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

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MEMORANDUM FOR All United States Army Cadet Command (USACC) Department of the Army (DA) Civilian Employees

SUBJECT: USACC Civilian Education System (CES) Standard Operating Procedures (SOP)

1. References:

a. Headquarters, Department of the Army (Army Civilian Education System Policy), November 2006.

b. Army Regulation 350-1 (Army Training and Leader Development), 4 August 2011.

2. Applicability. This SOP applies to all Department of the Army (DA) Civilian employees assigned to USACC Headquarters and its subordinate units.

3. Purpose. To establish USACC procedures and guidance for civilian employees to complete CES courses.

4. General.

a. CES is the foundation of the Army's leader development program for all Army Civilians, providing progressive education courses throughout their careers. The program is grounded in Army values that develop civilians into competent and capable leaders who are skilled in taking decisive action in support of the Army's strategic plan and organizational objectives.

b. CES course attendance is targeted towards specific civilian grades. Employees will attend the CES course targeted for their permanent grade or have completed an equivalent military or civilian leader development course.

c. Civilian employees may not enroll in a course that is targeted for a higher grade, but they may enroll in a course that is targeted for a lower grade.

d. Military personnel may enroll in CES courses; however, priority will be given to civilian employees.

5. Available Courses.

a. CES Foundation Course.

(1) This course is a distance learning (DL) course that provides employees an orientation to the United States Army and begins the development of being an effective Army Team member.

(2) The Foundation Course is available to all DA Civilians as self-development, but is required for all civilian employees hired after 30 September 2006.

(3) All new USACC employees will complete the CES Foundation Course within one year of assignment to USACC.

b. CES Basic Course.

(1) This course is a combination of DL and resident courses designed for the Army civilian leader who exercises direct leadership to effectively lead and care for teams.

(2) Required for all civilian employees in grades GS-01 through GS-09 (or equivalent) serving on a permanent appointment.

(3) Military supervisors of civilian employees may also register for this course.

(4) Employees must complete the Foundation Course prior to registering for the Basic Course.

(5) The DL portion of the Basic Course is available for all civilian employees.

(6) Employees required to complete the Basic Course must complete the DL portion before registering for the resident course.

(7) Employees in grades GS-09 and below will complete the DL Basic Course within one year of assignment to USACC. Employees must complete the resident Basic Course within four years of completing the DL.

c. Intermediate Course

(1) This course is a combination of DL and resident courses designed to educate civilians to be more adaptive, innovative, self-aware, and prepared to effectively lead and care for personnel and manage assigned resources. The course is also intended to

prepare participants for increasing responsibilities to exercise direct and indirect supervision.

(2) Required for all civilian employees in grades GS-10 through GS-12 (or equivalent) serving on a permanent appointment.

(3) Military supervisors of civilian employees may also register for this course.

(4) Employees must complete the Foundation Course prior to registering for the Intermediate Course.

(5) Employees required to complete the Intermediate Course must complete the DL portion before registering for the resident course.

(6) Employees will complete the DL Intermediate Course within two years of assignment to grades GS-10 through GS-12 in USACC. Employees must complete the resident Intermediate Course within four years of completing the DL.

d. Advanced Course.

(1) This course is a combination of DL and resident courses designed for the Army Civilian leaders who exercise predominately indirect supervision and have the ability to lead, management human and financial resources, implement change, direct program management and systems integration, display flexibility and resilience, and focus on mission.

(2) Required for all civilian employees in grades GS-13 through GS-15 (or equivalent) serving on a permanent appointment.

(3) Military supervisors of civilian employees may also register for this course.

(4) Employees must complete the Foundation Course prior to registering for the Advanced Course.

(5) Employees required to complete the Advanced Course must complete the DL portion before registering for the resident course.

(6) Employees will complete the DL Advanced Course within two years of assignment to grades GS-13 through GS-15 in USACC. Employees must complete the resident Advanced Course within four years of completing the DL.

e. Continuing Education for Senior Leaders (CESL)

(1) This course is a combination of DL and resident courses designed to provide continuing education sustainment for senior civilians to discuss current and relevant issues facing the Army.

(2) Required for all civilian employees in grades GS-14 through GS-15 (or equivalent) serving on a permanent appointment.

(3) Military supervisors of civilian employees may also apply/register for this course.

(4) Employees must have successfully completed the Advanced Course or been granted equivalence credit for the Advanced Course.

(5) Employees must wait one year upon completion of the Advanced Course to attend CESL.

(6) Employees in grades GS-14 through GS-15 will complete CESL as soon as practicable after the one-year waiting period after completion of the Advanced Course.

(7) Civilian supervisors in the grades of GS-14 through GS-15 will attend the CESL course every three years for refresher training.

6. Equivalency and Constructive Credit.

a. Employees may be able to receive equivalency or constructive credit for the Basic, Intermediate, and/or Advanced courses based on completion of other training.

b. A list of legacy courses eligible as substitution for CES training is available through the Civilian Human Resources Training Application System (CHRTAS) at https://atrrs.army.mil/channels/CHRTAS/web/Help/CES_Legacy_Courses.aspx.

c. To request equivalency credit:

(1) Log in to CHRTAS.

(2) Click on "CES Eligibility and Completion Status" on the right side of the screen.

(3) At the bottom of the screen, click on "upload documentation of course completion".

(4) Click on "Equivalency Credit Request".

(5) Select the section for which you are requesting credit.

(6) Select the course track for which you are requesting credit.

(7) Select the highest level of civilian/military leadership course you completed.

(8) Enter the date on which you completed the training.

(9) Upload documentation of completion of the course and click "Save request and submit" at the bottom of the page.

d. To request constructive credit:

(1) Employees must submit the following documents in one .pdf file at https://atrrs.army.mil/channels/CHRTAS/Web/ConstructiveAndEquivalency/ConstructiveRequest.aspx.

(a) Request for CES Constructive Credit Memorandum signed by your supervisor (link provided through CHRTAS).

(b) CES Quota Manager (Training Coordinator) Statement (link provided through CHRTAS).

(c) Resume.

(d) Position Description(s).

(e) College/University Transcript and Course Descriptions (if applicable).

(f) Training Program Certificate(s).

(2) The Army Management Staff College (AMSC) reserves the right to request additional documentation.

7. Travel.

a. Temporary Duty (TDY) travel is required for all employees attending the Basic Course, Intermediate Course, Advanced Course, and CESL.

b. All lodging, travel, per diem, and miscellaneous expenses are centrally funded but no rental car is authorized by the Army Management Staff College (AMSC).

c. Employees may submit a request for a rental car, if desired, by completing the form at enclosure 1 and obtaining all necessary signatures. Approval of a rental car is at the discretion of the employee's organization.

d. USACC will fund rental cars for employees during approved TDY to attend the CES Basic, Intermediate, and Advanced Courses. Funding will come from the primary staff, special staff, or brigade budget, as applicable.

e. Employees are responsible for creating travel authorizations prior to travel, creating travel vouchers within five days of return from travel, and maintaining all documentation for TDY to complete travel vouchers.

8. Individual Development Plan (IDP).

a. All USACC DA Civilian employees should have an IDP approved by their first line supervisor through the Army Career Tracker (ACT).

b. Employees and supervisors must create accounts in ACT at https://actnow.army.mil.

c. IDPs will identify required CES courses as goals with estimated completion dates.

9. Civilian Record Brief (CRB).

a. Upon completion of CES distance learning and resident courses, employee data will be updated on the CRB by the Army Management Staff College (AMSC).

b. To access the CRB:

(1) Go to http://cpol.army.mil/.

(2) Click "Portal Login".

(3) Select appropriate certificate and click "OK".

(4) Click on "Employee" tab.

(5) Under "Employee Data", click "Go".

(6) Click on "Civilian Record Brief (CRB)" on the left side of the screen.

(7) Click on "View My CRB" at the bottom of the screen.

(8) Click "Open".

(9) Click "Update My CRB" to make changes to your special assignments, training, and/or other employment history.

10. Point of contact for this SOP is Karen Lennon, karen.d.lennon.civ@mail.mil, (502) 624-1124.

FOR THE COMMANDER:

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