MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Deputy Chiefs of General Staff and Chiefs of Special Staff Offices, HQ USACC

SUBJECT: Policy Memorandum 30 – USACC Civilian Workforce Development Program

1. References.
   b. Department of Defense Instruction (DoDI) 1430.16 (Growing Civilian Leaders), 19 November 2009.
   d. Army Regulation 690-950 (Career Program Management), 16 November 2016.

2. Background.
   a. The development of an adaptive professional Civilian workforce is essential to the success of our Army in this complex and dynamic global security environment. Army Civilian Leader Development guiding principles provide that commanders are responsible for the development of their civilian and military subordinates. USACC commanders, managers and supervisors share responsibility for enabling Army Civilian employees to reach their full potential.

   b. USACC Army Civilians are responsible to establish their career goals and to engage actively with their supervisors on strategies to achieve these goals. Civilian employees must collaborate with their supervisors in assessing competencies, identifying and closing competency gaps, and developing, maintaining, and enhancing their competencies, knowledge, skills and abilities in alignment with organizational plans and goals in support of their personal career objectives and aspirations.
3. Applicability. This policy applies to all Department of the Army (DA) Civilians assigned to USACC and prescribes roles and responsibilities to implement the policy. USACC will implement this policy in phases using the OPORD and FRAGORD processes.

4. Purpose. To establish USACC policy for development of the civilian workforce.

5. Policy.

   a. Commanders, Deputy Chiefs of Staff, Directors, managers and supervisors begin phased implementation of the Civilian Workforce Development Program policy beginning in 3rd Quarter, Fiscal Year 2018 in conjunction with full implementation of the Department of Defense Performance Management and Appraisal Program (DPMAP). Commanders and supervisors/rating officials are responsible for exercising the full range of options to meet their mission-related organizational and employee development needs.

   b. USACC Commanders, Deputy Chiefs of Staff, Directors, managers and supervisors must make civilian development a top priority by ensuring that each civilian employee meets the following requirements:

      (1) New civilian employees attend the Cadet Command Civilian Personnel Onboarding (C3PO) course.

      (2) Civilian employees (GS 6-15) hired after 30 September 2006 complete the Civilian Education System (CES) Foundation Course (FC). The FC is a distance-learning (DL) course offered through the Army Learning Management System.

      (3) Civilian employees who are supervisors (and military who supervise civilian employees) complete the Supervisor Development Course (SDC) within 12 months of taking a supervisory position and take the SDC refresher every 3 years. SDC is a DL course available through the Civilian Human Resources Training Application System (CHRTAS).

      (4) Civilian employees who are supervisors must complete the CES course targeted for their current grade or designated equivalent courses (credit for previous training completion is auto-determined by the CHRTAS). Completion of these target courses is encouraged, but not required, for non-supervisory civilian employees.
(5) Civilian employees have an approved Individual Development Plan (IDP) using the Army Career Tracker (ACT) development tool. Supervisors must approve and review the IDP with their employees during required midpoint and annual performance reviews.

(6) Civilian employees serving in SROTC Staff positions (Human Resource Assistant, Recruiting Operations Officer, Logistics Technician, Program Assistant) attend the USACC-required resident course for certification.

c. USACC also executes civilian workforce development through designated Career Program Leads (CPLs) (enclosure 1) performing their duties (enclosure 2) prescribed in this policy. The execution of CPL duties enable accomplishment of the USACC Line of Effort 3 (Readiness), Supporting Objective 3.2.2 Civilian Professional Development Program.

d. USACC CPLs and those designated as Activity Career Program Managers (ACPMs) coordinate through their respective TRADOC Command Career Program Managers (CCPMs) (enclosure 3) to perform their duties. Each CPL informs their respective career program civilians and supervisors of developmental requirements and opportunities, and provide them the information necessary to develop their unique job-specific competencies.

6. Policy Compliance. USACC/DoLDE, Cadre/Faculty and Staff Development Division (CFSDD) in collaboration with Brigade leadership teams will monitor compliance through Staff Assistance Visits, Quality Assurance Visits and data calls reported during Command and Staff briefings.

7. The proponent for this policy is the Director, DoLDE.

8. Point of contact is Dr. Louis (Wes) Smith, CFSDD, U.S. Army Cadet Command, at (502) 624-0115, or louis.w.smith6.civ@mail.mil.

3 Encls
1. USACC DA Civilian CPLs
2. USACC CPL Duties
3. TRADOC CCPMs POC List
# USACC DA Civilian Career Program Leads (CPLs)

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<th>CPL</th>
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<tr>
<td>10</td>
<td>Civilian Human Resource Management</td>
<td>Amy Lenderman</td>
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<td>11</td>
<td>Comptroller</td>
<td>* William May JR</td>
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<tr>
<td>12</td>
<td>Safety and Occupational Health Management</td>
<td>Eric Washington</td>
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<td>13</td>
<td>Supply Management</td>
<td>* Sharon Harper</td>
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<td>14</td>
<td>Contracting and Acquisition</td>
<td>Sharon Harper</td>
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<td>18</td>
<td>Engineers and Scientists (Construction)</td>
<td>Daniel Lipsey</td>
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<tr>
<td>19</td>
<td>Physical Security and Law Enforcement</td>
<td>Jeffrey Secor</td>
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<td>22</td>
<td>Public Affairs and Communications Media</td>
<td>Mark Boylan</td>
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<td>Transportation and Distribution Management</td>
<td>* Sharon Harper</td>
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<td>26</td>
<td>Manpower and Force Management</td>
<td>* Daryl Blohm</td>
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<td>33</td>
<td>Ammunition Management</td>
<td>Gregory Grant</td>
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<td>32</td>
<td>Training, Capability and Doctrine Warfighting Developers</td>
<td>* Troy Messer</td>
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<tr>
<td>34</td>
<td>Information Technology Management</td>
<td>Philip Aldrich</td>
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<td>35</td>
<td>General Intelligence</td>
<td>Dixie Terrell</td>
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<td>36</td>
<td>Analysis, Modeling and Simulation</td>
<td>Bert Huggins, III</td>
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<tr>
<td>50</td>
<td>Military Personnel Management -0301 Recruitment Operations Officers (ROOs)</td>
<td>* Robert Burns, Joseph (Joe) Odonnell</td>
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<td>51</td>
<td>General Administration and Management</td>
<td>* Charlie Wilson</td>
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<td>53</td>
<td>Medical</td>
<td>Kimberly Moore</td>
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<td>55</td>
<td>Inspector General</td>
<td>Evan Brown</td>
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<td>56</td>
<td>Legal</td>
<td>David Caldwell</td>
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<td>61</td>
<td>Historian/Museum Curator</td>
<td>Alice Hart</td>
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USACC Career Program Lead (CPL) Duties

(1) Communicate with TRADOC Command Career Program Manager (CCPM) on a quarterly basis to obtain career program updates.

(2) Assist USACC Civilian Workforce Development Program lead at DoLDE in developing and maintaining career program materials in the USACC Civilian Workforce Development Handbook.

(3) Collaborate with USACC Civilian Workforce Development Program lead at DoLDE for data collection related to USACC Line of Effort (LoE) 3 Readiness for Supporting Objective (SO) 3.2.2 Civilian Professional Development Program measures of effectiveness.

(4) Coordinate with supervisors to nominate USACC DA Civilians for competitive Training, Education, and Professional Development (TE&PD) opportunities to their TRADOC CCPM.

(5) For local career program training events, submit TE&PD budget estimates to CCPMs and/or USACC G8 for funding approval.

(6) Communicate at least quarterly with supervisors and employees regarding developmental opportunities.
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<tr>
<th>Career Program</th>
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<th>TRADOC CCPM POC Info</th>
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</table>
| 10             | Civilian Human Resource Management           | Mrs. Ruth R. Sharp  
Director, Civilian Human Resources Directorate  
HQ TRADOC, DCS G-1/4ATTN: ATBO-C661 Sheppard Place Fort Eustis, VA 23604-5748  
Phone: (757) 501-6822 DSN 501  
Email: ruth.r.sharp.civ@mail.mil, POC: Patricia Bowser (757-501-6867) |
| 11             | Comptroller                                  | Mr. Paul S. Hilton  
Assistant Deputy Chief of Staff, G-8HQ TRADOC, DCS G-8ATTN:  
ATRM661 Sheppard Place Fort Eustis, VA 23604-5727  
Phone: (757) 501-6683  
DSN 501  
Email: paul.s.hilton.civ@mail.mil, POC: Lavonda Hines (757-501-6722) |
| 12             | Safety and Occupational Health Management    | Mr. Michael S. Olin  
Director, Command Safety Office  
HQ TRADOC, Command Safety Office ATTN: ATCS-S950 Jefferson Avenue Fort Eustis, VA 23604-5700  
Phone: (757) 501-5462 DSN 501  
Email: michael.s.olin.civ@mail.mil, POC: David Lumley (757-501-5451) |
| 13             | Supply Management                            | Ms. Portia A. Brandon-McCraw  
Deputy Director, Logistics Directorate  
HQ TRADOC, DCS G-1/4ATTN: ATBO-H661 Sheppard Place Fort Eustis, VA 23604-5759  
Phone: (757) 501-6903 DSN 501, Email: portia.a.brandonmccraw.civ@mail.mil |
| 14             | Contracting and Acquisition                  | No TRADOC CCPM. Managed by Army FCR  
Career Program POC Ms. Christine Rimestad  
Office of the DASA(P) ATTN: SAAL-PW, 2800 Crystal Drive, 3rd Floor  
Arlington, VA 22202, Ph: (703) 697-1079, Email: christine.e.rimestad.civ@mail.mil |
| 18 | Engineers and Scientists (Construction) | Mr. Charles A. Boaz  
Director, Engineer Directorate  
HQ TRADOC, DCS G-1/4ATTN: ATBO-G661 Sheppard Place Fort Eustis, VA 23604-5759  
Phone: (757) 501-6881 DSN 501, Email: charles.a.boaz.civ@mail.mil |
| 19 | Physical Security and Law Enforcement | Pending CCPM Selection  
Send to Patricia Bowser (will get to CP19 SME)  
HQ TRADOC, DCS G-1/4Civilian HR Directorate  
Fort Eustis, VA 757-501-6867 |
| 22 | Public Affairs and Communications Media | Ms. Sharon Mulligan  
Deputy Chief, TRADOC Public Affairs  
HQ TRADOC, OPAATTN: ATPA950 Jefferson Avenue Fort Eustis, VA 23604-5709  
Phone: (757) 501-5866 DSN 501Email: sharon.a.mulligan.civ@mail.mil |
| 24 | Transportation and Distribution Management | Ms. Portia A. Brandon-McCraw  
Deputy Director, Logistics Directorate  
HQ TRADOC, DCS G-1/4ATTN: ATBO-H661 Sheppard Place Fort Eustis, VA 23604-5759  
Phone: (757) 501-6903 DSN 501Email: portia.a.brandonmccraw.civ@mail.mil |
| 25 | Manpower and Force Management | Ms. Lynda S. Anthony  
Director, Manpower & Force Analysis Directorate  
HQ TRADOC, DCS G-8ATTN: ATRM-FA661 Sheppard Place Fort Eustis, VA 23604-5727  
Phone: (757) 501-6575DSN 501Email: lynda.s.anthony.civ@mail.mil  
POC: Lavonda Hines (757-501-6722) |
| 32 | Training, Capability and Doctrine Warfighting Developers | Mr. John Plifka  
Director, TRADOC QA Directorate  
HQ TRADOC705 Washington Blvd Fort Eustis, VA 23604-1278 Phone: (757) 501-7099 DSN 501Email: john.plifka.civ@mail.mil |

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| 33   | Ammunition Management | Ms. Portia A. Brandon-McCraw  
Deputy Director, Logistics Directorate  
HQ TRADOC, DCS G-1/4ATTN: ATBO-H661 Sheppard Place Fort Eustis, VA 23604-5759  
Phone: (757) 501-6903 DSN 501  
Email: portia.a.brandonmccraw.civ@mail.mil |
| 34   | Information Technology Management | Mr. Richard A. Davis  
Deputy Chief of Staff, G-6  
HQ TRADOC, DCS G-6ATTN: ATIM661 Sheppard Place Fort Eustis, VA 23604-5733  
Phone: (757) 501-6548 DSN 501  
Email: richard.a.davis139.civ@mail.mil  
POC: Robert (Sam) Tanguy (757-501-6531) |
| 35   | General Intelligence | Mr. Thomas F. Greco (SES)  
Deputy Chief of Staff, G-2  
HQ TRADOC, DCS G-2ATTN: ATIN-ZA950 Jefferson Avenue Fort Eustis, VA 23604-5734  
Phone: (757) 501-6233 DSN 501  
Email: thomas.f.greco.civ@mail.mil  
POC: Robert (Bob) Hart (757-501-6214) |
| 36   | Analysis, Modeling and Simulation | Ms. Pamela I. Blechinger (SES)  
Director, TRADOC Analysis Center TRAC-Fort Leavenworth ATTN: TRAC ATRC255 Sedgwick Avenue Fort Leavenworth, KS 66027-2345  
Phone: (913) 684-5132 DSN 552  
Email: pamela.i.blechinger.civ@mail.mil  
POC: Debra Sawyer (575-678-3493) |
| 50   | Military Personnel Management | Mr. Douglas A. Carr  
Deputy Director, Adjutant General Directorate  
HQ TRADOC, DCS G-1/4ATTN: ATBO-B661 Sheppard Place Fort Eustis, VA 23604-5744  
Phone: (757) 501-6861 DSN 501  
Email: douglas.a.carr3.civ@mail.mil |
| 51   | General Administration and Management | Mr. Hubert D. Davis  
Assistant Deputy Chief of Staff, G-1/4 |
| 53 | Medical | Mr. Gerald A. Forest  
Office of the TRADOC Surgeon  
HQ TRADOC, TRADOC Surgeon’s Office ATTN: ATBO-M950 Jefferson Avenue Fort Eustis, VA 23604-5750  
Phone: (757) 501-5631 DSN 501  
Email: gerald.a.forest.civ@mail.mil  
POC: Rose Gunn (757-501-6831) |
| 55 | Inspector General | Mr. Robert C. Ling  
Deputy Inspector General  
HQ TRADOC, Office of IGATTN: ATIG661 Sheppard Place Fort Eustis, VA 23604-5708  
Phone: (757) 501-6565 DSN 501  
Email: robert.c.ling.civ@mail.mil  
POC: Diane Williams (757-501-6574) |
| 56 | Legal | Mr. Terrence H. Farrell  
Office of the TRADOC Staff Judge Advocate  
HQ TRADOC, TRADOC SJAATTN: ATJA950 Jefferson Avenue Fort Eustis, VA 23604-5700  
Phone: (757) 501-5769 DSN 501  
Email: terrence.h.farrell.civ@mail.mil |
| 61 | Historian/Museum Curator | Dr. Erich J. McCarley  
Chief Historian, TRADOC Mil History Ofc  
HQ TRADOC, TRADOC Mil History Ofc ATTN: ATBO-MH661 Sheppard Place Fort Eustis, VA 23604-5751  
Phone: (757) 501-6656 DSN 501  
Email: j.b.mccarley4.civ@mail.mil  
POC: Joseph Rainer (757-501-6653) |