

## **ANNEX C: Glossary of Key Terms**

This annex provides a common definition for terms used in this and all ACTEDS documents. It is based on the Civilian Career Management Dictionary of Terms, and maintained by AG1-CP.

**Academic Degree Training** – Academic degree training is training or education with the stated objective of obtaining a degree from a college or university that is accredited by a regional, national, or international accrediting body recognized by the U.S. Department of Education and listed in its Database of Accredited Post-Secondary Institutions and Programs. The academic degree **MUST** be related to the performance of the employee's official duties and part of a planned, systematic and coordinated program of professional development, endorsed by the Army that supports organizational goals and results, and the results are measurable in terms of individual and organizational performance.

**Army Campaign Plan** – The operational articulation of The Army Plan (TAP), coordinating and synchronizing a series of related lines of effort for building a balanced Army for the 21st century. TAP provides strategic direction on how the Army intends to fulfill its Title 10 obligations to organize, train, equip, deploy and sustain land forces.

**Career Development** – A method of obtaining additional knowledge, skills and abilities within a career program through training, assignment or self-development.

**Army Force Generation (ARFORGEN)** – A structured progression of increased unit readiness over time, resulting in recurring periods of availability of trained, ready and cohesive units prepared for operational deployment in support of geographic combatant commander requirements.

**Career Ladder** – A job hierarchy representing the steps or path for upward mobility within and between the occupational series of a career program.

**Career Map** – 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.

**Career Program (CP)** – Occupational series aligned into consolidated groupings, based on common technical functions, associated command missions, and position knowledge, skills and abilities.

**Certification** – Designation awarded by a professional society or by law to validate one's skill qualification in accordance with established standards of proficiency.

**Civilian Education System (CES)** – The CES is the leader development program for all Army civilians. The CES is designed to assist Army civilians become agile leaders. CES training includes both distance learning and classroom instruction. CES eligibility criteria, course registration information and waiver procedures are provided at the Civilian Human Resource

Training Application System (CHRTAS) located at:  
<https://www.atrrs.mil/channels/chrtas/student/main.aspx>.

**Civilian Expeditionary Workforce** – A subset of the DoD civilian workforce that is organized, trained, cleared and ready in a manner that facilitates the use of their capabilities either in a temporary reassignment and/or duty status or to stay in place overseas to support the DoD mission. Members of the CEW are organized, trained, cleared, equipped, and ready to deploy in support of combat operations by military; contingencies; emergency operations; humanitarian missions; disaster relief; restoration of order, drug interdiction; and stability operations in accordance with DoDD 3000.05. The CEW is composed of the existing category of Emergency-Essential (E-E) positions and new categories of positions, Non-Combat Essential (NCE), Capability-Based Volunteers (CBVs) and former Army employee volunteers.

**Civilian Workforce Transformation (CWT)** – A strategy and package of initiatives designed to enable a flexible and adaptable Army civilian workforce fully capable of supporting the Army and the Nation. *Flexible* refers to the capability to respond to institutional change across the Army and *adaptive* means delivering the right person to the right place at the right time. CWT addresses the civilian cohort from an enterprise perspective with view to realizing a capable Army civilian who is well grounded as a leader and is technically proficient with the requisite training to meet Army missions.

**Competency** – An observable measurable pattern of knowledge, abilities, skills, and other characteristics that individuals need in order to successfully perform their work (DODI 1400.25, Volume 250).

**Competency Gaps** – The gaps identified as a result of an analysis of the differences between the forecasted human resources competency needs and future human resource competency supply. This analysis reveals human resources surpluses and deficits in raw numbers and assists with further planning for addressing the competency gap if any.

**Competency Management System (CMS)** – The Army repository for validated competencies with interfaces for competency measurement and analysis, workforce planning, career development, performance management and Defense systems database integration.

**Competitive Professional Development (CPD)** – The Competitive Professional Development Program is a planned, systematic, and coordinated program of professional development that supports the Army's organizational goals and mission. It encompasses functionally tailored developmental opportunities that occur in academic environments, business/industrial settings, or in other strategically planned career enhancing developmental assignments that have been identified in an approved Career Program Master Training Plan (MTP) or Individual Development Plan (IDP). Training instances may be short- or long-term and funded from various sources.

**Continuing Education** – Further education encompassing a broad spectrum of post-secondary learning activities and programs to include degree credit courses, certification credentialing

non-degree job training, personal and professional enrichment courses and self-development endeavors.

**Core Competency** – Technical areas of knowledge skill, abilities and other characteristics across all specialties that are required by the majority of the positions in an occupational series or career program for the successful execution of critical tasks associated with the duties and responsibilities of positions.

**Distributed Learning (DL)** – The delivery of standardized individual, collective and self-development to soldiers, Army civilians, units and organizations at the right place and time through the use of multiple means and technology. Distributed learning may involve student-instructor interaction in real time (e.g., via two-way audio/video communications) and non-real time (e.g., via computer-based training). It may also involve self-paced student instruction without benefit of access to an instructor (e.g., correspondence programs).

**Functional Competency** – Technical specialty areas of knowledge skill, abilities and other characteristics that are required by the majority of the positions in an occupational series or career program for the successful execution of critical tasks associated with the duties and responsibilities of positions.

**Generating Force** - Those Army organizations whose primary mission is to generate and sustain the capabilities of the Operational Army for employment by joint commanders.

**Intern** – An employee who has met all entrance requirements for an entry-level position in an established career program. The employee accepts an obligation to complete a highly structured training program and occupies a position with known potential for noncompetitive promotion to a target level grade.

**Intern Program** – A civilian leader development program designed to establish planned intake of personnel with high potential to meet career program (CP) staffing needs and to give these high potential personnel the knowledge, skills, and abilities necessary to advance and successfully perform in target level positions. Intern graduates form the feeder group for future leadership in the Army's professional occupations.

**Individual Development Plan (IDP)** – A documented plan developed with supervisor and employee collaboration that identifies individual development needs and outlines specific short and long-term goals and associated training or development needs. The intent of an IDP is to promote career development and continued personal growth.

**Key Assignment** – Positions that represent windows of opportunities for professionals to complete diverse assignments across multiple echelons. The sequence of positions is not as important as mastering critical skills and gaining experience before the next stage of career development.

**Leader Development** – Experience, training and education that focus on methods to support decision-making, quick thinking, sound judgment, and ways to accelerate the development of

Army leaders by improving interpersonal and team-building skills. The goal is to leverage cognitive and instructional technologies in ways that improve critical thinking skills needed by current and future leaders. Leader development also focuses on enhancing leadership styles and skills in order to improve leader performance.

**Leadership Competency** – Knowledge, skills and abilities that enable the leader to be innovative, adaptive and able to lead successfully in uncertain and complex operating environments.

**Master Intern Training Plan (MITP)** – A detailed training plan issued by HQDA showing on-the-job training and formal courses that will prepare career interns for target-level career program positions Army-wide.

**Master Training Plan (MTP)** – The syllabus of training and educational opportunities that support a career program (CP). The MTP is competency-based and has the dual purpose of furthering individual and organizational performance to accomplish Army missions.

**Mandatory Training** – All Defense and Army training requirements established as mandatory in AR 350-1.

**Mobility** – A change in duty position and/or change in permanent duty station for the purposes of career development, promotion opportunity or mission effectiveness.

**Operational Army** – Those Army organizations whose primary purpose is to participate in full spectrum operations as part of the joint combat force.

**Professional Development** – Activities, programs and assignments designed to increase knowledge and expertise in a profession through education, training, experiential learning and mentoring by qualified professionals.

**Life-Cycle Career Management** – Following a continuum of manageable steps and processes to guide career progression through the personnel life cycle (Structure, Acquire, Develop, Distribute, Sustain and Transition).

**Mission Critical Occupation (MCO)** – Occupational series designated by Department of Defense (DoD) and Department of Army (DA) as essential to current and future military and organizational mission accomplishment.

**Program Objective Memorandum (POM)** – The final product of the programming process within the Department of Defense, displaying the resource allocation decisions of the Military Department in response to, and in accordance with, the Guidance for Development of the Force (GDF) and Joint Programming Guidance (JPG).

**Resource Allocation Selection System (RASS)** – A web-based computer application that centralizes the management of funds for Army Civilian Training, Education and Development

System (ACTEDS) funded programs. RASS enables the online creation, submission, approval, status tracking and reporting of training.

**Senior Enterprise Talent Management (SETM)** – A Civilian Workforce Transformation (CWT) initiative administered by the Civilian Senior Leader Management Office (CSLMO) Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA M&RA). The program prepares participants for positions of greater responsibility through advanced senior-level educational and developmental experiences. SETM opportunities include the Enterprise Placement Program, Developmental Experiences, Senior Service College, and the Defense Senior Leader Development Program.

**Target position** – The position in which an intern is placed when the intern training program is completed.

**Temporary Duty (TDY)** – Assignment of short duration (less than six months) at a location other than one's permanent duty station usually involving travel and reimbursement for travel expenses.