

# Army Civilian Training, Education and Development System (ACTEDS) Plan

## Career Program 64 (Aviation)



11 July 2013

**ARMY CIVILIAN TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM PLAN**

**ACTEDS Plan**

# CAREER PROGRAM 64 ACTEDS Plan

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July 11, 2013

## **Career Program 64 - Aviation**

**2152 – Air Traffic Control**

**2154 – Air Traffic Assistant**

**2181 – Aircraft Operations**

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

# CAREER PROGRAM 64 ACTEDS Plan

July 11, 2013

## Table of Contents

Section I - Introduction .....	1
General .....	1
Methodology .....	1
Career Program Overview .....	1
Section II: Objectives.....	5
Section III: Career Progression.....	6
Section IV: Career Program Functional Competencies.....	8
Annex A - Series 2152, Air Traffic Control.....	10
Career Ladder .....	11
Draft Functional Competencies.....	12
Master Training Plan .....	13
Annex B - Series 2154, Air Traffic Assistant .....	18
Career Ladder .....	19
Draft Functional Competencies.....	19
Master Training Plan .....	20
Annex C - Series 2181, Aircraft Operations .....	24
Career Ladder .....	25
Draft Functional Competencies.....	26
Master Training Plan .....	28
Annex D - Master Intern Training Plan .....	31
Annex E – CP 64 Policy on Training Application Submission Processes .....	32
Appendix 1 - Academic Degree Training (ADT) Checklist.....	37
Appendix 2 - Course Checklist.....	39
Annex F - Glossary of Terms .....	40
Annex G - Helpful Web Sites.....	49

# CAREER PROGRAM 64 ACTEDS Plan

---

July 11, 2013

## Section I - Introduction

### 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 Aviation/Career Program 64 ACTEDS Plan is a living document that outlines sequential and progressive training for functional specialties and in leadership, supervision and managerial development. It also provides general information and guidance on management of the civilian Aviation Career Program, including, career progression ladders, core functional competencies, Master Training Plans, mobility and continued service requirements.

### Methodology

This plan was based on in-depth research using position descriptions, information from professional associations, and data from the Bureau of Labor Statistics' Occupational Outlook Handbook. The resulting document was reviewed by subject-matter-experts (SMEs) and coordinated with the CP 64 FCR.

The functional competencies identified in this plan were under development using an SME competency-based analysis method as of the date of its submission. The competencies are being developed in accordance with the Functional Chief Representative and Career Program Management Office Competency Reference Guide (Coordinating Draft Version 1.0).

### Career Program Overview

Aviation professionals and specialists provide training, maintenance, and infrastructure capabilities to institutional and operational Army forces.

**FUNCTIONAL SPECIALTIES.** The Three occupational series that constitute the Aviation Career Program of CP 64 are:

- 2152 – Air Traffic Control
- 2154 – Air Traffic Assistant
- 2181 – Aircraft Operations

**Mission Critical Occupations.** The Department of the Army has determined that in order to maintain the superiority of the Operating Force, there are some occupational series that require increased priority in recruiting, training, and management. Within CP 64, occupational series 2152 – Air Traffic Control has been classified as mission critical.

**Shared Proponency.** None of the occupations in this ACTEDS Plan are shared by multiple Career Programs. Although the scope of this plan does not reach across other CPs, it is very deep. The intent of this ACTEDS Plan is to provide career management information for as many functional specialties within CP 64 as practical.

## CAREER PROGRAM 64 ACTEDS Plan

July 11, 2013

**Occupational Series Information.** The Aviation Career Program encompasses the following occupational series:

**2152 – Air Traffic Control Specialist.** This series includes positions concerned with: (a) the control of air traffic to insure the safe, orderly and expeditious movement along air routes and at airports when a knowledge of aircraft separation standards and control techniques, and the ability to apply them properly, often under conditions of great stress, are required; (b) the providing of preflight and in-flight assistance to aircraft requiring a knowledge of the information pilots need to conduct safe flights and the ability to present that information clearly and concisely; or (c) the development, coordination, and management of air traffic control programs. Positions in this occupation require an extensive knowledge of the laws, rules, regulations and procedures governing the movement of air traffic.

**2154 – Air Traffic Assistant.** This series includes positions that involve the performance of work in support of air traffic control functions. Positions in this series require a knowledge of and skill in applying air traffic control procedures, but do not require knowledge of aircraft separation standards or the ability to provide preflight or in-flight safety or weather briefings.

**2181 – Aircraft Operations.** This series includes all positions primarily involved in: (1) piloting or copiloting of aircraft to carry out various programs and functions of Federal agencies; (2) providing ground and flight instruction and in-flight evaluation in the piloting of aircraft; (3) flight testing of developmental and modified aircraft and components; (4) in-flight inspection and evaluation of air navigation facilities and the environmental conditions affecting instrument flight procedures; and (5) performing staff work concerned with planning, analyzing, or administering agency aviation programs, where the work requires primarily the application of pilot knowledge and skills.

**POPULATION.** As of the end of Fiscal Year 2012 there were approximately 2,160 Army civilian employees in CP 64. However over 1,000 of these employees are Title 32 National Guard employees and are not included in this analysis. The breakdown of the resulting 1,140 employees across the occupational series is shown in the table below.

Occupational Series	Employees
2152 - Air Traffic Control	590
2154 - Air Traffic Assistance	124
2181 - Aircraft Operation	426

The table below shows the distribution of all CP 64 civilian employees across Army Commands (ACOM), Army Service Component Commands (ASCC), and Direct Reporting Units (DRU).

## CAREER PROGRAM 64 ACTEDS Plan

July 11, 2013

ACOM/ASCC/DRU	
Army Installation Management Agency	496
Army Training and Doctrine Command	394
Army Reserve Command	76
US Army Europe & 7th Army	42
Army Test and Evaluation Command	41
Army Research, Development and Engineering Command	29
Army Forces Command	25
Army Military District of Washington	20
Army Aviation and Missile Command	20
Army Special Operations Command	13
Office of the Chief of the National Guard Bureau	11
Army Pacific	9
Army South	9
Army Central	7
Army Intelligence and Security Command	4
Army Space and Strategic Defense Command	4
Army Accession Command	3
Army Medical Command	2
Army North	1
Army Element SHAPE	1

**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.

**CAREER PROGRAM MANAGEMENT STRUCTURE.** CP 64 will develop the structure and capability to proactively manage the Aviation civilian workforce as resources become available. The future management structure will operate from the Headquarters, U.S. Army Aviation Center of Excellence at Fort Rucker, Alabama.

The Functional Chief (FC) is the senior career program official. The CP 64 Functional Chief (FC) is Commanding General, Army Aviation Center of Excellence, and is the senior career program official.

The Functional Chief Representative (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 CP 64 Functional Chief Representative (FCR) is the Director of the Capability Development and Integration Directorate (CDID).

## CAREER PROGRAM 64 ACTEDS Plan

---

July 11, 2013

The CP 64 Functional Point of Contact is the Deputy Director of the Organization and Personnel Force Development Directorate.

The CP 64 management capability is currently resource constrained. As resources become available and the CP 64 management capability is built out, the Functional and when designated, Career Point of Contacts will provide advice and policy guidance on life-cycle management of the Career Program, including recruitment, retention, and career development initiatives and goals.

Once established the CP 64 Board of Directors (BOD) will consist of senior civilian personnel within CP 64 at the GS-15 level from across the Army, and may include command designated representatives from Army commands.

Once established, Board of Directors will to advise and assist the FC/FCR in:

- Forecasting and planning for staffing needs.
- Reviewing proposals to change the CP, CP policy, or this ACTEDS plan.
- Ensuring relevancy of job-related skills and competencies used in evaluating individuals for referral.
- Ensuring that ACTEDS training requirements are prioritized in accordance with Career Program workforce training needs.
- Recommending modifications to the ACTEDS Training Plans, career ladders, and/or other elements of the CP 64 ACTEDS Plan.

**MOBILITY.** Within CP 64, employees can take advantage of functional and geographic mobility to help them realize their professional goals.

**Functional Mobility.** Although CP64 employees may achieve their career goals within a single specialized area, multi-dimensional and multi-disciplined experience is an essential factor in individual development. CP64 emphasizes multi-disciplinary experience, particularly for those personnel aspiring to progress to managerial positions.

**Geographic Mobility.** Geographic mobility may be required to obtain the diverse experience required of GS-15 level positions. Supervisors should encourage professionals to exercise their 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.

Training and Developmental Assignments exceeding 120 days requires 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 the training.

# CAREER PROGRAM 64 ACTEDS Plan

---

July 11, 2013

## Section II: Objectives

The goal of CP64 is to identify the competencies, both core and functional, and the training and development requirements needed to sustain and improve professionalism within the Army's aviation career program. This plan provides guidance to assist employees and their supervisors in determining training and development needs within their assigned career areas. In support of this goal CP 64 has both short and long-term objectives.

**SHORT-TERM OBJECTIVES.** CP 64 will use this plan within the overall context of the Army Civilian Career Program and the civilian career competency development initiative to:

- Attract, develop, and retain highly qualified aviation careerists.
- Improve and maintain the quality of all aviation careerists within the Department of the Army.
- 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 to prepare the careerist for progressively more 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.
- Encourage civilian employees to further develop knowledge, skills, and abilities through suitable experience, training, education and self-development.
- Provide a work environment conducive to individual growth and self-development.

**LONG-TERM OBJECTIVES.** In order to provide the generating force and the operating force with capable support, CP 64, in coordination with the Department of the Army, will:

- Develop strategies to implement succession planning
- Develop and document strategic plans that define Career Program mission, vision, goals and articulate strategies to achieve them, in environments of consistent change.
- Employ strategic human capital workforce planning assessments to identify competency gaps, define gap closure strategies and assess future workforce requirements.
- Expand the master training plans to include more information on developmental assignments, mandatory and recommended courses, sources of training and Internship Program.
- Develop a fully trained Career Program to support the Army Campaign Plan.

## CAREER PROGRAM 64 ACTEDS Plan

---

July 11, 2013

### **Section III: Career Progression**

**GENERIC CAREER PROGRESSION.** Generally, CP 64 employees have accrued the experience and qualifications needed to succeed in the highly technical aviation occupational series prior to employment. There are relatively few developmental positions, as near-full capability is expected of even new hires into CP 64.

The aviation career program is currently reviewing the utility and management of an intern program due to the highly technical nature of the work. Career development is supported through competency development and career advancement. The general pattern of progression recognizes the technical and supervisory career tracks in the CP 64 occupational series. Leadership and non-technical competencies are required all series and career paths. Leader development is critical for full performance at each level.

Although not strictly aligned to grade structure across CP 64 occupational series, career progression generally occurs vertically as follows:

- **Entry/Developmental.** These positions seek to familiarize civilians to the requirements of the military aviation community and its unique performance expectations. Because some civilians may enter an Army civilian career path at relatively lower or higher grades, depending on specialty and qualifications, the entry and developmental level denotes a learning and technical development step in a career.
- **Intermediate.** At this level, Aviation civilians are capable of operating with little or no direct supervision, and may be responsible for providing instruction or air traffic related services as part of a smaller integrated team. Employees may be required to serve as a team leader, as well as continue to accrue technical experience and skills.
- **Advanced.** Positions at this level of career development require full performance levels, increased technical capabilities, and in many cases specialization in one's skills. This level also includes managerial positions which require experience and leadership training.
- **Supervisory.** These positions require Aviation technical leadership, management and supervisory excellence, and dedication to the mission, values, and operational needs of the Army. Positions include managers and supervisors, and technical expertise recognized at the Army Command and Department of the Army level.

**CAREER LADDERS.** Career ladders are graphical displays of the levels of grade progression within the Career Program; the associated Position Titles at each grade, and organizational level designation of each. Career ladders for CP 64 civilian employees are shown in the annexes of this ACTEDS plan.

**CAREER MAPS.** Each occupational series within CP 64 has a career map. The map is a documented source that provides employees comprehensive information on all available opportunities for development within the Army that includes specific career paths that define

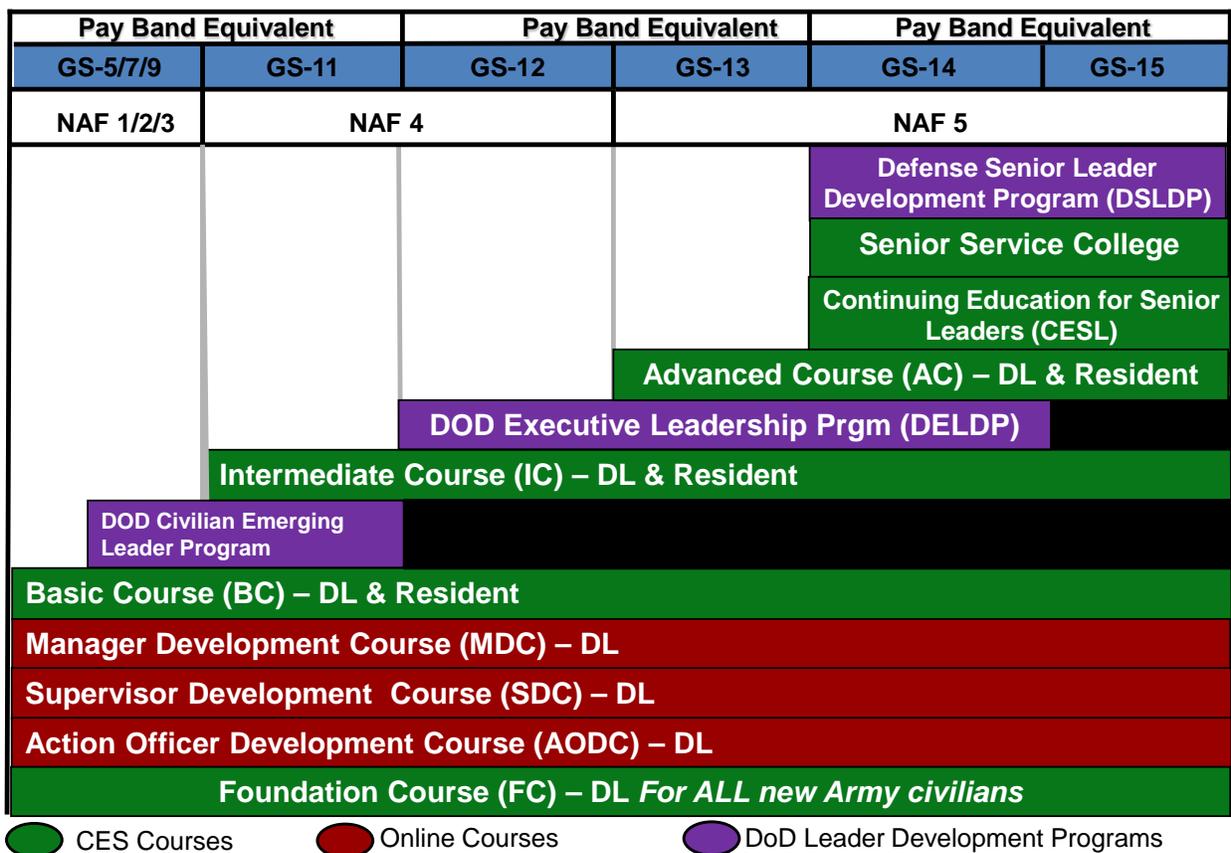
## CAREER PROGRAM 64 ACTEDS Plan

July 11, 2013

progressive and sequential functional training, professional training and developmental requirements for specific types of careers that are needed for enhancement and promotion. Career maps can be found at: <https://actnow.army.mil/>.

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.

**LEADER DEVELOPMENT.** The Army's Civilian Education System (CES) is the underpinning of the Army's leader development programs. CES progressively and sequentially provides enhanced educational opportunities for Army civilians throughout their careers. Through the CES, Army civilians become over time multi-skilled, agile leaders of the 21st Century, who personify the Warrior Ethos in all aspects, from war fighting support, to statesmanship, to enterprise management. The CES concept for leadership development throughout an Army career is shown in the following graphic from Army G-3/5/7, found at: <http://www.civiliantraining.army.mil/Pages/Homepage.aspx>



## CAREER PROGRAM 64 ACTEDS Plan

---

July 11, 2013

**CES funding.** Many professional development training courses for permanent Army civilians are centrally funded; i.e., the Army pays the tuition, travel, and per diem centrally. Funds do not come from the budget of the organization to which the civilian is assigned.

**Mission Critical Occupation.** The Department of the Army has determined that in order to maintain the superiority of the Operating Force, there are some occupational series that require increased priority in recruiting, training, and management. Within CP 64, series 2152, Air Traffic Control Specialist, has been classified as mission critical.

**Certifications/Licensures.** Civilian employees enter the CP 64 workforce already licensed and certified in the requirements of the job. Although they do receive Army standard, mandatory training to meet Army requirements, they generally do not receive additional or advanced functional training unless it is required to maintain currency on new equipment or practices. The requirements for licenses and certifications are identified in the Annex for the appropriate occupational series.

### **Section IV: Career Program Functional Competencies**

The Aviation Career Program will develop detailed functional competencies for each occupational series as the capabilities of the CP 64 management team grow. Currently a set of draft functional competencies have been developed, but not approved by the FC or the Department of the Army Assistant G-1 for Civilian Personnel. The draft core functional competencies for CP 64 are:

- **Communication.** Writes to convey information in a clear, concise, organized manner, using correct English grammar, punctuation, and spelling. Receives, attends to, interprets, understands, and responds to verbal messages and other cues; picks out important information in verbal messages; understands complex instructions; appreciates feelings and concerns of verbal messages.
- **Continual Learning.** Assesses and recognizes own strengths and weaknesses; pursues self-development. Uses challenges as opportunities to improve and become more effective. Pursues chances to stretch skills to further professional growth. Seeks ways to improve the capacity of others and the organization through knowledge sharing, mentoring, and coaching.
- **Public Service Motivation.** Shows a commitment to serve the public. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.
- **Integrity/Honesty.** Nurtures ethically-minded organizations through personal discipline, values, self-control, and policies that reinforce ethical behavior. Demonstrates selflessness of action by doing the right thing regardless of personal and professional consequences. Behaves in an honest, fair, and ethical manner without regard to

## CAREER PROGRAM 64 ACTEDS Plan

---

July 11, 2013

pressure from other authorities. Shows consistency in words and actions. Instills trust and confidence; models high standards of ethics.

- Interpersonal Skill. Develops and maintains effective working relationships, especially in difficult situations. Engages and inspires others. Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feeling of different audiences/situations/cultures. Actively solicits feedback. Exemplifies professionalism, tact, and empathy. Builds trust and commitment.

The complete draft functional competencies are contained within the Annexes for each occupational specialty. These draft functional competencies are included for informational purposes only and should not be used for personnel or training evaluation.

As they are developed by CP 64 and approved by the Department of the Army Assistant G-1 for Civilian Personnel, functional competencies will become available for employee and supervisor assessments of core and individual professional development. The Army Competency Management System (CMS) will be the primary depository for approved core and functional competencies. Access to the CMS tool can be gained through Army Knowledge Online, <https://www.us.army.mil>.

### **Annexes:**

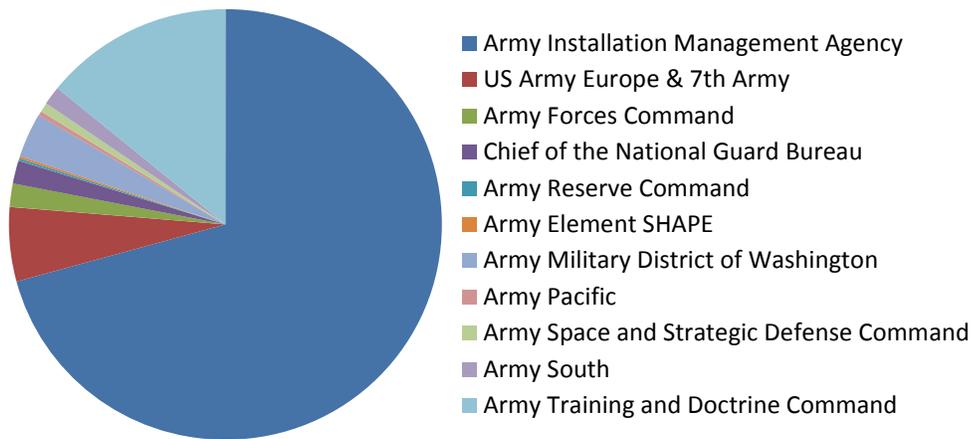
Annex A – Series 2152, Air Traffic Control Specialist  
Annex B – Series 2154, Air Traffic Assistant  
Annex C – Series 2181, Aircraft Operations  
Annex D – Master Intern Training Plan – N/A  
Annex E – CP 64 Policy on Training  
Annex F – Glossary of Terms  
Annex G – Helpful Websites

July 11, 2013

## Annex A - Series 2152, Air Traffic Control

**Overview.** The Army has approximately 590 employees working as Series 2152, Air Traffic Controllers. These employees are assigned to CP 64 for career development and training. They are employed by the commands shown in the graphic below. They are most commonly employed by the Army Installation Management Command and the Army Training and Doctrine Command.

### Series 2152 Distribution by Command



Air Traffic Controllers are compensated through the General Schedule (GS) civilian pay plan.

**Occupational Series Information.** Army civilian employees in Series 2152 enter the series with the capabilities to control of air traffic, provide preflight and in-flight information to pilots, and the development, coordination, and management of air traffic control programs. Positions in this occupation require an extensive knowledge of the laws, rules, regulations, and procedures governing the movement of air traffic. The work generally falls in the following functions:

- **Flight Service.** This work requires that the employee provide information to pilots prior to departure, enroute, and upon arrival at Army controlled airfields.
- **Terminal Service.** The employee provides radar approach control, non-approach control and non-radar approach control terminals to ensure the safe arrival of aircraft at Army Airfields.
- **Air Traffic Control Management.** As a senior manager responsible for the operation of some or all air traffic functions within an Army air traffic facility or within a major command, the employee must be an expert in all facets of air traffic control, the integration of military and civil air traffic, and special situations related to Army air traffic.

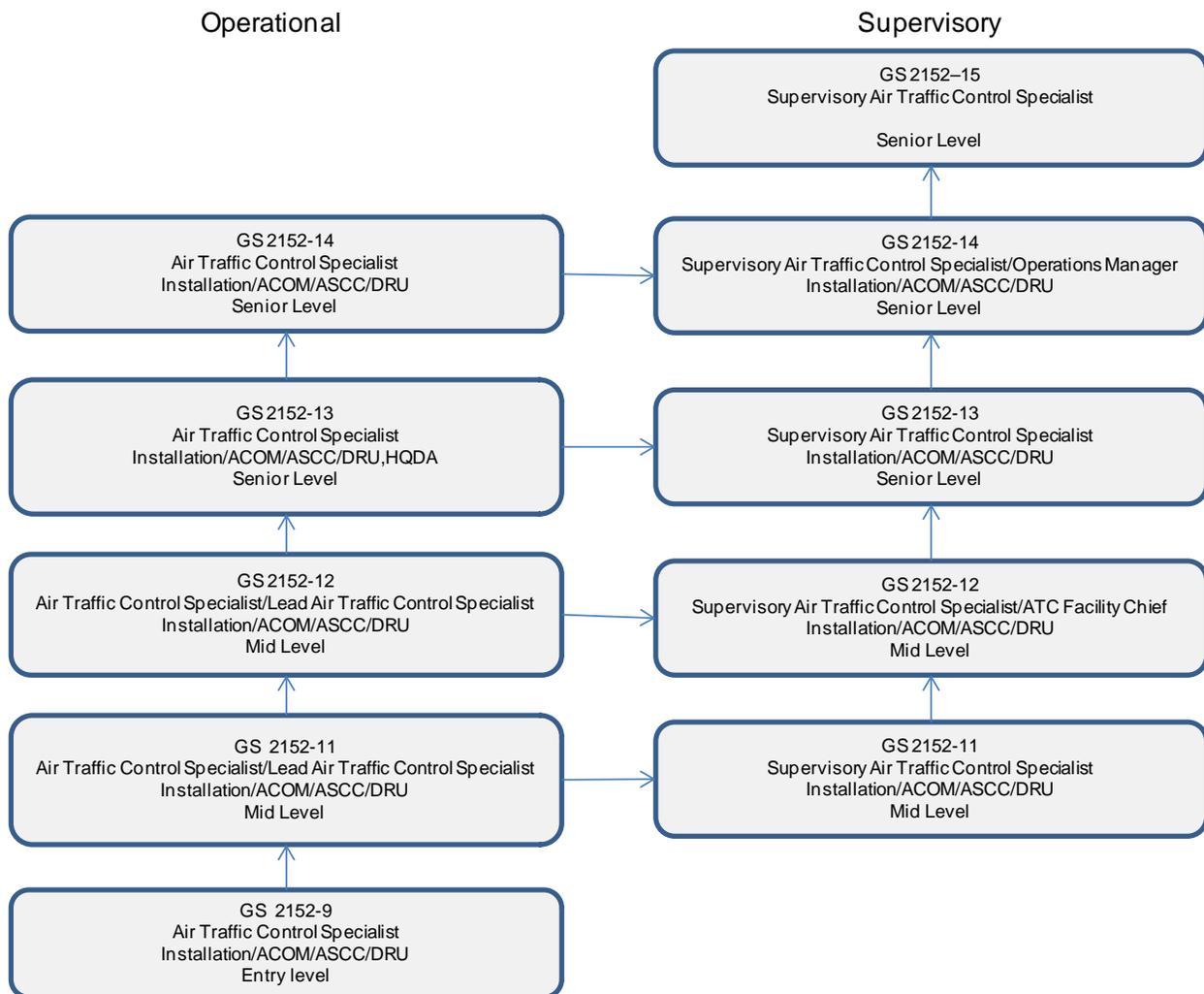
# CAREER PROGRAM 64 ACTEDS Plan

July 11, 2013

The Army has approximately 590 employees in the Air Traffic Control series, and they are located in all echelons of Army Aviation.

## Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-2152 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Air Traffic Control Series should be guided by the qualification standards established by OPM ([Qualifications Standards for Series 2152, Air Traffic Control](#)), as well as the job requirement for the position. The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualification standards of this series.



The career ladder shows a progression of positions and duties as operational and supervisory Air Traffic Specialists at Army air traffic facilities and in policy positions within the Headquarters, Department of the Army. There are no career paths that align with series 2152.

## CAREER PROGRAM 64 ACTEDS Plan

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July 11, 2013

### **Draft Functional Competencies**

The following draft competencies apply to Air Traffic Control employees in the performance of assigned duties. Supervisors are responsible for managing the careers of their employees; therefore, they must ensure that employees under their supervision have or are provided opportunities to obtain the required competencies through formal and on-the-job training (OJT).

**Mathematical Reasoning.** Ability to use mathematical reasoning and processes to accomplish job-specific tasks.

**Air Traffic Information Technology.** Including:

- Ability to work with IT equipment and software specific to occupation, and in differing operating systems.
- Ability to improve work processes and products through use of technology.

**Air Traffic Telecommunications.** Ability to select and use telecommunication devices, services, and web-based applications appropriate to work assignments.

**Meteorology.** Ability to identify hazardous weather conditions that affect different phases of flight. Able to interpret Aviation Meteorological (METAR) weather reports and to apply data appropriately to air traffic control services.

**Aviation Communications.** Includes:

- Ability to use phonetic alphabet and number system.
- Ability to use correct phraseology usage during controller-to-pilot, controller-to-controller, and pilot-to-controller communications.
- Ability to identify and correct critical read-back and hear-back errors.
- Ability to respond to discrete emergency codes and to scenarios that present unusual air traffic control situations.

**Charts and Publications.** Includes:

- Ability to identify the major elements of an approach plate and airport diagrams and the purposes of each.
- Ability to issue clearances using Standard Instrument Departure (SID) procedures, Standard Terminal Arrival Routes (STARs) and Preferential Departure Routes (PDR).
- Ability to apply air traffic control terms associated with charts and publications.

## CAREER PROGRAM 64 ACTEDS Plan

---

July 11, 2013

### **Master Training Plan**

Employees enter this occupational series at various levels with varying degrees of experience, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal civilian or military training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. ACTEDS training is divided into two categories: Universal and Competitive. Information concerning both types of training to include prerequisites, eligibility requirements, and enrollment or application instructions can be found at: <http://www.civiliantraining.army.mil/Pages/Homepage.aspx>.

**Universal Training.** Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

**Priority I (U1)** – Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.

**Priority II (U2)** – Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.

**Priority III (U3)** – Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

**Competitive Training.** This category includes developmental opportunities for which individuals are competitively selected. It covers Army-wide competitive programs such as the Senior Service Colleges and Fellowship Programs (such as the Army Congressional Fellowship Program) that are centrally funded by the Army, and administratively managed by the Deputy Chief of Staff, G 3/5/7, Civilian Leader Development Division. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Major Army command (MACOM) or the installation. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The table below is the Master Training Plan for Series 2152. It addresses the occupational and professional development training required by grade level.

## CAREER PROGRAM 64 ACTEDS Plan

July 11, 2013

Course Source Type of Training	Centrally Funded/No Cost	Intended Audience					
		GS-09	GS-10	GS-11/12	GS-13	GS-14	GS-15
Evaluations and Training Records Supervisor On the Job Training	X	U1	U1	U1	U1	U1	U1
Joint Air Operations Command and Control, ACC JAOC2C USAF Air Education and Training Center (AETC) Formal Course				U2	U2	U2	
Military Airspace Management, E30ZR13M3 OOMA USAF Air Education and Training Center (AETC) Formal Course				U2	U2	U2	U2
Air Traffic Control Systems Specialist, E3AZRIC171 OOSB USAF Air Education and Training Center (AETC) Formal Course				U2			
Advanced Airfield Management, E3AZR1C791 OORB USAF Air Education and Training Center (AETC) Formal Course				U2	U2	U2	
Joint Air Operation Command and Control, ACC JAOC2C USAF Air Education and Training Center (AETC) Formal Course				U2	U2	U2	
Basic Obstruction Evaluation and Airport/Airspace Analysis FAA12051 Federal Aviation Administration Formal Course					U2		
Introduction to Flight Procedures (TERPS), FAA 1530050 Federal Aviation Administration Formal Course				U2			
Airspace and Procedures, FAA50019 Federal Aviation Administration Formal Course					U2	U2	
Central Altitude Reservation (CARF) Introduction, FAA 50114 Federal Aviation Administration Formal Course						U2	
Contingency Airfield Management Workshop (Available biannually by ATSC)			U3	U3	U3	U3	
Air Traffic Services Leaders Conference Conference		U3	U3	U3			
Professional Associations Local Work groups, briefings, seminars, conferences, training sessions		U3	U3	U3	U3	U3	U3
General Orientation/Orientation to the Employing Office Supervisor On the Job Training	X	U1	U1	U1	U1	U1	U1
Briefing and Presentations Graduate School USA Code: COMM7002D Type: Classroom-Day Length: 3 Days		U3	U3	U3	U3	U3	U3

## CAREER PROGRAM 64 ACTEDS Plan

July 11, 2013

Course Source Type of Training	Centrally Funded/No Cost	Intended Audience					
		GS-09	GS-10	GS-11/12	GS-13	GS-14	GS-15
Listening and Memory Development Graduate School USA Code: COMM7007D Type: Classroom-Day Length: 2 Days		U3	U3	U3	U3	U3	U3
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation Formal Course/Distance Learning		U2	U2	U2	U2	U2	U2
Budget Execution Graduate School USA CODE: BUDG7100D TYPE: Classroom-Day LENGTH: 4 Days						U3	U3
Clear Writing Through Critical Thinking Graduate School USA CODE: WRIT7100D TYPE: Classroom-Day LENGTH: 3 Day(s)			U3	U3			
Communicating for Results Graduate School USA CODE: COMM7003D TYPE: Classroom-Day LENGTH: 2 Days			U3	U3	U3	U3	U3
Constructive Conflict Resolution Graduate School USA CODE: COMM7004D TYPE: Classroom-Day LENGTH: 3 Days				U3	U3	U3	
Decision Support: Building New Analytical Skills Graduate School USA CODE: FINC8120D TYPE: Classroom-Day LENGTH: 3 Days						U3	U3
Effective Communication with Customers Graduate School USA CODE: COMM8000D TYPE: Classroom-Day LENGTH: 2 Days		U2	U2	U3	U3	U3	U3
Employee Performance and Conduct Graduate School USA CODE: LABR7011D TYPE: Classroom-Day LENGTH: 2 Days					U3	U3	U3
Federal Human Resources Management for Supervisors and Managers Graduate School USA CODE: PMGT7102D TYPE: Classroom-Day LENGTH: 5 Days					U3	U3	U3
Fundamentals of Writing Graduate School USA CODE: WRIT7010D TYPE: Classroom-Day LENGTH: 3 Days		U3	U3				
Interpersonal Communications Graduate School USA CODE: COMM7006D TYPE: Classroom-Day LENGTH: 2 Days			U3	U3	U3	U3	U3

## CAREER PROGRAM 64 ACTEDS Plan

July 11, 2013

Course Source Type of Training	Centrally Funded/No Cost	Intended Audience					
		GS-09	GS-10	GS-11/12	GS-13	GS-14	GS-15
Introduction to Financial Management Graduate School USA CODE: FINC7000D TYPE: Classroom-Day LENGTH: 3 Days					U3	U3	
Leading Strategically: From Vision to Performance US Office of Personnel Management							U3
Performance Measurement and Budgeting Graduate School USA CODE: BUDG8101D TYPE: Classroom-Day LENGTH: 3 Days						U3	U3
Project Management Graduate School USA CODE: PGMT7005D TYPE: Classroom-Day LENGTH: 4 Days				U3	U3	U3	U3
Report Writing Graduate School USA CODE: WRIT7020D TYPE: Classroom-Day LENGTH: 3 Days				U3	U3	U3	U3
Strategic Planning for Government Organizations Graduate School USA CODE: MGMT9200D TYPE: Classroom-Day LENGTH: 3 Days					U3	U3	U3
Technical Writing Graduate School USA CODE: WRIT8100D TYPE: Classroom-Day LENGTH: 3 Days				U3	U3	U3	U3
University Sponsored Training Local Installation Off duty Formal Course/Distance Learning		U3	U3	U3	U3	U3	
Bachelor Degree Program Local Installation Off duty Formal Course		U3	U3	U3	U3		
Foundation Course (CES) Army Management Staff College Distance Learning	X	U1	U1	U1	U1	U1	U1
Basic Course (CES) Army Management Staff College Length: 2 weeks	X	U2	U3	U3	U3	U3	U3
Intermediate Course (CES) Army Management Staff College Length: 3 weeks	X		U2	U2	U3	U3	U3
Advanced Course (CES) Army Management Staff College Length: 4 weeks	X				U1	U1	U1
Continuing Education for Senior Leaders (CES) Army Management Staff College Length: 1 week resident	X					U3	U3
Senior Service College (CES) SSC Sites	X					U3	U3

**Certification/Licensure.** Certification and/or licensure may be a requirement for employment in

## CAREER PROGRAM 64 ACTEDS Plan

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July 11, 2013

some positions. The following are examples of the certification/licensure requirements for Series 2152 depending upon the duties of the position and the services provided by the employee.

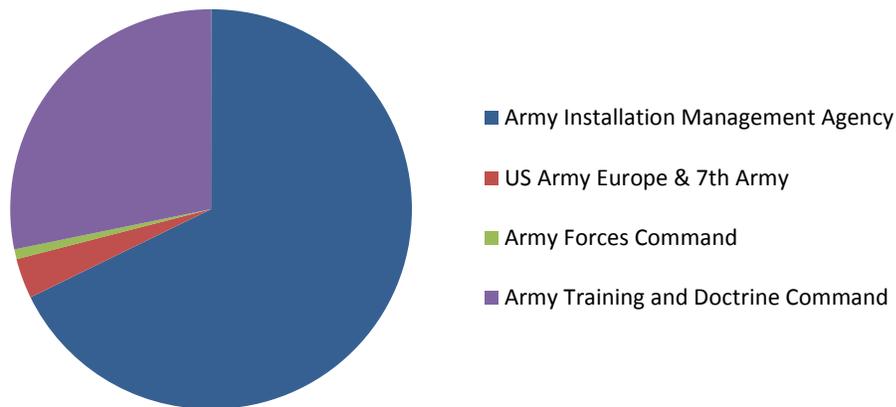
- Air Traffic Control Specialist Certification (ATCS) FAA 7220-1
- Control Tower Operator (CTO) AC Form 8060-1
- Class II Flight Physical (FAR 67)

July 11, 2013

## Annex B - Series 2154, Air Traffic Assistant

**Overview.** The Army has approximately 125 employees working as Series 2154 Air Traffic Assistant. These employees are assigned to CP 64 for career development and training. They are employed by the commands shown in the graphic below. They are most commonly employed by the Army Installation Management Command and the Army Training and Doctrine Command.

### Series 2154 Distribution by Command



Air Traffic Assistants are compensated through the General Schedule (GS) civilian pay plan.

**Occupational Series Information.** Army civilian employees in Series 2154, Air Traffic Assistant, support of air traffic control functions. Positions in this series require a knowledge of and skill in applying air traffic control procedures, but do not require knowledge of aircraft separation standards or the ability to provide preflight or in-flight safety or weather briefings. The work generally falls in the following functions:

- Air Traffic Assistant. Employees in these positions provide administrative and technical assistance related to airfield operations. They monitor airfield daily for flying safety hazards, including foreign objects, violations of airfield clearance criteria, hazards to landing, takeoff, taxiing, or parked aircraft. They maintain and update flight publications, and assist pilots with proposed flight plans. They provide flight following as required on all flight plans, and air traffic advisory/flight following information to aircraft transitioning through or operating within airspace boundaries.
- Supervisory Air Traffic Control Assistant. Army civilians employed in these positions serve as the supervisor of assigned Air Traffic Control Assistants. They are responsible for ensuring operations and airfield support services are being conducted in a safe and efficient manner.

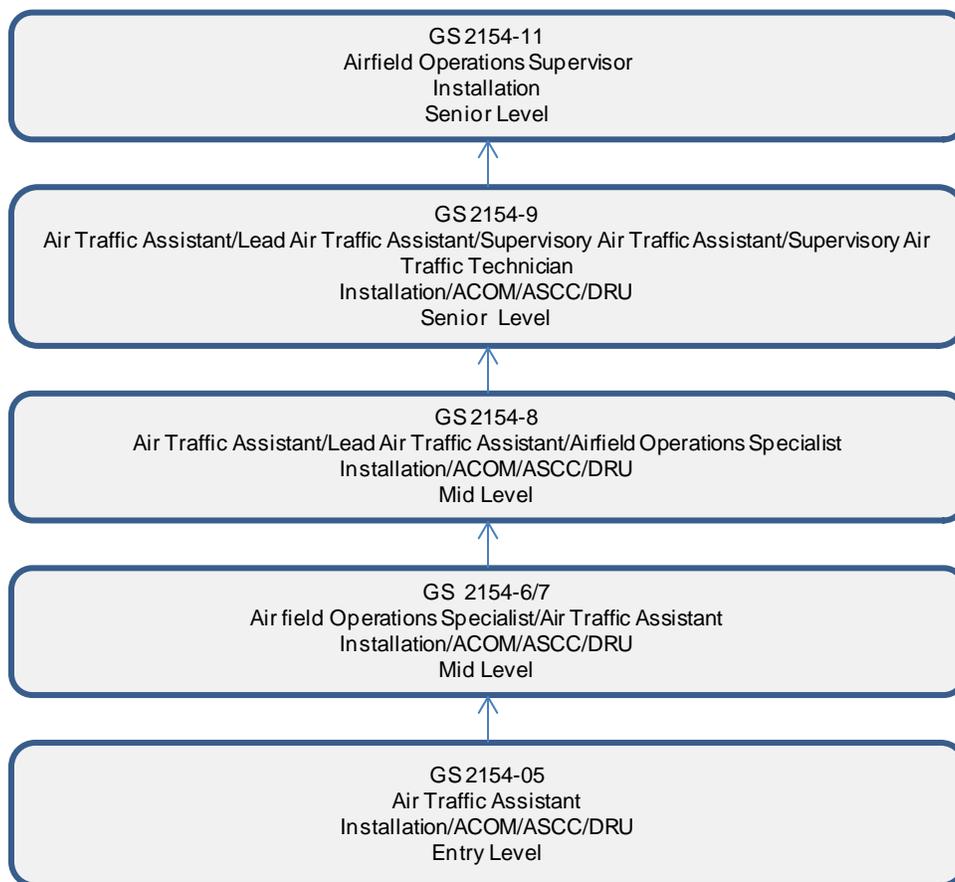
# CAREER PROGRAM 64 ACTEDS Plan

July 11, 2013

The Army has approximately 125 employees in the Air Traffic Assistant, and they are located in operation Army air traffic control facilities at Army airfields and heliports.

## Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-2154 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Aircraft Operation Series should be guided by the qualification standards established by OPM ([Qualifications Standards for Series 2154, Air Traffic Assistant](#)), as well as the job requirement for the position. The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualification standards of this series.



## Draft Functional Competencies

The following draft competencies apply to Air Traffic Assistant employees in the performance of assigned duties. Supervisors are responsible for managing the careers of their employees; therefore, they must ensure that employees under their supervision have or are provided opportunities to obtain the required competencies through formal and on-the-job training (OJT).

## CAREER PROGRAM 64 ACTEDS Plan

---

July 11, 2013

**Mathematical Reasoning.** Ability to use mathematical reasoning and processes to accomplish job-specific tasks.

**Air Traffic Telecommunication.** Selects and uses telecommunication devices, services, and web-based applications appropriate to work assignments.

**Aviation Communications.** Includes:

- Ability to use phonetic alphabet and number system.
- Ability to use correct phraseology to identify and correct critical read-back and hear-back errors.
- Ability to respond to scenarios that present unusual situations.

**Aviation Charts and Publications.** Includes:

- Ability to identify the major elements of an approach plate and airport diagrams and the purposes of each.
- Ability to apply air traffic control terms associated with charts and publications.

**Basic Aircraft Recognition.** Ability to identify various types of aircraft, their names, and identifiers to include the ability to visually recognize different aircraft categories and physical characteristics.

**Air Traffic Information Technology.** Includes:

- Ability to work with IT equipment and software specific to occupation, and in differing operating systems.
- Ability to improve work processes and products through use of technology.

### **Master Training Plan**

Employees enter this occupational series at various levels with varying degrees of experience, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal civilian or military training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. ACTEDS training is divided into two categories: Universal and Competitive. Information concerning both types of training to include prerequisites, eligibility requirements, and enrollment or application instructions can be found at: <http://www.civiliantraining.army.mil/Pages/Homepage.aspx>.

**Universal Training.** Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

## CAREER PROGRAM 64 ACTEDS Plan

July 11, 2013

**Priority I (U1)** – Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.

**Priority II (U2)** – Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.

**Priority III (U3)** – Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

**Competitive Training.** This category includes developmental opportunities for which individuals are competitively selected. It covers Army-wide competitive programs such as the Senior Service Colleges and Fellowship Programs (such as the Army Congressional Fellowship Program) that are centrally funded by the Army, and administratively managed by the Deputy Chief of Staff, G 3/5/7, Civilian Leader Development Division. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Major Army command (MACOM) or the installation. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The table below is the Master Training Plan for Series 2154. It addresses the occupational and professional development training recommended by grade level.

Course Source Type of Training	Centrally Funded/No Cost	GS-05/6/7	GS-08/9	GS-10/11
Evaluations and Training Records Supervisor On the Job Training	X	U1	U1	U1
General Orientation/Orientation to the Employing Office Supervisor On the Job Training	X	U1	U1	U1
Briefing and Presentations Graduate School USA Code: COMM7002D Type: Classroom-Day Length: 3 Days				U3
Listening and Memory Development Graduate School USA Code: COMM7007D Type: Classroom-Day Length: 2 Days		U3	U3	U3

## CAREER PROGRAM 64 ACTEDS Plan

July 11, 2013

Course Source Type of Training	Centrally Funded/No Cost	GS-05/6/7	GS-08/9	GS-10/11
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation Formal Course/Distance Learning		U2	U2	U2
Clear Writing Through Critical Thinking Graduate School USA CODE: WRIT7100D TYPE: Classroom-Day LENGTH: 3 Day(s)			U3	U3
Communicating for Results Graduate School USA CODE: COMM7003D TYPE: Classroom-Day LENGTH: 2 Days			U3	U3
Constructive Conflict Resolution Graduate School USA CODE: COMM7004D TYPE: Classroom-Day LENGTH: 3 Days				U3
Effective Communication with Customers Graduate School USA CODE: COMM8000D TYPE: Classroom-Day LENGTH: 2 Days		U2	U2	U3
Effective Government Correspondence Graduate School USA CODE: WRIT7007D TYPE: Classroom-Day LENGTH: 2 Day(s)				U3
Fundamentals of Writing Graduate School USA CODE: WRIT7010D TYPE: Classroom-Day LENGTH: 3 Days		U3	U3	U3
Interpersonal Communications Graduate School USA CODE: COMM7006D TYPE: Classroom-Day LENGTH: 2 Days		U3	U3	U3
Introduction to Financial Management Graduate School USA CODE: FINC7000D TYPE: Classroom-Day LENGTH: 3 Days				U3
Report Writing Graduate School USA CODE: WRIT7020D TYPE: Classroom-Day LENGTH: 3 Days			U3	U3
Technical Writing Graduate School USA CODE: WRIT8100D TYPE: Classroom-Day LENGTH: 3 Days				U3
University Sponsored Training Local Installation Off duty Formal Course/Distance Learning		U3	U3	U3
Bachelor Degree Program Local Installation Off duty Formal Course		U3	U3	U3
Foundation Course (CES) Army Management Staff College Distance Learning	X	U1	U1	U1

## CAREER PROGRAM 64 ACTEDS Plan

July 11, 2013

Course Source Type of Training	Centrally Funded/No Cost	GS-05/6/7	GS-08/9	GS-10/11
Basic Course (CES) Army Management Staff College Length: 2 weeks	X	U2	U2	U3
Intermediate Course (CES) Army Management Staff College Length: 3 weeks	X			U2
Advanced Course (CES) Army Management Staff College Length: 4 weeks	X	N/A	N/A	N/A
Continuing Education for Senior Leaders (CES) Army Management Staff College Length: 1 week resident	X	N/A	N/A	N/A
Senior Service College (CES) SSC Sites	X	N/A	N/A	N/A

**Certification/Licensure.** Certification and/or licensure is not required for employment in Air Traffic Assistance positions.

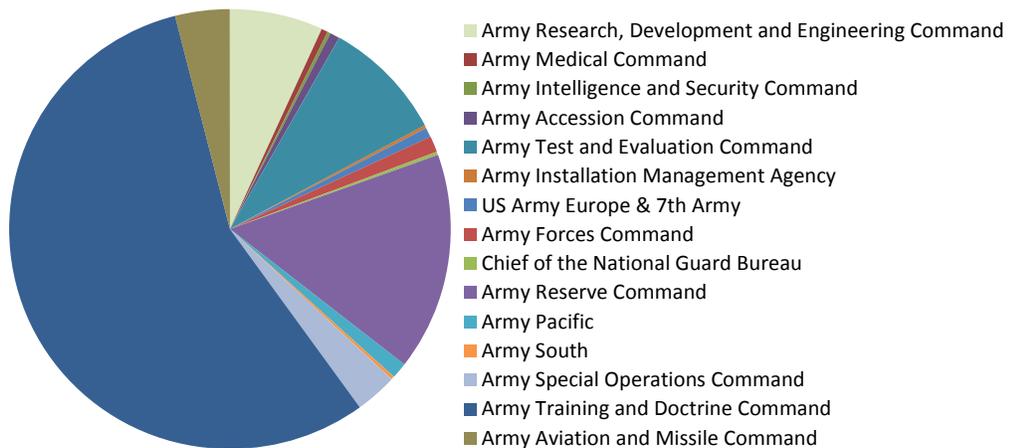
# CAREER PROGRAM 64 ACTEDS Plan

July 11, 2013

## Annex C - Series 2181, Aircraft Operations

**Overview.** The Army has approximately 1,450 employees working in Series 2181, Aircraft Operations. Approximately 1,025 of these employees are Title 32 National Guard employees and are not considered in this plan. The approximately 425 Army employees in Series 2181 are assigned to CP 64 for career development and training. They are employed by the commands shown in the graphic below.

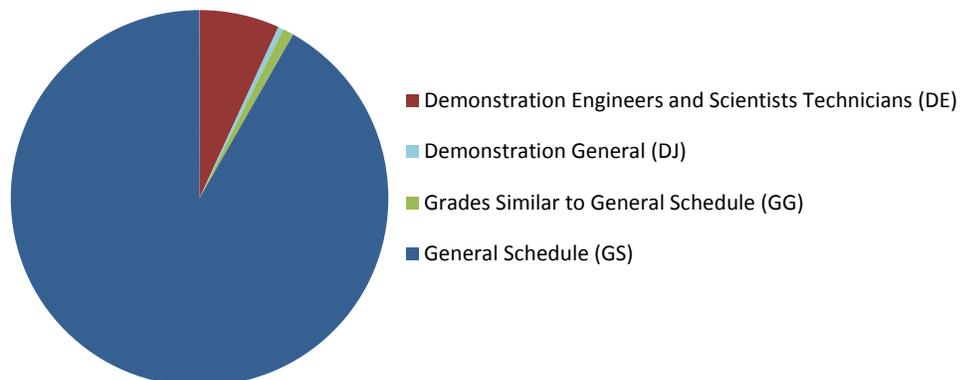
### Series 2181 Distribution by Command



They are most commonly employed by the Army Training and Doctrine Command and the Army Reserve Command.

Aircraft Operators are compensated through the General Schedule (GS) and the Demonstration Engineers and Scientists Technicians (DE) civilian pay plans, as shown in the graphic below.

### Series 2181 Distribution by Pay Plan



## CAREER PROGRAM 64 ACTEDS Plan

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July 11, 2013

**Occupational Series Information.** Army civilian employees in Series 2181, Aircraft Operations, perform professional technical work in the operation of fixed and rotary wing aircraft in operational and research settings. The work generally falls in the following functions:

- Aircraft Pilot. This work requires that the employee regularly flies as pilot in command or co-pilot of utility rotary wing aircraft such as the UH-60 and utility multi-engine fixed wing aircraft such as the C-12 and non-standard single and multi-engine aircraft having takeoff weights in excess of 12,500 pounds.
- Maintenance Test Pilot. In this position the employee ensures the safety of Army standard and nonstandard aircraft after repairs are performed and when the safety of the aircraft is in question.
- Flight Instructor. Provides instruction and evaluation of student pilots in flight fundamentals for basic and advanced flight techniques and maneuvers.
- Flight Test Pilot. Duties include support for Research Development Test & Evaluation (RDT&E) projects in all aspects concerned with flight-testing of new or modified systems, the airborne accumulation of test data, and range support.
- Airspace System Inspection Pilot. Conducts aeronautical evaluations of navigational aids and landing systems operating within and outside the National Airspace System.

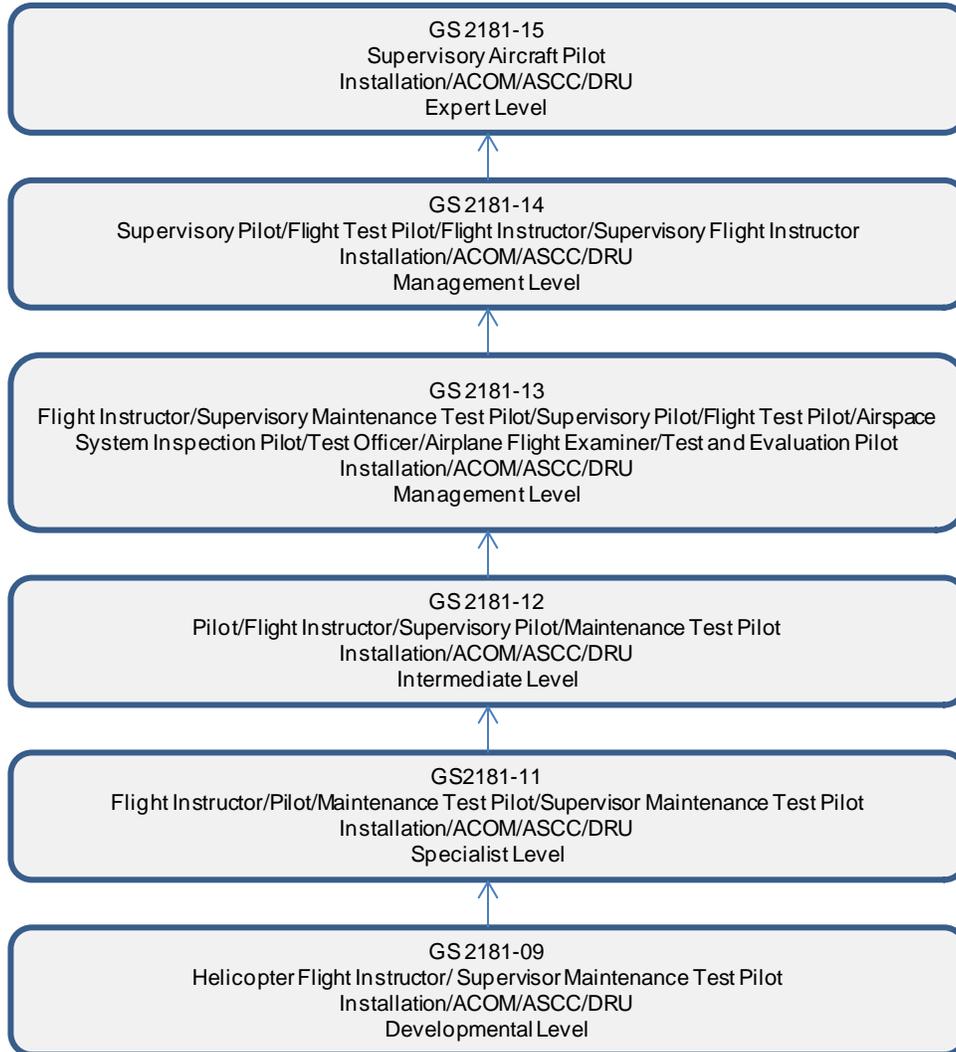
The Army has approximately 425 employees in the Aircraft Operations series exclusive of those full time National Guard Employees, and they are located in all echelons of Army Aviation.

### **Career Ladder**

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-2181 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Aircraft Operation Series should be guided by the qualification standards established by OPM ([Qualifications Standards for Series 2181, Aircraft Operations](#)), as well as the job requirement for the position. The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualification standards of this series.

## CAREER PROGRAM 64 ACTEDS Plan

July 11, 2013



### Draft Functional Competencies

The following draft competencies apply to Aircraft Operations employees in the performance of assigned duties. Supervisors are responsible for managing the careers of their employees; therefore, they must ensure that employees under their supervision have or are provided opportunities to obtain the required competencies through formal and on-the-job training (OJT).

#### Aircraft Preflight. Includes:

- Ability to secure current and forecast weather information to determine conditions along the proposed route of flight and at the destination.
- Ability to plan the flight through the study of maps and charts to determine routing, intermediate stops, alternate destination, fuel requirements, estimated flying time, and, as required, filing the aircraft flight plan.

## CAREER PROGRAM 64 ACTEDS Plan

---

July 11, 2013

- Ability to verify that the aircraft is ready for flight, including such aspects as loading and weight distribution, maintenance or service conditions, and performing prescribed preflight checks,
- Ability to brief any passengers and crew members on the nature and purpose of the flight, and the procedures to be followed in an emergency.
- Ability to obtain the proper clearances to begin the flight.

### **Aircraft Operation.** Includes:

- Ability to adhere to flight procedures and parameters specified in the aircraft flight manual.
- Ability to communicate and coordinate with controlling agencies.
- Ability to monitor performance of the aircraft and progress of the flight.
- Ability to take corrective action, including the use of emergency procedures as required.
- Ability to perform mission related tasks and coordinate and direct the actions of various crew members.

### **Aircraft Post Flight.** Includes:

- Ability to maintain logs on the operating status of the aircraft, prepare flight reports, coordinate with maintenance personnel on service conditions, and perform post flight checks.
- Ability to conduct a critique of students' performance and progress in training, as required.

### **Flight Instruction.** Includes:

- Ability to instruct pilot trainees on all phases of aircraft operation.
- Ability to use instructional techniques to ensure student success.
- Ability to safely demonstrate non-standard aircraft operating conditions to students.

### **Flight Testing.** Includes:

- Ability to perform rigorous testing and evaluation of developmental aircraft, aircraft which are modified to the extent that flight characteristics and performance parameters are significantly altered, and aircraft which have been repaired or had components replaced, before being approved for general use.
- Ability to conduct flight tests to determine whether performance, maneuverability, control, stability, and other flight characteristics meet prescribed safety standards.

**Maintenance Flight Testing.** Ability to conduct functional flight tests of aircraft after repair or replacement of worn or damaged components or the addition of approved modifications.

## CAREER PROGRAM 64 ACTEDS Plan

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July 11, 2013

**Airspace System Inspection.** Includes:

- Ability to inspect and certify air navigation facilities (NAVAIDS) and instrument flight procedures.
- Ability to develop and amend terminal and enroute procedures in the national airspace system.

### **Master Training Plan**

Employees enter this occupational series at various levels with varying degrees of experience, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal civilian or military training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. ACTEDS training is divided into two categories: Universal and Competitive. Information concerning both types of training to include prerequisites, eligibility requirements, and enrollment or application instructions can be found at: <http://www.civiliantraining.army.mil/Pages/Homepage.aspx>.

**Universal Training.** Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

**Priority I (U1)** – Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.

**Priority II (U2)** – Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.

**Priority III (U3)** – Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

**Competitive Training.** This category includes developmental opportunities for which individuals are competitively selected. It covers Army-wide competitive programs such as the Senior Service Colleges and Fellowship Programs (such as the Army Congressional Fellowship Program) that are centrally funded by the Army, and administratively managed by the Deputy Chief of Staff, G 3/5/7, Civilian Leader Development Division. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Major Army command (MACOM) or the

## CAREER PROGRAM 64 ACTEDS Plan

July 11, 2013

installation. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following table is the Master Training Plan for Series 2181. It addresses the occupational and professional development training required by grade level.

Course Source Type of Training	Centrally Funded/No Cost	Intended Audience				
		GS-09	GS-11	GS-12	GS-13	GS-14/15
General Orientation/Orientation to the Employing Office Supervisor On the Job Training	X	U1	U1	U1	U1	U1
Briefing and Presentations Graduate School USA Code: COMM7002D Type: Classroom-Day Length: 3 Days		U3	U3	U3	U3	U3
Listening and Memory Development Graduate School USA Code: COMM7007D Type: Classroom-Day Length: 2 Days		U3	U3	U3	U3	U3
Basic Computer Courses (MS Word, Excel, PowerPoint, etc.) Local Installation Formal Course/Distance Learning		U2	U2	U2	U2	U2
Professional Associations Local Work groups, briefings, seminars, conferences, training sessions						
University Sponsored Training Local Installation Off duty Formal Course/Distance Learning						
Bachelor Degree Program Local Installation Off duty Formal Course						
Foundation Course (CES) Army Management Staff College Distance Learning	X	U1	U1	U1	U1	U1
Basic Course (CES) Army Management Staff College Length: 2 weeks	X	U1	U2	U2	U3	U3
Intermediate Course (CES) Army Management Staff College Length: 3 weeks	X		U2	U2	U2	U3
Advanced Course (CES) Army Management Staff College Length: 4 weeks	X				U2	U3
Continuing Education for Senior Leaders (CES) Army Management Staff College Length: 1 week resident	X					U3
Senior Service College (CES) SSC Sites	X					U3

NOTE: This table supplements the aircrew training requirements of AR 95-1, Flight Regulations.

## CAREER PROGRAM 64 ACTEDS Plan

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July 11, 2013

**Certification/Licensure.** Certification and/or licensure may be a requirement for employment in some positions. The following are examples of the certification/licensure requirements for Series 2181 depending upon the duties of the position and the services provided by the employee.

- **Pilot Certification.** Federal Aviation Administration (FAA) pilot certificates and/or appropriate military ratings. For all grade levels and specializations, candidates must possess a current Commercial Pilot Certificate or the appropriate military rating; both meet the intent of the requirement. For flight instructor positions, the FAA Flight Instructor Certificate or the military equivalent rating is also required. The pilot certificate must include the rating(s) appropriate to the work of the position to be filled. For example, a position that involves flying a multi-engine airplane to various destinations under instrument flight rules would require the Commercial Pilot Certificate with the airplane, multi-engine, and instrument ratings or appropriate U.S. military ratings. Positions that require flying or instructing in flying both airplanes and helicopters require a rating in both categories. Only those ratings necessary to perform the work are required. Note: Candidates establishing eligibility based on military flight experience must provide official orders, forms, or logbooks showing their status as a rated military pilot, flight instructor, or flight examiner, as appropriate. Other certificates that meet or exceed the requirements of the Commercial Pilot Certificate are also acceptable, e.g., an Airline Transport Pilot Certificate.
- **Flight Crewmember Qualification.** Civilian crewmembers in this series must be qualified in the specific skills required for the position. Such skills include, but are not limited to: instructor pilot, maintenance test pilot, instrument examiner, experimental test pilot. Civilian aircrew member must meet annual training requirements established by Army and local commanders. Failure to meet the training and proficiency requirements can lead to termination of flight status and processing for reclassification in accordance with applicable regulations. Requirements are addressed in Army Regulation 95-1, Chapter 4, Section II.
- **Aircraft Qualification.** Army civilians must be qualified in the type and model aircraft required by the position through previous training.
- **Medical Qualification.** Army civilians in this series must undergo periodic recertification of their ability to meet Class 2 medical flight standards in accordance with Army Regulation 40-501, Standards of Medical Fitness, Chapter 4.
- **Annual Proficiency and Readiness Test.** Annual evaluation of the competency of the crew member in accordance with AR 95-1, Paragraph 4-7.

NOTE: ACTEDS funds may not be used to fund licenses or certifications.

July 11, 2013

### **Annex D - Master Intern Training Plan**

The Aviation Career Program does not currently use the Army intern program due to the highly technical nature of the work and the qualifications required to enter the CP 64 workforce. The CP 64 leadership may review the use of developmental positions and their competency requirements.

July 11, 2013

## **Annex E – CP 64 Policy on Training Application Submission Processes**

### **General**

Training opportunities are designed to provide a progressive competency growth in developing CP 64 personnel, both professionally and technically. Programs identified in this document align with the Department of Defense (DoD) and Army Human Capital Strategic Plans and are substantiated in our ACTEDS Plans (as available).

CP-64 funded training is open to all CP- 64 employees, regardless of grade, assigned to permanent positions, unless otherwise stated. All opportunities are competitive and selections will be determined by the CP-64 Functional Chief Representative.

### **Identification of Requirements**

Requirements for all CP 64 centrally funded ACTEDS resources will be submitted annually to the CP 64 Functional POC, when requested by suspense action. Requirements will be routed through to the local senior supervisor to for review, consolidation, and prioritization. Requirements will be submitted to the command or installation training coordinator for forwarding to the CP-64 POC and subsequent submission to HQDA G-3/5/7.

### **Funding Competitive Selection Considerations**

Selection of employees for training will be made without regard to political preference, race, color, religion, national origin, sex, marital status, disability, age, or sexual orientation. Applicants will be rated against the following factors:

- Prior participation and/or advanced degrees
- Program cost/length
- Proximity of training to home workstation
- ACOM, ASCC, DRU, or Installation endorsement
- Supervisor's Assessment of Need for Training
- Post Training Utilization Plan
- Functional (CP Manager) assessment of need
- Performance appraisals and awards
- Employee's motivation for attendance
- Relevance of training program to mission of the Army Aviation

All training requested must be identified in employee's Individual Development Plan (IDP) and a completed/signed copy must accompany application for any training requested. In addition, justification for training must indicate how the training supports the Command's Balanced Score Card Objectives.

## CAREER PROGRAM 64 ACTEDS Plan

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July 11, 2013

All applicants must provide proof of completion of the appropriate CES courses for their positions. Certificates from non-CES leadership development programs will not be acceptable unless accompanied by certification of equivalency from CES.

Commands will not be reimbursed for salaries and personal benefits for training participants or costs incurred through temporary backfill of the vacated position.

ACTEDS funding is provided IAW with ACTEDS Funding Strategy and funds are always subject to availability set forth by HQDA G-3/5/7.

For application or program information contact the CP 64 POC listed at the end of this section.

### **Short Term Training (STT).**

Training of 120 calendar days or less. Programs include training and courses conducted at Army, other DOD activities, and Federal agencies, symposiums, workshops and seminars providing professional training for medical personnel, leadership and management development programs, and other training opportunities and courses identified. Attendance at seminars and workshops must have a demonstrated training purpose and must be documented in the employee's IDP.

Applicants must meet all eligibility requirement and/or course/program prerequisites prior to submission of the application. The applicant must include the description of the training, the training outline, and what benefits (competencies) will be received from the training. The use of ACTEDS funds to attend conferences, seminars, workshops, etc., must meet the definition of training in accordance with Title 5, CFR, Section 410.404 and must be approved by the Chief, Civilian Training and Leader Development Division, G37/TRV.

Forms Required: Supervisory and Command Endorsements, CES completion as detailed above, and a copy of the employee's IDP. In addition, the following forms are required: *Application for ACTEDS Training Opportunities*; *Nominee's Statement of Interest*; SF 181, *Ethnicity and Race Identification (optional)*; and *Agreement to Continue in Service* (for non-government training in excess of 80 hours or any training that is more than 120 calendar days). Additionally the *Supervisor Utilization: Validation of Requirements* form is used to document requirements and return on training investment. These forms are available at [http://cpol.army.mil/library/train/catalog/form\\_ndx.html](http://cpol.army.mil/library/train/catalog/form_ndx.html)

Less than full-time training. Less than full-time training may be supported when the training is particularly meritorious and timely with significant benefit to the individual and the organization. This opportunity for training is intended to broaden employees' experience, knowledge, and perspective in management and operational techniques. This training is primarily university training that will not result in a degree.

## CAREER PROGRAM 64 ACTEDS Plan

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July 11, 2013

Forms Required: Supervisory and Command Endorsements, CES completion as detailed above, and a copy of the employee's IDP. In addition, the following forms are required: *Application for ACTEDS Training Opportunities*; *Nominee's Statement of Interest*; SF 181, *Ethnicity and Race Identification*; and *Agreement to Continue in Service* (for non-government training in excess of 80 hours or any training that is more than 120 calendar days). The *Supervisor Utilization: Validation of Requirements* form should be used to document the training requirement and the expected ROI/ROV. These forms are available at [http://cpol.army.mil/library/train/catalog/form\\_ndx.html](http://cpol.army.mil/library/train/catalog/form_ndx.html)

### **University Training.**

Academic Degree Training (ADT). Academic Degree Training is training or education with the stated objective of obtaining an academic degree from a college, university, or other accredited institution. Additional information is available at: <http://www.t3ac.army.mil/academic/pages/default.aspx>

ADT may be funded by HQDA or by individual Commands. All requests require Assistant Secretary of the Army [Manpower & Reserve Affairs] (ASA M&RA) approval, regardless of the funding source. Listed below are the criteria to participate in ADT. Specific application instructions are available at:

<http://www.civiliantraining.army.mil/TRV%20Document%20Library/FAQs.pdf>

- ADT program is open to all civilian employees. To be eligible to use ACTEDS funds, applicants must have complete three years in a permanent DA full-time position or combination of positions, and be assigned to a CP-64 permanent position, unless otherwise stated.
- The training must be part of a planned, systematic, and coordinated program of professional development endorsed by Army that supports organizational objectives.
- Academic degree to be pursued must be related to the performance of the employee's official duties.
- All requests require supervisory approval and must be routed through Command channels.
- Employees must sign an Agreement to Continue in Service for at least three times the length of the training. The continued service obligation begins upon successful completion of the course/program.
- Course of study must be from an accredited institution.
- Participants must satisfactorily complete all courses of study. Undergraduate students must achieve a "C" average or better; graduate students must achieve a "B" average or better for all courses completed. Failure to do so may result in repayment to the

## CAREER PROGRAM 64 ACTEDS Plan

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July 11, 2013

government of all costs associated with the training/course/program; i.e., tuition, books, equipment, tools, fees, etc.

- Submission of application packages for university training does not guarantee approval for the program. The availability of ADT funds will determine how many application packages are accepted and approved.
- Funding for specific courses is on a case-by-case basis. ACTEDS funds cover tuition and books both for full-time and part-time study. Funding is not authorized for per diem or travel.
- Applicants must plan for at least a three-semester lead-time due to the lengthy application approval process.
- Funding, under an ASA(M&RA) approved "Degree Program" cannot exceed \$75K.

Graduate level. This opportunity has been extended to those wishing to continue with graduate studies.

- Funding will be provided for tuition and books for both full-time and part-time study.
- Funding is not authorized for per diem or travel.
- Appropriate approvals are required prior to any program start.
- Applicants must have met admissions criteria as determined by the university.
- Funding will be programmed within a two (2) year period from start to completion.
- Funding of all approved training courses/programs is subject to the availability of funds.

### **Completion of Training**

CP 64 individuals awarded ACTEDS funds must provide completed copies of the SF 182, grade reports, or other evidence of successful completion of training for each funded course. FCRs/FCR POCs are responsible for maintaining training records of all funds used for ACTEDS training.

### **Other Requirements**

Students must ensure training is approved/signed by a G37/TRV Budget Analyst prior to attending training. Failure to follow identified procedures may result in the employee incurring liability for all training costs. Employees must ensure there is sufficient lead time for the processing of training documents prior to the proposed training start date.

### **Point of Contact**

The CP 64 Career Program Representative will be identified in the future.

## CAREER PROGRAM 64 ACTEDS Plan

---

July 11, 2013

### **More Information**

ADT Checklist. Employees requesting HQDA ACTEDS funds to obtain an academic degree (training or education with the stated objective of getting an academic degree) must provide the information found in the "ADT Checklist" at Appendix 1.

Course Checklist. Employees requesting ACTEDS funds for training opportunities must provide the requested information found in the respective Course Checklist.

## CAREER PROGRAM 64 ACTEDS Plan

---

July 11, 2013

### **Appendix 1 - Academic Degree Training (ADT) Checklist**

*Use this checklist as a guide for completing and assembling the nomination package. The applicant is responsible for obtaining and assembling all documents. Make a checkmark by each item that is attached and assemble documents in the order listed. Incomplete packages will be returned to the career program office for action.*

This appendix identifies the forms and documents needed to submit an ADT request package. Updated information can be found at:

<http://www.t3ac.army.mil/academic/Pages/ADTapply.aspx>

Employees who work for an Army Staff Principal, HQDA, the Army Staff, or a Program Executive Office must obtain endorsement from the Administrative Assistant to the Secretary of the Army (AASA).

All Academic Degree Training request applications, regardless of funding source, must provide the following information:

Academic Degree Training Application Form - For HQDA Centrally Funded

Academic Degree Training Application Form - For Command Funded

Academic Degree Training Applicant Statement (500 words or less) - Online

Letter of Acceptance from Accredited institution

Continued Service Agreement - Online

Resume (includes list of government-sponsored training and individual courses funded by ACTEDS)

Academic Degree Plan Form - Online

Validation of Requirement/Utilization Plan from the Employee's Supervisor (NTE 500 words) - Online

Ethnicity and Race Identification Form (SF 181) NOTE: Completion/submission of the SF-181 is strictly voluntary. It will be used for statistical purposes only, not for purposes of determining eligibility for participation in any training opportunity.

**For Employees in a Career Program, in addition to the above, include:**

Career Program Functional Review Form - Online

Request for Central Resource Support Form - Online

## CAREER PROGRAM 64 ACTEDS Plan

---

July 11, 2013

### Other Career Program unique documents

#### **If Command funded, in addition to the above, include:**

Endorsement from the Commander or designated representative of the appropriate Army Command (FORSCOM, TRADOC, AMC), Service Component Command, or Direct Reporting Unit.

Other Command unique documents

## CAREER PROGRAM 64 ACTEDS Plan

---

July 11, 2013

### Appendix 2 - Course Checklist

This appendix provides a method to track the forms and documents needed to submit a request for training package. Updated information can be found at:

<http://www.t3ac.army.mil/academic/Pages/ADTapply.aspx>

Print this checklist for your use in completing your application package.  
Do not send this form with your package!

All of the forms and documents listed below must be completed and forwarded as your application package. The on-line forms (provided below) must be used. Assemble the forms in the order listed. Incomplete application packages will be returned.

- Application for ACTEDS Training Opportunities - Online
- Endorsements through the applicant's chain of command  
(Supervisor through ACOM, ASCC, DRU, or installation) - Must be attached!
- Nominee's Statement of Interest - On line
- Utilization Plan - On line
- Functional Review Form - On line
- Agreement to Continue in Service
- Last 3 Performance Ratings (including annotated Support Forms) - MUST BE ATTACHED. If these appraisals are not available, you must include an explanation about the missing appraisals, verified by your supervisor or CPAC, and your "next" most recent appraisals.
- Request for Central Resource Support Form - Online.

#### **For university programs (part-time or full-time).**

- A letter of acceptance from the university - MUST BE ATTACHED.
- Academic Plan - Online.

July 11, 2013

## Annex F - Glossary of 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 AG-1(CP).

**Academic Degree Training:** Use verbiage in Data Dictionary.

**Accreditation:** Use verbiage in Data Dictionary.

**Army Civilian Training Education and Development System (ACTEDS) Plans:** Use verbiage in Data Dictionary.

**Activity Career Program Managers (ACPM):** Provide technical advice and assistance to Commanders and Civilian Personnel Advisory Center (CPAC), human resources representatives; careerists and serves as resource person by assisting supervisors in furnishing CP information to careerists. (Source: AR 690-950, 31 December 2001)

**Affirmative Employment Program (AEP):** A program of self-analysis, problem identification, data collection, policy statements, reporting systems and elimination of discriminatory policies and practices past and present. (Source: AKO)

**Army Career Tracker (ACT):** Use verbiage in Data Dictionary.

**Army Civilian Training, Education and Development System (ACTEDS):** The Army-wide civilian training and career management requirements-based system that identifies an orderly, systematic approach to technical, professional, and leadership development of knowledge, skills and abilities progression from entry-level to supervisory, managerial, and executive positions. It identifies a blending of progressive and sequential work assignments, formal training, educational courses, and self-development opportunities similar to the military system. ACTEDS is applicable to all Civilian Career Programs. Information on ACTEDS training opportunities is located at <http:cpol.army.mil/library/train/catalog/>. (Sources: AR 600-3, 26 November 2009 and AR 690-950)

**Army Command (ACOM):** An Army force, designated by the Secretary of the Army (SA), performing multiple Army Service Title 10 USC, functions across multiple disciplines. Responsibilities are those established by the SA. (Source: AR 10-87, 4 September 2007)

## CAREER PROGRAM 64 ACTEDS Plan

---

July 11, 2013

**Army Service Component Command (ASCC):** An Army force, designated by the SA, comprised primarily of operational organizations serving as the Army component of a combatant command or sub-unified command. (Source: AR 10-87)

**Assistant G-1 for Civilian Personnel (AG-1 (CP):** A Headquarters Army, G-1 Staff Element responsible for setting long-range, strategic direction and policy governing the management and utilization of Department of the Army (DA), civilian employees. (Source: <https://www.g1intranet.army.mil/cp.asp>)

**Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA(M&RA):** The principle advisor to the SA for manpower, human capital management, training, leader development, readiness and Reserve Affairs. Has overall responsibility for civilian personnel management and for civilian personnel policy and programs. (Source: Army General Order 2012-01 and AR 600-3)

**Career Development (CD):** A method of obtaining additional knowledge, skills and abilities within a career program through training, assignment or self-development. (Source: AR 690-950)

**Career Map (CM):** Provides careerists general professional guidance on career progression.

**Career Path(s):** Use verbiage in Data Dictionary.

**Career Ladder:** A graphic depiction of the levels of grade progression within the Career Program. The Career Ladders describe the grade levels, by position titles and organizational level, within each function and across functions where applicable.

**Career Program (CP):** Occupational series aligned into consolidated groupings, based on common technical functions, associated command missions, and position knowledge, skills and abilities. (Source: Army Policy Memorandum: SAMR-CQ, Subject: Civilian Career Program Management Guidance, 21 April 2011)

**Career Program Manager (CPM):** Activity level functional subject-matter-expert (SME) who gives technical advice and assistance to the commander and CPAC; provide advice and guidance to careerists; and serves as resource person by assisting supervisors in furnishing CP information to careerists and interns. (Source: AR 690-950)

**Career Program Policy Committee (CPPC):** A continuing, intra-component, Army-level committee that (a), develops recommendations for changes in Army Career Program policies and procedures, (b) prepares recommendations for the AG-1(CP), to determine ACTEDS resource allocations for Interns and Fellows; to the HQDA, G-3 for Competitive Professional Development, (c) makes determination on recommendations from any subcommittee operating within mission

## CAREER PROGRAM 64 ACTEDS Plan

---

July 11, 2013

of the CPPC, and (d) makes determinations and develops solutions to enterprise-level issues and develops practices appropriate for Army-wide execution. (Source: SAMR-CQ Memo, SUBJECT: Civilian Career Program Management Guidance, 21 April 2011)

**Career Program Proponency Office (CPPO):** Staff office to support and assist the FCR with career management responsibilities. Personnel proponents are also responsible for developing, monitoring and assessing equal opportunity and affirmative actions of their respective career fields. (Sources: AR 600-3, 28 November 1997 and SAMR-CQ Memo, SUBJECT: Civilian Career Program Management Guidance, 21 April 2011)

**Certification:** Use verbiage in Data Dictionary.

**Change Management:** Use verbiage in Data Dictionary.

**Civilian Employee:** Use verbiage in Data Dictionary.

**Civilian Education System (CES):** Use verbiage in Data Dictionary.

**Civilian Expeditionary Workforce (CEW):** 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. 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. (Source: AG-1(CP))

**Civilian Human Resources Agency (CHRA):** Organization within the Army G-1, responsible for providing Department of the Army Civilian Human Resources (operations) support (CHRA oversees the operations of Civilian Personnel Advisory Centers. (Source: <http://www.chra.army.mil/global/aboutus.asp>)

**Civilian Personnel Advisor Center (CPAC):** The Installation CPAC services or is collocated with the proponent office and, (a) provides proponents access to and assistance with interpretation of civilian personnel management regulations, laws and other reference materials. (Source: AR 600-3)

**Civilian Senior Leader Management Office (CSLMO):** Responsible office for providing SA and other senior leaders advice on all matters relating to the recruitment, utilization, and lifecycle management of the Executive and Senior Professional (ESP) Civilian workforce. (Source: [http://www.asamra.army.mil/org\\_cslmo\\_bio.cfm](http://www.asamra.army.mil/org_cslmo_bio.cfm))

**Coaching:** Use verbiage in Data Dictionary.

## CAREER PROGRAM 64 ACTEDS Plan

---

July 11, 2013

**Code of Federal Regulations (CFR):** A codification of the general and permanent rules published in the Federal Register by the Executive departments and agencies of the Federal Government. (Source: Title 5, Code of Federal Regulations)

**Competencies:** Use verbiage in Data Dictionary.

**Core Competencies** Technical areas of knowledge skill, abilities and other characteristics (non-technical e.g., interpersonal skills) 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.

**Functional Competencies:** Technical *specialty* areas of knowledge skill, abilities and other characteristics (non-technical e.g., interpersonal skills) 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.

**Competency Gaps:** Difference in the rating level of position required competencies and employee proficiencies.

**Competency-based Management (CBM):** A systematic approach to evaluating and effectively aligning employee competencies with mission and job requirements throughout the human capital life cycle. (Source: DODI 1400-25-V.250, November 18, 2008)

**Competency-based Management System (CMS):** A system that is administratively managed by the AG-1(CP), and is the central repository of position and employee competencies. CMS supports Army career management workforce planning and Defense Enterprise Civilian Competency Management Framework implementation, in accordance with NDAA 2010 requirements. The CMS tool is assessable at: <https://cms.cpol.army.mil>. (Source: AG-1(CP))

**Competitive Professional Development (CPD):** Competitive, functionally tailored, significant developmental opportunities that occur in academic (university) programs, Training-With-Industry (TWI), Short-Term Training, and/or planned developmental assignments that have been documented in the respective ACTEDS plans. (Source: Army Policy Memorandum: SAMR- CQ, Subject: Civilian Career Program Management Guidance, 21 April 2011)

**Component Functional Career Manager and Representative (CFCM/CFCMR):** Component level (Army), senior functional community manager responsible for supporting the execution of the DODI 1400.25-V250, in their respective DoD component career (programs) by working with command leadership, manpower representatives, OFCMs, and HR consultants. (Source: DODI 1400.25-V250, November 18, 2008)

## CAREER PROGRAM 64 ACTEDS Plan

---

July 11, 2013

**Computer Based Training (CBT):** Instructional information displayed on the computer, including visuals and quizzes. Advanced CBT can be non-linear in format and interactive with the student.

(Source: G-3/5/7)

**Continuous Learning (CL):** TBD

**Continuing Professional Education (CPE):** Use verbiage in Data Dictionary.

**Continued Service Agreement (CSA):** Use verbiage in Data Dictionary.

**Defense Civilian Intelligence Personnel System (DCIPS):** A Title 10 Excepted Service Intelligence Community (IC) personnel system that is founded in Army policies that support employee performance, career development opportunities, awards and recognition. (Source: <http://www.dami.army.pentagon.mil/site/dcips/About.aspx>)

**Self - Development:** Use verbiage in Data Dictionary.

**Developmental Assignments:** Use verbiage in Data Dictionary.

**Direct Reporting Unit (DRU):** An Army organization comprised of one or more units with institutional or operational support functions, designated by the SA, normally to provide broad general support to the Army in a single, unique discipline not otherwise available elsewhere in the Army. DRUs report directly to a HQDA principal and/or ACOM and operate under authorities established by the SA. (Source: AR 10-87)

**Department of Defense Instruction on Civilian Personnel Management System (DoDI 1400.25):** Establishes uniform DoD-wide procedures, provides guidelines and model programs, delegates authority, and assigns responsibilities regarding civilian personnel management within the Department of Defense. (Source: DODI 1400.25, Vol. 250, November 18, 2008)

**Equal Employment Opportunity Program (EEO):** A program designed to provide for appropriate work force representation and fair treatment of minorities, women, and disabled persons and to resolve charges of discrimination. (Source: DA PAM 690-950)

**EEO Management Directive:** Identifies Federal responsibilities under Section 717 of Title VII and Section 501 of the Rehabilitation Act. (Source: MD 715)

**Formal Training (FT):** Classroom training with an instructor that usually includes visuals (e.g., viewgraphs), training manuals, student workbooks, and quizzes. (G-3/5/7)

**Functional Chiefs (FC) and Functional Chief Representatives (FCR):** Use verbiage in Data Dictionary.

## CAREER PROGRAM 64 ACTEDS Plan

---

July 11, 2013

**Functional Point-of-Contact (FPOC):** The senior functional manager who directs the CPs strategic and operational planning, on behalf of the FC/FCR. (Source: CPs)

**Functional Specialty:** Use verbiage in Data Dictionary.

**Human Capital (HC):** An inventory of skills, experience, knowledge and capabilities that drives productive labor within an organization's workforce.  
(Source: DODI 1400.25-V250, November 18, 2008)

**Intern:** An employee who has met all entrance requirements for an entry-level position into a 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 grade, and which may or may not include mobility. (AG-1(CP))

**Individual Development Plan (IDP):** Use verbiage in Data Dictionary.

**Job Analysis (JA):** The process of identifying and defining, at an appropriate level of detail, what the basic duties and responsibilities of a job require in terms of both job tasks and employee competencies needed to perform those duties and responsibilities. The competencies derived from the job analysis must be relevant or demonstrate a linkage to the tasks or duties of the job. There are various well-developed, systematic approaches to job analysis. (Source: DODI 1400.25-V250, November 18, 2008)

**Learning Objectives (LO):** Use verbiage in Data Dictionary.

**Life-Cycle Career Management (LCM):** Use verbiage in Data Dictionary.

**Competency-based Life-cycle Management:** Use verbiage in Data Dictionary.

**Master Intern Training Plan (MITP):** A detailed training plan issued by HQDA showing competitive, centrally managed and centrally funded, on-the-job training and formal courses that will prepare career interns for target-level CP positions DA-wide. (Source: DA PAM 690-950)

**Master Training Plan (MTP):** A comprehensive plan that delineates a logical career development plan of core training needs and training courses for careerists at all levels from entry into the CP, through the senior executive level. (Source: CPs)

**Mentoring:** Use verbiage in Data Dictionary.

## CAREER PROGRAM 64 ACTEDS Plan

---

July 11, 2013

**ACTEDS Plan Development Methodology:** TBD

**Mission Critical Occupation (MCO):** Use verbiage in Data Dictionary.

**Functional Mobility:** Use verbiage in Data Dictionary.

**Geographic Mobility:** TBD

**Office of the Secretary of Defense (OSD):** The principal staff element of the Secretary of Defense in the exercise of policy development, planning, resource management, fiscal, and program evaluation responsibilities. (Source: <http://www.defense.gov/osd/>)

**Office of the Secretary of the Army (OSA):** One of the three military departments (Army, Navy and Air Force) reporting to the Department of Defense, and is the principal staff element of the SA in the exercise of policy development, planning, resource management, fiscal, and program evaluation responsibilities. (Source: AR 10-87)

**OPM Pathways/Intern Program:** Use verbiage in Data Dictionary.

**OPM Pathways/Presidential Management Fellow Program (PMF):** Use verbiage in Data Dictionary.

**OPM Pathways/Recent Graduates Program:** Use verbiage in Data Dictionary.

**Career Program Population:** Use verbiage in Data Dictionary.

**Position:** A specific job consisting of all the current major duties and responsibilities assigned or delegated by management. (Source: Commands)

**Proponency and Evaluation Division (PED):** AG-1(CP), Division required to assess Civilian Personnel Administration performance in accordance with AR 11-2, Army Internal Control Program. (Source: AG-1(CP))

**Rotational Assignment:** Use verbiage in Data Dictionary.

**Senior Enterprise Talent Management (SETM):** Use verbiage in Data Dictionary.

**Strategic Human Capital Planning (SHCP):** Use verbiage in Data Dictionary.

**Subject Matter Expert (SME):** Use verbiage in Data Dictionary.

## CAREER PROGRAM 64 ACTEDS Plan

---

July 11, 2013

**Target Position:** The position in which the intern is placed when the training program is completed. (Source: DA Pam 690-950)

**Taxonomy:** The classification, categorization, or grouping of similar items or things, in this case competencies. (Source: DODI 1400.25-V250, November 18, 2008)

**Training Law/Policy (Sec. 302):** Describes the head of each agency shall, (a) foster employee self-development by creating a work environment in which self-development is encouraged, by assuring that opportunities for training and self-study materials are reasonably available where the employee is stationed, and by recognizing self-initiated improvement in performance; (b) provide training for employees without regard to race, creed, color, national origin, sex, or other factors unrelated to the need for training; (c) establish and make full use of agency facilities for training employees; (d) extend agency training programs to employees of other agencies (including agencies and portions of agencies excepted by section 4102(a) of Title 5, United States Code) and assign his employees to interagency training whenever this will result in better training, improved service, or savings to the Government; (d) establish interagency training facilities in areas of substantive competence as arranged by the Office of Personnel Management; and, (f) use non-Government training resources as appropriate. (Sec. 302 amended by EO 12107, Sec. 302, Dec. 28, 1978, 44 FR 1055, 3 CFR, 1978 Comp., p. 264) (Source: <http://www.opm.gov/hrd/lead/policy/eo11348.asp>).

**Long-Term Training (LTT):** Training to which an employee is assigned for more than 120 consecutive days, on a full-time basis. The assignment may be at either a government or non-government facility and may include both formal and training programs and strategically planned career assignments. LTT enables employees to stay abreast of changes and innovations in their occupational fields, learn and/or develop/improve competencies needed in current positions and meet emerging Army requirements. Attendance at LTT event must have a demonstrated training purpose and must be documented in each respective Career Program, MTP or IDP. (Source: G-3/5/7)

**Training, On-the-Job (OJT):** Informal training received by a careerist in the work place. (Source: G-3/5/7)

**Requirements-based Training:** Training and development defined within one of these competency-based categories - (1) Performance Enhancement - To close competency gaps to improve job performance, (2) Meet New Position Requirements - Driven by new or changes in mission that require the development of new competencies required by the job, (3) Career Progression - Match Army's requirements with employee career goals, to develop competencies to facilitate career progression, and/or, (4) Mandatory/Foundational - Meet professional/technical requirements/credentialing of positions and/or Army's standards/guidance. (Sources: AG-1CP and G-3/5/7)

## CAREER PROGRAM 64 ACTEDS Plan

---

July 11, 2013

**Short-Term Training (STT):** Training of 120 calendar days or less. Training instances may include, but are not limited to, professional workshops, seminars and college/university courses. Attendance at workshops and seminars must have a demonstrated training purpose and must be documented in each respective Career Program, MTP or IDP. (Source: G-3/5/7)

**Uniform Guidelines for Employee Selection Procedures (UGESP):** A uniform set of principles adopted by the Equal Employment Opportunity Commission, Office of Personnel Management, Department of Justice, and Department of Labor to govern use of employee selection procedures in the public and private sectors consistent with applicable legal standards and recognized validation standards. (Source: DoDI 1400.25-v250, November 18, 2008)

July 11, 2013

## Annex G - Helpful Web Sites

- <http://www.skillpath.com/> (e-Learning) and 1-2 day Seminars
- <http://www.careertrack.com/index.asp> (e-Learning) and 1-2 day Seminars
- <http://cpol.army.mil/library/train/catalog> ACTEDS Catalog
- [http://www.apd.army.mil/pdffiles/r690\\_950.pdf](http://www.apd.army.mil/pdffiles/r690_950.pdf) AR 690-950, Career Management
- [http://www.apd.army.mil/pdffiles/r600\\_3.pdf](http://www.apd.army.mil/pdffiles/r600_3.pdf) AR 600-3, The Army Personnel Development System
- <http://www.afms1.belvoir.army.mil> Army Force Management School
- <http://www.almc.army.mil/> Army Logistics University (ALU), Ft. Lee, VA
- <http://www.amsc.army.mil/main/index.jsp> Army Management Staff College
- <https://www.atrrs.army.mil/atrrscc> Army Training Requirements and Resources System (ATRRS) Catalog
- <https://www.atrrs.army.mil/channels/elearning/smartforce> ATRRS Computer Based Training
- <http://cpol.army.mil/library/train/ces/> Civilian Education System
- <https://www.atrrs.army.mil/channels/chrtas> Civilian Human Resources Training Application System (CHRTAS)
- <http://www.dau.mil> Defense Acquisition University
- <http://www.safetytrainingnetwork.com> Department of Transportation courses
- <http://www.managementconcepts.com/> Management Concepts (e-Learning) and 1-2 day Seminars
- <https://www.leadership.opm.gov/programs/> Office of Personnel Management
- <http://graduateschool.edu/> Graduate School USA course catalog