



Advancement Under the Civil Service System



Agenda



- **Training Considerations**
- **Types of Training**
- **Employee Professional Development**
- **Civilian Education System (CES) & Enhanced Leader Development**



Advancement Under the Civil Service System



- **The Army Training Vision**
 - **Total Force Readiness**
- **Managers assign training**
- **Develop technically competent workforce**
- **Bridge gap between job requirements & individual capabilities**



Regulations and Policy



- ❑ **Title 5, USC, Chapter 41**
- ❑ **CFR 5, Part 410, Training**
- ❑ **OPM Training Policy Handbook**
 - ❑ **<http://www.opm.gov/hrd/lead/pubs/handbook/opmintro.asp>**
- ❑ **PERMISS / DA Policy Memorandums**
- ❑ **Applicable Union Agreements**
- ❑ **Training Coordinator Handbook**
 - ❑ **<http://cpolrhp.belvoir.army.mil/scr/FunctionalAreas/CHRA/hrd/Guidance/TrngHdJan05.pdf>**



Purpose of Training



- ❑ **To maximize organizational performance – Often mandated**
- ❑ **To assist in quality achievement of organization's missions & performance goals**
- ❑ **To enhance individuals' knowledge skills and abilities = performance**



Supervisors Will:



- ❑ **Determine employee training needed & sources to meet needs**
- ❑ **Approve employee training IAW established rules and regulations**
- ❑ **Provide reinforcement of training provided**
- ❑ **Encourage the utilization of acquired skills in the work environment**
- ❑ **Provide a supportive organizational culture**



Assessing Organizational Training Needs



- ❑ **Organization's Strategic Plan**
- ❑ **New policy & regulations**
- ❑ **New equipment**
- ❑ **Organization structure changes**
- ❑ **Mission change**
- ❑ **How will loss of personnel impact training?**
- ❑ **Mandatory Training**
 - **Computer Security, Ethics, POSH, SAEDA, No Fear, Constitution Day, CES, Occupational Safety**



Sources of Training



- ❑ **Government**
 - ❑ **DoD / Army**
 - ❑ **Command / Installation**

- ❑ **Non-Government**
 - ❑ **Professional Development Organizations**
 - ❑ **Private Sector Training Vendors**
 - ❑ **Colleges / Universities**



Register / Record Employee Training



- ❑ **Employee creates profile and applies for TNG in CHRTAS**
 - <http://www.chra.army.mil/tmd.htm>
- ❑ **Supervisor approves & CHRTAS records class in CPOL profile**
- ❑ **Liaison/Employee spreadsheet other TNG**
 - <http://cpolrhp.belvoir.army.mil/scr/FunctionalAreas/CHRA/hrd/massupdate.htm>
- ❑ **SF-182 funding & tracking if no CHRTAS**
- ❑ **HRD inputs in DCPDS**



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?**
- ❑ **If training longer than 80 hours in length- Continued serviced agreement is required.**



Unauthorized Purposes of Training



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



Types of Training



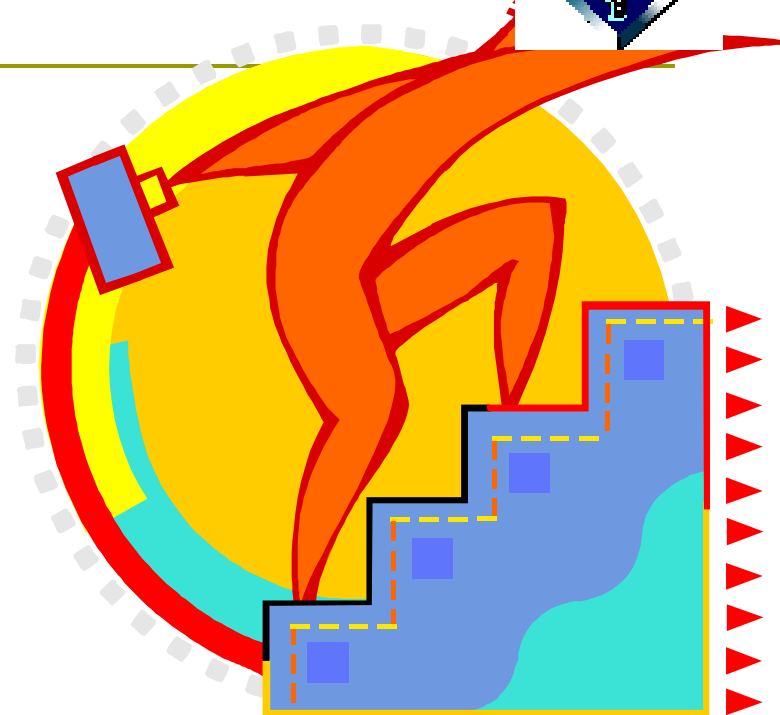
- ❑ **On-the-Job Training (OJT)**
- ❑ **Professional Development**
- ❑ **Classroom Training**
- ❑ **Rotational Assignments**
- ❑ **Special Projects**
- ❑ **Details**
- ❑ **Distance Learning (VTT, web-based, correspondence, etc.)**



Training Plans



- **Individual Development Plans (IDPs)**
- **Interns**
 - **22 Career Programs**
 - **150 Occupations**
- **Trainees**
 - **Entry & Developmental**
- **Veterans Recruitment Appointment (VRA)**
 - **2 Yr Excepted Service**





Academic Diplomas



- ❑ **Academic degrees are only required for series with positive education requirement**
- ❑ **Credit only for degrees related to job**
- ❑ **Some series - 24 semester hrs considered equivalent to a major field of study**
- ❑ **Bachelor's degree qualifies for GS-5**
- ❑ **Superior Academic Achievement for GS-7**
 - **Class Standing, GPA, Honor Society**
- ❑ **Master's degree qualifies for GS-9**
- ❑ **Possibly combine education & experience**



Career Programs



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

- ❑ **Master Intern Training Plans**
 - ❑ **Required / Recommended Training**
 - ❑ **<http://cpol.army.mil/library/train/acteds/>**

- ❑ **Career Program Training Plans & Requirements**



Mobility Agreements



- ❑ **Specific positions or training programs require mobility agreement prior to the effective date.**
- ❑ **Army provides training, professional development, seasoning assignments**
- ❑ **Army guarantees placement upon graduation**
- ❑ **Requires Army-wide geographical placement best for Army mission**



Agreement to Continue in Service



- ❑ **Employee training > 120 calendar days**
- ❑ **Must sign continued service agreement before training**
- ❑ **Agree to continue in service of agency 3 times length of training period**
- ❑ **Employee pays 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**
- ❑ **Normally completed within 90 days of inprocessing**



Distributed Learning



Army Training Requirement Resource System Army Correspondence Course Program

<http://www.atsc.army.mil/accp/aipdnew.asp>

Training Media Support Programs

<http://www.atsc.army.mil/itsd/tmmt/tmmt.asp>

Army eLearning Program (Skillport)

<https://www.atrrs.army.mil/channels/elearning/smartforce/>

Army Distributed Learning Programs

<http://www.tradoc.army.mil/tadlp/index.htm>

Defense Acquisition University <http://www.dau.mil/>



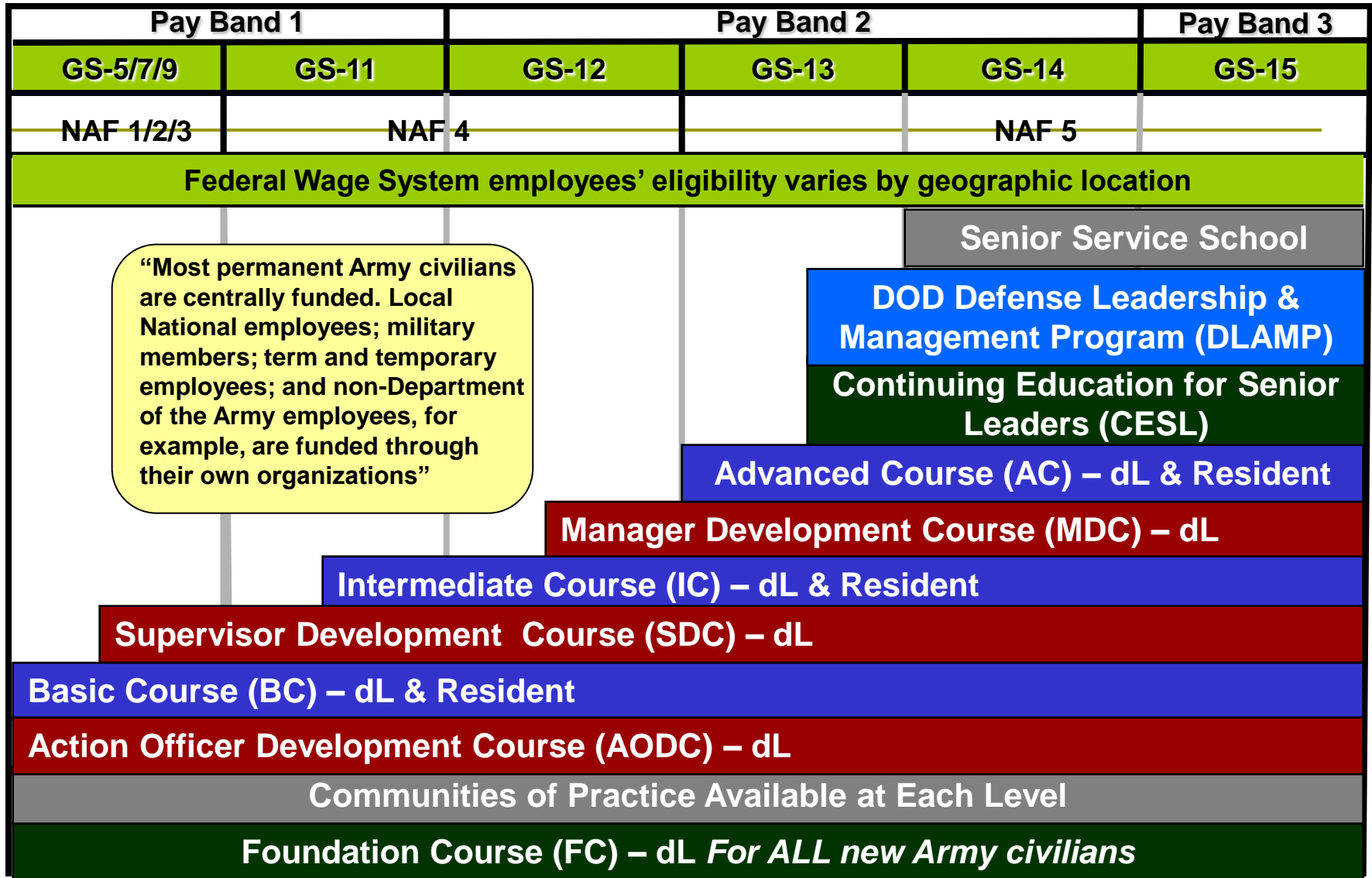
First-Class Civilian Education System



- **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.**

<http://cpol.army.mil/library/train/ces/>

Civilian Leader Development Overview





Civilian Education System



- ❑ **Foundation Course - civilians entering Army - taught by distributed learning.**
- ❑ **Basic Course - civilians exercising direct leadership.**
- ❑ **Intermediate Course targets civilian leaders who exercise both direct & indirect supervision.**
- ❑ **Advanced Course - civilian leaders who exercise primarily indirect supervision.**
- ❑ **CES Web-site: CHRTAS - Select CES**
 - <https://www.atrrs.army.mil/channels/chrtas/default.asp>



Long Term Training



Leadership Development Opportunities:

- ❑ Continuing Education for Senior Leaders
- ❑ DoD Executive Leadership Development
- ❑ Army War College & Distance Education
- ❑ Army Congressional Fellowship Program
- ❑ Secretary of Army Research Fellowship
- ❑ Defense SR Leader Development Program
- ❑ Professional Military Education



Review



- ❑ **Supervisors determine employees' training needed and 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**



QUESTIONS?