Advancement Under the Civil Service System

2010 Federal Employees Week

Advancement Under the Civil Service System

- The Army Training vision is to support total force readiness
- Provide and empower managers to accomplish training & development of:
- Technically competent, high-performing civilian workforce
- Which measures/bridges the gap between job requirements & individual capabilities

Training Overview

- **Supervisors determine employees' training needed & sources to meet needs**
- **Supervisors approve employee training IAW established rules and regulations.**
- **Employees continue a lifetime of professional development**
- **Civilian Education System (CES) = Enhanced Leader Development**

Purpose of Training

- **To improve individual performance**
- **To improve organizational performance**
- **To assist in achieving the organization's mission and performance goals**

Regulations and Policy

- Title 5, USC, Chapter 41
- CFR 5, Part 410, Training
- OPM Training Policy Handbook
- PERMISS / DA Policy Memorandums
- Applicable Union Agreements
- Local Training Policy Statement
- OPM Training Policy Handbook

Assessing Organizational Training Needs

- Organization's Strategic Plan
- New policy & regulations
- New equipment
- Organization structure changes
- Mission change
- Loss of personnel
- Computer Security, Ethics, POSH, SAEDA, No Fear, Constitution Day, CES, Occupational Safety

Types of Training

- On-the-Job Training (OJT)
- Professional Development
- Classroom Training
- Rotational Assignments
- Special Projects
- Distance Learning (VTT, web-based, correspondence, etc.)

Sources of Training

- **Government**
  - **DoD / Army**
  - **Command / Installation**
- **Non-Government**
  - **Professional Development Organizations**
  - **Private Sector Training Vendors**
  - **Colleges / Universities**

Approval Considerations

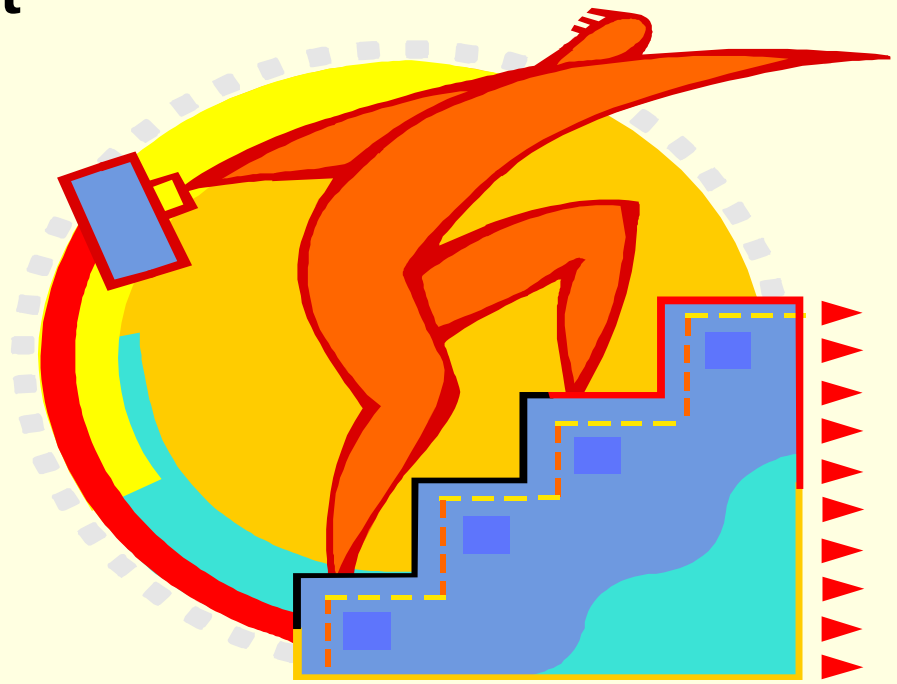
- Is the training appropriate and mission related?
- Are funds available?
- Is it practical?
  - Location, Length, Timing
- Does it require competitive selection?
- Does it require HQDA approval?
- Is there a more effective/efficient way to provide the training?
- Is training longer than 80 hours in length? A continued serviced agreement is required

Unauthorized Training

- Reward
- Violate merit principles
- Degree attainment unless program supported
- Approved after start date

Training Plans

- Individual Development Plans (IDPs)
- Interns
- Trainees
- Veterans Recruitment Appointment (VRA)



Registering Employees for Training

- SF 182 – Authorization, Agreement and Certification of Training – December 2006 final version
  - DD 1556 obsolete
- Use online systems where available
  - i.e. CHRTAS – updates DCPDS upon completion and records the training in CPOL Portal
- Update all other training in My Biz / DCPDS upon completion. May require verification.

Career Programs

- Army Civilian Training, Education and Development System (ACTEDS) Plans
  - ACTEDS Catalog

- Master Intern Training Plans
  - Required and Recommended Training
  - http://cpol.army.mil/library/train/acteds/

- Career Program Training Plans & Requirements

Mobility Agreements

- Individuals selected for designated training programs -- required to sign mobility agreement prior to the effective date.
- Army commits to provide training, professional development and seasoning assignments, and permanent placement upon graduation
- Selectee commits to Army-wide geographical availability -- to receive the optimal training, development and placement opportunities -- in the best interests of the Army.

Agreement to Continue in Service

- Employees training in excess of 120 calendar days
- Must sign a continued service agreement before training
- Agree to continue in service of agency 3 times length of training period
- Pay back expenses if voluntarily separates from agency

Individual Self Development

- Lifelong Process of Personal Growth
- Stay on the Cutting Edge
- Keep the Pace with changing Army
- Conferences
- Professional Organizations
- Correspondence Courses
- Off Duty Schooling
- Professional reading and writing program
- Prioritize goals and determine action

Civilian Greening Course

- Provides employees with an overview of Army culture, history, traditions, structure, Chain of Command, Major Commands, and values
- Completed within 90 days of inprocessing

Distributed Learning

Training Media Support Programs
http://www.atsc.army.mil/itsd/tmmt/tmmt.asp

Army Distributed Learning Programs
http://www.tradoc.army.mil/tadlp/index.htm

To improve readiness by the delivery of standardized individual, collective, and self-development training to any time and any place through the application of multiple means and technologies.

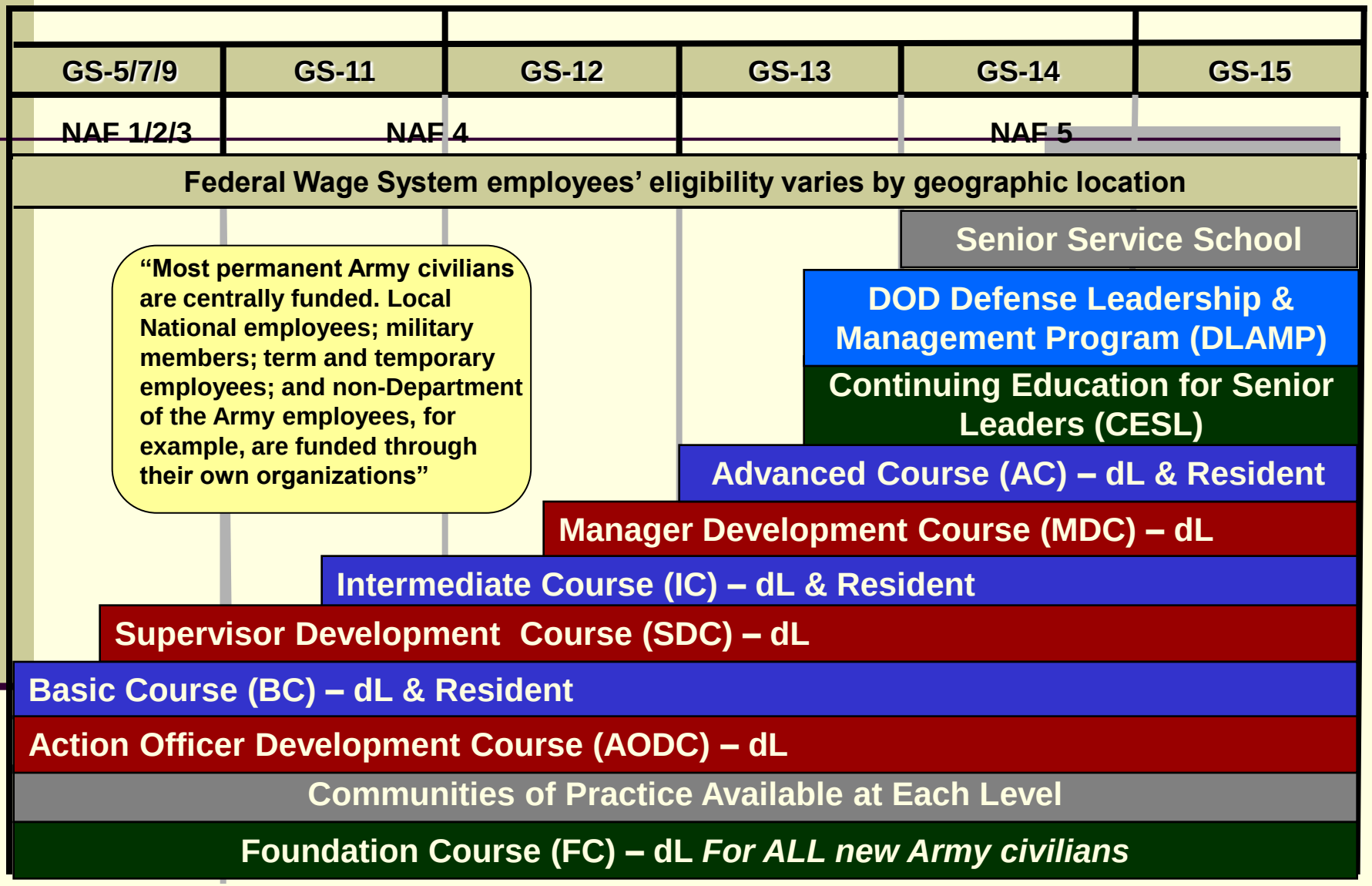
Supervisor's Role in Transfer of Training

- Provide reinforcement of training provided
- Encourage the utilization of acquired skills in the work environment
- Provide a supportive organizational culture

Army Working Toward First-Class Civilian Education System

The Training and Doctrine Command (TRADOC) developed a new progressive and sequential leader development system called the Civilian Education System (CES) that will provide enhanced leader development and education opportunities for Army civilians.

Civilian Leader Development Overview



Civilian Education System

- The Foundation Course - civilians entering the Army - taught entirely by distributed learning.
- The Basic Course - civilians who exercise direct leadership.
- The Intermediate Course targets civilian leaders who exercise both direct and indirect supervision.
- The Advanced Course - civilian leaders who exercise primarily indirect supervision.

CES Web-site: CHRTAS - Select CES

- https://www.atrrs.army.mil/channels/chrtas/default.asp
- Registration for SDC, MDC, and AODC – http://www.train.army.mil

Review

- Supervisors determine employees' training needed and sources to meet those needs
- Supervisors approve employee training in accordance with established rules and regulations
- Employees should continue a lifetime of professional development
- Civilian Education System (CES) – Enhanced leader development opportunities

Army Civilian Corps Creed

-I am an Army Civilian - a member of the Army Team

- I am dedicated to our Army, our Soldiers & Civilians
- I will always support the mission
- I provide stability and continuity during war & peace
- I support & defend the Constitution of the United States & consider it an honor to serve our Nation & our Army
- I live the Army values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, & Personal Courage

- I am an Army Civilian