roundtable.
- B.** Demonstrate a familiarity with Army policies and best practices in Online and Social Media. Intern will be provided with information on current plans and policy and may be asked to provide feedback and analysis on draft policy.
- C.** Demonstrate an understanding of the different types of on-line media and their special requirements as opposed to radio or television. Intern will gather a familiarity with the various forms of on-line media and how pitching and engaging on-line media differs from traditional media pitching.
- D.** Determine the appropriate information medium to be used in order to reach a specific audience or how to present the information so as to make the most effective use of a specific medium for a special purpose. Intern will work with MRD on events and campaigns when new media outreach is conducted with traditional media outreaching, gaining a grasp of how both mediums supplement one another.
- E.** Become proficient in the basic tenants and practices of social media and receive guidance in how to brief social media to senior leaders and others within an organization.
- F.** Assist the Army in maintaining its web presence on a variety of formats to include Twitter, Facebook, YouTube, Flickr, the OCPA blog, and other sites as appropriate. Develop a basic understanding of how these sites are maintained and how they communicate information about the Army to the American public.
- G.** Observe and assist with a social media training opportunity.

**OCPA/HQDA  
DEFENSE MEDIA AGENCY/SOLDIERS MEDIA CENTER TRAINING PROGRAM OUTLINE  
.25 months**

**LOCATION: Pentagon**

**SUPERVISOR: DIR, DMA**

**KNOWLEDGE, SKILLS AND ABILITIES TO BE ACQUIRED**

Management will provide intern an orientation to Army Command Information in DMA, including Soldiers Magazine, Soldiers Radio and Television, Communication Services Branch and the Army News Service. The intern will be assigned to the Army News Service to research and produce a news story. At the conclusion of this segment, the intern will be able to:

- A.** Demonstrate familiarization with the purpose and function of different types of Command Information Media.
- B.** Demonstrate written communications skills through researching, writing, editing and staffing a story for web publication.
- C.** Demonstrate an understanding of Army print and web operations, to include how to submit products to the DMA for web or print publication on Army.mil.
- D.** Demonstrate an understanding of Soldiers Radio and Television functions and operations, to include how to submit items for broadcast.
- E.** Demonstrate an understanding of Soldiers Magazine operations, to include how to submit articles and photos for publication.

## PUBLIC AFFAIRS OUALIFICATION COURSE

Defense Information School  
Fort Meade, Maryland  
(Length: 8 weeks, 3 days)

Course is designed to provide instruction and comprehension of the theory, concepts, policies and principles of community relations within the military environment, public affairs communication, speech and research, and basic journalist and broadcast instruction necessary for the public affairs officer.

Applicable undergraduate semester hours of credit: 14. (The subcourses and credit recommendations for this course are: (PA 205) Electronic Journalism - 2 credits; (PA 202) Public Relations - 3 credits; (J 251) Introduction to Photography - 2 credits; (P 215) Basic Public Speaking - 1 credit; (PA 312) U. S. Government and Public Affairs - 2 credits; and (PA 402) Media Management - 1 credit.)

Source: DA Pam 351-4, Army Formal Schools Catalog

## FOUNDATION COURSE (FC)

The Civilian Education System (CES) Leader Development Programs provide the institutional progressive and sequential leader development courses that enhance other leader development opportunities for Army civilians throughout their careers.

The **Foundation Course** is designed to both provide an orientation to the Army and some of its systems and to begin the development of an effective Army team member. This is a 57-hour distributed learning (dL) course which should take the average student 57-hours to complete. Students in this course will develop an understanding of the Army including its composition, ranks, structure, customs, traditions, and values and how it fits into the Department of Defense; the basics of Army leadership doctrine, leadership styles, and Army ethical standards; group development theories, strategies for dealing with conflict, and basics of communication including Army communication types, and the skills of listening, providing feedback and the basics of oral and written communication. From self-development skills, the course progresses to the subjects of career progression, to maintaining competence and developing self-awareness to the subject of personal health. Finally the course will introduce the student to a series of administrative requirements for Army personnel. When students have completed the Foundation Course, they will reflect an understanding of the Army in their daily behaviors, operate as an effective Army team member, and manage Department of the Army administrative requirements and career progression elements.

**Foundation Course End-state: An Army Civilian Corps who reflects an understanding of the Army in daily behaviors, operates as effective Army team members, manages Department of Army administrative and career progression elements.**

The Foundation Course is now open for enrollment. Submit your application using the Army's new [CHRTAS](#) system.

For registration help, click on the “CHRTAS Tutorials” on the left side of the Homepage under “Help.”

**CHRTAS Help:**

[Contact a CHRTAS Area POC](#)

## LEARNING OBJECTIVES

DA Civilian who understands and appreciates Army values and customs; serves professionally as a member of the Department of the Army; acquires foundation competencies for leader development.

When FC students graduate they will be able to...

- Understand the structure of the Army
- Know Army leadership and doctrine
- Know how to build teams, and practices group dynamics
- Apply effective communication principles
- Organize Daily Activities
- Comprehend career progression for DA civilians
- Apply the skills for increasing self-awareness
- Meet DA administrative requirements

## ACTION OFFICER DEVELOPMENT COURSE

This self-paced, interactive instruction is designed for civilians who “work actions” on behalf of senior staff officers or commanders. AODC is designed to enable action officers and other staff members to acquire staff and communication skills at any level. It is required for interns and must be completed before attending DINFOS.

To register for the AODC, click on the link below and follow the instructions:

<http://www.train.army.mil>

## **Student Information for accessing Distributed Learning (dL) Courseware**

The Army Correspondence Course Program (ACCP) website has migrated to a “single sign in” using your AKO userid and password. If you have issues or problems with your AKO userid and password, you must contact AKO for assistance at COM: (703) 704-4357 or DSN: 312-654-4357.

Please follow the instructions for accessing your dL records under the Army Training Information Architecture (ATIA) System.

1. GO TO THE ATIA WEB SITE: <http://www.train.army.mil>
2. Click on the [Login] button upper right.
3. Key in your AKO userid and password.
4. After a successful login, your name will appear at the top left of the page.
5. ENROLL to view the list of available courses and subcourses, \*Click on the tab titled, “My Courses;” then click on the tab titled, “My Courses Home.” Choose a course or subcourse from the list, and hit the “e” button to the right of your selection to initiate your enrollment. (You can view a course description and a list of subcourses within the course by clicking on the plus sign by the course title.)

Look for:

131 P00 ACTION OFFICERS DEVELOPMENT COURSE (AODC)

### **6. TO ACCESS YOUR ENROLLMENT RECORD(S):**

- a. Click on the tab titled, "My Active Enrollments" to view your active records.
- b. Click on the tab titled “My Historical Enrollments” to view your inactive records.

### **7. TO ACCESS YOUR COURSE MATERIAL AND EXAMS (ACTIVE RECORDS)**

- a. Click on the [+] to the left of your course number. You will be able to view all subcourses/modules in that course. Click on the subcourse/module you wish to open.
- b. Click on the exam link (to the right of the module number) to access the exam.

8. VIEWING MATERIALS: When an electronic subcourse opens, scroll down the page until you see the button marked "VIEW." Click on the “VIEW” button to see your material. Multimedia material is presented as a slide show or movie, so it will not have a “view” button.

9. RECORD COPIES: You can highlight and print copies of your records from this website.

## **WORLDWIDE PUBLIC AFFAIRS SYMPOSIUM**

Washington, DC

(Presented by OCPA and contract trainers)(Duration: 4 days)

Each intern will attend one WWPAS in fulfillment of the requirement to join in the Army culture with soldiers and other civilians at the annual Army Public Affairs Workshop. Agenda includes keynote addresses by the Army leaderships, Chief of Public Affairs as well as special presentations in support of annual themes. Interns will rotate through special classes ranging from web design to media communications training, newspaper design, lessons learned and updates on current and major public affairs enterprises. Interns will meet with prospective selecting officials and network and share with hundreds of colleagues, thus gaining a rich opportunity to grow and benefit from the insights and experience of some of the most challenging missions and talented people in Army Public Affairs. Interns currently in Washington as part of their Pentagon rotation will attend without additional per diem or expense. Specified interns who are not expected to be able to attend otherwise, will be issued TDY orders and receive transportation and per diem assistance. Identification of those attending will be done by the trainer in conjunction with the DSCA.

### **PUBLIC AFFAIRS DISTRIBUTED LEARNING**

As of December 2011, the official system for course/subcourse enrollment is through the Army Training Resources Requirements System Catalog (ATRRS Catalog). You may do a Google search for Army Training Resources Requirements System and select "Self Development" or go directly to

<https://www.atrrs.army.mil/selfdevctr/catalog/course.aspx>

Then, in the "Quick Course Search" (Crs Nbr) enter Course Number 224, press enter and select a Public Affairs course in which to enroll. (Note: School 553 is the code for Distributed Learning Student Support Team. You may need to be logged into AKO first.) There are 6 Public Affairs Courses:

1. FUNDAMENTALS OF PUBLIC AFFAIRS COURSE
2. PUBLIC AFFAIRS REP COURSE
3. FUNDAMENTALS OF BROADCASTING COURSE
4. BROADCASTING OPERATIONS COURSE
5. ADV PUBLIC AFFAIRS OPNS COURSE
6. BROADCAST RECLASS PREPARATORY COURSE

After enrolling in the Course (or a group of subcourses), your enrollment request will be processed by the ALMS (Army Learning Management System). Allow at least a full work-day for processing before your enrollment is processed and course availability is established in the ALMS.

## ANNEX D: ACTEDS Training Catalog

**1. ACTEDS GUIDANCE:** Employees assigned to CP 22 should review and refer to the overall Army ACTEDS Training Catalog of Training and Career Developmental Opportunities found at <https://cpol.army.mil/library/train/catalog>. The Catalog contains extensive information on training policy and sources for obtaining training for your career. The Catalog also contains guidelines and specific training information for CP 22 careerists.

Chapter 3 of the ACTEDS Training Catalog is the authoritative source for individuals applying for training and education. Applications must adhere to the requirements specified in the ACTEDS Training Catalog.

**2. APPLICATION PROCEDURES:** The “ADT Checklist” found at <http://cpol.army.mil/library/train/catalog/ch03cp22.html> should be followed when applying for Academic Degree Training (ADT). The “Course Checklist” also located at this URL should be followed for all other application submissions. Applicants are responsible for ensuring that all required forms, endorsements and signatures are included in the application packages they submit.

Completed application packages (original and one copy if submitted in hard copy) must be submitted through the applicant’s chain of command to the Career Program Office so as to arrive not later than (NLT) the established suspense date found in the training announcements issued by the CP 22 Career Program Management Office. Completed applications should be submitted to:

Deputy, Senior Civilian Advisor  
ATTN: SAPA-DSCA,  
Room 1D445, Pentagon  
Washington, DC, 20310-1500

Email: USARMY Pentagon HQDA OCPA Mailbox Senior  
Civilian Advisor, [usarmy.pentagon.hqda-ocpa.mbx.senior-civilian-advisor@mail.mil](mailto:usarmy.pentagon.hqda-ocpa.mbx.senior-civilian-advisor@mail.mil)

Phone: 703-697-4269

Fax: 703-697-2792

**3. APPROVALS:** The Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA MR&A) is the approving authority for Academic Degree Training (ADT). The FCR approves all other competitive training opportunities. These approvals trigger funding. Applicants will not be reimbursed for enrollment in courses prior to approval dates. Applicants must allow for sufficient

lead time in submitting their applications so as to ensure timely selection/approval in advance of course start dates.

**4. APPLICATION FORMS:** Applications for short-term training (e.g. 120 days or less) may only require submission of Standard Form (SF) 182, Authorization Agreement and Certification of Training. Applicants should contact the CP 22 Career Program Office at (703) 697-4269 for additional information about required forms.

Selection for long-term training (e.g. exceeding 120 days) will require completion of a Continued Service Agreement. The service obligation is three (3) times the period of training.

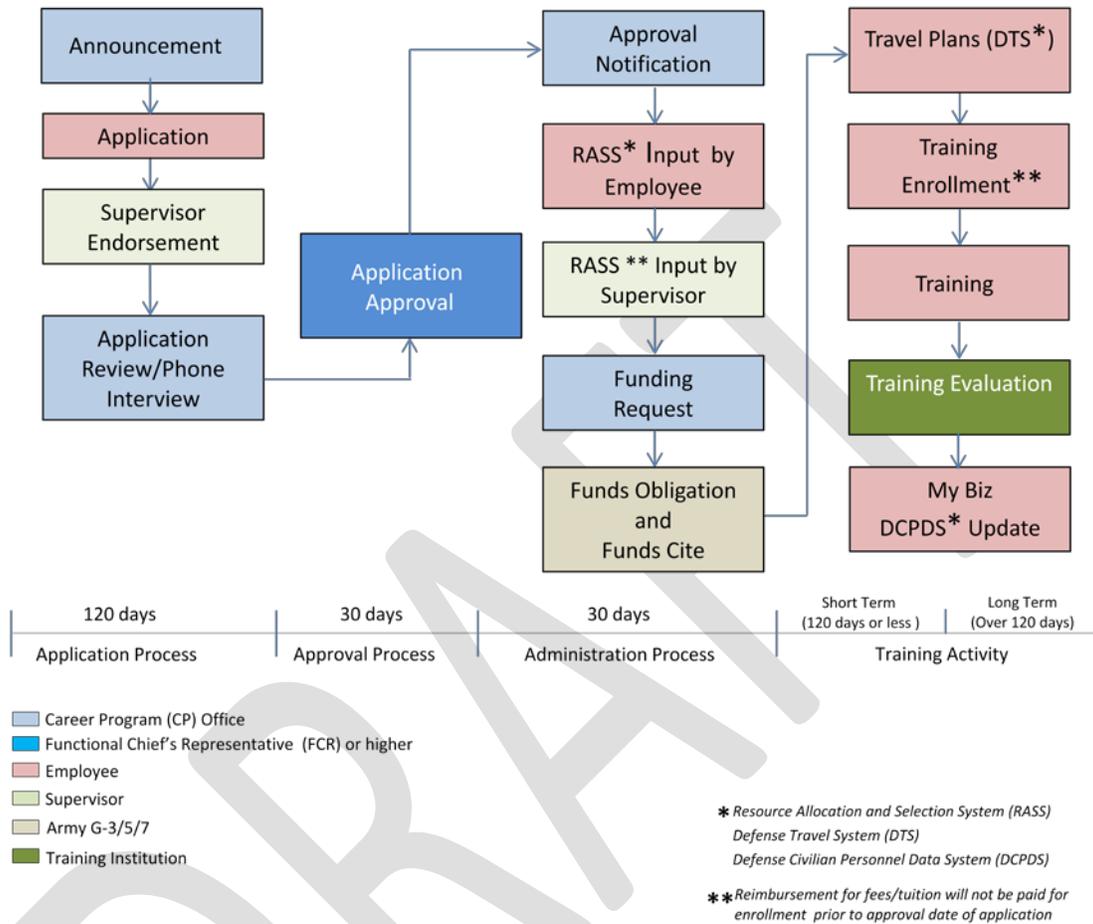
**5. RESOURCE ALLOCATION SELECTION SYSTEM (RASS):** RASS is the automated financial system that manages central funding for CP 22 training and education (e.g. the Recent Graduate Program, functional courses and Army professional development programs). RASS eliminates manual paper processing of training and travel documents. Applicants use RASS to initiate training arrangements upon approval of their application submission. RASS electronically generates:

- SF 182, Authorization Agreement and Certification of Training
- Department of Defense (DD) Form 1610, Request and Authorization for TDY Travel of DOD Personnel
- SF 1164, Claim for Reimbursement of Expenditures on Official Business

A RASS user guide is provided at <http://cpol.army.mil/library/train/rass> for further information.

**6. SUMMARY:** An overview of the application process is captured below. A complete explanation of the application process is provided in the ACTEDS Training Catalog at <http://cpol.army.mil/library/train/catalog/>.

## ACTEDS Training Catalog Application Process



## **ANNEX E: REFERENCES**

- AR 350-1, Army Training and Leader Development, 18 December 2009
- AR 360-1, Public Affairs, 25 May 2011
- AR 600-20, Army Command Policy, 18 March 2008
- AR 690-950, Career Management, 31 December 2001
- AR 690-950-22, Public Affairs and Communications Media Career Program (PACM), June 1986.
- ASA (M&RA) Memorandum, Subject: Civilian Career Program Management Guidance, 21 April 2011
- DA Pam 600-26, Department of the Army Affirmative Action Plan, 23 May 1990
- DoD Directive 1350.2, Department of Defense Military Equal Opportunity (MEO) Program, 21 November 2008
- DoD Instruction 1400.25-V250, DoD Civilian Personnel Management System: Volume 250, Civilian Strategic Human Capital Planning (SHCP), 18 November 2008
- DoD Instruction 5120.4, Department of Defense Newspapers, Magazines and Civilian Enterprise Publications
- DoD Instruction 5400.13 Public Affairs (PA) Operations
- Executive Order 13562 dated 27 December 2011
- FM 3-61.1 Public Affairs Tactics, Techniques, and Procedures
- FM 6-22, Army Leadership, October 2006
- Office of Personnel Management (OPM), Federal Classification and Job Grading Systems, Position Classification Standards for White Collar Work.
- Interim Policy Guidance Update to AR 350-1, Army Civilian Training, 15 June 2011
- The Center for the Army Profession and Ethic, *The Army Profession 2012*, October 2011
- Title 5, United States Code (U.S.C.) 41, Government Employees Training Act (GETA), 1958.