



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX  
1ST CAVALRY REGIMENT ROAD  
FORT KNOX, KENTUCKY 40121-5123

REPLY TO  
ATTENTION OF:

ATCC-TOS

SEP 21 2018

**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.**

a. Department of Defense Instruction (DoDI) 1400.25, Volume 410 (DoD Civilian Personnel Management System: Training, Education, and Professional Development), 25 September 2013.

b. Department of Defense Instruction (DoDI) 1430.16 (Growing Civilian Leaders), 19 November 2009.

c. Army Regulation 350-1 (Army Training and Leader Development), 10 December 2017.

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.

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**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.**

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(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.

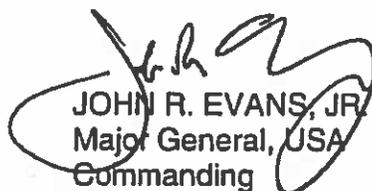
6. Policy Compliance. USACC/DoLDE, Cadre/Faculty and Staff Development Division (CFSDD) in collaboration with Brigade leadership teams will monitor compliance through Staff Assistance Visits, Quality Assurance Visits and data calls reported during Command and Staff briefings.

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

  
JOHN R. EVANS, JR.  
Major General, USA  
Commanding

USACC DA Civilian Career Program Leads (CPLs)

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

## 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.

TRADOC Command Career Program Managers (CCPMs) POC List

Career Program	Career Program Title	TRADOC CCPM POC Info
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 23604-5748Phone: (757) 501-6822 DSN 501Email: <a href="mailto:ruth.r.sharp.civ@mail.mil">ruth.r.sharp.civ@mail.mil</a> , 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 23604-5727Phone: (757) 501-6683DSN 501Email: <a href="mailto:paul.s.hilton.civ@mail.mil">paul.s.hilton.civ@mail.mil</a> , 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 23604-5700Phone: (757) 501-5462 DSN 501Email: <a href="mailto:michael.s.olin.civ@mail.mil">michael.s.olin.civ@mail.mil</a> , 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 23604-5759Phone: (757) 501-6903 DSN 501, Email: <a href="mailto:portia.a.brandonmccraw.civ@mail.mil">portia.a.brandonmccraw.civ@mail.mil</a>
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: <a href="mailto:christine.e.rimestad.civ@mail.mil">christine.e.rimestad.civ@mail.mil</a>

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 23604-5759Phone: (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, VA757-501-6867
22	Public Affairs and Communications Media	Ms. Sharon Mulligan Deputy Chief, TRADOC Public Affairs HQ TRADOC, OPAATTN: ATPA950 Jefferson Avenue Fort Eustis, VA 23604-5709Phone: (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 23604-5759Phone: (757) 501-6903 DSN 501Email: portia.a.brandonmccraw.civ@mail.mil
26	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 23604-5727Phone: (757) 501-6575DSN 501Email: <a href="mailto:lynda.s.anthony.civ@mail.mil">lynda.s.anthony.civ@mail.mil</a> POC: Lavonda Hines (757-501-6722)
32	Training, Capability and Doctrine Warfighting Developers	Mr. John Pliifka Director, TRADOC QA Directorate HQ TRADOC705 Washington Blvd Fort Eustis, VA 23604-1278 Phone: (757) 501-7099 DSN 501Email: <a href="mailto:john.pliifka.civ@mail.mil">john.pliifka.civ@mail.mil</a>

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 501Email: 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 501Email: richard.a.davis139.civ@mail.mil
35	General Intelligence	POC: Robert (Sam) Tanguy (757-501-6531) 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 501Email: thomas.f.greco.civ@mail.mil
36	Analysis, Modeling and Simulation	POC: Robert (Bob) Hart (757-501-6214) 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 552Email: pamelai.blechinger.civ@mail.mil
50	Military Personnel Management	POC: Debra Sawyer (575-678-3493) 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 501Email: douglas.a.carr3.civ@mail.mil
51	General Administration and Management	Mr. Hubert D. Davis Assistant Deputy Chief of Staff, G-1/4

		HQ TRADOC, DCS G-1/4ATTN: ATBO-Z661 Sheppard Place Fort Eustis, VA 23604-5748Phone: (75) 501-6831 DSN 501Email: <a href="mailto:hubert.d.davis.civ@mail.mil">hubert.d.davis.civ@mail.mil</a> POC: Rose Gunn (757-501-6831)
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 23604-5750Phone: (757) 501-5631 DSN 501Email: <a href="mailto:gerald.a.forest.civ@mail.mil">gerald.a.forest.civ@mail.mil</a>
55	Inspector General	Mr. Robert C. Ling Deputy Inspector General HQ TRADOC, Office of IGATTN: ATIG661 Sheppard Place Fort Eustis, VA 23604-5708Phone: (757) 501-6565 DSN 501Email: <a href="mailto:robert.c.ling.civ@mail.mil">robert.c.ling.civ@mail.mil</a> 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 23604-5700Phone: (757) 501-5769 DSN 501Email: <a href="mailto:terrence.h.farrell.civ@mail.mil">terrence.h.farrell.civ@mail.mil</a>
61	Historian/Museum Curator	Dr. Britt J. McCarley Chief Historian, TRADOC Mil History OfcHQ TRADOC, TRADOC Mil History Ofc ATTN: ATBO-MH661 Sheppard Place Fort Eustis, VA 23604-5751Phone: (757) 501-6656 DSN 501Email: <a href="mailto:j.b.mccarley4.civ@mail.mil">j.b.mccarley4.civ@mail.mil</a> POC: Joseph Rainer (757-501-6653)